
PLACEMENT NOTIFICATION MATRIX

- A. For all placements, initial placement and all placement changes, for a child in out-of-home care, the worker completing the activity or the worker's designee shall immediately notify NWFHN by email of the placement change and reasoning upon the activity occurring.
1. For the purposes of this attachment and expectation, "Immediately" is defined as directly following the activity occurring and when it is safe for the worker to make such notification. Immediate notification is to occur at all times which include after normal business hours and on approved holidays.
 2. For the purposes of this attachment and expectation, "worker" and "worker designee" is defined as a child welfare professional that is contracted or sub-contracted by NWFHN and any NWFHN employee to include, but is not limited to, Placement, Foster Family Support, and Adoption teams.
- B. Placement moves involving licensed care, relative, and non-relative shall be emailed to the following:
- Circuit 1: C1movements@nwfhealth.org
 - Circuit 2: C2movements@nwfhealth.org
 - Circuit 14: movementsC14@nwfhealth.org
- C. Placement moves involving Adoptions shall be emailed to the following:
- Circuit 1: adoptioncommunicationc1@nwfhealth.org
 - Circuits 2 & 14: adoptioncommunication@nwfhealth.org
- D. Placement moves involving Independent Living shall be emailed to the following:
- Circuit 1: C1ILCommunication@NWFHealth.org
 - Circuits 2 & 14: ileastcommunication@nwfhealth.org