

## **Accessing the Placement Services Unit**<sup>1</sup>

- If out of home treatment options have been sought for the youth through the Bulletin Board for 30 days or more, he/she can be referred to the Placement Services Unit for *consultation*
- Prior to a referral to the PSU, the case manager will assess for changes in the child's needs. If there are changes, the case manager should call the CSA. Otherwise the youth can be referred to the PSU.
- The Case Manager sends a complete residential referral packet to:

**DCBHS Placement Services Unit  
50 East State Street, 4<sup>th</sup> Floor  
PO Box 717  
Trenton, NJ 08625-0717**

- The Packet should include all information listed on the Referral Packet checklist (located in Referral Packet Checklist document)
- Upon receipt of the referral packet, the youth will be assigned to a PSU Consultant, who will review the information.
- The Consultant will contact the case manager within 3 business days to discuss possible treatment options for the youth.
- Once treatment options are presented, it is the responsibility of the case manager to follow through in contacting the recommended out of home treatment providers and send the requisite referral packets.
- It is the responsibility of the Case Manager to maintain communication with the providers and the PSU Consultant.
- The Case Manager is responsible for maintaining updated progress notes in the Absolute system
- For in-state programs, the Case Manager will complete all requisite referral tasks.

### **Youth requiring Out of State Care**

- The PSU Consultant will provide recommendations for appropriate out-of-state programs
- The Case Manager will send referral packets to the identified programs
- Once a youth is accepted into an out-of-state program and if all parties are in agreement with this option, the PSU Consultant will complete the *exceptional funding* request process
- The *exceptional funding* must be approved by the PSU Manager and the DCBHS Director
- The PSU Consultant notifies the CSA to authorize the placement of the youth in the out-of-state program
- The Case Manager must then complete the Interstate Compact, which is forwarded to the DCF Interstate Office for approval. Upon approval of both the *exceptional funding* and the Interstate Compact, the Case Manager secures the requisite admission documentation for the out-of-state treatment program
- The Case Manager makes all the necessary travel arrangements
- Once the youth is admitted to the program, the CSA completes the admission component in Absolute.

---

<sup>1</sup> Youth assessed as requiring SPECIALTY services, PSU Level of Care and IRTS services continue to be managed by the PSU immediately upon referral