

# Medical Hubs

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## Overview

This policy guide provides information on Medical Hubs including their locations, the services they offer, and guidance on how to use them.

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## Version Summary

This policy guide was updated from the 04/16 version to update medical examination requirements to reflect the Department's requirements in existence prior to April 20, 2016.

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# POLICY

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## Medical Hubs

The countywide Medical Hub System is a partnership between the Department of Health Services, the Department of Mental Health (DMH), and DCFS. Medical Hubs provide services for DCFS-served children who are newly detained.

The table below lists the Medical Hubs and highlights the DCFS offices that are geographically located to the nearest Medical Hub.

Medical Hub	Service Planning Area (SPA)	DCFS Office
High Desert Health System	1	<ul style="list-style-type: none"> <li>• Palmdale</li> <li>• Lancaster</li> </ul>
Olive View – UCLA Medical Center	2	<ul style="list-style-type: none"> <li>• San Fernando Valley</li> <li>• Santa Clarita</li> <li>• West San Fernando Valley (Santa Clarita Satellite Office)</li> </ul>
LAC+USC Medical Center <ul style="list-style-type: none"> <li>• SCAN Clinic Community Assessment and Treatment Center</li> </ul>	3,4,7	<ul style="list-style-type: none"> <li>• ERCP</li> <li>• Pasadena</li> <li>• Metro North</li> <li>• Belvedere</li> <li>• Santa Fe Springs</li> </ul>
Children's Hospital of Los Angeles <ul style="list-style-type: none"> <li>• Foster Care Clinic</li> <li>• Forensic</li> </ul>	5,2	<ul style="list-style-type: none"> <li>• West Los Angeles</li> <li>• San Fernando Valley</li> <li>• West San Fernando Valley</li> </ul>

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Children's Hospital of Los Angeles is a non-public entity but is operational to provide services to DCFS-supervised children.		(Santa Clarita Satellite Office)
LAC+USC East San Gabriel Valley Satellite	3	<ul style="list-style-type: none"> <li>• Pomona</li> <li>• Glendora</li> <li>• El Monte</li> </ul>
Martin Luther King, Jr. Multi-Service Ambulatory Care Center	6,7	<ul style="list-style-type: none"> <li>• Compton Project</li> <li>• Compton West</li> <li>• Santa Fe Springs</li> <li>• Vermont Corridor</li> <li>• Wateridge</li> <li>• Wateridge Torrance Satellite</li> </ul>
Harbor – UCLA Medical Center <ul style="list-style-type: none"> <li>• Children's Crisis Center</li> <li>• KIDS Clinic</li> </ul>	8	<ul style="list-style-type: none"> <li>• Lakewood</li> <li>• Torrance</li> </ul>

## Medical Hub Program

The Medical Hub Program focuses on serving the following populations:

- Newly-detained children placed in out-of-home care. Newly detained children placed out of Los Angeles County are excluded. (For newly-detained children, the initial medical examination must be provided at a Medical Hub).
- Children who are in need of a forensic evaluation to determine abuse and/or neglect who are under DCFS referral or case status.
- Children with special medication conditions (i.e. diabetes, hemophilia, etc.)

Additional populations are served based on capacity at each Medical Hub.

The caregiver who is most knowledgeable of the child's health status should accompany the child to the Hub. The caregiver should be advised to take the child's [Health Education Passport\(HEP\)](#) to each appointment at the Hub to be reviewed by a Hub physician.

If a child has severe or life threatening injuries, he/she should be brought to an emergency care facility or trauma center and then be referred to the Hub after his/her injuries have been stabilized.

## Out-Stationed CSWs

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There are DCFS CSWs out-stationed at the Medical Hubs, including after hours at the 24/7 LAC+USC Medical Center Hub. A list of CSWs out-stationed at the Medical Hubs is available on [LA Kids](#).

## Out-of-County Placements

The mandatory use of the Medical Hubs does not apply to children placed outside of Los Angeles County. However, if a caregiver who resides out-of-county is willing to travel to a Medical Hub, Hubs will service the DCFS child. If the child is subsequently placed in out-of-home care in Los Angeles County, the child should be taken for an Initial Medical Exam at a Medical Hub.

## Hub-Affiliated Hospitals

For children who are being referred to a Medical Hub for an exam after being discharged from a Hub-affiliated hospital, the child should be referred to that Hub whenever possible. When referring child to a Medical Hub for an exam, if the child has been served prior at a Hub-affiliated Emergency Room where the question of child abuse was raised, the child should be referred to that Hub whenever possible.

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## Core Services

### Initial Medical Examination

The Initial Medical Examination is routine and preventative. It is also the first periodic medical exam that must occur when a child is initially placed under DCFS supervision. The child's caregiver is responsible for transporting a child to this exam.

The Initial Medical Examination is not required when a child is being replaced from one placement to another in Los Angeles County. The [CHDP Health Periodicity Schedule](#) should be adhered to when implementing health examinations of the child.

The Initial Medical Examination consists of the following components:

- Review of the child's health history, when available
- Physical examination
- Forensic screening to determine if an expert forensic evaluation is needed
- Measurements (e.g. height, weight, Body Mass Index (BMI), and blood pressure)
- Nutritional assessment
- Dental screening
- Developmental screening. This may be deferred to a follow-up appointment in the Hub.
- Vision and hearing testing
- Laboratory screening tests
- Immunizations
- Appropriate health education

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- Age-appropriate brief mental health screening

## Forensic Evaluation

A forensic evaluation may be authorized for a child when there are allegations of physical or sexual abuse, including during an emergency response investigation and/or when the child has been placed in protective custody. A forensic evaluation is not required for all DCFS children.

Forensic evaluations require:

- Parental consent or
- Exigent circumstances which demonstrate either a medical emergency, or for preservation of evidence of a crime.

Absent either of these, a request for an investigative / evidentiary medical examination should be made via:

- A [warrant](#) , or
- A court order

CSWs must request that a forensic evaluation be conducted at a Hub within seventy-two (72) hours of detention. Prior to the forensic evaluation, the CSW must consult with a medical provider who has specialized training in detecting, and treatment of, child abuse injuries and child neglect (Specialist).

It is the responsibility of the Specialist to determine if a physical examination is appropriate. If the Specialist determines that a physical examination is appropriate, the examination must be performed by a Specialist.

- If the allegations of abuse are made while the child is in custody, the physical examination must be performed within seventy-two (72) hours from the time the allegations were made.
- Youth who are twelve (12) or older can consent to the examination, if they are deemed sufficiently mature to consent.

Referrals for forensic evaluations meeting any of the following criteria will be accepted and scheduled by the Medical Hubs, regardless of other case circumstances:

- All children who are alleged victims of child abuse or neglect and are under the age of five (5), or are non-verbal, or have been unable/unwilling to communicate with the CSW about allegation(s).
- Any case in which the referring CSW communicated to Medical Hub intake staff that he/she feels the child should be seen.
- Any child for whom a detention decision is being made based on a current physical finding, but an examination or consultation by a trained forensic examiner has not occurred.
  - In such a case, an immediate (same day or next day) appointment will be scheduled and the CSW will be requested to accompany the child.
  - If an appointment is not available at that Medical Hub, the child will be referred to another Medical Hub with availability.

Hub personnel will review the request for a forensic evaluation following the submission of the [Medical Hub Referral Form](#) and a phone call from the CSW. Hub personnel/providers ultimately will [Back to Top ^](#)

direct the CSW on the appropriateness of a forensic evaluation and provide a timeframe for the child to be seen for the evaluation.

- The review and direction given by the Hub physician may include the use of a non-physician Hub liaison.
- The Hub liaison will:
  - Bring the Medical Hub Referral Form to the attention of the Hub physician
  - Serve as the intermediary between the CSW and the Hub physician for clarifying Referral information or requesting additional information from the CSW, and/or for responding to the Hub physician
  - Share, as necessary, the physician's direction with the CSW

The forensic evaluation will vary based on the circumstances of the child but may include the following components:

- Physical examination and clinical assessments to determine presence and extent of any injuries and/or signs of neglect;
- Provision of clinical care for all injuries and effects of neglect. This may include old injuries that may not be clinically obvious, and initiation of appropriate treatment;
- Evidence collection, including evidence of sexual assault, sexually transmitted diseases, and photo documentation of all injuries, including sexual assault injuries;
- Interpretation of physical findings regarding the likelihood that they are the result of abuse or neglect;
- Forensic interview, if needed. Forensic interviews are not conducted at all Hubs.

DCFS referrals for forensic evaluations must be submitted electronically through the [E-mhub System](#) and be followed up by the referring CSW with a telephone call to the Medical Hub for consultation and intake.

If a child has received a forensic evaluation at another facility other than a Medical Hub, the CSW should consult with the Medical Hub to determine whether an additional Medical Hub examination is needed.

For siblings or other children who live in the same home and/or have contact with the alleged perpetrator (companion cases), Medical Hubs will request that the CSW provide complete information at intake from the CSW's interview of each child.

- In cases where the alleged victim is under the age of five (5) or is non-verbal, the Medical Hub may request that older siblings or companion cases accompany the alleged victim to the Medical Hub to assist in providing history.
- In some cases the alleged victim child may be examined first and the other children may not require a full forensic evaluation.

Medical Hubs will request that DCFS provide all pertinent medical records and case information. If the requested information is not immediately available, the forensic examination will not be delayed if there is an immediate concern for the child's safety or the observation of physical evidence. In these cases, however, the forensic examiner may wait to issue written findings to DCFS until the requested records and/or information are received. The Medical Hub will inform the CSW as to what items are missing and are required before the examiner can issue a report.

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## Mental Health Screening

Each Medical Hub will complete an age-appropriate mental health screening, using the Child Welfare Mental Health Screening Tools (CWMHST). This tool is used to determine if there is a need for a more comprehensive mental health assessment of the child.

## Other Services

- Specialty Services – Medical Hubs additionally may provide services to address the needs of children, such as weight management issues, screening and treatment for [Fetal Alcohol Spectrum Disorder \(FASD\)](#), and/or subspecialty services such as Neurology and Cardiology.
  - Hubs are also available to assess the need for a child to receive subspecialty services.
  - For children/youth whose BMI is not in the normal range, some Hubs are available to develop a [Healthy Lifestyle Plan](#) with the child/youth and the caregiver.
- Second Opinion – Second opinions are often requested when a previous examination for child physical or sexual abuse has been conducted by a local community hospital (including an emergency care facility or a community provider), and the examination was not completed by a child abuse specialist. Second opinions cannot be completed without providing the Medical Hub with full medical records, including X-rays.
- Court Ordered Services – The Juvenile Court may order a special examination or service be completed by a Medical Hub to address a health or health-related concern that has become known to the court.
  - Under most circumstances, the court will order the results of the examination or service be provided back to the court.
  - Any DCFS-served youth can be seen at any of the Medical Hubs for [counseling and discussion of available birth control options](#).
- Afterhours Services – Staffing at the Medical Hubs during afterhours (5:00pm-8:00am Monday through Friday, weekends, and holidays) is limited to the LAC+USC Medical Center SCAN Clinic.
  - There may be a delay in the immediate scheduling of an appointment. If the child has a medical emergency, the CSW should take the child to the closest emergency care facility.
  - If a CSW is seeking and cannot get an immediate non-emergent medical appointment, he/she should not delay the process of detaining a child. The CSW should follow [standard procedures for detention](#) in these cases.

## LAC USC Hub Extended Care (E-Care) Clinic

LAC+USC Hub Extended Care (E-Care) Clinic hours are:

- Wednesday to Friday 5:30pm – 9:30pm
- Saturdays 10:00am – 3:30pm

The E-Care Clinic provides:

- Sick visits

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- Medical clearances
- Increased capacity to deal with forensic exams of children with acute marks and bruises.
- It is preferred that the CSW call in advance, however, walk-in patients will be accepted.

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## Medical Examinations

State regulations require a medical examination for all children placed in out-of-home care.

### Medical Examination Timelines

The Initial Medical Examination must be conducted according to the following timelines:

Type of Child	Timeline for Initial Medical Examination
High Risk Children and Children 0 - 3 years of Age	<ul style="list-style-type: none"> <li>• Within ten (10) days of initial placement following detention, or sooner if medically recommended or required</li> </ul>
All Other Children	<ul style="list-style-type: none"> <li>• Within thirty (30) days of initial placement following detention</li> </ul>
Allegations of Physical or <b>Sexual Abuse</b>	<ul style="list-style-type: none"> <li>• Refer to section on <a href="#">Forensic Evaluation</a></li> </ul>

If a child has a severe or life threatening injury, he/she should be seen at an emergency care facility or trauma center. The child should then be referred to a Medical Hub after his/her injuries have been stabilized.

### Parent/Guardian Rights in a Medical Examination

Officials (CSWs, law enforcement, etc.) cannot completely exclude parents from the location of their child's physical examination absent parental consent, a legitimate basis for exclusion, or an emergency requiring immediate medical attention.

If there is a "valid reason" to exclude family members from the examination room during the medical procedure, a family's right to be with each other during potentially traumatic medical examinations may be limited to being near the examination (e.g. in the waiting room or another nearby area). "Valid reason" may include authorities have reasonable evidence that a parent is abusive, cannot provide love and support to the child, or will in some significant way interfere with the examination.

If a CSW determines that he/she needs to exclude a parent/guardian from the medical examination, even if that medical examination was ordered by the court, the CSW should consult with his/her SCSW for guidance. The SCSW will consult with the Warrant Liaison or County Counsel as needed.

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## E-mHub System

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E-mHub is a web-based system used by the DHS Medical Hubs to track the health status of children in the child welfare system and facilitate the provision of quality medical care. It is a joint effort between DHS and DCFS. It accepts the electronic transmission of the DCFS Medical Hub Referral Form and returns appointment status alerts and completed examination forms to DCFS via an email notification.

DCFS and DPH PHNs and PHN Supervisors have access to E-mHub screens pertaining to the health care of children served at the Hubs. Completed examination forms may be accessed through the link in the email notification by using the SITE User ID (employee number) and Password (current password used by employee). The link to the forms from the email notifications is only available to DCFS staff for ten (10) business days from the date of the email.

For a list of designated staff that receives these faxes and the designated office fax numbers, refer to the document, [Designated Fax Lines](#).

Once the Medical Hub Referral has been electronically submitted through the [E-mHub System](#) and the Medical Hub staff attempt to process the referral, an email notification will be sent to DCFS to alert the CSW and SCSW to any problems with the referral or appointment.

When DCFS receives an appointment status notification or link to an examination form from E-mHub, CSW/CMS is automatically searched to obtain the currently assigned CSW and SCSW and an email is routed to staff as follows:

<b>Forms</b>	<b>Email Link Sent To:</b>
DCFS 561(a), Medical Examination Forms	<ul style="list-style-type: none"> <li>Currently assigned CSW, SCSW, PHN, PHN Supervisor, and respective <a href="#">Coordinated Services Action Team (CSAT)</a> staff</li> </ul>
California Emergency Management Agency (CalEMA) Forms	<ul style="list-style-type: none"> <li>Currently assigned CSW and SCSW</li> </ul>
Child Welfare Mental Health Screening Tools (CHMHST) Forms	<ul style="list-style-type: none"> <li>Currently assigned CSW, SCSW and respective CSAT staff</li> </ul>
“Negative” appointment status notifications (no show, canceled, rescheduled, to be rescheduled, referred out, incomplete, returning referral)	<ul style="list-style-type: none"> <li>Currently assigned CSW and SCSW</li> </ul>
“Positive” appointment status notifications (scheduled, showed up)	<ul style="list-style-type: none"> <li>Received by DCFS BIS for inclusion in tracking reports. These are not forwarded individually to staff</li> </ul>

In some cases, the Medical Hub staff may return a Medical Hub Referral Form to the CSW to request additional information or report that they were unable to schedule the appointment. The Medical Hub staff will select one (1) of the reasons below and may also write a message to the CSW with details and specific instructions. CSWs must carry out the instructions presented by the Medical Hub in the email notification. The reasons for return are:

- Insufficient information. Please correct and resubmit
- Unable to schedule appointment
- Requested service not available at this Hub

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- Phone consult; no appointment needed at this time
- Duplicate. An appointment for similar service already made at the Hub
- Child's parent declined exam

When a Medical Hub Referral is returned to DCFS, the referral is removed from the Medical Hub's referral queue and the Medical Hub staff will no longer work on the referral. To reinitiate the referral, the CSW should either re-submit the referral form or call the Medical Hub. If any information has changed since the time of the original referral, a new form should be submitted.

E-mHub notifications of the following "negative" appointment statuses are also sent via email to the currently assigned CSW and SCSW:

- No Show
- Cancelled (will indicate if initiated by caregiver, Hub, DCFS or Other)
- Rescheduled (will indicate if initiated by caregiver, Hub, DCFS or Other)
- To Be Rescheduled (will indicate if initiated by caregiver, Hub, DCFS or other)
- Referred Out
- Incomplete

CSWs are to follow up with parent/primary caregiver or out-of-home caregiver within three (3) calendar days on no show notifications to ensure that the forensic evaluation or Initial Medical Examination, or other medical appointment is rescheduled.

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## **Rightfax Transmission of Medical Hub Referral Form to Children's Hospital of Los Angeles (CHLA)**

DCFS can submit the Medical Hub Referral Form automatically to Children's Hospital of Los Angeles (CHLA) through the Rightfax feature. Upon completion of a Medical Hub Referral Form, the CSW should press the same "SUBMITtoEmHub" button currently used to submit the Referral Form to the E-mHub System. The referral will automatically be faxed to the CHLA Hub.

The Rightfax feature does not provide electronic appointment status notifications to staff, and medical examination results will continue to be manually faxed to DCFS by the CHLA Hub.

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## **PROCEDURE**

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### **Responding to a Detained Child**

If a child has severe or life threatening injuries, he/she should be brought to an emergency care facility or trauma center and then be referred to the Hub after his/her injuries have been stabilized.

### **CSW/ERCP CSW Responsibilities**

The following procedures apply to the CSW who took the child into temporary custody.

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1. Complete the [Medical Hub Referral Form](#).
  - Consult with PHN, as necessary, for completion of the Medical Hub Referral form.
2. Submit the Medical Hub Referral Form to the Medical Hub that is in closest proximity to the caregiver's home.
3. Electronically submit the Medical Hub Referral Form through the E-mHub System to all Hubs except Children's Hospital Los Angeles (CHLA).
  - Submit to CHLA through the Rightfax feature.
  - Upon submission of the Medical Hub Referral Form, a Medical Hub Referral Receipt notification is received (with the exception of Children's Hospital of Los Angeles (CHLA)) to verify that the transmission was successfully transmitted to the E-mHub System.

<b>Child(ren)'s Age or Risk Level</b>	<b>Timeframe for Submitting Initial Medical Examination Requests</b>
<ul style="list-style-type: none"> <li>• Infants/children under three (3) or a High Risk child,</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and submit the Medical Hub Referral Form through E-mHub/Rightfax within three (3) calendar days of the child's initial placement.</li> </ul>
<ul style="list-style-type: none"> <li>• Children three (3) years or older</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and submit the Medical Hub Referral Form through E-mHub/Rightfax within five (5) business days of the child's initial placement.</li> </ul>

- When requesting a forensic evaluation for a child, complete and submit the Medical Hub Referral Form through E-mHub/Rightfax to the Medical Hub that is in closest proximity to the caregiver's home.
  - After the Medical Hub Referral Form has been submitted, telephone the Medical Hub to verify receipt of the document and provide clarifying or additional information, as necessary, on the child being referred.
  - Receive direction from the Hub's physician on the appropriateness of, and the timeframe for a forensic evaluation.
  - Proceed to implement the direction provided by the Medical Hub.
  - Determine whether or not it is appropriate for the parent to be present for the forensic exam.
  - During the consultation with the Medical Hub personnel regarding the appropriateness of forensic evaluation, inform the Medical Hub personnel if there is a "valid reason" to exclude the family members from the exam room during a medical procedure.
  - Inform the parent as to whether or not they may be present during the exam and if there are any limitations to their presence during the exam.
- When requesting a [second opinion](#) on a child, after consultation with the SCSW, complete and submit the Medical Hub Referral Form through E-mHub/Rightfax to the Medical Hub that is in closest proximity to the caregiver's home.
  - After the Hub Referral Form has been submitted, telephone the Medical Hub to receive direction from the Hub's physician on the appropriateness of a second opinion.

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- Include all documentation related to the first exam and state why it is urgent to obtain a second opinion.
  - When requesting any other services for a child, including court ordered services, contact the Medical Hub to ensure that it is available and/or medically advisable before completing the Medical Hub Referral Form.
    - After contacting the Hub, complete and submit the Medical Hub Referral Form through E-mHub/Rightfax to the Medical Hub that is in closest proximity to the caregiver's home.
  - To reinitiate a referral, either re-submit the referral form or call the Medical Hub. If any information has changed since the time of the original referral, a new form should be submitted.
4. At the time of initial placement, inform the caregiver of the requirement to utilize Medical Hubs.
    - Identify and discuss with the caregiver:
      - The Medical Hub that the caregiver will be taking the child to;
      - The reason for the Hub Referral; and
      - The timeframe for the delivery of the service.
  5. Review and complete the [Medical Hub Notice to Caregivers](#) with the caregiver.
    - Have the caregiver initial sign the form in the designated spaces.
  6. Instruct the caregiver to contact the Medical Hub closest to his/her home, within the designated timeframe for the submission of the Medical Hub Referral Form, or the estimated timeframe when the Referral will be submitted to the Medical Hub.
  7. Remind caregivers to take the [DCFS 4158](#), Authorization for General Medical Care for a Child Placed by an Order of the Juvenile Court, or the [DCFS 179](#), Parental Consent and Authorization for Medical Care, with them to the Hub appointment along with proper identification.
    - Inform the Medical Hub personnel if any other relative/person besides the main caregiver (whose name appears on the DCFS 4158 or the DCFS 179) must take the child to the medical appointment.
  8. Notify the caregiver that examinations at Medical Hubs are comprehensive and therefore can be lengthier than routine exams conducted by a community health care provider.
  9. If the child is placed in a [Foster Family Agency \(FFA\)](#) or group home, contact the social worker or group home representative.
    - a. Provide him/her with the instructions/requirements for making an appointment and utilizing the Medical Hub closest to the child's placement.
    - b. Inform the social worker or group home representative of the time-frame in which the child is to be seen.
  10. Fax the Medical Hub Referral Form to the FFA social worker or group home representative within one (1) business day of the submission of the referral through E-mHub/Rightfax.
  11. Document all contacts with the FFA social worker or the group home representative, and all service providers in the Contact Notebook.

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12. Include a [Medical Hub Services Recommendation](#) in the Detention Report, including for those children who remain home and there is a recommendation to detain pursuant to WIC 319.

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## Responding to a Child Who is Not Detained

Medical Hubs are available to provide [forensic evaluations](#) for children who are not detained. In these cases, since the child is not under DCFS supervision, parental consent or exigent circumstances is required. If a child has severe or life threatening injuries, he/she should be brought to an emergency care facility or trauma center and then be referred to the Hub after his/her injuries have been stabilized.

### CSW/ER CSW Responsibilities

The following procedures apply to the CSW conducting the ER investigation:

1. Complete the [Medical Hub Referral Form](#) for a forensic evaluation.
2. Follow procedural the steps beginning with [submitting the Medical Hub Referral form](#) and ending with [documenting all contacts with the FFA social worker](#) under [Responding to a Detained Child](#).
  - Upon submission of the Medical Hub Referral Form, a Medical Hub Referral Receipt notification is received (with the exception of Children's Hospital of Los Angeles (CHLA)) to verify that the transmission was successfully transmitted to the E-mHub System.
  - If the Receipt notification is not received, the submission was not successfully sent.
3. Contact the Medical Hub to obtain direction from the Hub physician on the appropriateness of the forensic evaluation, including the time frame, and the most appropriate individual to accompany the child to the Hub.
4. Proceed according to the direction received from the Medical Hubs.
5. Document all contacts and actions taken in the Contact Notebook.

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## Responding to an Inter-county Case Assignment

### CSW/PHN Responsibilities

1. Within thirty (30) days of being assigned an [inter-county transfer](#) case (including FM, FR, PP cases), review the case record with the CSW/PHN to determine if there is a medical need to have the child seen by the nearest Medical Hub for an Initial Medical Examination.
2. On the Medical Hub Referral Form, in the "Specify reason for DCFS current and prior involvement" field, note that this is an inter-county transfer case.

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3. Provide copies of any medical records contained in the case file to the Medical Hub personnel on or before the date of the examination.
4. Follow procedural the steps beginning with [submitting the Medical Hub Referral form](#) and ending with [documenting all contacts with the FFA social worker](#) under [Responding to a Detained Child](#)
  - Upon submission of the Medical Hub Referral Form, a Medical Hub Referral Receipt notification is received (with the exception of Children's Hospital of Los Angeles (CHLA)) to verify that the transmission was successfully transmitted to the E-mHub System.
  - If the Receipt notification is not received, the submission was not successfully sent.

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## **Examining Results Received from Medical Hub**

The [results](#) of the Initial Medical Examination and any forensic evaluation, along with the Child Welfare Mental Health Screening Tools (CWMHST) and other ancillary documentation (the latter from some of the Medical Hubs) will be provided to the assigned CSW via the [E-mHub System](#).

### **Regional Staff Responsibilities**

The following procedures apply to Children's Hospital of Los Angeles (CHLA) referrals only:

1. Receive the documents faxed by the CHLA to the designated fax machine in the DCFS SPA office.
  - a. Search and identify the current CSW and SCSW.
  - b. Record them on the DCFS 561(a), Medical Examination Form and the CWMHST.
2. Provide the SCSW and CSW with a California Emergency Management Agency (CalEMA) form.
3. Make three (3) copies of the DCFS 561(a) for the SCSW/CSW, PHN, DMH and the [Coordinated Services Action Team \(CSAT\)](#) inbox.

### **CSAT Staff Responsibilities**

1. Upon receipt of the Initial Medical Examination or any urgent CWMHST from the Medical Hub, review the DCFS 561(a), and the CWMHST.
2. Determine whether a referral to co-located DMH staff is needed.
  - If a referral is needed, CSAT staff will work with the CSW to ensure that the required ices. [DCFS 174](#), Family Centered Referral and Services Form, is complete and a referral is submitted to Co-located DMH staff for further assessment and linkage to services.

### **CSW Responsibilities**

1. Review the information on the DCFS 561(a), Medical Examination Form, the California Emergency Management Agency (CalEMA), and CWMHST screen.

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2. Consult with the Service Linkage Specialist (SLS), the PHN, co-located DMH staff, and co-located Educational Liaison (if applicable) to coordinate follow-up care.
3. Print out a copy of the DCFS 561(a), CalEMA, and CWMHST screen and file them in the Psychological/Medical/Dental/School Report Folder.
4. Fax the completed DCFS 561(a) to the Foster Family Agency (FFA) or group home representative within five (5) business days of receipt.
5. Document all contacts with the caregiver, Hub staff, the SLS, PHN, DMH co-located staff, and the Educational Liaison (if applicable) in the Contact Notebook.

### PHN Responsibilities

1. Review the DCFS 561(a), Medical Examination Form and the CalEMA (if applicable).
2. Enter the results into CWS/CMS.
3. Follow up on any health concerns indicated with appropriate parties.

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## APPROVALS

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None

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## HELPFUL LINKS

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### Attachments

[Medical Hubs for the Department of Children and Family Services, Initial Medical Examinations and Forensic Examinations](#)

[Know Your Rights for Sexual Health Services and Sexual Health Services Available at the Medical Hub Clinics](#)

[Medical Hub Services Recommendation](#)

### Forms

#### CWS/CMS

Detention Report

Medical Hub Referral Form

#### LA Kids

[DCFS 174](#), Family Centered Referral and Services Form

[DCFS 179](#), Parental Consent and Authorization for Medical Care and Release of Health and Education Records (also available in [Spanish](#))

[DCFS 179-MH](#), Parental Consent for Child's Mental Health/Developmental Assessment and Participation in Mental Health/[Developmental Services](#) (also available in [Spanish](#))

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[DCFS 179-PHI](#), Authorization for Disclosure of Child's Protected Health Information (also available in [Spanish](#))

[DCFS 561\(a\)](#), Medical Examination Form

[DCFS 561\(b\)](#), Dental Examination Form

[DCFS 561\(c\)](#), Psychological/Other Examination Form

[DCFS 563](#), Medical Record Procedures for Foster Caregivers

[DCFS 4158](#), Authorization for General Medical Care for a Child Placed by an Order of the Juvenile Court

[Medical Hub Referral Form](#) (with instructions)

[Medical Hub Notice to Caregivers](#) (also available in [Spanish](#))

## Hard Copy

Medical Hub DCFS Work Flow Process

## Referenced Policy Guides

[0070-516.15](#), Screening and Assessing Children for Mental Health Services and Referring to the Coordinated Services Action Team (CSAT)

[0070-526.10](#), Assessment of Fetal Alcohol Spectrum Disorder (FASD)

[0070-529.10](#), Assessing Allegations of [Physical Abuse](#)

[0070-532.10](#), Assessing Allegations of Child Sexual Abuse

[0070-548.20](#), Taking Children into [Temporary Custody](#)

[0070-570.10](#), Obtaining Warrants and/or Removal Orders

[0080-505.20](#), [Health and Education Passport \(HEP\)](#)

[0300-301.05](#), Filing Petitions

[1000-504.75](#), Inter-county Transfer (ICT)

## Statutes

[California Department of Social Services \(CDSS\), Manual of Policies and Procedures \(MPP\)](#)

[Division 31-206.361](#) – States that each child in placement must receive a medical and dental examination within thirty (30) days of placement.

[Welfare and Institutions Code \(WIC\) Section 324.5](#) – States that whenever allegations of physical or sexual abuse of a child come to the attention of DCFS, and the child is taken in to protective custody, DCFS must, as soon as practically possible, consult with a medical practitioner who is trained in detecting and treating child abuse injuries and child neglect, to determine whether a physical examination of the child is needed. If a physical exam is needed, DCFS must ensure the examination takes place within seventy-two (72) hours of the time the child was taken into protective custody. If the allegations are made while the child is in custody, the physical examination must be performed within seventy-two (72) hours of the time the allegations were made. In addition, DCFS must provide the results of the physical examination to the court, to any counsel for the minor, and any counsel for the parent/guardian of the minor. Failure to obtain the physical exam cannot be used as grounds for denying a petition.

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The statutes also states that DCFS must, whenever possible, request that additional medical exams to determine child abuse injuries or neglect, be performed by the same medical practitioner who performed the initial exam. If this is not possible, DCFS must ensure that future medical practitioners to whom the child is referred for ongoing diagnosis and treatment have specialized training in detecting and treating child abuse injuries and neglect and have access to the child's medical records covering the current and previous incidents of child abuse.

[WIC Section 16010\(c\)](#) – States that within thirty (30) days of initial placement of a child into foster care, DCFS must provide the caretaker with the child's current health and education summary. For each subsequent placement, DCFS must provide the caretaker with a current summary within forty-eight (48) hours of the placement.

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