



South Carolina  
Department of Social Services

**Work Aid 5.12 – Placement in a Qualified Residential  
Treatment Program**

**Supplemental to DSS Policy: Child Welfare Services**

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| A. Before QRTP placement | <ol style="list-style-type: none"><li>1. A finalized Child and Adolescent Needs and Services (CANS) recommends Group Care/QRTP as the appropriate level of care for the child.</li><li>2. Assessment and Planning Coordinator advises case manager, supervisor, and Qualified Individual (QI; also referred to as Therapeutic Service Coordinator) of the recommendation of CANS.</li><li>3. Assigned case manager consults the Well-Being team and the QI for approval to begin QRTP process.</li><li>4. Once approval is received the case manager completes the Child and Family Team (CFT) Meeting (CFTM) referral in the Child and Adult Protective Services System (CAPSS).</li><li>5. CFTM facilitator upon receipt of assignment engages all CFT members and conducts a Special Call: QRTP CFTM within three business days of assignment of referral. QI must be present for CFTM. CFTM documentation to be completed per agency guidelines. Refer to <a href="#">DSS Policy 1642: Child and Family Team Meeting (CFTM)</a>.</li><li>6. The placement preferences of the CFT are to be considered during the CFTM. In order to continue pursuit of a QRTP placement, the QI must recommend that the QRTP placement is appropriate for the child.</li><li>7. Following the CFTM, QI completes the full QI assessment within <b>14 days</b>.<ol style="list-style-type: none"><li>a. QI starts the review of the information on the child and schedules interviews with child and family.</li><li>b. QI reviews CANS and updates case manager with any conflicting information regarding the child following the family interviews.</li><li>c. QI completes DSS Form 37520: Qualified Individual Assessment and emails it to the case manager, their respective team leader, and the Placement Team.</li><li>d. QI documents the date the QI assessment is completed in dictation in CAPSS, and links/uploads the QI Assessment.</li><li>e. QI verbally processes the findings and results of the QI Assessment with the youth, if appropriate, and their family.</li></ol></li><li>8. If placement in a QRTP is recommended by the QI, then Placement Team will search bed availability with QI and case manager and advise on next steps.<ul style="list-style-type: none"><li>• The QRTP rolling open bed list (housed in the Placement Team Teams channel) will be utilized.</li></ul></li></ol> |
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|                                                                                                                                                      | <p>9. The most recent diagnostic assessment (DA) should be reviewed and if DA is older than six months, an updated DA should be requested by the case manager and be completed prior to physical placement of child.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>B. Obtaining Placement in a Q RTP (Placement Teams process)</p>                                                                                   | <ol style="list-style-type: none"> <li>1. The case manager will complete or update the Universal Application (UA) in CAPSS on child needing placement. The UA is comprised of all information known about the child to promote securing a placement that will meet the child's safety and well-being.</li> <li>2. The case manager will submit <a href="#">DSS form 37507: Placement Exception Request Form</a> and UA to the regional placement unit using the appropriate regional email address from below: <ol style="list-style-type: none"> <li>a. <a href="mailto:UpstatePlacementUnit@dss.sc.gov">UpstatePlacementUnit@dss.sc.gov</a></li> <li>b. <a href="mailto:MidlandsPlacementUnit@dss.sc.gov">MidlandsPlacementUnit@dss.sc.gov</a></li> <li>c. <a href="mailto:LowcountryPlacementUnit@dss.sc.gov">LowcountryPlacementUnit@dss.sc.gov</a></li> <li>d. <a href="mailto:PeeDeePlacementUnit@dss.sc.gov">PeeDeePlacementUnit@dss.sc.gov</a></li> </ol> </li> <li>3. The regional placement unit will search for and identify the Q RTP placement. Refer to <a href="#">DSS Policy 510.2.4: Non-kin Family Foster Home Placement</a>.</li> <li>4. Within 15 minutes of a Q RTP placement and an open bed being identified, a placement coordinator will notify all providers who were contacted for placement to let them know they no longer need to continue searching.</li> <li>5. The requesting case manager contacts the identified placement resource and provides them with an estimated time of arrival and answers any further questions the placement may have within one hour of notification. If the placement is no longer needed after it has been identified, the case manager will notify the placement unit immediately.</li> <li>6. The placement coordinator will complete <a href="#">DSS Form 37509: Diligent Efforts to Provide Foster Home Placement</a> which documents all foster parents, Child Placing Agencies (CPA), and Congregate Care Facilities contacted for placement for all children and young adults.</li> </ol> |
| <p>C. <b>Day 1</b> - Child's Physical Placement in Q RTP</p> <p><b>Q RTP clock starts upon 1<sup>st</sup> day of physical placement in Q RTP</b></p> | <ol style="list-style-type: none"> <li>1. The case manager transports child to Q RTP per agency best practice guidelines. Refer to <a href="#">DSS Policy 510.2: Placement of a Child</a>.</li> <li>2. The case manager will send an internal email to the QI, regional attorney, and county attorney advising the physical placement in a Q RTP has been made. <ol style="list-style-type: none"> <li>a. This email will serve as notification of <b>Day 1</b> of placement in the Q RTP for timeframe tracking purposes.</li> <li>b. The case manager will attach the completed QI assessment to this email.</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                                              | <ol style="list-style-type: none"> <li>3. The case manager will complete <a href="#">DSS Form 37168: Service Tracking Form for Specialized Funding Sources</a> and submit it to the respective regional contract administration team within 24 hours of placement.</li> <li>4. Upon receipt, the contract administration team enters placement into CAPSS by COB the next business day.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| D. Within <b>Days 2-30</b> of placement in QRTP              | <ol style="list-style-type: none"> <li>1. Within two business days of placement, the case manager will enter dictation into the case in CAPSS detailing the child's change of placement. This dictation should reflect the face-to-face contact with the provider, to include the placement's name, address, and contact information.</li> <li>2. Within five days of receipt from case manager, county managing attorney reviews all documents and files with the family court and serves the parents' attorneys and guardian ad litem (GAL). <ul style="list-style-type: none"> <li>• All parties to court action must be served with notice of QRTP placement.</li> </ul> </li> </ol>                                                                                                                                                                                                                                                  |
| E. Within <b>31-60 Days</b> of physical placement in QRTP    | <ol style="list-style-type: none"> <li>1. A QRTP hearing held if it is requested by family or GAL, or consent is ordered by a Judge.</li> <li>2. A court order reflecting determination (approval or disapproval of QRTP) must be received no later than 60 days from date of physical placement (Day 1) in QRTP.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| F. QRTP placement after <b>60 days</b> and approval by court | <ol style="list-style-type: none"> <li>1. While a child remains in a QRTP, the child's placement must be reviewed, and the case manager must update the family permanency plan per <a href="#">DSS Policy 1647: Family Permanency Plan</a>.</li> <li>2. QI will remain a member of the CFT for the duration of the child's placement in a QRTP level of care.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| G. State Director Continued Placement Review                 | <ol style="list-style-type: none"> <li>1. Whenever continuation of a child's placement in a QRTP will exceed the time limits, the written approval of the DSS State Director must be obtained.</li> <li>2. The following documents shall be submitted to the Placement Services Director or designee no later than 30 days prior to the expiration of the allotted time: <ol style="list-style-type: none"> <li>a. <a href="#">DSS Form 37520: Qualified Individual Assessment</a>;</li> <li>b. The signed court order verifying approval for the QRTP placement and if available, the most recent court order addressing the current QRTP placement;</li> <li>c. The most recent Foster Care Review Board Report;</li> <li>d. The most recent Child and Family Team Meeting Report; and</li> <li>e. The current progress report from the QRTP provider that also shows recommendation for continuation in a QRTP.</li> </ol> </li> </ol> |

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|                  | <ol style="list-style-type: none"> <li>3. The DSS State Director will review the documentation and provide the written decision on <a href="#">DSS Form 37521: QRTP Extension of Time Written Review</a>.</li> <li>4. The signed copy of <a href="#">DSS Form 37521: QRTP Extension of Time Written Review</a> shall be linked in CAPSS.</li> </ol>                                                                                                                                                                                                                                                                |
| H. Documentation | <ol style="list-style-type: none"> <li>1. The case manager will enter documentation regarding QRTP placement and progress into case in CAPSS per agency guidelines. Documentation reflecting legal staffings, paperwork filed with the court as well as court orders are to be linked in CAPSS case per agency guidelines.</li> <li>2. The QI must document the DSS Form 37520: Qualified Individual Assessment in CAPSS and link a copy of the assessment in the CAPSS case.</li> <li>3. The case manager shall update the CANS to reflect information gathered during the course of the QI assessment</li> </ol> |