

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 72 hours.

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 **must** 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 PCF to the Federal Funding Unit.
- Licensed caregiver will **NOT** receive payment.

EXTENDED VISITS

Visit less than 72 hours

- PCF to the Federal Funding Unit is **NOT** required.
- Licensed caregiver continues to receive payment.

Visit greater than 72 hours

- Requires PCF to the Federal Funding Unit.
- Licensed caregiver will **NOT** receive payment.

HOSPITALIZATION

With Caregiver Involvement

- PCF to the Federal Funding Unit is **NOT** required.
- Licensed caregiver continues to receive payment.

Without Caregiver Involvement

- Requires PCF to the Federal Funding Unit.
- Licensed caregiver will **NOT** receive payment.

FOLLOWING A:

- Runaway Greater Than 24 Hours
- Extended Visit Greater Than 72 Hours
- Hospitalization Without Caregiver Involvement

Submit PCF to the Federal Funding Unit placing the child with the licensed caregiver.

- Payment will resume to the licensed caregiver the day of the child's return.

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 72 hrs				
greater than 72 hrs	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:
 - Written request from either the FFN Family Services Counselor or the Placement Worker.
 - Federal Funding must be notified via copy of the written approval containing specific dates during which the empty bed is to be held. Hold may be authorized for a maximum of 7 days.
 - Federal Funding Contact Information:

Federal Funding Unit
 1851 St. Mary's Ave.
 Pensacola, FL 32501

Karen Dixon (850) 437-8893
 Maggie Dickson (850) 437-8892

Fax: (850) 595-8838

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