

LCCS POLICY 610 Pre-Placement Visits

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See new Policy #:	

Scope:	LCCS Services Division Workers of Record and Supervisors, Placement Department workers and Case Review Facilitators
Responsibility:	Managers of LCCS Services Division, Placement Department and Case Review Department
Purpose:	To prepare children for placement into an unfamiliar home/facility; thereby, minimizing trauma, and the likelihood of disruption
Legal Cite:	O.R.C. §§ 5103.03, 5153.16, O.A.C. 5101:2-42-64

POLICY STATEMENT

Lucas County Children Services (LCCS) will developed a plan for pre-placement visits when a child must move from his own home, or the substitute care placement where he presently resides. A child will have the opportunity to meet the care provider, and see the setting, prior to being placed in an out of home care setting (i.e. foster, relative, adoptive, group home or institution).

PROCEDURE

Discussion regarding pre-placement visits will generally take place at a Family Case Conference (FCC). Documentation of discussion and the pre-placement plan must be stated in the FCC Report. Where the conference determination was to not provide a pre-placement visit, the rationale must be set forth in the FCC Report. **The Case Review Facilitator will remind the caseworker of the responsibility to arrange for pre-placement visits and will check the appropriate box on the FCC Report.**

When a child is moving from substitute care to an adoptive home, a FCC is not required. The planning will occur, in advance, between the involved staff and the prospective caretakers and will be documented in the Worker of Record's casenotes.

Supervisory Approval, in the absence of a FCC, is required for dispensing with a pre-placement visit when a child:

- is being moved from substitute care to an adoptive home; or, must be moved on an emergency basis.

This approval, and the rationale, must be documented in the Worker of Record's casenotes.

Factors determining the number and duration of pre-placement visits include: **age, special needs, circumstances** necessitating the change of placement.

Pre-Placement Visit Plans should address:

- How many pre-placement visit(s) are needed?
- Who will be involved in preparing the child for the pre-placement visit(s)?
- How will he be prepared for visits/moving?
- How long will pre-placement visit(s) be?
- Who will make arrangements for the pre-placement visits?
- Who will transport to and from the pre-placement visits?
- Who will participate in the pre-placement visits?

Examples of circumstances, which might justify the **Foregoing of Pre-Placement Visits**, are:

- immediate movement is required;
- child is less than one year old;
- child has familiarity with the family and their home;
- extraordinary distance (e.g. out-of-state).

CASE PRACTICE GUIDES

Pre-placement visits for a relative may be needed if the child has not had recent contact or contact has been limited.

When a child is moving from one substitute caregiver to another, the caregivers may be able to facilitate the pre-placement visits.

When a pre-placement visit has not been facilitated due to circumstances, special needs, distance etc., efforts should be made by the placing worker to ensure that the child is comfortable and has had any questions answered. The child should have a chance to talk to the caseworker in private prior to the worker's departure from the substitute care placement.

RELATED POLICIES and FORMS