

**House of New Hope**  
**NEW CHILD PLACEMENT GUIDELINES**

**Emergency Contact Number: (888) 200-1296 toll free or (740) 345-5437 local**

**What you should have been told prior to placement:**

- You will have been told EVERYTHING that House of New Hope knew about the child at the time of referral.
- You will be asked to sign a RECEIPT OF REFERRAL INFORMATION in which all known critical issues will be highlighted once again.

**Questions to Ask HONH Placement Department about the Child's Arrival:**

- Who is delivering the child to your home?
  - Always ask for the name and title of the person dropping off a child
  - You should always receive documentation on the youth arriving, to include placement agreement and consent for routine and emergency medical treatment
- Does the child have any special dietary or medial requirements?
- Is the child on any medication and is he/she coming with enough pills to get by?
  - Only accept medication in labeled prescription bottles
  - Check for number of days of pills given immediately
- Will the child becoming with a change of clean clothing?
- Does the child have a Medicaid card or number?
- Are there any contact or visitation restrictions with family members?
- What is the name and telephone number of the assigned caseworker?

**Immediately upon Arrival:**

- If possible, complete a clothing and valuables inventory immediately and have it signed by the county representative.
- Enter medication and dosage information on your medication log
- Make the youth feel welcome by showing them around your home, giving them a chance to set up their personal space, and review with the child your house rules and household routines.
  - Remember, they will be feeling overwhelmed, anxious and afraid.
- Discuss allowance: complete an allowance log
- Review the county paperwork brought with the transporter
  - Remember, these documents are **confidential** and should be kept in a **secure** location
  - Be sure to tell your clinician what materials are in your packet—expect that they will need to be copied by the clinician

**Within 3 Days:**

- Expect a visit from the HONH clinician
  - Discuss any immediate needs, including clothing vouchers, medication refills, behaviors of concern, etc.
- Review your substitute care provider agreement

- Gather the materials necessary to enroll the child in school ASAP.
- Establish a file for the child with required documentation, to include:
  - Copy of child care agreement
  - Emergency Medical Authorization
  - Consents
  - Medical Information
  - Educational Information
  - ISP (completed within 30 days)
  - Clothing Inventory
  - Allowance Log
- Start your spiral notebook daily record for this child.
- Set up a Respite Provider file with required forms and information (see Respite Care Checklist).

### **Within 7 Days:**

- Determine visitation schedule and transportation arrangements.
- Anticipate a visit from the county caseworker.
- Determine child's religious practices PRIOR to taking them to church with you.
- Start a Life Book with the child.
- **Enrolling a Youth in School**
  - Work with your clinician and caseworker to obtain the required information to get a child enrolled in school:
  - Minimal information includes:
    - Journal Entry (court paperwork)
    - Consent for routine and emergency medical treatment (attach a copy to school's emergency medical form)
  - Required within 15 days of enrollment:
    - Immunization (shot) record
    - Social Security Card (generally needed within 15 days of enrollment)
    - Birth Certificate (generally needed within 15 days of enrollment) or Certificate of Baptism
  - The caseworker must withdraw a child from their prior school before they can be enrolled in a new school
  - School records should be transferred at that time.

### **Within 30 Days:**

- Obtain a physical exam (should include a hearing screening); copy of completed physical exam form should be sent to HONH
- Complete the ISP with the clinician and youth.
- Discuss unsupervised time and complete.
- Complete **Monthly Documentation of Treatment**.

### **Within 90 Days:**

- Obtain a vision screening exam and send copy to HONH.
- Obtain a dental exam and send copy to HONH.
- Work with your clinician to connect with any needed services.
- All additional medical appointments to be documented on a Routine Medical Exam form and copy sent to HONH.

## **ANYTIME QUESTIONS ARISE, ASK YOUR HONH CLINICIAN**

All necessary foster parent forms can be found on the HONH website.

1. Go to [www.houseofnewhope.org](http://www.houseofnewhope.org)
2. At the bottom of the Home Page, you will see CAREGIVERS ONLY: DOCUMENTS
3. Left click on DOCUMENTS and you will be brought to the documents page
4. Just left click on the document you are looking for.
  - a. The PDF version allows you to just print a blank form.
  - b. The FORM version allows you to type on the screen and then print off a completed document.

**Please remember that when a child leaves your care, ALL information regarding the child has to be returned to HONH within 14 days. This also includes any electronic records.**