

RULE 5 PROCESS

1. The social worker in consultation with their supervisor determines that a child may need placement in a Rule 5 facility.
2. The social worker completes a Rule 5 packet. (If staffing request is only for consultation a packet does not need to be completed.)
3. The social worker submits a Rule 5 staffing form requesting a review to the Rule 5 committee.
4. The social worker sends the staffing request form to Diane Demulling, Rule 5 coordinator by e-mail or inter-office mail. Her number is 266-3885 and she is located in room 8800.
5. Diane will notify the social worker and their supervisor as to the time and date of the staffing. The committee will meet on Tuesdays from 10:00 until 12:00 in room 5450. A staffing will be scheduled every twenty minutes.
6. The social worker and supervisor will attend the review committee. The social worker will bring the completed rule 5 packet with them.
7. The review committee, the social worker and their supervisor will have a case discussion. The rule 5 review committee will either approve the rule 5 placement or suggest other alternatives.
8. The rule 5 coordinator will keep track of all cases that are brought to the committee for review and will follow up with the social worker regarding the recommendations made by the review committee.
9. The rule 5 coordinator will notify the social worker to schedule a follow up review of a case every 90 days for as long as the child remains in a rule 5 facility.
10. Social workers, their supervisor and the program manager will be contacted if the child-placing worker does not follow the Rule 5 process.