



ADMISSION POLICIES AND PROCEDURES

Placement Procedure

- 1) HPCH does a complete admission assessment for every child placed in care. The documents needed to complete the assessment are:
 - a) The completed application or a "Common Application"
 - b) Copy of the birth certificate
 - c) Copy of the social security card
 - d) Copy of medical exam (within the last 30 days)
 - e) Current immunization record
 - f) Copy of court custody order if legal parents are divorced
 - g) Recent TB test and results
 - h) Recent school records
 - i) Recent psychological evaluation
- 2) When the proper documents have been assembled and evaluated, a pre-placement interview can be scheduled. If HPCH appears to be able to meet the child's needs then a pre-placement visit is arranged.
- 3) HPCH accepts children into care without regard to race, color, religious creed, national origin, sex, or financial status. The determining factor in placement is the ability of HPCH to meet the child's needs.
- 4) HPCH does not accept managing conservatorship of any child placed in care. The parents or the legal guardian will maintain conservatorship while the child is in care at HPCH.
- 5) Children placed at HPCH are placed voluntarily by the parent or legal guardian. Since the placement is voluntary, the placement may be terminated by the parent or conservator.
- 6) If HPCH determines that the agency is not able to meet the needs of the child after placement, the child will be discharged to the parent or managing conservator.

7) HPCH accepts children for placement from individual families and public agencies who have the legal authority to make placement. The following are the general guidelines for children accepted for care:

- The child must be between the ages of 5 and 17 years.
- The child must be eligible to attend public schools.
- The child cannot be at risk of harming self or others.
- A psychological or psychiatric evaluation may be required at placement.
- HPCH will not accept a child who is sexually aggressive or who is a perpetrator of sexual abuse.
- HPCH will not accept a child for care if drug addiction/abuse is indicated.

8) Information identified above will be used to determine the ability of HPCH to meet the needs of the child. HPCH accepts funds from the state of Texas to provide care for children. HPCH is required to use funds provided by the social security administration and the Texas Department of Family and Protective Services to provide for the needs of the specific child for which the funds are designated.

9) Each child placed at HPCH will have an individual plan of service. The purpose of the plan of service is to identify the child's needs and plan services to meet those needs.

10) Children in care at HPCH need to maintain contact with their family. This will be accomplished through visitation, correspondence, and email contact.

The policies and procedures stated here are a summation of the full policies and procedure for [High Plains Children's Home and Family Services, Inc.](#) For details about those policies and procedures please call (806) 622.2272 for additional information.