

6.25 Children Without Placement			
Domain	Care Management, ACH Client Rights and Responsibilities		
Effective	September 1, 2021	Revision Dates	11-9-2021
Documents	OCOK Prescription Medication Log, OCOK Non-Prescription Medical Log, OCOK Child Without Placement Form, Attachment A, OCOK Placement Summary, Child's Sexual History Report		
Reference	OCOK Provider Manual, DFPS Protocol 11300 Medication, DFPS Child Without Placement Procedures Manual		

Purpose:

To ensure each child or youth that is under SSCC supervision is assessed individually to include sleeping, bathing arrangements and all other basic needs. These needs will be met at an OCOK designated location.

Procedure:

Meeting the Needs of a Child or Youth Without Placement

To ensure child safety under OCOK's care and supervision in an OCOK office or another community location, OCOK must ensure all staff responsible for supervision of children receive an email prior to their shift with the following information:

- OCOK - Child Without Placement Form
- The child's sexual history report, Attachment A and Placement Summary
- OCOK Prescription Medication Log or OCOK Non-Prescription Medication Log

All forms listed above, as well as any updated information, will remain in the child's or youth's binder located at the place of supervision. This will be readily available to the staff who will supervise the child or youth who remains without placement. Staff are responsible for reviewing the forms to ensure the safety and wellbeing of the child or youth. A new signed Attachment A is not required if staff had previously reviewed and signed an Attachment A for the child during that period of temporary placement.

The primary caseworker or regional designee is responsible for making sure all Attachment A signature pages are uploaded to OneCase once the child or youth is moved into a placement.

If a child or youth is entering OCOK supervision (in the office or a community location) for the first time, a picture of the child is taken and sent to the child's primary caseworker to be uploaded into IMPACT.

If a significant event or issue arises while supervising a child or youth, staff must notify their supervisor immediately, the on-call Permanency Director and/or the OCOK Transitions Support Program Manager.

All significant events and serious incidents must be escalated immediately up the chain of command to include the Chief Operating Officer using the subject line *CWOP Incident*. Once the Serious Incident Report is complete, a photograph or scanned copy of the Serious Incident Report must be sent to seriousincidents@oc-ok.org, the primary Permanency Specialist, Supervisor, and Permanency Director within 24-hours of the incident.

Food for a Child or Youth without Placement

OCOK must arrange for the child or youth to have all of the following:

- Three meals and at least one snack a day. It is encouraged that staff eat with the youth during mealtimes.
- Intervals between snacks and meals that never exceed four hours during daytime hours and 14 hours during nighttime hours.
- Any special diet prescribed by a health care provider.

Medication for a Child or Youth without Placement

OCOK will follow the Medication Policy as outlined in DFPS Policy 11300 Medication. This policy:

- Outlines procedures for the administration, storage, and destruction of medications.
- If a medication is missed, rejected, or an error occurs, a Serious Incident Report must be complete and submitted to seriousincidents@oc-ok.org, the primary Permanency Specialist, Supervisor, and Permanency Director within 24-hours of the incident and must be logged on the youth's medication log.

Toiletries, Linen, and Bedding for a Child or Youth without Placement

Each child or youth must have his or her own bed or sleeping space. For stays in OCOK designated locations, OCOK must arrange for the child or youth to have his or her own sleeping space, clean sheets, towels, blankets, bedspreads, pillows, toiletries, and other furnishings necessary to meet the child or youth's needs.

If staff does not locate a placement within 24 hours, the caseworker must make arrangements for a child or youth to have a shower. Razors will not be permitted.

Supervision for a Child or Youth without Placement

When a child or youth stays with OCOK staff overnight, supervision must be a priority for the protection of the child or youth and staff members. To provide proper supervision, OCOK staff must follow these guidelines:

- All children and youth must remain in the direct line of sight of, and in close proximity to, OCOK staff and other trained adult caregivers at all times. During awake hours, the youth should remain in common areas and no two youth should ever be in a room alone without staff supervision. Bedroom doors will remain open at all times and the child or youth will change clothes in the privacy of the bathroom.
- There must be at least two caregivers at every location where at least one child or youth is being supervised.
- At least one of the caregivers must be an OCOK staff member at the caseworker level or higher.
- The other caregiver must be a trained adult, age 21 or older.
- There must be at least one OCOK staff member (caseworker or higher) for every three children at any one location.
- The Chief Operating Officer or their designee can increase the number of trained adult caregivers, OCOK staff members (caseworkers or higher), or both at a specific location based upon these factors:
 - Gender of all children and youth at a specific location.
 - Age of all children and youth at a specific location.
 - Acuity of the needs of all children and youth at a specific location.
 - Physical location of all children and youth at a specific location.
- The OCOK staff member (caseworker or higher) is the person responsible for administering and locking up medication according to 11300 Medication.
- The OCOK staff member (caseworker or higher) must ensure other trained adult caregivers who supervise children or youth without placement have received information about the child, including child sexual history, and their supervision needs.
- OCOK temporary staff, staff in other ACH programs, or contracted staff may supervise children and youth without additional approval. These staff members count as other trained adult caregivers, but not as OCOK staff.
- The Chief Operating Officer must approve the use of verified interns or volunteers for interacting or engaging with children or youth. Verified interns or volunteers do not count in the ratio of children and youth to trained adult caregivers.
- Each trained adult caregiver assigned to supervise the child or youth must remain awake and be ready to meet the needs of the child or youth at all times.
- All trained adult caregivers assigned to supervise children or youth must make sure areas are free from potential hazards.
- Rooming arrangements must be decided by a Manager-level staff.
- OCOK will assess the need for an off-duty Law Enforcement Officer based on the youths needs and safety of all parties.

Education for a Child or Youth without Placement

OCOK must ensure that when a child or youth is without placement and is staying in an alternate location, the primary caseworker enrolls the child or youth in school no later than the second school day of the temporary alternative placement.

The caseworker must make every effort to allow the child or youth to remain in the school he or she was attending before the placement disruption. If the child or youth cannot attend the same school, the caseworker must make every effort to allow him or her to remain in the same school district.

The caseworker should contact the regional education specialist for assistance in this circumstance.

Entertainment and Recreational Activities for a Child or Youth without Placement

OCOK must ensure the child or youth has sufficient recreational activities. This may include, but is not limited to television, board games, and outdoor recreational time. Staff must remember that the inability to find placement is not a result of the child or youth's actions and the child or youth may not receive consequences for this. Outings will be at the discretion of the staff on shift and supervisor.

Additional Support and Services for a Child or Youth without Placement

OCOK must ensure that any additional supports and services that may be required to meet the child or youth's needs are available to the child or youth. Such services may include, but are not limited to, the following:

- Nursing services if the child or youth has medical needs that require routine medical expertise.
- Regional nurse and well-being specialist consultation.
- STAR Health Service Management for medical or behavioral health care needs. Contact the STAR Health Manager (1-800-218-7453).
- Contact the OCOK Transitions Support Program Manager assigned for assistance with, clothing, therapy, etc. for any child or youth without placement.