



PLACEMENT POLICIES FOR ADMISSION TO CAMPUS CARE PROGRAM

General Instructions

- 1) High Plains Children's Home and Family Service, Inc. (HPCH) accepts full responsibility for every phase of placement. Parents and child will be aware of the conditions of placement through written forms and personal interview with social worker.
- 2) All youth are accepted as clients, regardless of race, color, religious creed, national origin, sex, age, financial background, disability or political belief PROVIDING the program at High Plains Children's Home is equipped to meet the needs of the youth.
- 3) HPCH will not accept managing conservatorship of any youth placed in our campus care program. The legal parents or legal guardians will maintain conservatorship of the youth while the youth is in care.
- 4) Clients shall not be coerced into placing youth in the campus care program. Every placement is voluntary by the legal parents of the youth, and may be terminated at the sole discretion of the legal parent.
- 5) If staff of HPCH is able to document a placement as detrimental to the placed youth, other youth in care or the attending staff, HPCH may choose to discharge youth back to legal parent/managing conservator. In such a case, legal parent/managing conservator must pick up the child within a 24 -hour time period.
- 6) If the safety of the placed youth, other youth in care, or attending staff is in jeopardy, appropriate and immediate measures will be taken to ensure the welfare of all.
- 7) Upon placement at HPCH, HPCH accepts responsibility of monitoring the child in matters of physical care, educational progress, social growth and psychological care. Input from a legal parent/managing conservator is welcomed, but final decisions regarding care of the youth is determined by the staff of HPCH.

Acceptance of Children for Placement

- 1) Youth shall be accepted for placement only from legal parents, legal guardian, a court of competent jurisdiction or any other responsible persons with specific written authorization.
- 2) HPCH accepts youth from probation sources, Department of Protective and Regulatory Services and private families seeking out of home care. However, certain guidelines must

be met to ensure the welfare of **HPCH**, the placing family, the placed youth, other youth in care and attending staff.

- a) The youth must be at least in first grade and not older than 17 years, 6 months.
- b) The youth must be eligible to attend public schools.
- c) The youth cannot present a current, significant harm to themselves or others. If the youth has a psychiatric inpatient history a recommendation from his attending physician/therapist as well as one from other staff who knows the youth must accompany the application. The recommendation must specify that the youth would be appropriate for basic care facilities.
- d) A youth placed by DPRS must be Level I, II, or III and must have a current psychological.
- e) A youth on probation will be considered providing there are no serious weapon charges, sexual assault charges, gang activity or any other charge that may present physical danger to staff or other youth in care. Youth must have current psychological.
- f) HPCH will not accept a youth that is a sexual perpetrator.
- g) A child's physical health and abilities must be comparative to the abilities and training of direct-care staff, as well as the physical layout of the campus.

Admission Procedure

1) Once a referral to **HPCH** has been made, certain documents are needed from the placing agent to complete the admission procedure.

- a) Completed Common Application
- b) Copy of Birth Certificate
- c) Copy of Social Security Card
- d) Copy of Immunization Records
- e) If person seeking placement is other than legal parent, copy of court order is needed to determine managing conservatorship.
- f) If person seeking placement is divorced parent, copy of court order is needed showing custody.
- g) An appropriate Release of Information form must be signed to **HPCH** can secure information regarding youth from various sources.
- h) Copy of psychological (when Applicable).
- i) Copies of recent medical/dental exams.

2) Once admission procedure is complete, a youth's file will be reviewed by campus social worker and program director. Additional information provided by outside sources are also reviewed. If the information in the case file fall within the placing standards of **HPCH**, a pre-placement visit is set with legal parent/managing conservator and the youth being considered. **THIS DOES NOT MEAN YOUTH IS ACCEPTED!**

The pre-placement visit is the final step of consideration. Both the agency and/or the parent may choose to terminate involvement after pre-placement.

3) If pre-placement is successful, the case-file complete, and all involved agrees to placement, a placement date and time is set.

Admission

1) Once youth has been accepted for placement at HPCH, an actual placement date is set. At this time, the legal parent/managing conservator will meet social worker at the offices of HPCH to sign the following documents.

- a) Placement Agreement giving HPCH permission to care for and place youth in group care.
- b) Authorization to travel with youth
- c) Authorization for medical care
- d) Release of Information Form
- e) Permission to take photographs of youth, (Picture Consent)
- f) Discipline Policy
- g) Acknowledgment of parental rights as guaranteed by the state of Texas
- h) Permission and release form to drive a motor vehicle

2) Legal parent(s)/managing conservator will receive copies of all signed papers.

3) Legal parent(s)/managing conservator retain all rights to the youth and can be held legally and financially responsible.

4) Once the appropriate documents are signed, youth will move into pre-chosen cottage.

Fees

Because of generous church and community support, finances do not figure into whether or not a youth is placed. However, families will be expected to be responsible for the youth.

1) Any fees assigned to the families are determined by a sliding scale fee based on individual family income and financial status. The fees are agreed upon by HPCH staff and placing agent prior to placement of the youth.

2) Families must supplement youth's wardrobe according to specific needs.

3) Families are responsible for all co-payments for all medical, dental, eye care, prescription drugs, and balances due after insurance payments have been made. We recommend if the family carries insurance on the youth, the insurance be maintained.