



here's info needed to....

## Complete a Placement Review

**What is the purpose for completing a Court or Administrative Review and entering the information into SSIS?** Minnesota statute 260C.212, Subd. 7 requires semiannual reviews of every continuous placement for children. The SSIS information displays on the Review tab of the Continuous Placement screen for the child.

The Court Action screen must be completed for the very first court order for IV-E purposes. Best Interest or Contrary to the Welfare findings by the court are required in that first court order.

The requirements for a placement review are assessments of the following:

- (1) the safety of the child;
- (2) the continuing necessity for and appropriateness of the placement;
- (3) the extent of compliance with the out-of-home placement plan;
- (4) where appropriate, the extent of progress which has been made toward alleviating or mitigating the causes necessitating placement in a residential facility;
- (5) where appropriate, the projected date by which the child may be returned to and safely maintained in the home or placed permanently away from the care of the parent or parents or guardian; and
- (6) the appropriateness of the services provided to the child.

### NAVIGATION:

- 1.) Right-click on the Case Details folder.
- 2.) Select New Court Action and the Court Hearing screen and Child Findings tabs displays.
- 3.) Complete the entries on the Court Hearing tab with the pertinent information of the review hearing.
- 4.) Click the Child Findings tab. This is where the rest of the information regarding the placement review is completed.
- 5.) Select the Continuous placement that pertains to this court hearing. (very important)
- 6.) Enter Best interest statement information and date. It is best practice to enter the Best interest information any time the court actually reviews the placement and makes a determination that the placement is in the best interest of the child. This is required for IV-E.
- 7.) Complete the Reasonable (active) efforts statement. (required for IV-E).
- 8.) Reasonable efforts to finalize the permanency plan statement are not determined by the court right away. This is done at a court review of the placement and must also be entered then for IV-E purposes.
- 9.) Complete the Judicial findings meet placement review requirements entry so this information is tracked and automatically displays under the Reviews tab of the Continuous Placement.
- 10.) This process can also be completed from the Child's Court Action screen as well as the Continuous Placement Reviews tab.
- 11.) Save.

### Court Action Screen

### Continuous Placement Screen

**Note: Information regarding the Court and Administrative placement review timelines can be found in SSIS Help. Click on "Judicial findings meet placement review timelines" on the Child Findings tab. Permanency timelines for children in placement are available in SSIS Help under Contents>Placement.**