

SSIS Placement – Tip Sheet

Updated: April 2016

Out-of-home placement (OHP) means 24-hour substitute care for all children placed away from their parents or guardians for more than 24 hours, and for whom the local social service agency has care and control responsibility.

Placement Authority

To be in out-of-home placement, the child must be placed outside the home as the result of a protective hold, court order or Voluntary Placement Agreement (VPA).

There are fewer questions about placements occurring under a protective hold or court order than with a VPA. When a family arranges with their insurance company for a child's Residential Treatment Center (RTC) placement, and the agency has no involvement in the placement decision, should a voluntary be taken and a placement entered into SSIS? If the social service agency was not involved in determining the need for the RTC, and will not monitor the placement or provide case management services, then the agency does not have care and control and does not enter the placement into SSIS. However, if the family insurance benefits run out, the family may ask the agency to continue the placement and make payments. If the county social service agency agrees to provide this service, the RTC placement is entered into SSIS at the time the agency takes responsibility for supervising the placement. Obtaining a VPA at this point is appropriate. The continuous placement in this scenario begins on the date of the last required signature on the VPA. Out-of-Home Placement Plan (OHPP) and periodic review requirements apply when the agency takes responsibility for supervising a placement.

Placements, Locations, and Absences:

SSIS allows for tracking of Placements, Locations, and Absences for youth under the age of 21. Each setting/occurrence is classified as either a placement, location, or absence based on the setting, or setting and reason combination. (Classification charts are included at the end of this document). Placements must always fall within the date range of a Continuous Placement, which represents a distinct episode of OHP from removal through discharge. Locations and absences may exist within the dates of a continuous placement or may be entered for tracking purposes even when the agency does not have the child in OHP.

Supervising Agency:

The supervising agency is recorded on the Continuous Placement screen, and indicates which agency has "care and control" responsibility. The supervising agency may or may not be the same agency that is financially responsible for the placement.

Enter a "Placement" (including a Continuous Placement) for a child when:

- A. Corrections has care and control of the child and the social service agency is under the same administrative structure (umbrella) as corrections.
- B. Corrections has care and control of the child and there is a IV-E Maintenance Agreement between corrections and the social service agency.
- C. Tribal social services has care and control of the child and county social services has financial responsibility (with or without a IV-E Maintenance Agreement).
- D. Child is placed on a 72 hour protective hold.

- E. Child is placed in care and control of social services agency via voluntary placement agreement or court order
- Unless: another social service agency has financial responsibility. Placements must be entered and maintained in SSIS in the agency with financial responsibility, even when another agency has care and control. This includes a requirement to record adoption related information as well.

Optional: enter a “Location” (no continuous placement) for any child in care, but not under the responsibility of the local agency, i.e.:

- Another agency has requested courtesy supervision (answer “yes” to the courtesy supervision question)
- ICPC received from another state and accepted (answer “yes” to the courtesy supervision question)
- Agency has care and control of a child who is the financial responsibility of another social service agency (answer “yes” to the courtesy supervision question)
- See section on Hospitalizations
- See section on Behavioral Consequence Placements fewer than 30 days
- See section on Non-Custodial Parent’s Home

Hospitalizations

- Always display as locations to SSIS users
- Fewer than 16 days are locations for AFCARS (which does not increase the placement setting count).
- Sixteen (16) days or more: when this hospitalization occurs within a continuous placement, this “location” is counted as another placement setting for AFCARS.
- When the only setting is a hospital, this is not reported for AFCARS and should not be entered with a continuous placement.
- When the court has ordered a hospitalized child into the care and control of the agency, the continuous placement begins at the start of the hospitalization, and continues through subsequent placement settings.
- Children in Regional Treatment Centers or other psychiatric treatment facilities, whether public or private, must be entered in SSIS with a placement setting of “Residential treatment center.” “Residential treatment center” is a placement and all placement requirements (such as OHPP and periodic reviews) apply.

Behavioral Consequence Placements fewer than 30 days

- Always display as locations to SSIS users.
- For AFCARS, this location is counted as another placement setting when it occurs within a continuous placement.
- If the local social service agency does not have care and control of child, do not enter a continuous placement with this setting when it is the only setting for a child.
- Behavioral Consequence Placements may occur in many types of facilities. *(However, this has not been allowed in “family” type settings since SSIS V14.4 due to conflicts with payment rules for Northstar Care for Children, since the rates would not be based on a DOC or MAPCY Assessment).*
- The case plan will define the situations in which these types of locations would be utilized as a strategy to prevent the need for placement, or to preserve the current placement

Behavioral Consequence Placements more than 30 days

- Always display as placements.
- Always require a continuous placement.

Juvenile Correctional Facility-Locked

- Locked facilities display as placements on SSIS and require a continuous placement. Enter a continuous placement for any youth placed in a locked facility for whom the agency has care and control responsibility (includes care and control through a IV-E Maintenance Agreement).
- When the locked facility is the first setting for a youth, the local agency must decide if the youth is likely to move on to another placement resource. If the youth will return directly home from the locked facility, this setting is not required entry. If the youth moves on to another placement resource, the continuous placement starts when the youth initially entered the locked facility.
- If a youth goes from a foster home or a group home into a locked facility and becomes the responsibility of the Minnesota Commissioner of Corrections, this represents a *discharge* of local agency care and control, with a Continuous Placement discharge reason of “Transfer to another agency.”

Trial Home Visits

- Continuous placement remains open while child is in location of child’s reunification home. This should only be used when court has ordered trial home visit per Mn. Statute 260C.201 Subd.1 (3).
- The Trial Home Visit ends when:
 - The court returns legal custody to the parent(s) and ends the foster care placement episode and the trial home visit.
 - The court orders the child to remain in the home under protective supervision; the placement episode ends with reunification, or
 - The agency returns the child to the foster home or facility; the placement episode is continuous.

Non-Custodial Parent’s Home

- Always a location
- If the child moves from a placement resource to their non-custodial parent’s home, this represents a *discharge* of the continuous placement, with an appropriate discharge reason.
- When the only setting is with the non-custodial parent, this is not reported for AFCARS and should not be entered with a continuous placement.
- Permanency timelines related to the removal home may still apply, but that timeline must be tracked by the assigned social worker.

Supervised Independent Living

- Always display as placements
- Does not require a Bus Org /Provider
- The youth may be paid directly and may be selected as the Bus Org / Provider
- Only applicable for youth age 18 up to 21

ICF-DD Facilities

- These facilities have been classified as placements since Version 4.0. All placement requirements (such as OHPP, periodic reviews) apply.

Not Available as Placement Settings since V4.0

- Boarding School
- Job Corps

Charts, from placement specification:

Classify the record as a placement (AFCARS-reportable), location or absence

Reason may be a required field if it is needed to determine if this is a placement or a location.

If the setting is always classified as a placement or location regardless of the reason, then reason is not required to determine the classification. If the setting is unauthorized absence, then the reason is required to identify children who are “on run.” The following chart identifies which settings require a reason code.

If setting=	Reason required	Comment
03 Family foster home-relative	Yes	Needed to classify as placement or location
04 Family foster home-non relative	Yes	Needed to classify as placement or location
01 Pre-adoptive home-relative	Yes	Needed to classify as placement or location
02 Pre-adoptive home-non relative	Yes	Needed to classify as placement or location
21 Pre-kinship home-relative	Yes	Needed to classify as placement or location
09 Foster home-Corporate/shift staff	Yes	Needed to classify as placement or location
05 Group home	Yes	Needed to classify as placement or location
06 Residential treatment center	Yes	Needed to classify as placement or location.
07 Supervised independent living	Yes	Changed to required in V12.2 via PR # 12-0120-1034-02.
10 Juvenile correctional facility (non secure, 12 or fewer children)	Yes	Needed to classify as placement or location.
11 Juvenile correctional facility (non secure, 13 or more children)	Yes	Needed to classify as placement or location.
12 Juvenile correctional facility (locked)	Yes	Needed to classify as placement or location.
13 Child’s reunification home	No	Setting is always a location
14 Hospital	No	Setting is always a location
15 Camp	No	Setting is always a location
16 ICF-DD	No	Setting is always a placement (effective V4.0 PR # 05-0819-1010-56)
17 Boarding school (inactive)	N/A	
18 Job Corps (inactive)	N/A	
19 Unauthorized absence	Yes	Always an absence. Reason is required to know which kids are on run.
08 Runaway (from placement)-Legacy	No	Always an absence
20 Non-custodial parent’s home [V4.1 PR # 05-0817-1520-45]	No	Setting is always a location

The following table shows the filtered reasons for each setting and how the setting/reason combination impacts the classification. If a setting has only one reason, then it is the default.

Notes:

1. This specification does not use the IV-E Reimbursable Placement classification. It is not used for any business rules nor displayed on any Placement related entry screen. The purpose of the IV-E Placement column is to illustrate which setting/reason combinations are considered for IV-E reimbursement. The IV-E reimbursement details are described in the IV- E Eligibility specification.
2. Any setting is considered a location when courtesy supervision is “yes” because the agency doing the supervision does not report on the placement, nor does the agency have financial responsibility. For placements, locations, and absences, the system displays the classification on the entry screen immediately upon classification (either at entry of setting, after entry of reason, or indication that this is a courtesy supervision).

Placement/Location/ Absence type	If reason =	Classification			
		Placement	Placement (IV-E Reimbursable)	Location	Absence
03 Foster family home - relative	15 Safety/Stability	x	x		
	14 Respite			x	
	16 Shelter	x	x		
	17 Treatment	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences <30 days		x	x	
	06 Corrections	x	x		
	08 Education	x	x		
	09 Employability	x	x		
	02 Aftercare	x	x		
	12 Pre-placement visit			x	
	11 Medical	x	x		
	04 Child with parent			x	
04 Foster family home - non relative	15 Safety/Stability	x	x		
	14 Respite			x	
	16 Shelter	x	x		
	17 Treatment	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences <30 days		x	x	
	06 Corrections	x	x		
	08 Education	x	x		
	09 Employability	x	x		
	02 Aftercare	x	x		
	12 Pre-placement visit			x	
	11 Medical	x	x		
	04 Child with parent			x	
09 Foster home - Corporate/shift staff	15 Safety/Stability	x	x		
	14 Respite			x	
	16 Shelter	x	x		
	17 Treatment	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences <30 days		x	x	
	07 Detention	x	x		
	06 Corrections	x	x		
	08 Education	x	x		
	09 Employability	x	x		
	02 Aftercare	x	x		
	12 Pre-placement visit			x	
	01 Pre-adoptive home - relative	01 Adoption	x	x	
12 Pre-placement visit				x	
02 Pre-adoptive home - non-relative	01 Adoption	x	x		
	12 Pre-placement visit			x	
21 Pre-kinship home - relative	26 Transfer of permanent legal and physical custody	x	x		
	12 Pre-placement visit			x	
05 Group home	15 Safety/Stability	x	x		
	14 Respite			x	
	16 Shelter	x	x		
	17 Treatment	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences <30 days		x	x	
	07 Detention	x	x		
	06 Corrections	x	x		
	08 Education	x	x		
	09 Employability	x	x		
	02 Aftercare	x	x		
	12 Pre-placement visit			x	
	10 Evaluation	x	x		

Placement/Location/ Absence type	If reason =	Classification			
		Placement	Placement (IV-E Reimbursable)	Location	Absence
	24 Treatment for CD	x	x		
	25 Treatment for SED	x	x		
06 Residential treatment center	15 Safety/Stability	x	x		
	14 Respite			x	
	16 Shelter	x	x		
	17 Treatment	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences-<30 days		x	x	
	07 Detention	x	x		
	06 Corrections	x	x		
	08 Education	x	x		
	09 Employability	x	x		
	02 Aftercare	x	x		
	12 Pre-placement visit			x	
	11 Medical	x	x		
	10 Evaluation	x	x		
	24 Treatment for CD	x	x		
	25 Treatment for SED	x	x		
07 Supervised independent living	15 Safety/Stability	x	x		
	08 Education	x	x		
	09 Employability	x	x		
	02 Aftercare	x	x		
12 Juvenile correctional facility (locked)	15 Safety/Stability	x			
	05 Consequences-30 days or more	x			
	03 Behavioral consequences-<30 days			x	
	07 Detention	x			
	06 Corrections	x			
	10 Evaluation	x			
10 Juvenile correctional facility (non-secure, 12 or fewer children) *	15 Safety/Stability	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences-<30 days		x	x	
	06 Corrections	x	x		
	10 Evaluation	x	x		
	24 Treatment for CD	x	x		
	25 Treatment for SED	x	x		
11 Juvenile correctional facility (non-secure, 13 or more children) *	15 Safety/Stability	x	x		
	05 Consequences-30 days or more	x	x		
	03 Behavioral consequences-<30 days		x	x	
	06 Corrections	x	x		
	10 Evaluation	x	x		
	24 Treatment for CD	x	x		
	25 Treatment for SED	x	x		
13 Child's reunification home	23 Trial home visit (not discharged from county care or custody)			x	

Placement/Location/ Absence type	If reason =	Classification		
14 Hospital	15 Safety/Stability			x
	17 Treatment			x
	11 Medical			x
	10 Evaluation			x
15 Camp	13 Recreation			x
16 ICF-DD	15 Safety/Stability	x		
	17 Treatment	x		
	12 Pre-placement visit	x		
	11 Medical	x		
17 Boarding school (N/A after V4.0)	08 Education			x
	09 Employability			x
18 Job Corps (N/A after V4.0)	08 Education			x
	09 Employability			x
19 Unauthorized absence	18 Runaway			x
	19 Removed by parent			x
	20 Removed by other relative			x
	21 Removed by non relative			x
	22 Removed by unknown person			x
	98 Other			x
08 Runaway (from placement-legacy)				x
20 Non-custodial parent's home	15 Safety/Stability			x
	14 Respite			x
	16 Shelter			x
	08 Education			x

Notes:

- Juvenile correctional facilities (non-secure, 12 or fewer children) and Juvenile correctional facilities (non-secure, 13 or more children) are considered IV-E Placements only when the specific facility is reimbursable for IV-E according to the quarterly IV-E Rate Bulletin.
- Hospital is classified as a location and is displayed as such on the placement entry screen. At the time of AFCARS submission, a hospital stay lasting more than 15 days is counted as a placement. (06-0324-1119-20)
- Reason 03 “Behavioral consequences <30 days” causes all associated settings to be classified as locations and displayed as such on the placement entry screen. This is done to reflect business practice. At the time of AFCARS submission, the placement counts are incremented to include the behavioral consequences. (06-0324-1119-20)
- Supervised Independent Living may be IV-E reimbursable when the youth is eligible and an extension condition for extended foster care for ages 18-21 applies.

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