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Chapter:	Placing Children	
Subject:	Case Review Committee Referrals	Page 1 of 4
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 9/1/2014
Supersedes:	Family Services Policy No. 97, Case Review Committee Referrals	Dated: 5/17/2011

## Purpose

This policy clarifies the process and criteria for placement of Vermont children/youth that are in need of an intensive residential setting.

## Definition

The **Case Review Committee (CRC)** is a sub committee of the statutorily required State Interagency Team consisting of members from the Agency of Education; the Department of Mental Health; the Department for Children and Families; the Department of Disability, Aging and Independent Living; and the Vermont Federation of Families for Children’s Mental Health. The CRC was established to identify, review and approve intensive residential treatment for children/youth that are in need of an out of home placement.

## Policy

The Case Review Committee (CRC) will review all applications for admission to all in-state and out-of-state intensive residential programs for children/youth.

### Referral to the Case Review Committee

The youth/child’s family support team is comprised of the youth/child (if appropriate), parents, other family members, foster parents, representatives of education, representatives of mental health, Family Services social worker, guardian ad litem, current treatment providers and other relevant parties.

The team will hold an Act 264 meeting to review the treatment needs of the child/youth which will include consideration of past placements and relevant evaluations. The team will discuss whether or not the child/youth needs a higher level of care than can be provided in a community setting.

If a higher level of care is necessary, the social worker will include the Coordinated Service Plan (CSP) in the CRC referral packet. The CSP shall include the relevant signatures to indicate agreement that residential placement options should be considered.

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The referral packet, completed by the social worker may be e-mailed, scanned, faxed or sent through postal mail to the Client Placement Specialist, and must include:

- Cover letter with summary of specific issue(s) to be addressed;
- Complete Coordinated Service Plan (CSP) document;
- Residential referral signature page;
- Psychological/ Psychiatric evaluations and/or other pertinent information with current social/emotional/behavioral and intellectual ability;
- Current Individual Education Plan (IEP), and most recent comprehensive evaluation;
- Relevant medical records, including a list of current medications;
- Discharge summaries of previous placements;
- Disposition reports; and
- Current case plan.

**Client Placement Specialist Review**

The Client Placement Specialist will review the packet and contact the social worker to discuss the referral and request additional documentation or information if necessary.

**An incomplete referral packet will delay the case presentation to the Case Review Committee.**

The Client Placement Specialist will consider the child/youth’s treatment needs which may include delinquent or criminal behavior, substance use issues, trauma and/or abuse history, medical needs, cognitive ability, mental health needs, placement history or any combination of the above before making recommendations for intensive residential placement.

The Client Placement Specialist may recommend alternative programs or resources to be considered instead of, or prior to, the referral being brought to the Case Review Committee.

**Family Services Referrals for Intensive Residential Placement**

The Family Services representative will accept referrals for children or youth in DCF custody when:

- the youth is under the age of 18 at the time of referral;
- a higher level of care is indicated by the youth’s behavior;
- specific needs cannot be addressed in a community level of care; and/or

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- continued placement in a community based setting would pose a risk to the youth's safety or the safety of the community; and/or
- the youth consistently refuses outpatient or community based services.

The Family Services representative will not accept referrals for children or youth when the child/youth does not demonstrate behaviors or treatment that indicates a need for a higher level of care.

If a District Director or other Family Services representative would like CRC to consider an exception to the above he/she will contact the Residential Services Manager.

#### **Notification**

##### *Approvals*

After a case has been presented to the Case Review Committee, the Client Placement Specialist will notify the Family Services social worker, in writing, of the programs that were approved for consideration. The social worker may contact and send a referral packet to any or all of the identified intensive residential programs.

If a case is not approved by the Case Review Committee, the Client Placement Specialist will notify the social worker in writing of the reasons CRC did not determine the youth's treatment needs required a higher level of care.

##### *Disagreements*

If there is a disagreement between departments and an approval cannot be determined by the CRC, the client placement specialist will notify the social worker in writing of the reasons. The next step is for the social worker to seek a referral to SIT (State Interagency Team) through the LIT (Local Interagency Team) process.


SIT will review the referral and may invite local representatives to the meeting. Upon completion of this process, SIT will render a decision in writing to the LIT coordinator.

#### **Referral Process and Placement**

When a child/youth is approved for intensive residential care, the social worker will notify the Client Placement Specialist of the following events:

- The acceptance of a youth by the program and the anticipated placement date.
- The refusal of a program to accept a youth. The Client Placement Specialist will discuss the reasons for non-acceptance with the social worker.

If the youth is refused by all approved programs, The Client Placement Specialist will bring

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the case back to CRC for further discussion and new recommendations. The social worker will again receive notification of CRC’s decision.

If the local team continues to disagree with CRC’s recommendations, the Family Services District Director may appeal the decision in writing to the Family Services Residential Services Manager. The appeal should outline additional information or factors that should be considered. The Residential Services Manager will decide if the case should be returned to CRC for further consideration or recommend an alternative process for resolution.

### Social Worker Tasks

- Convene youth/child’s family support team.
- Hold an Act 264 meeting to review the treatment needs of the child/youth.
- If a higher level of care is necessary, complete the appropriate Coordinated Service Plan (CSP) paperwork.
- Submit completed referral packet to the Client Placement Specialist.
- Contact and send a referral packet to any or all of the identified intensive residential programs.
- Notify the Client Placement Specialist of the anticipated placement date.
- If the social worker disagrees with CRC’s recommendations, he/she may request the Family Services District Director appeal the decision in writing to the Family Services Residential Services Manager.

### Client Placement Specialist Tasks

- Contact the social worker to discuss the referral.
- Notify the social worker in writing of the CRC’s decision.
- Bring necessary cases back to CRC for further discussion and new recommendations.
- Help social workers explore alternative options if CRC does not approve placement request.