



UFF Placement Request Process:

DCF PI Staff

Scenario 1: In Home

Child(ren) is not removed
- remains in home

DCF PI enters living
arrangement in FSFN

Scenario 2: Removal into Licensed Care

Child(ren) is sheltered by DCF PI

DCF PI calls UFF Placement Office to request a licensed home/facility for the child(ren)

DCF PI completes and saves (naming appropriately) the attached Request for Initial Licensed Placement Form (including info on the child(ren)'s eligibility) and submits it to UFF via the "Submit to UFF" button on the form

Scenario 2: Removal into Licensed Care

UFF Placement Specialist locates a
licensed placement

UFF Placement Specialist contacts DCF PI
with located provider information

Once child(ren) arrives at the provider,
DCF PI contacts the UFF Placement
Specialist to confirm the arrival date/time

Scenario 2 (continued): Removal into Licensed Care

UFF Placement Specialist assigns self to case and completes the removal/placement update on the child(ren), including case note with details of conversation(s) with DCF PI.

UFF Placement Specialist emails reply to DCF PI to confirm that updates in FSFN have been made.

Next business day: UFF Placement Specialist updates Argos (from link in daily auto-email) to confirm placement type/rate in Argos and then unassigns self from the FSFN case

Scenario 3: Removal into Unlicensed Care

Child(ren) are sheltered by DCF PI

A relative or non-relative caregiver is located & approved to take the child(ren) after a completed Home Study is done

The PI creates the caregiver(s) in FSFN (including DOB, SSN, race, ethnicity & complete physical address) & adds the caregiver(s) to the FSFN case Participants & Relationship tabs (Maintain Case page, not the Investigation)

Scenario 3 (continued): Removal into Unlicensed Care

DCF PI completes and saves (naming appropriately) the attached Request for Initial Approved Placement Form (including info on the child(ren)'s eligibility) and submits it to UFF using the "Submit to UFF" button on the form

UFF Data Management Staff (DMS) will create the caregiver(s) as a provider in FSFN

UFF DMS will assign self to the FSFN case, complete the removal/placement update on the child(ren) – including case note – and will send a return "completed" email to the requesting DCF PI. The UFF DMS will wait until the next business day to unassign self from the FSFN case