From: [redacted]
Cc: [redacted]

Subject: FW: February 1st Training: Notice of Placement in a Restrictive Setting

February 1st Training: Notice of Placement in a Restrictive Setting

On February 5, 2018, the Division of Policy and Procedures (DPP) will introduce a new form to replace the Notification of Placement in a Secure or Staff-Secure Care Provider Facility. The new form, Notice of Placement in a Restrictive Setting, includes the following updates:
- RTC placements are identified as a restrictive placement setting, as reflected in the ORR Policy Guide.
- The factors used to determine the placement type are updated to include the current placement policy for secure and staff-secure facilities as updated in June 2017.
- The form includes a section where a Case Manager or Clinician provides the UAC with a summary of the placement decision.
- The form is reissued to the UAC after every 30 day secure/staff-secure/RTC case review to provide justification and notice to the child for the reasons of their continued placement in a restrictive setting.
- The UAC receiving the form (in secure or RTC facilities only) is provided notice that they may appeal a placement decision to the ORR Director after a 30 day case review.

DPP is conducting a training on use of the new form and answer any questions UAC program staff have regarding implementation on Thursday, February 1st at 2:00pm EST. FFS, CFS, Case Coordinators, Project Officers of effected facilities (secure, staff-secure and RTCs) and Project Officer Monitors are strongly encouraged to attend. All other UAC Program staff are welcome to attend.

DPP will conduct another separate training with secure, staff-secure and RTC program care provider staff next week on use of the form.