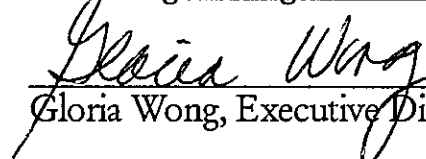


Memorandum of Understanding (MOU)

Between the Los Angeles County Regional Centers, Probation Department,  
and Department of Children & Family Services

Document of Support by the 7 Los Angeles County Regional Center Executive Directors

1. Eastern Los Angeles Regional Center:

  
\_\_\_\_\_  
Gloria Wong, Executive Director

7/23/12  
Date

2. Frank D. Lanterman Regional Center:

  
\_\_\_\_\_  
Diane Anand, Executive Director

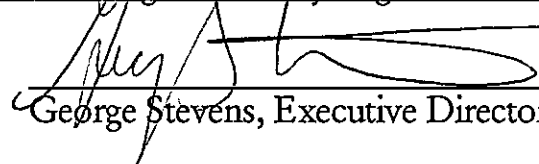
7-13-12  
Date

3. Harbor Regional Center:

  
\_\_\_\_\_  
Patricia del Monico, Executive Director

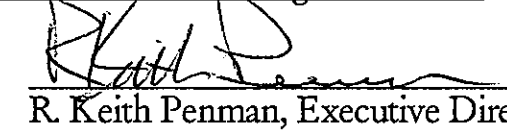
7-23-12  
Date

4. North Los Angeles County Regional Center:

  
\_\_\_\_\_  
George Stevens, Executive Director

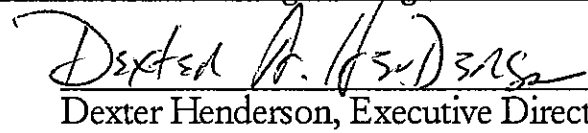
7-16-2012  
Date

5. San Gabriel/Pomona Regional Center:

  
\_\_\_\_\_  
R. Keith Penman, Executive Director

7-13-2012  
Date

6. South Central Los Angeles Regional Center:

  
\_\_\_\_\_  
Dexter Henderson, Executive Director

7-13-2012  
Date

7. Westside Regional Center:

  
\_\_\_\_\_  
Mike Danneker, Executive Director

7.13.12  
Date

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

DCFS	Probation	Regional Center
<p>1. The Director of DCFS will designate a person from each Service Planning Area (SPA) as a SPA/Region Liaison who has the responsibility to coordinate the activities required to carry out this Agreement and to maintain continuity in the development of a collaborative and productive working relationship among County departments and Regional Center (RC) agencies. The Liaisons' contact information will be publicized on DCFS's website and in the community.</p>	<p>1. The Chief Probation Officer will designate the Developmentally Disabled Minors Coordinator ("DDMC") as its Department Liaison for youth in juvenile halls and the Developmentally Disabled Field Services Coordinator ("DDFSCS") as its Department Liaison for youth in the field, and the Developmentally Disabled Placement Coordinator (DDPC") as its Department Liaison for youth in community placement. These two Department Liaisons have the responsibility to coordinate the activities required to carry out this Agreement and to maintain continuity in the development of a collaborative and productive working relationship among County departments and Regional Center (RC) agencies. The Liaisons' contact information will be publicized on Probation's website and in the community.</p>	<p>1. Regional Center (RC) will designate a Liaison from each RC who has the responsibility to coordinate the activities required to carry out this Agreement and to maintain continuity in the development of a collaborative and productive working relationship among County departments and RC agencies. The Liaisons' contact information will be made available to DCFS and Probation liaison's on an annual basis.</p>
<p>2. Liaisons will meet as a group (RC, DCFS and Probation) semi-annually and as needed to share agency specific information, facilitate operations, and/or resolve problems. Representatives from specialized units may attend as needed. DCFS may request additional meetings when special needs arise.</p>	<p>2. Liaisons will meet as a group (RC, DCFS and Probation) semi-annually and as needed to share agency specific information, facilitate operations, and/or resolve problems. Probation may request additional meetings when special needs arise.</p>	<p>2. Liaisons will meet as a group (RC, DCFS and Probation) semi-annually and as needed to share agency specific information, facilitate operations, and/or resolve problems. RC may request additional meetings when special needs arise.</p>
<p>4. Each SPA/Region Liaison will ensure that Social Workers attend a RC in-service training about developmental disabilities and the role of the RC upon request. The SPA/Region Liaison will attend Probation's annual training. <b>DCFS is currently completing – no changes.</b></p>	<p>4. Probation Liaison will ensure that Deputy Probation Officers (DPOs) attend a RC in-service training about developmental disabilities and the role of the RC. Probation will hold at least one training annually regarding children with developmental disabilities in its system and the procedures and practices that apply, and will specifically invite DCFS and RC Liaisons and relevant staff to this training.</p>	<p>4. RC will arrange for training of DCFS and Probation in the following manner: ~ Los Angeles County Regional Center Liaisons will arrange in-service training for staff in DCFS and Probation offices, on developmental disabilities and the role of the RC upon request. The RC Liaisons will attend Probation's annual training.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>Liaison Function:</b>		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<p>5. The DCFS Countywide Liaisons will offer technical assistance to Regional Center and Probation regarding resource availability and needs.</p> <p>6. DCFS Countywide Liaison will provide available DCFS documentation when requested by RC to determine program and service needs, utilization, and effectiveness for dual-agency clients.</p> <p>7. When there is a change in the SPA/Region or DCFS Liaison, the incoming Liaison will notify in writing the corresponding DPO and RC Liaison of the change in designation.</p>	<p>5. The Probation Liaisons will offer technical assistance to DCFS and Regional Center regarding resource availability and needs.</p> <p>6. Probation Liaison will provide available Probation documentation (minute order, detain order, etc.) when requested by RC to determine program and service needs, utilization, and effectiveness for dual-agency clients.</p> <p>7. When there is a change in the Probation Liaison, the incoming Liaison will notify in writing the corresponding CSW and RC Liaison of the change in designation.</p>	<p>5. RC Liaisons will offer technical assistance to DCFS and Probation regarding resource availability and needs.</p> <p>6. RC Liaisons will provide available documentation (IPP, evaluations, etc.) when requested by DCFS or Probation provided that appropriate approvals from parents/caregivers/consumers have been obtained.</p> <p>7. When there is a change in the RC Liaison, the incoming Liaison will notify in writing the corresponding County Department of the change in designation.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>Referral Function: Children Under Three Years of Age</b> The process that enables a client with a diagnosed or suspected developmental delay to receive services to which they are legally entitled.		
DCFS	Probation	Regional Centers
1. The CSW shall assist parents and foster caregivers to refer (or will directly refer) at-risk for developmental disability infants and toddlers from birth through two years of age to RC pursuant to California Government Code Sec. 95014, Eligibility and pursuant to DCFS's obligations under federal CAPTA law. In accordance with DCFS policy, the CSW shall screen children under age 5 by using the Developmental Milestones guide. If a child is suspected of having developmental delay, DCFS, as a primary referral source, shall make a referral to RC.  2. The CSW will provide the RC with children and family information needed to help determine the client's eligibility for Regional Center services. This information may include, but is not limited to, social history and medical and developmental assessments.	1. N/A	1. RC shall accept referrals from DCFS of infants and toddlers believed to be at risk for developmental disability, developmentally delayed, or having a developmental disability and will determine eligibility for RC services in accordance with Part C of Individuals with Disabilities Education Act (IDEA) (Appendix D) or for participation in the Prevention Resource and Referral Program, pursuant to WIC 4435, as applicable.  2. RC may consult with the CSW to obtain recent assessments and information that could be utilized to determine eligibility and eliminate duplication, in accordance with Part C of IDEA and the Lanterman Development Disability Act, (Appendix E). <a href="http://www.dds.cahwnet.gov/statutes/lantermanAct_TOC.cfm">www.dds.cahwnet.gov/statutes/lantermanAct_TOC.cfm</a>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>Referral Function: Individuals Three Years And Older</b>		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<p>1. When a client enters the DCFS system and it is determined that s/he is an existing RC consumer, DCFS will obtain the Legal Authority Consent (i.e. Parent or Dependency Court) to receive information. The CSW will notify the RC liaison within five (5) working days of the client's current status. The CSW will document RC status in the Child Welfare Services/Case Management System (CWS/CMS) Client Services Special Project Section.</p> <p>2. If it is unknown whether a client is a RC consumer or it is suspected that a client is a RC consumer, the CSW will call the Regional Center Liaison to contact the Regional Center Intake Unit and request a statewide eligibility status.</p> <p>3. If the client is registered with a RC, the CSW will document the RC status in the CWS/CMS Client Services Special Project Section.</p> <p>4. If the client is not registered, and it is suspected that the client has a developmental disability, the CSW will follow procedures indicated in the Eligibility Determination Section of this Agreement.</p> <p>5. If the dual agency child is or will be receiving Adoption Assistance Program (AAP) benefits, AFDC-FC benefits, or Kin GAP benefits and the caregiver or adoptive parent has made a request for a Supplement to the Dual Agency Rate, or a referral by the RC has been made for that purpose, the CSW will contact the RC to review and confirm the SOC 837 Form completed by the CSW for the Supplement to the Dual Agency Rate. Further, the CSW, in fulfilling his/her general duties, will independently identify dual</p>	<p>1. When an adult client enters the Probation system and it is determined that s/he is an existing RC consumer, the investigating officer or the supervision intake officer will notify the Regional Center Liaison as required by the applicable Directives and request statewide eligibility status within 24 hours. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>2. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>3. If the client is registered with a RC, the DPO will document the RC status in the APS or PCMS. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>4. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>5. If the dual agency child is in Suitable Placement and is or will be receiving AFDC-FC benefits, and the caregiver has made a request for a Supplement to the Dual Agency Rate, or a referral by the regional center has been made for that purpose, the DPO will contact the RC to review and confirm the SOC 837 Form completed by the DPO for the Supplement to the Dual Agency Rate.</p>	<p>1. The Regional Center Liaison will accept telephone information from the CSW or DPO and update RC records.</p> <p>2. After receiving a referral, the Intake Coordinator will provide RC status within three working days. If the client has a Unique Client Identifier (UCI) Number, the Intake Coordinator will provide this number to the DCFS or Probation to be added to DCFS's CSW/CMS system and Probation's PCMS or APS. If the client is registered with a RC, the SC will work to schedule a timely IPP to review service provision.</p> <p>4. The RC Intake Coordinator will provide the CSW and/or DPO the corresponding RC that would determine eligibility. For procedures to determine eligibility refer to the Eligibility Determination Section of this Operational Agreement.</p> <p>5. The SC will review the SOC 837 for completeness and accuracy. If incomplete or inaccurate the SC will notify the CSW or DPO no later than 10 business days of receipt. If complete and accurate the SC or designee will confirm to the CSW or DPO within 10 business days that the SOC 837 has been reviewed. Typically the SC will sign the SOC to indicate that it has been reviewed for accuracy and then return it to DCFS or Probation. The reviewer is to state the date of the review, agency fax number,</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

agency children who may qualify for a Supplement to the Dual Agency rate and follow the above-described process accordingly.		agency name and address, and the name of the reviewer.
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<b>Referral Function by Regional Center to DCFS:</b>		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<p>1. When RC reports suspected child abuse/neglect in the clients own home or home of a relative, DCFS shall:</p> <ul style="list-style-type: none"> <li>~ Take the report through the CPH and advise RC of the DCFS service office where the Suspected Child Abuse Report (SS8572) is to be sent. A referral number will be issued and provided to the RC.SC.</li> <li>~ Evaluate the allegation(s) per established procedures and take appropriate action.</li> <li>~ Receive and process the written report per established procedures.</li> </ul> <p>2. Complete an investigation and file for court dependency as appropriate.</p> <p>3. The CPH will not accept referrals for voluntary placement if the request for placement is the only reason for the referral. At least one of the following abuse or neglect factors must be present:</p> <ul style="list-style-type: none"> <li>~ Physical abuse, sexual abuse, exploitation, neglect, abandonment, or endangering emotional abuse.</li> </ul>	<p>1. If the client is active to Probation, RC shall follow procedures with DCFS and notify Probation liaison by telephone of the reported abuse/neglect.</p>	<p>1. If RC suspects child abuse/neglect, they shall follow the legally mandated procedures for reporting such abuse/neglect.</p>
<p>2. Complete an investigation and file for court dependency as appropriate.</p>	<p>2. Probation will call the hotline and report to DCFS and the Delinquency Court.</p>	<p>2. N/A</p>
<p>3. The CPH will not accept referrals for voluntary placement if the request for placement is the only reason for the referral. At least one of the following abuse or neglect factors must be present:</p> <ul style="list-style-type: none"> <li>~ Physical abuse, sexual abuse, exploitation, neglect, abandonment, or endangering emotional abuse.</li> </ul>	<p>3. Probation will report to DCFS any child that is abandoned.</p>	<p>3. RC will report to DCFS any child who is a consumer of the RC that is abandoned.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>Eligibility Determination:</b> The process of providing or obtaining assessments from the DCFS and Probation to a Regional Center to determine if the client's disabling condition is one that establishes his/her legal right for services through the Regional Center.		<b>Regional Centers</b>
<b>DCFS</b>	<b>Probation</b>	
<p>1. The CSW, in consultation with birth parents, foster parents, prospective adoptive parents, MAT, Regional PHNs, school personnel, and/or other involved parties, will identify clients who appear to need RC services. Based on the clients' residence, the CSW will attempt to determine which RC is responsible for determining a client's eligibility.</p>	<p>1. When the DPO suspects that an adult client may have a developmental disability and it is determined that s/he is not a RC consumer, the DPO will contact the respective Los Angeles County Regional Center intake coordinator and provide them with referral information and available records. The evaluation and eligibility determination may not proceed without the consent of the adult client or legally authorized representative. When the DPO suspects that a juvenile client may have a developmental disability and it is determined that s/he is not a RC consumer, the DPO will follow Departmental Policy.</p> <p>2. The DPO may be expected to participate in RC interdisciplinary staffing reviews, to assist in the determination of eligibility. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>3. If available, the DPO will provide RC with all the necessary available social, psychological, and medical data in accordance with State and County regulations on client confidentiality.</p>	<p>1. Upon notification, and obtaining legal consent, the respective Regional Center will complete necessary assessments to determine eligibility.</p>
<p>2. Depending on the case circumstances, the client's parent or CSW will make the referral to RC.</p>	<p>3. If available, the DPO will provide RC with all the necessary available social, psychological, and medical data in accordance with State and County regulations on client confidentiality.</p>	<p>2. RC Intake Coordinator will determine which center will be responsible for providing services to the applicant.</p>
<p>3. If available, the CSW will provide RC with all the necessary available social, psychological, and medical data in accordance with State and County regulations on client confidentiality.</p>	<p>4. If the RC does not accept the case for eligibility through the initial screening, the DPO may request RC to conduct a full assessment. The DPO will work closely with the RC intake SC to ensure that all available information is obtained and provided. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p>	<p>3. RC will review all information provided by CSW and/or DPO to determine if it is adequate to assist with eligibility. RC will notify the applicant and/or his/her legally authorized representative if the RC requires additional information to complete the assessment.</p> <p>4. RC will complete intake and assessment within legally mandated time frames set in the regulations and statutes. With respect to youth referred by Probation, or who are under the jurisdiction of Probation when referred, the regional center will complete intake and assessment within 60 days from the date of referral, pursuant to WIC4643(a); "If assessment is needed, the assessment shall be performed within 120 days following initial intake. Assessment shall be performed as soon as possible and in no event more</p>
<p>4. If the RC does not accept the case for eligibility through the initial screening, the CSW may request RC to conduct a full assessment. The CSW will work closely with the RC intake SC to ensure that all available information is obtained and provided.</p>		

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<p>5. The CSW may participate in RC inter-disciplinary staffing reviews, as appropriate. The CSW may consult with the DCFS RUM Liaison, who assists with out-of-home care for special-needs client.</p>	<p>5. The DPO may be expected to participate in RC inter-disciplinary staffing reviews, as appropriate. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p>	<p>than 60 days following initial intake where any delay would expose the client to unnecessary risk to his or her health and safety or to significant further delay in mental or physical development, or the client would be at imminent risk of placement in a more restrictive environment.” 5. RC will invite DCFS and/or Probation to participate in the RC inter-disciplinary staffing reviews, as appropriate.</p>
<p>6. If the referred client is not eligible for RC services, the CSW will make alternative plans to meet the client’s special needs. CSW may appeal the regional center’s decision of ineligibility within 30 calendar days.</p>	<p>6. If the referred adult client is not eligible for RC services, the DPO will make alternative plans to meet the adult client’s special needs. Probation Liaison may appeal the regional center’s decision of ineligibility within 30 calendar days. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p>	<p>6. The RC will notify of eligibility status and if the referred person is not eligible for services, the RC will notify the legal representative and/or County Department in writing of this determination and provide appropriate recommendations as well as information on the appeals process. For juvenile cases in probation, the Intake Coordinator will provide eligibility determination to the DDMC, DDFC or DDPC of the youth’s acceptance or denial of RC eligibility.</p>



**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<p>1. The CSW will collaborate with the SC to develop a service plan for the at-risk client and family. The plan will address the standard case plan requirements, management issues, and specify the responsibilities of both the CSW and SC, including who will be assisting the parent, guardian, or other primary caregiver to carry out the service plan.</p> <p>2. If the client/family is receiving Family Preservation Services in which a multi-disciplinary evaluation team assists with the development of the service plan, the CSW will notify the SC of the date, time and place of the team evaluation within ten (10) working days.</p>	<p>1. N/A</p> <p>2. N/A</p>	<p>1. The SC will initiate, conduct, and develop a written IPP with the family and/or provider of care and other representatives, as appropriate, within the legally required time frames. The RC will invite the CSW to participate in the various planning meetings held for the client.</p> <p>2. As appropriate, the SC will invite the CSW to participate in annual and other periodic reviews of the IPP.</p>
<p>3. The CSW will participate in the annual and other periodic review of the IPP and will incorporate the IPP in the overall DCFS case plan services for the client and family.</p>	<p>3. N/A</p>	<p>3. The SC will invite the CSW to participate in transition planning to education and/or other services prior to age three (3).</p>
<p>4. The SCW will assist with transition planning and service delivery as specified in the IPP.</p>	<p>4. N/A</p>	<p>4. SC will inform the CSW when it is determined through a review that the client no longer appears at risk or demonstrates developmental delays.</p>
<p>5. The CSW will participate in the eligibility review process and, as needed, provide information about the client to assist with the determination of ongoing eligibility.</p>	<p>5. N/A</p>	<p>5. The SC will invite the CSW to participate in the eligibility review.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>Individual Program Plan Development (IPP) And Case Management Services:</b> (Services For Individuals Three Years And Older): The process in which the service plan written by Regional Center for providing services to eligible individuals (three and older) resulting from the interdisciplinary assessment of client needs is developed and reviewed.		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<p>1. The CSW Resource Utilization Management (RUM as needed) will participate in the planning meeting to develop the IPP.</p> <p>2. The CSW will integrate the IPP into the case plan goals and objectives, and update CWS/CMS (Special Projects) as appropriate.</p> <p>3. The CSW will share essential case information and case planning with the SC and Rum staff as appropriate.</p> <p>4. The CSW will retain primary case management responsibility for client who are dependents of the juvenile court, voluntary family maintenance cases, and for DCFS adoption cases. The CSW will work jointly with the SC in all cases to carry out the case plan.</p>	<p>1. The DPO will participate in the planning meeting to develop the IPP if the parent/guardian/consumer provides the necessary consent. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>2. The DPO will participate in the planning meeting to develop the IPP if the parent/guardian/consumer provides the necessary consent. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>3. The DPO will participate in the planning meeting to develop the IPP if the parent/guardian/consumer provides the necessary consent. For juveniles, Probation will follow the requirements set forth in Departmental Policy.</p> <p>4. The DPO will retain primary case management responsibility for clients/adults who are under the jurisdiction of the courts, and on formal probation. The DPO will work jointly with the SC in all cases to carry out the case plan. For juveniles, Probation will follow the additional requirements set forth in the Departmental Policy.</p>	<p>1. With consent of family or legal representative, the SC will coordinate a planning meeting to identify and complete needed assessments and secure appropriate services through the IPP process. The SC will notify the CSW or DPO of meeting dates and times.</p> <p>2. The SC will develop an IPP for each consumer as appropriate. The SC will invite SCW and/or DPO to the IPP meeting provided that the parent/guardian/consumer provides the necessary consent.</p> <p>3. With written consent the SC will distribute copies of the IPP to the CSW and/or DPO. The copy of the IPP will be distributed within 30 days of the IPP meeting for residential cases only. The SC will provide the DPO, DDMC, DDFSC, or DDPC with information on the youth's past services and expected needs.</p> <p>4. The SC will develop an IPP identifying RC, DCFS, or Probation as the provider of service to meet specified objectives, which are determined with families. Upon request, Regional Centers will hold a timely IPP for youth in the juvenile halls in order to discuss what services the child has received and what services will be required upon discharge.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>(cont.) Individual Program Plan Development (IPP) And Case Management Services:</b> (Services For Individuals Three Years And Older): The process in which the service plan written by Regional Center for providing services to eligible individuals (three and older) resulting from the interdisciplinary assessment of client needs is developed and reviewed.		<b>Regional Centers</b>
<p><b>DCFS</b></p> <p>5. The CSW and RUM, as appropriate, will participate in the IPP meeting to develop IPP for dual-agencies consumers. The CSW and SC will jointly develop a schedule for monitoring the client's placement.</p>	<p><b>Probation</b></p> <p>5. The DPO will provide information regarding conditions of probation and will be available to consult with the SC for those dual-agency consumers.</p>	<p>5. The SC will coordinate ongoing case management activities required to implement the IPP with the CSW/DPO. For youth who are first identified as regional center consumers while in detention, the Regional Center will conduct an IPP within 30 working days (45 working days for initial IPPs immediately following eligibility determination) to discuss discharge and services that will enable the youth to succeed in the community.</p>
<p>6. The CSW will provide ongoing casework services to the client and will communicate to the SC any progress or changes in the client's situation. Whenever possible, the CSW will notify the SC in advance of any change in the client's residence, but no later than ten (10) working days after the change takes place.</p>	<p>6. Once the juvenile is released from juvenile hall or camp, the DDMC will notify the Los Angeles County Regional Center Liaison within 24 hours. Probation will follow the requirements set forth in Departmental Policy.</p>	<p>6. Upon notification from either DCFS or Probation that the consumer's service needs have changed, SC will conduct an IPP meeting with appropriate individuals to update the IPP document as needed within 30 days of request.</p>
<p>7. When a client is declared a dependent of the Court under WIC 300, the CSW shall keep the SC informed of the client's progress through the court system. If the SC is expected to attend the court hearing, then a notice will be sent to advise the SC. The CSW will notify the SC at least ten (10) working days in advance, if a written report from RC is needed for the court hearing.</p>	<p>7. Upon notification to the DPO that a client has been arrested or admitted to juvenile hall, the DPO will contact the SC within 24 hours. For juveniles, Probation will follow Departmental Policy.</p>	<p>7. For adult consumers, the Regional Center Jail Liaison will notify assigned SC that probationer/RC consumer has been incarcerated in the LA County Jail system. For juvenile consumers, each RC's Juvenile Liaison will notify assigned SC that probationer/RC consumer has been detained in the juvenile hall system. The SC will participate in adult and juvenile court proceedings when practicable.</p>
<p>8. As service needs are identified, the CSW will explore all DCFS and other generic resources for the client and family.</p>	<p>8. As service needs are identified, the DPO will explore all Probation and other generic resources for the client/adult and their family. For juveniles, Probation will follow Departmental Policy.</p>	<p>8. The SC will monitor the implementation of the IPP including those services purchased by the RC or from other funding sources.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>(cont.) Individual Program Plan Development (IPP) And Case Management Services:</b> (Services For Individuals Three Years And Older): The process in which the service plan written by Regional Center for providing services to eligible individuals (three and older) resulting from the interdisciplinary assessment of client needs is developed and reviewed.		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
9. The CSW (with RUM participation, as appropriate) will arrange a review of the client's progress with RC as necessary.	9. The DPO will arrange a review of the client's progress with RC as necessary. For juveniles, Probation will follow Departmental Policy.	9. The SC will conduct periodic review of the IPP required by WIC section 4645.5(a)(6).
10. CSW will request SC to convene an IPP meeting if additional services are needed or placement disruption is imminent.	10. DPO will request SC to convene an IPP meeting if additional services are needed or placement disruption is imminent. For juveniles, Probation will follow Departmental Policy.	10. The SC will convene an IPP meeting with the consumer/parent/guardian and the CSW or DPO, provided that necessary consent has been obtained, when the consumer needs change or services are not meeting a specific need.

<b>Out -Of-Home Placement:</b> A client's/adult's placement outside of the home. – (Community Placement)		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
1. The CSW has primary placement responsibility for dependent client ordered into suitable placement by the juvenile court under WIC 300. The CSW shall work with RC on locating appropriate placements for juveniles.	1. The DPO has primary placement responsibility for delinquent client ordered into suitable placement by the juvenile court under WIC 601 or WIC 602 The DPO shall work with RC on locating appropriate placements for juveniles.	1. RC placements and supports are determined on an individual basis in IPP meetings. RC placements and will be designed to support family members to keep their client at home. RC shall work with DCFS and Probation on locating appropriate placements for juveniles.
2. For a dependent client in out-of-home care, the CSW shall maintain primary case management responsibility. However, the CSW will actively involve SC in case planning for the client, including notification of court appearances, case conferences, and pre-placement visits.	2. For a delinquent client in out-of-home care, the DPO shall maintain primary case management responsibility. However, the DPO will actively involve SC in case planning for the client, including notification of court appearances, case conferences, and pre-placement visits. For juveniles, Probation will follow Departmental Policy.	2. In placement or replacement planning for dependent and forensically involved clients, the SC will provide consultation as needed and participate in ongoing case management. This includes planning meetings and updating the database. The SC will invite the CSW and DPO to the planning meetings and inter-disciplinary staffing reviews as appropriate. All parties will communicate with each other regarding residential resources, and what to do when resources are not available in the responsible RC's catchment area. The SC will provide information about residential resources.

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<p>3. The CSW will participate in the client's IPP process. The CSW will consult with the SC in order to prepare the semi-annual report to the court. The SC will provide the CSW with a report ten (10) working days from the date of request.</p>	<p>3. The DPO will participate in the client's/adult's IPP process as appropriate. The DPO will consult with the SC in order to prepare the semi-annual report to the court. The SC will provide the DPO with a report ten (10) working days from the date of request. For juveniles, Probation will follow Departmental Policy.</p>	<p>3. The SC will maintain an active case on dual-agency clients and adults in out-of-home placement. The SC will enable CSW and/or DPO to participate in IPP process as appropriate.</p>
<p>4. DCFS will not become responsible for out-of-home placement costs until DCFS approves the facility for DCFS use, and the provider signs the DCFS Foster Care contract. The CSW will provide necessary information required by a residential facility for placement. The CSW will contact RUM for assistance regarding Funding for Aid to Families with Dependent Client Foster Care/RC Clients. The CSW will participate in multi-agency (e.g. DMH, Probation, and Education) meetings with the SC to discuss placement and resolve issues.</p>	<p>4. Probation will not become responsible for out-of-home placement costs until Probation approves the facility for Probation use, and the provider signs the DCFS Foster Care contract. The DPO will provide necessary information required by a residential facility for placement. The DPO will participate in multi-agency (e.g. DMH, Probation, and Education) meetings with the SC to discuss placement and resolve issues. For juveniles, Probation will follow Departmental Policy.</p>	<p>4. If the residential facility is vendored by RC and is not a facility under contract with DCFS or Probation, the RC may complete the AFDC-FC Rate Request or Confirmation Letter, and send it to the CSW or DPO. The RC may assist the CSW or DPO in the evaluation and contracting process, should the provider's express interest in obtaining DCFS or Probation contract status.</p>
<p>5. For dual agency client in out-of-home care, the CSW will notify the SC of any concerns that may jeopardize the client's placement, and other issues that require further assessment. The CSW will request an IPP meeting with RC if necessary.</p>	<p>5. For dual agency client in out-of-home care, the DPO will notify the SC of any concerns that may jeopardize the client's placement, and other issues that require further assessment. The DPO may request a meeting with SC if necessary. For juveniles, Probation shall follow Departmental Policy.</p>	<p>5. For dual agency client in out-of-home care, the SC will inform DCFS or Probation of any concerns that may jeopardize the client's placement, or other issues that require assessment and coordination of mutual service planning and service needs. The SC will convene an IPP meeting with CSW or DPO as appropriate.</p>
<p>6. When a case is transferred to another CSW and/or DCFS office, it will be done as expeditiously as possible in accordance with DCFS policies. The CSW will also keep RC updated as to the client's legal (i.e. parent's) residence.</p>	<p>6. When a case is transferred to another area office, it will be done as expeditiously as possible in accordance with Probation policies. The DPO receiving the transfer will notify the SC in advance whenever possible.</p>	<p>6. When a case is transferred to another SC and/or RC, the SC will notify the CSW/DPO in advance whenever possible.</p>
<p>7. The CSW will notify the SC regarding any change of a client's placement status, e.g. changes in caretaker or adoptive placement. The CSW will notify the SC of this move within ten (10) working days following the change.</p>	<p>7. The DPO will notify the SC regarding any change of a client's placement status, e.g. changes in caretaker or adoptive placement. The DPO will notify the SC of this move within ten (10) working days following the change.</p>	<p>7. The SC may recommend a change of service if the placement does not appear to meet the client's needs. The SC will discuss with the CSW or DPO any observations that indicate a particular placement may not be appropriate for the client/adult.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>(con't) Out -Of-Home Placement: A client's/adult's placement outside of the home. – (Community Placement)</b>		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<p>8. The CSW will notify RC at least six (6) months before terminating a case at age 18 years, or later with respect to Non-Minor Dependents under DCFS' jurisdiction through extended foster care. Typically DCFS is expected to hold a TDM for open cases at this time, and will invite the RC SC to attend. The meeting is to determine or confirm the consumers transitional service needs. The CSW shall notify RC immediately if a case closes for any other reason, including the finalization of adoption. The CSW will initiate and provide an updated status to RC regarding the consumer's benefits, including Supplemental Security Income (SSI) (initiating application at age 16 and one-half years), SSA, VA, trust funds, etc. When the consumer is 16 and one-half years of age and is in an out-of-home placement, the CSW will send a letter requesting RC to assume responsibility for the consumer at age 18, or later with respect to Non-Minor Dependents participating in extended foster care, or upon termination of court jurisdiction. CSW will help SC to determine whether a DCFS client is an open (eg Dependency Court involvement) or not an open case (eg Voluntary Family Maintenance, Adoption has been finalized).</p>	<p>8. The DPO will provide information to RC regarding the client's/adult's benefits, including Supplemental Security Income (SSI) (initiating application at age 17 and one-half years), SSA, VA, trust funds, etc. When the client is 16 and one-half years of age and is in an out-of-home placement, the DPO will send a letter requesting RC to assume responsibility for the client at age 18.</p>	<p>8. Regional Centers will advocate on behalf of consumers so that their transitional needs are being met by DCFS and Probation while under the jurisdiction of those agencies. Following notification by DCFS or Probation that a consumer who does not have an open case and case management services (eg Voluntary Family Maintenance, Adoption has been finalized) with DCFS or Probation will soon be ineligible for DCFS or Probation services due to age (no less than six (6) months prior to the consumer's ineligibility, typically 18<sup>th</sup> or 21<sup>st</sup> birthday) or upon termination of jurisdiction by those agencies or the court, SC will hold an IPP meeting to assess the consumer's service needs. For consumers without DCFS or Probation open cases receiving AAP benefits after the adoption has finalized and cases where consumers receive AFDC-FC benefits but are not under DCFS' jurisdiction (for example, KinGAP and non-relative guardianship cases), regional centers will coordinate the application for appropriate transitional benefits (including SSI, SSA, VA, trust funds, Medi-Cal, IHSS, etc.)</p>
<p>9. DCFS agrees that transitional planning for a RC consumer must begin early with shared, ongoing responsibility. At each new assessment, the CSW will consult with the SC regarding the client's self-help and other transitional needs. Each revised service plan must address the client's developmental needs, including self-help and independent living skills as appropriate to the client's age and potential. The CSW will work with the SC to identify and access appropriate resources to meet the client's needs and help them achieve maximum development. The CSW will refer him/her to the</p>	<p>9. Probation agrees that transitional planning for a RC consumer must begin early with shared, ongoing responsibility. At each new assessment or periodic assessment, the DPO will consult with the SC regarding the client's self-help and other transitional needs. Each revised service plan must address the client's developmental needs, including self-help and independent living skills. The DPO will work with the SC to identify and access appropriate resources to meet the client's needs and help them achieve maximum development. The</p>	<p>9. RC agrees that transitional planning for a DCFS or Probation/RC consumer should begin early and ongoing responsibility should be shared. The SC will consult with the CSW and DPO regarding the client's self-help and other transitional needs.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<p>Independent Living Program (ILP) in accordance with ILP eligibility requirements and program availability.</p>	<p>DPO will refer him/her to the Independent Living Program (ILP) in accordance with ILP eligibility requirements and program availability.</p>	
<p>10. DCFS will lead the development of an annual resource development plan to increase the availability of out-of-home placement for client with developmental disabilities as necessary.</p>	<p>10. Probation will support the development of an annual resource development plan to increase the availability of out-of-home placement for juveniles/adults with developmental disabilities as necessary.</p>	<p>10. If requested, RC may offer consultation to County departments on the development of an annual resource development plan.</p>

<p><b>Emergency Replacement and Intervention:</b> Replacement of a client due to alleged abuse, neglect or due to a caregiver's emergency, including inability or unwillingness to provide care.</p>		
<p><b>DCFS</b></p> <p>1. When knowledge of an emergency causes the CSW to remove a client from a facility where both DCFS and RC client reside, the CSW must take appropriate actions to assure the safety and protection of all clients in the facility. The CSW shall immediately contract the RC to alert the RC of the emergent need for replacement of RC client. (if both DCFS and RC serve the client, the CSW is responsible for placement).</p>	<p><b>Probation</b></p> <p>1. N/A</p>	<p><b>Regional Centers</b></p> <p>1. If there is knowledge of an emergency, the SC must take appropriate actions to assure the safety and protection of all clients in the facility. For adults, the SC shall contact Adult protective Services (1-877-477-3646), the Long-term Care Ombudsman (1-800-344-9473), and/or law enforcement. If the adult lives in a licensed facility, the Department of Social Services, Community Support Services may also be notified. The SC shall immediately contact the DCFS Child Abuse Hotline (CAH) 1-800-540-4000 and/or law enforcement for cases involving juveniles.</p>
<p>2. If emergency occurs after regular business hours, weekends, or holidays, the CSW shall telephone the RC main office to contract the 24-hour on-call duty worker. In the event the CSW is unable to contact the Regional Center, the CSW shall proceed with the replacement or intervention. The CSW shall notify the RC of the replacement as soon as possible.</p>	<p>2. N/A</p>	<p>2. When DCFS, DMH, or Probation notifies RC of an emergency, the RC will take appropriate action, consistent with statutes and regulations.</p>

**APPENDIX A – COUNTY OF LOS ANGELES AND REGIONAL CENTERS OPERATIONAL AGREEMENT. REV 6/23/12PC**

<b>Investigation:</b> Process by which vendored/contracted facilities are monitored to assure quality services and to provide a basis for client referral.		
<b>DCFS</b>	<b>Probation</b>	<b>Regional Centers</b>
<b>Complaints</b>		
1. DCFS will invite RC Liaison and/or Probation staff to participate in the investigation, if appropriate.	1. Probation Department will invite RC staff and/or DCFS staff to participate in the investigation, if appropriate.	1. RC will invite DCFS and Probation to participate in the investigation, if appropriate.
2. DCFS will be responsible for receiving information from RC on complaints against facilities used jointly.	2. Probation Liaison is responsible for receiving information from RC on complaints against facilities used jointly.	2. RC will provide reports to DCFS and Probation regarding findings of investigations, including Corrective Action Plans documenting substantial inadequacies, and letter of immediate danger.
3. DCFS will participate in investigations initiated by RC, if requested.	3. Probation Department will participate in investigations initiated by RC, if requested.	3. RC will participate in investigations initiated by DCFS or Probation, if requested.