

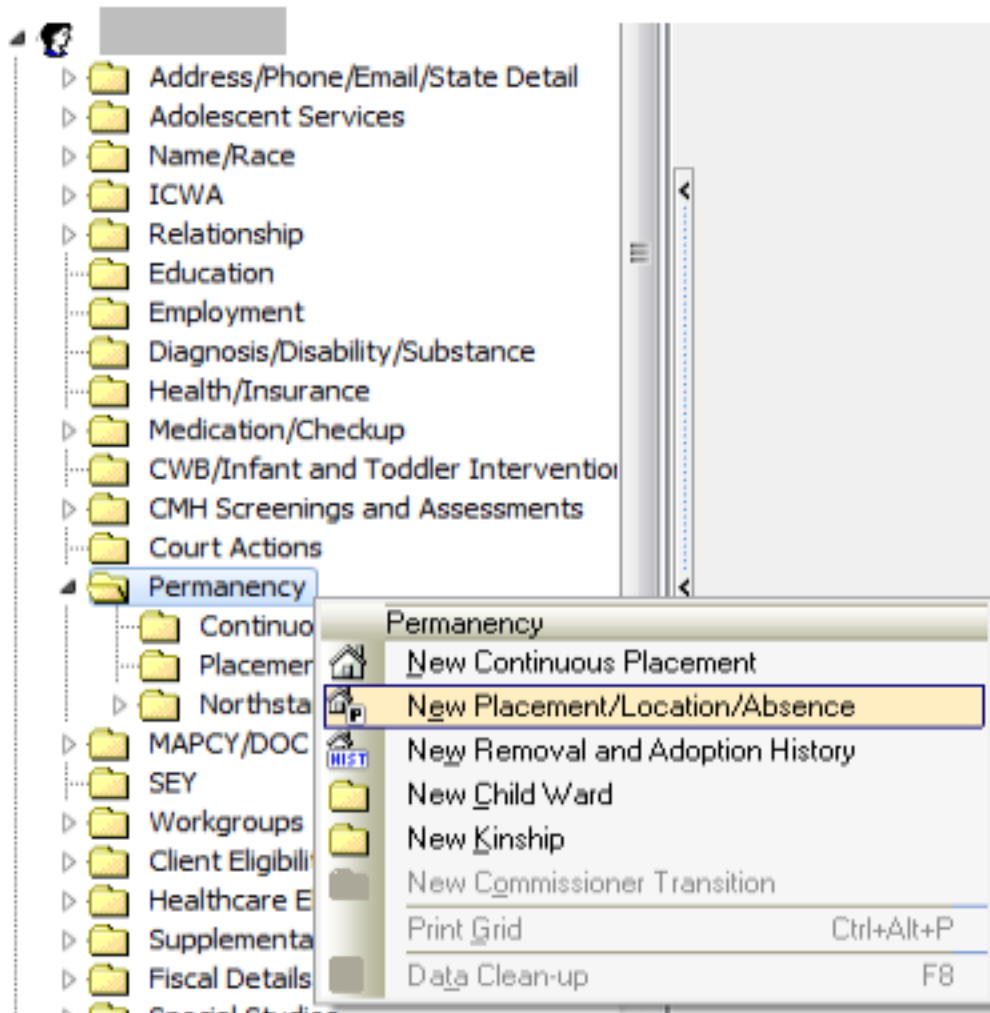
## Copy from Sibling Function and Update Continuous Placement

- The Copy Placement from Siblings feature allows you to copy placement records from one sibling to another.
- This is especially helpful when you are working with a family with multiple children in placement.
- When using the copy from sibling function, it will copy the most recent placement/location/absence and the most recent continuous placement from the chosen sibling.
- Copy from Sibling Function is most useful for first placement in a removal episode.
  - If this is a subsequent placement, a continuous placement should already exist. When using the Copy Sibling Function in subsequent placements, a duplicate continuous placement is created which will need to be deleted.

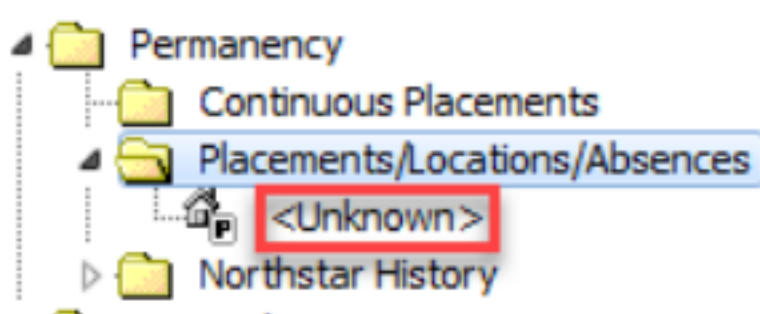
In the following example a **Continuous Placement** and data is entered in **Placement/Locations/Absences** for clients.

1. Expand sibling client node then expand the **Permanency** folder.
2. Place the cursor over **Placements/Locations/Absences (P/L/A)** folder and right click the mouse. Select **New Placement/Location/Absence**.

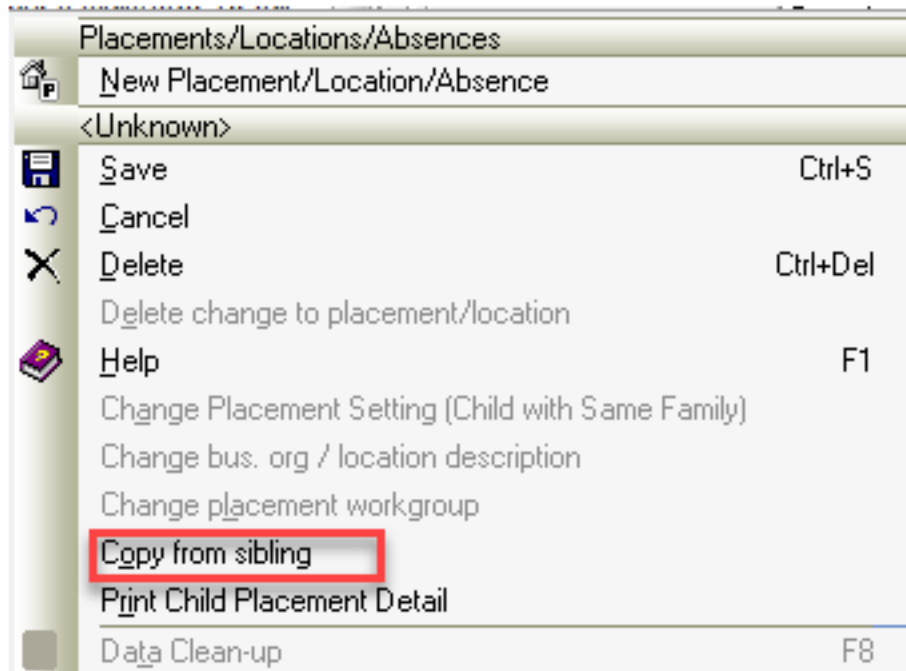
### Permanency>Action>New Placement/ Location/ Absence



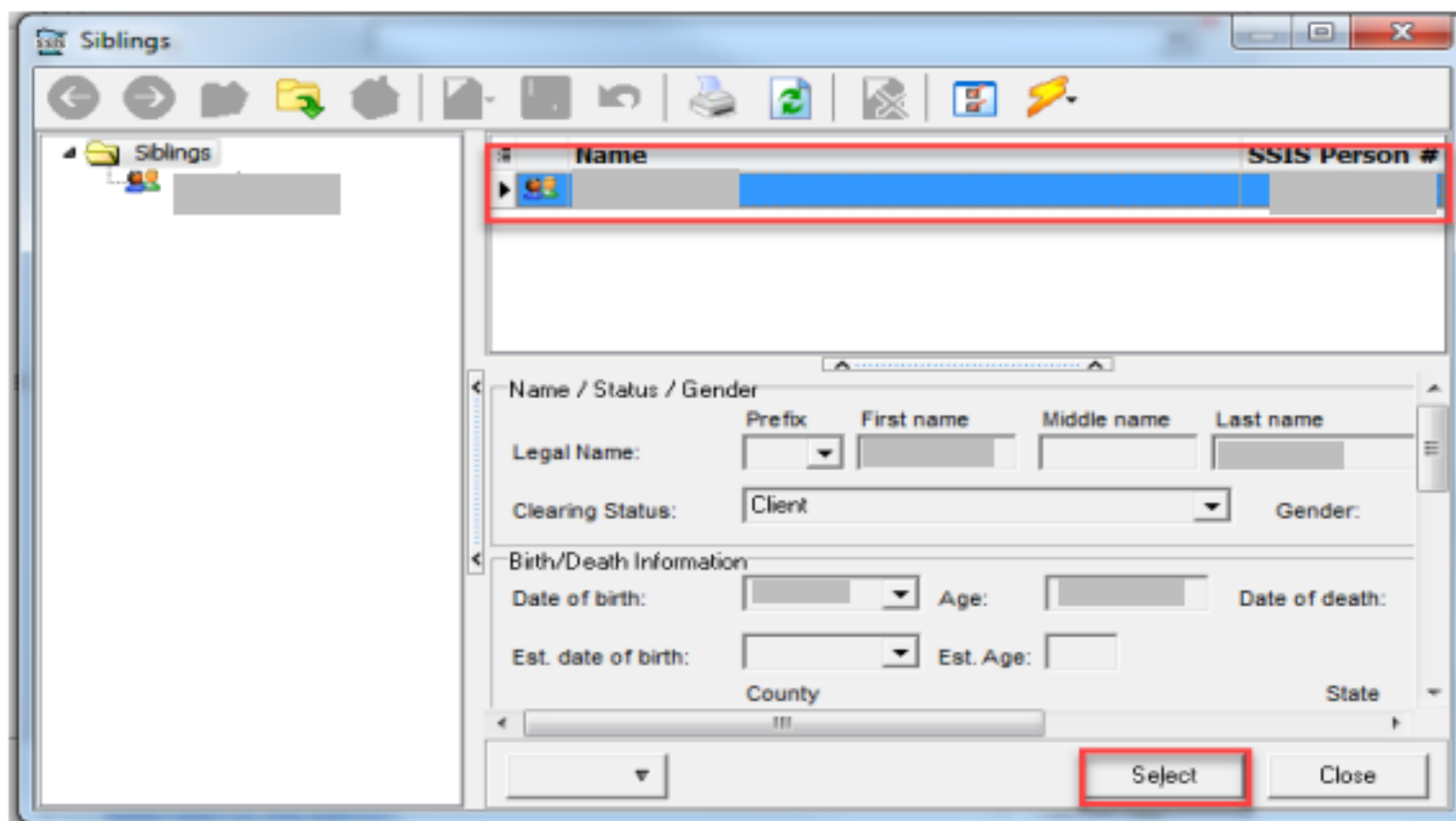
3. Expand siblings **Placement/Location/Absences** subfolder and right-click on **Unknown Node**



4. After right clicking the mouse on **Unknown**. Select **Copy from Sibling**.



The **Siblings** window displays all individuals with whom a child has any sibling relationship entered in the Relationship folder. Select the sibling with the placement you wish to copy.



5. Click the appropriate sibling then navigate to the lower right corner of the screen and left click the mouse on the **Select** button.

6. Notice that sibling's P/L/A copied into the example's Permanency folder.

Placement / Location / Absence Information

Setting: Foster family home - non-relative

Reason: Safety/stability

Potential Specialized Setting certification: N/A

Start Date: 04/28/2022 12:00 AM Entry Date: 11/17/2023 07:16 AM

Classification: Placement - Northstar Effective date: 04/28/2022 04:47:16

Workgroup: Chaloupka Aveeno CP Assessment 04/27/2022

Bus org / provider: Star Family Foster Hom

Location description:

End reason:

End date: End Entry Date:

Disruption reason:

Disruption detail:

School district attending: Minneapolis Public School District

Notice of change of foster care placement/location/absence was provided to the court?  Yes  No

Runaway debriefing form completed?  Yes  No

ICPC receiving state:   Check if no payment will be made to the provider

Does another agency or state have financial responsibility for this child -courtesy supervision by this agency?  Yes  No

School Change Information

Is child currently enrolled in school?  Yes  No

Did child change schools due to this placement?  Yes  No

Date child enrolled in new school:

Reason for change:

If unreasonable travel: reason for placement choice:

Other:

School exemption reason:

Action ▼

Be sure to check the information and enter updates as applicable. For example, workers still need to update the sibling's **School Change Information** section under **Placements/Locations/Absences**.

**School Change Information**

[Is child currently enrolled in school?](#)     Yes  No

[Did child change schools due to this placement?](#)     Yes  No

Date child enrolled in new school:

[Reason for change:](#)

[If unreasonable travel, reason for placement choice:](#)

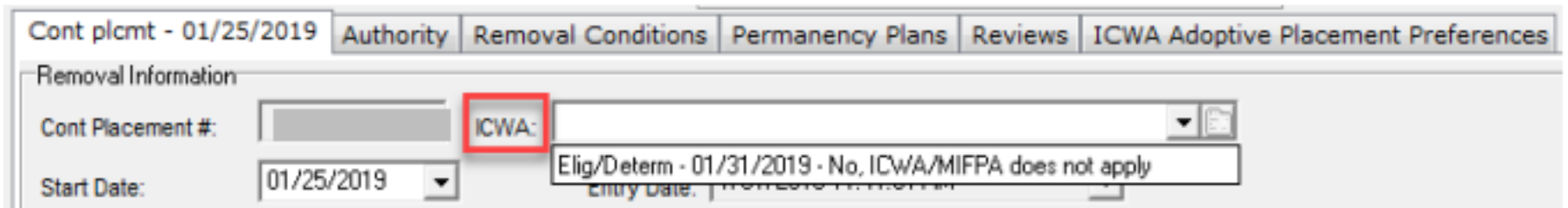
[Other:](#)

[School exemption reason:](#)

If there were **ICWA Placement Preferences** these would not copy either. **ICWA Placement Preferences** should be done individually per child. After information is entered remember to click **Save**.

## Update Continuous Placement Folder

- If this is a subsequent placement, a continuous placement should already exist. When using the Copy Sibling Function in subsequent placements, a duplicate continuous placement is created which will need to be deleted.
  - Since we used the Copy from Sibling feature it is advised that workers review each of the permanency screens for accuracy prior to saving.
1. Expand the **Continuous Placement** folder. Notice the placement episode now exists.
  2. Click in the screen to bring it into edit mode and select the most recent **ICWA eligibility/determination**.



The screenshot shows a software interface with a tabbed menu at the top: "Cont plcmt - 01/25/2019", "Authority", "Removal Conditions", "Permanency Plans", "Reviews", and "ICWA Adoptive Placement Preferences". The "Removal Information" section is active, containing a "Cont Placement #" field, a "Start Date" dropdown set to "01/25/2019", and an "ICWA:" dropdown menu. The "ICWA:" dropdown is highlighted with a red box, and its menu is open, showing the option "Elig/Determ - 01/31/2019 - No, ICWA/MIFPA does not apply".

3. If applicable, workers should also complete the **ICWA Adoptive Placement Preferences** tab, as these will not copy from sibling.
4. Finally, remember workers will need to complete a **New Removal and Adoption History** screen, unless there was one previously created. ([See Job Aid for Removal/Adoption/TPLPC History](#)).