

# Compliance Tips: Document, Document, Document

**If the agency decides to consider RCNO when making a placement decision, the agency may want to consider creating a record of documents that relate to:**

- who was involved in making the decision to consider RCNO, including any supervisors involved in making the decision?
- the agency's process for deciding to consider RCNO; for example, whether the agency conducted the individualized assessment or sought the input of an outside professional.
- whether the agency advised outside professionals that Federal law prohibits the routine consideration of RCNO.
- whether the outside professional interviewed the child/youth and/or reviewed the case file.
- the results of the individualized assessment and the rationale for the conclusion or recommendation.
- how the decision to consider RCNO was narrowly tailored to advance the child/youth's best interests.
- any documents that reflect the details of the selection or placement committee; for example:
  - Who was present?
  - Which families were presented?
  - What discussions took place about families?
  - Why a family was/was not selected for a particular child/youth.
- When the agency declines to place a child/youth with prospective parents and the reason relates to RCNO, (for example, the parents have made comments that cause concern), describe in the case file, in as much detail as possible, the RCNO-related reasons that makes the prospective parents an unsuitable placement option.

