

Procedure For Children On Runaway, Extended Visit Or Hospitalized

Purpose: The purpose of this procedure is to provide guidelines for processing children who are on runaway, extended visit or hospitalized. This procedure further addresses the impact of runaways, extended visits and hospitalizations to the licensed caregiver and the reporting requirements of the Family Safety staff.

Scope. This procedure is to be used by Family Safety staff for properly reporting and documenting children on runaway, extended visit or hospitalized. Procedures will address how these events affect the licensed caregiver (e.g. foster home, residential group care)

Definitions:

Runaway:

- A child who left the provider's care and remains gone longer than 24 hours.

Extended Visit:

- A visit away from the provider that is greater than 14 days.

Hospitalization With Caregiver Involvement:

- The caregiver has daily interaction with the child throughout the hospital stay.

Hospitalization Without Caregiver Involvement:

- The caregiver does NOT have daily interaction with the child throughout the hospital stay.

Incidents should be reported as required by the Incident Reporting Procedure.

PROCEDURE:

RUNAWAY

Less than 24 hours

- Placement Change Form (PCF) to the Federal Funding Unit is **NOT** required.
- Licensed caregiver continues to receive payment.

Greater than 24 hours

- **Requires** Placement Change Form (PCF) to the Federal Funding Unit.
- Licensed caregiver will **NOT** receive payment.

EXTENDED VISITS (includes camps)

Visit less than 14 days (with the intent to return back to the placement)

- Placement Change Form (PCF) to the Federal Funding Unit is **NOT** required.
- Placement continues and Licensed caregiver continues to receive payment.

Visit less than 14 days (without the intent to return back to the placement)

- **Requires** Placement Change Form (PCF) to the Federal Funding Unit, effective from the time the child leaves the home. Must include Provider information on where the child is visiting.
- Placement ends
 - Non-licensed caregiver - payment not applicable.
 - Licensed caregiver will **NOT** receive payment.

Visit greater than 14 days (must be court ordered)

- **Requires** Placement Change Form (PCF) to the Federal Funding Unit, effective from the time the child leaves the licensed home. Must include Provider information on where the child is visiting.
- Placement ends and Licensed caregiver will **NOT** receive payment.

HOSPITALIZATION

With Caregiver Involvement

- Placement Change Form (PCF) to the Federal Funding Unit is **NOT** required.
- Licensed caregiver continues to receive payment.

Without Caregiver Involvement

- **Requires** Placement Change Form (PCF) to the Federal Funding Unit.
- Licensed caregiver will **NOT** receive payment.

REPORTING REQUIREMENTS:

- Runaway Greater Than 24 Hours
- Extended Visit Greater Than 14 Days
- Hospitalization Without Caregiver Involvement

Reporting Requirements			
ACTION	Placement Change Form	Payment Interruption	Incident Report
Runaway			

less than 24 hrs			X
greater than 24 hours	X	X	X
Extended Visits			
less than 14 days			
greater than 14 days	X	X	
Hospitalization			
Caregiver Involvement			X
No Caregiver Involvement	X	X	X

HOLDING A BED:

- In order to be paid for holding a bed open for a specific child, the provider must have the following approval:
 - Bed Hold Request (Memo) form must be completed and then approved by the Placement Team Manager **AND** Director of Clinical and Placement Services.
 - Federal Funding is notified via email with this form containing the approval of the specific dates during which the empty bed is to be held.
 - Federal Funding Contact Information:
Email: LCIFFNRevmaxNotifications@bhcpns.org

- Always keep copies for backup purposes in case of a discrepancy.