

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
May 13, 2016**

PI 16-31

TO: Regional Supervisors
County Social Services
Division of Juvenile Services
Tribal Social Services
PATH

FROM: Kelsey Bless, Permanency Administrator

SUBJECT: Permanency Planning 624-05
Motor Vehicle, Health Tracks, Voluntary Placements
School Notifications, ICPC, and Clothing Allowance

PROGRAMS: Foster Care

EFFECTIVE: **Immediately**

RETENTION: Until Manualized

In April 2016, NDDHS Children and Family Services (CFS) made specific changes in the first half of the 623-05 “Foster Care Maintenance Payment” policy chapter referenced in Manual Letter 3469 and PI 16-29. After reviewing the maintenance chapter it was determined that some policy should be transferred to other manuals. This policy issuance is adding policy, which was deleted from 623-05, into Permanency Planning Chapter 624-05. If you have questions, please feel free to contact Kelsey Bless at 701-328-3581 or kmbless@nd.gov.

New or Revised Policy

**Motor Vehicle Operation by Youth in Foster Care 624-05-15-50-41
(New to 624-05, transferred from 623-05)**

The Department is not able to authorize a minor to secure a driver’s license. Even though it is desirable and the Department would like to provide this experience for young people, it is prohibited by the absence of insurance protection. The complete DHS policy related to operation of motor vehicles by youth in foster care is found in NDDHS Manual Chapter 622-05-60.

Voluntary Placements 624-05-30-20-10 (Updated)

Voluntary parental placement agreements are not common. However, in the event that such an agreement is necessary to protect the rights and needs of a child, a voluntary placement agreement between the parents and the agency can be entered into for up to 45 days of placement for children under the age of 18. Voluntary placement agreements require the approval of the regional supervisor. The agreement must be entered electronically in CCWIPS.

Foster care funds cannot be used for the payment of voluntary placements when a public agency does not have care, custody, and control of the child. If voluntary treatment is a desire of the family, the families are to be redirected to the NDDHS Behavioral Health Division Voluntary Treatment Program in an effort to avoid unnecessary relinquishment of parental custody.

School District Notification 624-05-15-50-07 (NEW to 624-05 transferred from 623-05)

NDCC 15.1-29-14 establishes school district responsibility for the payment of tuition, excess cost and, in the instance of handicapped children, excess educational costs related to special education. This law requires that agencies placing children notify the interested school district of such placements to assure timely and orderly assumption of financial responsibility by the appropriate school districts.

The placing agency shall provide written or electronic notice regarding an initial placement and all subsequent placements to the superintendent of the student's school district of residence and to the superintendent of the admitting district:

1. Within five working days after a placement is made under court order;
2. Within five working days after an emergency placement is made; or
3. At least ten working days prior to any other placement.
4. September 15th of each year – once established, the resident district remains unchanged until the following September 15th unless the child's placement changes.

The placement agency shall afford the district of residence reasonable opportunity to participate in permanency planning for the child.

Procedure

Department of Public Instructions' (DPI) form, SFN 18119, will serve as the official document in all instances for the notification required by NDCC 15.1-29. Electronic submission is the preferred method of submission. The electronic notification system can be accessed at: <https://secure.apps.nd.gov/dpi/ndteach/sclogin.aspx>.

This application requires workers to establish a ND State login ID, and link this ID to the placing agency. To determine if you have a current login, see link entitled, "Not Sure?" Also, Login ID users who have forgotten their ID's, or have forgotten their passwords, will have a link on the sign-in page which will provide assistance. If you do not have

access to the site, you will need to create a login ID. This can be done by clicking on the link labeled "Register Now". You will be asked to provide your name, company name, address, email, and other security questions which help identify the user. It will be helpful if you save the websites as a bookmark or a favorite for future reference. Training for the site can be accessed at <http://www.dpi.state.nd.us/speced/>. Questions related to the form or websites should be directed to DPI (701) 328-2175 or (701) 328-1678.

Health Tracks 624-05-15-50-08

(NEW to 624-05 transferred from 623-05)

Federal law specifies that all persons under 21 years of age who are eligible for medical services through Title XIX, including children in foster care, must be informed of Health Tracks, designed to detect health problems at an early age. Consent must be obtained for Health Tracks screening, diagnosis, and treatment. The Health Tracks "Informing & Referral" form must be signed by the appropriate individuals to show evidence that Health Tracks services were offered.

A Health Track screening must be completed within 30 days of entry into foster care and completed at least annually. The screening includes developmental and mental health assessments, as well as assessments for physical, dental and optical health needs. The professional providing the Health Track screening will assist the child's case manager in making referrals if additional services are needed. A copy of the Health Tracks screening must be placed in the child's case file and dates of the screening must be entered into the data management system.

The following questions should be asked when considering whether Health Tracks screening is appropriate.

1. Has the child had a complete physical exam within the past year?
2. Has the child had a dental exam with the past year?
3. Has the child had a vision test within the past year?
4. Has the child received a hearing test within the past year?
5. Are the child's immunizations up-to-date?

If any of the above questions are answered "no," it is recommended that screening services be obtained. The county director or agency representative responsible for the child should determine the appropriateness of a Health Tracks screening depending upon individual circumstance and the length of placement.

Interstate Compact on the Placement of Foster Children 624-05-15-50-12
(NEW to 624-05 transferred from 623-05)

Custodians who identify placement options outside of North Dakota must follow Interstate Compact on the Placement of Children (ICPC) policy found in Manual Chapter 619-01. Questions regarding the ICPC paperwork or the required approval can be directed to Children & Family Services ICPC Administrator. ICPC approval must occur before the child leaves the state of ND.

Family Foster Home Placements: If a ND foster family is moving out of the state and the plan is for the ND foster child(ren) to move with them, the case manager must:

1. Follow ICPC policy
2. Discuss payment with the family noting that once the family leaves the state of ND, their foster care license terminates. Foster care funds cannot be authorized on behalf of the children's needs until the provider becomes licensed in their new state of residence.
3. Inform and provide the family with contact information to inquire about becoming licensed in their state of residence.

Facility Placements: Prior to a ND foster child being placed in a group home or residential child care facility outside of North Dakota, the case manager must:

1. Follow ICPC policy
2. Complete and receive denials from all appropriate in-state facilities. Foster youth who require residential care must be referred to all appropriate facilities within ND before consideration will be given to out-of-state facilities.
 - a) Out-of-state referrals can be made when it has been determined that the child's needs cannot be met within the state of North Dakota.
 - b) Copies of denial letters must be included in all ICPC referral packets. If any denial letter is not available when an ICPC referral is submitted to CFS, a notation in the cover letter must identify the referral facility and the reason the child cannot be served in the facility.
 - c) If a youth is being referred to an out-of-state PRTF, Medical Services must approve the out-of-state referral in partnership with ND ICPC. Concurrent referrals through Medical Services and ICPC are suggested to expedite placement decisions.

Payment Rates: Foster care funds cannot be used to reimburse an unlicensed provider or a placement that does not meet ICPC compliance/approval.

1. When North Dakota is the receiving state in an Interstate Compact placement, the sending agency must reimburse the ND provider at a rate consistent with North Dakota's foster care daily maintenance rate.
2. When North Dakota is placing (sending) a child in another state through Interstate Compact, North Dakota will reimburse the out of state provider at the receiving state's daily maintenance rate.

Clothing Inventory 624-05-15-50-31

(New to 624-05 transferred from 623-05)

The foster care case manager is responsible to identify the clothing needs of the child upon entry into foster care and ongoing thereafter. Clothing purchased specifically for the child will become the property of the child and must accompany the child upon leaving their foster care placement.

An inventory must be conducted of a child's clothing prior to any placement or change in placement in foster care. A copy of the most recent inventory should be sent with the child at the time of initial placement as well as all other subsequent placements. A copy shall be kept by the agency making the placement, as well as the financial county.

For clothing reimbursement rates refer to Foster Care Maintenance Payment policy 623-05-30-10.