

## Treatment: Options For Placement

### Quarterly Report

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#### Policy

A quarterly report of all Voluntary Placements shall be prepared and completed for DCF and the Monitoring Panel.

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#### Procedure

The Social Work Supervisor shall complete a Quarterly Voluntary Placement Report (DCF-2080) for all members of their unit and shall deliver the report to their Program Supervisor.

The Program Supervisor shall compile an office summary of the reports received from the Social Work Supervisor utilizing the Quarterly Voluntary Placement Report (DCF-2080).

The Quarterly Voluntary Placement Report shall be completed by the tenth (10) working day beyond the last day of the quarter and forwarded to the Division of Children's Protective and Family Services for aggregation.

The summary report shall be submitted by the Commissioner's office fifteen (15) days after the end of the quarter.

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