



**LOS ANGELES COUNTY
PROBATION DEPARTMENT
PLACEMENT SERVICES BUREAU
MANUAL
2010**

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LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL INTRODUCTION	Section Number: PSB-100
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	Approved By: Dave Mitchell, Bureau Chief

101 BUREAU CHIEF'S MESSAGE

Welcome to the Placement Services Bureau (PSB). This manual has been designed to provide you with policy and procedure guidance on the bureau's day-to-day operations. Many aspects of PSB's operations require detail in the execution of routine tasks; therefore, many of the operations described within this manual will have additional written procedural documents for staff assigned to specific functions. As our bureau continues to move forward in delivering the most effective services available for our youth and their families, updates to this manual will occur.

102 VISION, MISSION, AND CORE VALUES

This manual describes the policies and procedures for the PDB of the Los Angeles County Probation Department, consistent with the Department's vision, mission, and core values. The vision statement is intended to provide employees with a comprehensive picture of the organization's common goals. The mission statement provides the focus needed to operationalize the vision. The core values outline the necessary elements for successfully achieving the mission.

VISION

Rebuild lives and provide for healthier and safer communities.

MISSION

Enhance public safety, ensure victims' rights, and effect positive probationer behavioral change.

CORE VALUES

We fundamentally subscribe to the fair and impartial administration of justice and embrace the following values:

- **Dignity & Respect** for our clients, public and employees.
- **Integrity** to do the right things for the right reasons – all of the time.

INTRODUCTION

- **Leadership** to develop an organization that is sustainable and will attain national prominence.
- **Rehabilitation** is founded in a belief that people have the ability to transform into law-abiding individuals.
- **Contribution** of everyone is valued and everyone has the opportunity to perform to their highest potential.
- **Commitment** to providing service excellence to achieve positive outcomes for healthy families and communities.
- **Collaboration** by working with others to maximize efforts and achieve positive results.
- **Evidence-based practices and policies** as a way of assuring that our best efforts are leading to desired outcomes.

It is the responsibility of staff assigned to the PSB to be familiar with and maintain knowledge of the contents of this manual. Staff shall immediately seek clarification from their superiors on any issue that is unclear to them.

This manual shall be used in conjunction with other applicable manuals and procedural statements. The PSB Manual is administratively reviewed and updated annually.

103 MISSION AND ROLE OF THE PLACEMENT SERVICES BUREAU

The mission of the PSB is to provide the most appropriate placement based on comprehensive assessments that meet the specific treatment needs of individual youth and their families. Evidence-based practices and principles, along with involvement of youth, family, and services providers, guide the development of placement goals and benchmarks, case plan development, and reunification planning in order to achieve safety, permanency, and well-being.

The PSB serves juvenile probationers whom the courts have ordered to Suitable Placement (SP). Generally, youth receive this type of dispositional order after less restrictive sanctions have not resolved identified issues, and/or when family and/or emotional problems play a role in the youth's delinquent behavior. Youth are placed environments best suited to meet their needs, which may include a smaller group home environment, a larger foster home facility, or a small family home. Youth may also receive outreach services available through the foster care system.

INTRODUCTION**104 OVERVIEW OF THE CHILD WELFARE SYSTEM FOR PROBATION YOUTH**

Youth enter the foster care system either through county child welfare agencies (Department of Children and Family Services (DCFS) in Los Angeles County) or probation departments. The youth must be declared a ward of the court pursuant to WIC 602 before probation becomes involved in placing the youth. In California, probation departments provide the youth with the following services:

- Pre-Placement Preventative Services
- Family Reunification Services
- Permanent Placement Services

Pre-Placement Preventative Services

PPS works with youth and their families to prevent the youth's removal from the home and/or to prevent the youth from returning to placement. The Placement to Community Transition Services (PCTS) operation within PSB provides intensive services such as Functional Family Therapy, Functional Family Probation, and Wraparound. PCTS staff work closely with collaborating agencies, including child welfare, mental health, public health, schools, community-based organizations, and faith-based groups.

Family Reunification Services

Probation uses federal Title IV-E funds to provide placement and reunification services for probation youth with suitable placement orders. A Memorandum of Understanding (MOU) between DCFS and the Probation Department specifies the services and placement activities that the Probation Department will provide for probation youth, as well as the procedures for ensuring probation-supervised foster youth receive eligibility reviews based on the best available information. The MOU must specify procedures for submitting claims to DCFS, as well as documentation required to be entered into the Child Welfare Services/Case Management System (CWS/CMS). Probation staff work with service providers to make monthly visits to ensure the youth are receiving services identified in the case plan.

Permanent Placement Services

The Probation Department must develop permanent plans for probation youth in foster care. Options include adoption, legal guardianship, and emancipation services for probation-supervised foster youth who cannot return home.

INTRODUCTION**105 PRACTICE PRINCIPLES AND PRACTICE MODEL**

The Department has been working to improve its practices, seeking to move away from a sole focus on detention and rehabilitation of youth toward a more holistic approach of working within the context of families, schools, and communities.

To this end, PSB has been developing practice standards and an accompanying practice model that would guide the work of PSB from case opening to case closure. The practice model includes cross-systems assessment, case management, and linkage to evidence-based programs resulting in earlier timelines to permanency, safety, and well-being for our youth and families. The model also includes a community aftercare component. This practice model is fully aligned with the Department's Strategic Plan. The outcomes the Probation Department will achieve through the proposed practice model include:

- Reduction in the number of youth in congregate care
- Reduction in maltreatment of youth in the delinquency system
- Improvement in the number of children achieving permanency

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Subject: PLACEMENT SERVICES BUREAU MANUAL ADMINISTRATION, ORGANIZATION AND MANAGEMENT	Section Number: PSB-200
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201 INTRODUCTION

This section provides an overview of PSB's administration, organization, and management functions. It also contains an organizational chart for easy reference.

202 PSB ADMINISTRATIVE STRUCTURE

The administrative structure defines areas of responsibility for managers and the supervision of staff. It also establishes the chain of command for the bureau.

Chain of Command

The chain of command will be followed in all operational matters. Supervisors are directly responsible for those whom they supervise, and subordinate staff shall follow all lawful instructions from any supervisor. Most requests, problems, and complaints can be handled at the direct supervisor level, but may progress to the next order of rank indicated in the chain of command should it become necessary. It is the responsibility of staff at all levels to communicate information and issues up and down the chain of command to ensure effective communication and to expedite the resolution of problems.

In descending order, the supervisory levels are as follows:

- Chief Probation Officer
- Chief Deputy Probation Officer
- Deputy Director
- PSB Bureau Chief
- PSB Director
- Supervising Deputy Probation Officer
- Deputy Probation Officer II

ADMINISTRATION, ORGANIZATION AND MANAGEMENT**203 DUTY STATEMENTS, PSB MANAGEMENT**

The duty statements that follow provide an overview of the duties and responsibilities for PSB managers. Detailed specifications for each class can be found on the L.A. County Department of Human Resources web site at <http://dhr.mylacounty.info/>.

Bureau Chief

The Bureau Chief is responsible for directing, managing and evaluating the daily activities of the PSB. The Bureau Chief oversees the bureau operations, budget, procedures, programs, services, and activities. The person in this position is responsible for appropriate staffing levels, work methods, processes and policies. The PSB Chief assists in developing, implementing, and evaluating short- and long-term departmental and bureau-wide goals and objectives, programs, policies and procedures in order to improve operations and services, including employee performance and accountability.

Bureau Consultant

The PSB Consultant reports directly to the Bureau Chief. It is his/her responsibility to respond to Department inquiries as well as those from outside agencies and the public. The consultant conducts investigations, and works with bureau staff to develop procedures and policies. The consultant provides counsel and assistance on specific assignments.

Director

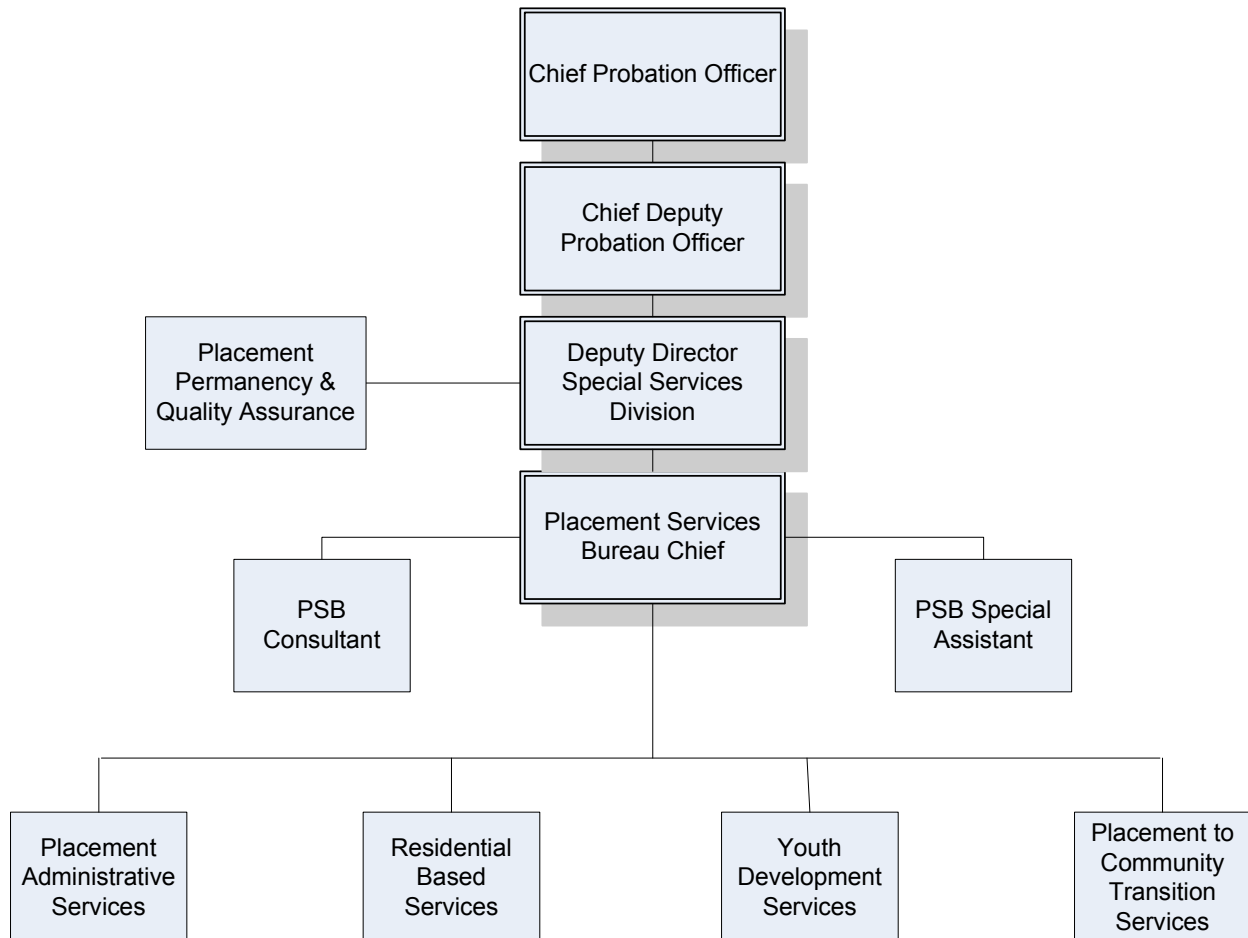
The Director acts as the administrative head of an operation within PSB and is responsible for its overall operations. The Director is responsible for the operation's adherence to all federal, state and local mandates. The Director coordinates the implementation of operation-specific programs, ensuring clear communication of departmental and PSB policies and procedures to all staff and program providers. The Director is also responsible for developing and maintaining operational policies and procedures in written form that are available to all staff.

204 DUTY STATEMENTS, PSB STAFF

The duty statements for PSB staff are quite varied, depending on the operation to which they are assigned. Roles and responsibilities are outlined in the operational sections contained in this manual. The Director for each operation within PSB may provide additional written documentation regarding duties and responsibilities to ensure smooth operation of specific programs and services.

ADMINISTRATION, ORGANIZATION AND MANAGEMENT

Detailed specifications for each class can be found on the L.A. County Department of Human Resources web site at <http://dhr.mylacounty.info/>.

205 ORGANIZATIONAL CHART

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL PLACEMENT ADMINISTRATIVE SERVICES (PAS)	Section Number: PSB-300
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

301 INTRODUCTION

Placement Administrative Services (PAS) provides support services for cases in which the Delinquency Court orders a youth to suitable placement. The following PAS operations provide these support services:

- Foster Care Placement Referral Unit (START Unit)
- Placement Officer of the Day (OD)
- Placement Processing Unit (PPU)
- Resource Control
- Residential-Based Services (RBS) Clerical Support

In addition, PAS also provides department-wide support for the following functions:

- Psychotropic Medication Authorization (PMA)
- Hospital Discharge Desk
- Status Offenders Detention Alternative / Probation Alternative to Detention Placement Desk (SODA/PAD)

PAS is critical in the initial placement of youth. PAS must ensure appropriate processing of all necessary documentation to provide funding and services to youth from the time they are ordered placement to the time the order is terminated, the youth completes the placement program, or the youth is reunited with their family.

302 PAS ADMINISTRATIVE FUNCTIONS

Suitable Placement (SP) Notice

The court officer prepares and submits the *SP Notice* to PAS. This serves as the initial notification that the court made a Suitable Placement or Re-Placement

PLACEMENT ADMINISTRATIVE SERVICES (PAS)

order. PAS receives these notices on a daily basis. In addition to the *SP Notice*, the court officer also submits the *Order to Detain/Release Minor (Detaining Order)* and other relevant documents that may help in the placing of the youth. If the court orders the youth to be placed in the home of a relative or non-related extended family member (NREFM), this is documented on the *SP Notice* along with the identified person's address and phone number. Also documented on the *SP Notice* is the *15-Day Report* date, the *Judicial Review* date, and any other orders or recommendations the court may have made regarding the placement of the youth.

Suitable Placement (SP) Packet

Both the CSA DPOs and the ZIPP DPOs use the SP packet to complete the assessment and refer youth to the appropriate group home provider. The packet includes the following documents: The *SP Notice*, most recent *Pre-Plea* or *Disposition Report*, youth's conditions of probation, youth arrest history from *Juvenile Automated Index (JAI)*, *LARRC*, and other pertinent information. The *START Unit* also uses this packet to initiate the youth's *Foster Care Placement Referral* for eligibility determination.

Placement Youth Tracking

Tracking is maintained to account for all youth with *Suitable Placement* orders. In addition, the tracker maintains statistics regarding the total number of new and re-placement orders, the total number of youth detained pending placement, and the number of youth placed.

Juvenile Minute Order Management System (JMOMS)

This is an automated system that stores all the delinquency court minute orders for the last 90 days. PAS uses this automated system to verify all placement orders, removal findings, and court recommendations. The minute orders and removal findings are used for placement referral, eligibility and release of youth.

303 FOSTER CARE PLACEMENT REFERRAL (START) UNIT**Placement Start Referral**

For DCFS to initiate the eligibility process for Probation youth in out-of-home care, Probation must submit a placement start referral. The DPO responsible for this function collects supporting documentation that will be included in the placement referral packet. Documentation includes, but is not limited to, the following:

- Placement authorization

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- Pre-Plea report
- Other Probation Officer reports (e.g., 778, 777, Progress reports, etc.)
- Detention reports
- Court Minute Orders (e.g., SP minute order, Removal Findings minute order, etc.)
- School verification cards for youth 17 ½ years and older.
- Permanent Residing Under the Color Of Law (PRUCOL) for undocumented youth
- Home approval for children placed with relatives and non-related extended family members
- Special placement documentation for youth requiring special needs outside contracted facilities
- Infant supplement for teen mothers
- Clothing authorization
- *Statement of Facts Supporting Eligibility for AFDC-Foster Care* – FC2 form

Once supporting documentation is secured, paperwork is forwarded to the PPU for data entry into the Probation Case Management System placement module and sent to DCFS for initiation of foster care eligibility determination.

FC-2 Form

This form is entitled *Statement of Facts Supporting Eligibility for AFDC-Foster Care*. It documents evidence supporting the eligibility determination for foster care. Information contained on this document includes the parent's marital status, employment, and issues of deprivation (e.g., deceased, unemployed, and absence). The DPO responsible for gathering this data interviews parents, completes the FC2, and submits the document as part of the placement Start referral.

PLACEMENT ADMINISTRATIVE SERVICES (PAS)**Re-Determination**

A child's continuing eligibility to foster care must be re-determined annually. All factors subject to change (listed above) must be verified and documented on the FC2 form. The DPO assigned to this function must review prior information and re-confirm any changes, then provide any updated information to DCFS.

Citizenship/Alien Status (PRUCOL / SIJS)

Determination of a child's citizenship/alien status shall be based on acceptable evidence that is of sufficient quality and quantity to document that the child either is a United States citizen by birth in this country or in a United States territory. A child is either a natural citizen or derives his/her citizenship from another person (parents). In the absence of conflicting evidence, an otherwise eligible child can receive foster care while citizenship documentation is pending.

Special immigrant status is available for immigrant children who are in juvenile dependency proceedings and eligible for long-term foster care. Qualifying children ultimately can obtain permanent resident status. Public assistance benefits contain a provision that permits aliens who are *permanently residing under the color of law* (PRUCOL) to be eligible for the benefit. The DPO assigned to this function must verify the citizenship/alien status of each youth ordered suitably placed. For undocumented youth, the DPO must interview the child and/or parent when applicable, complete the PRUCOL application, and forward it to DCFS.

School Verification

One of the factors determining ongoing eligibility for financial participation is the youth's school attendance and/or training requirements after age 18. The youth must be enrolled in school, attending full-time, and expected to graduate prior to age 19 for continued foster care eligibility. The school/program officials must attest (in writing, using the DCFS Form 1725.1) that the youth will be able to graduate or receive a General Education Diploma (GED) before age 19. The DPO assigned to this function is tasked with contacting the placement provider to obtain a completed form and forwarding it to DCFS.

Infant Supplement

Caretakers providing board and care services for teen parents under Probation supervision receive supplemental funds for the youths' child(ren). This applies regardless of whether these children are dependents of the court, and regardless of whether the teen parent has custody. When a supplemental payment is authorized to cover the costs of the care and supervision for the infant, the DPO

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assigned to this function completes the infant supplement document and submits it to DCFS for payment processing.

Payment Resolution

When there is a payment discrepancy (e.g., overpayment, underpayment, etc.), the provider initiates an inquiry with DCFS through the Covina 71 process as outlined in the County contract. If the payment discrepancy is not resolved, the provider contacts the payment resolution DPO, who investigates the issue. The DPO assigned to this function reviews documentation to determine payment issue, reconciles with DCFS, and provides necessary assistance to resolve the payment issue.

304 PLACEMENT OFFICER OF THE DAY (OD) UNIT

The Placement OD Unit receives and documents all notifications from group home providers regarding any youth exiting their program. The different manners in which youth exit the program include the following:

- Released from court
- Detained
- Arrested
- Hospitalized
- Left placement without permission (AWOL)

When youth go AWOL, the OD must ensure that the proper notifications are sent to the appropriate DPO, SDPO, and partner agencies. In addition to the notifications, the PAS OD must also complete and submit the necessary paperwork (e.g., *Update Correction Notice (UCN)*, court reports, minute orders, etc) to cease payment for all youth exiting the placement program.

305 PLACEMENT PROCESSING UNIT (PPU)

PPU Functions

The PPU provides clerical support for PAS. The primary function is processing all documents needed to determine eligibility of all the youth ordered suitably placed, and to forward this information to DCFS.

PLACEMENT ADMINISTRATIVE SERVICES (PAS)**Medi-Cal Processing**

The Medi-Cal processing clerk completes and submits an *Application of Statement of Facts* form for a child not living with a parent or relative and for whom a public agency is assuming some financial responsibility (MC 250 Form). Upon DCFS approval, the MC 250 serves to initiate Medi-cal services for the youth's placement. PAS receives a Medi-Cal letter containing the medi-cal number, which is forwarded to the placement provider and DPO of record.

306 RESOURCE CONTROL UNIT

Resource Control oversees placement of the youth and provides the following services.

Cross-System Assessment (CSA)

The goal of the CSA process is to provide information regarding mental health needs before the placement decision is made. Assessing both mental health and Probation domains, the CSA evaluates the youth's psycho-social functioning (DMH) and criminogenic needs and risks (Probation).

A CSA is completed for all youth at Central Juvenile Hall on a *new* Suitable Placement order. Given the harm associated with multiple placements, the CSA will aid in connecting Probation youth with the most appropriate setting at the onset of their foster care experience, taking into account their mental health, educational, medical, and behavioral issues. Because the CSA aims to reduce the likelihood of future replacements, *new* cases will be prioritized for assessment.

DMH and Probation staff will interview youth jointly and collaborate to create recommended treatment goals to address the risks and needs of the youth and their family. DPOs will then refer the youth to the most appropriate group home based on the CSA. The assessment will be forwarded to the group home provider, as well as the DPO assigned to supervise the youth in the community.

Zero Incarceration Placement Program (ZIPP) Unit

The ZIPP Unit is responsible for the referral and placement of youth ordered to be replaced. Based on case information obtained from the prior CSA, court documents, and other pertinent information, the ZIPP DPO will refer to the most appropriate placement. The ZIPP DPO will also ensure the youth's release to placement is properly coordinated.

PLACEMENT ADMINISTRATIVE SERVICES (PAS)**Documentation**

The CSA officer must complete the following documentation:

Juvenile Hall Review: This contains information about the youth's behavior while detained in juvenile hall. The report is provided to the group home provider prior to the youth's placement.

Statement of Dangerous Behavior: The Division 31 of the California Department of Social Services (CDSS) Manual of Policies and Procedures (Section 31-405(t)(1)) requires the placing agency to inform out-of-home care service providers of any known or suspected dangerous behavior of a youth being placed.

Youth Engagement Worksheet: This report is prepared during an interview conducted by the DPO prior to the youth's placement. It contains the most recent personal, family, address, peer/gang association and school or employment information. This worksheet is available to the Special Enforcement Office (SCO) in the event the youth AWOL from the group home.

SSI Screening Guide: This is a pre-screening tool for all youth ordered suitably placed who are between the ages of 16 ½ and 17 ½ years of age to determine possible eligibility for SSI benefits. It is conducted during an interview prior to the youth's placement. If any responses on the screening guide are "Yes," the tool and supporting documentation is forwarded to DCFS for submission of an SSI application to the Social Security Administration for review and possible SSI eligibility.

Hard to Place Coordinator

The coordinator refers and places youth for the following reasons: Numerous placement rejections, youth with special needs, 18 year olds, or youth with mental health needs.

Special Placements

These are placement providers that are not on the Los Angeles County Probation contracted providers list and that offer special services for difficult to place youth..

Interagency Placement Screening Committee

The Interagency Placement Screening Committee (IPSC) is composed of representatives from the Department of Mental Health (DMH), Probation, DCFS, and the following mental health placement programs (Level 14 placements):

PLACEMENT ADMINISTRATIVE SERVICES (PAS)

Harbor View Center, Bayfront Youth and Family Services, Hathaway/Sycamores, San Gabriel Children's Center, and Vista Del Mar CTF. These particular placements serve those youth with the highest mental health/psychiatric needs.

Either the court or the DPO of record refers cases to the committee. IPSC meets on a weekly basis to discuss and evaluate Probation and DCFS cases. To calendar a court-ordered for IPSC review, the DPO of record must submit complete packet to the mental health consultant at PAS. The packet shall include the most recent Disposition/Pre-Plea Report and the psychological evaluation report (730 WIC evaluation). Upon receipt of the packet, the mental health consultant will schedule a screening date.

The psychological evaluation report should contain the following information: Psycho-social history, complete multi-axial diagnosis (from the current *Diagnostic and Statistical Manual (DSM)*), and a complete Intelligence Quotient (IQ) score (including verbal, performance and full-scale).

A list of basic criteria has been established for admission to a Level 14 placement includes the following:

- Age 17 ½ years or younger
- Full-scale I.Q above 70
- History of mental disturbance
- History of prior psychiatric hospitalization
- Mental health Axis I (psychiatric disorder)

Psychiatric disorders include, but are not limited to, the following: Schizoaffective disorder, dysthymic disorder, post-traumatic stress disorder, depressive disorder, major depressive disorder, bipolar disorder, cyclothymic disorder, and dysthymic disorder with psychotic features.

IPSC will evaluate each case and make a recommendation. IPSC will only recommend a case for placement, and the placement provider will interview the youth to determine acceptance. Therefore, it is the responsibility of the Probation mental health consultant to follow up with the Level 14 providers' intake coordinators to determine whether the youth accepted to the recommended program.

If a youth is accepted to the Harbor View or Vista Del Mar CTF programs, the youth must appear in court for a voluntary commitment hearing in accordance with Section 6552 W.I.C.

PLACEMENT ADMINISTRATIVE SERVICES (PAS)**Out-of-State Placements**

If the court recommends out-of-state placement, the out-of-state placement coordinator (OPC) acts as a liaison between the court and the multi-disciplinary team (MDT). The MDT consists of the OPC DPO and representatives from DCFS, Los Angeles County Office of Education (LACOE), and DMH. The MDT meets on regular basis to review cases and determine whether any placement providers who would meet the youth's needs within the county or the State. If no programs would meet the youth's treatment needs, then a referral is made to an out-of-state placement. This information is then sent in a report to the court with the MDT's recommendations.

For those youth to be placed in an out-of-state placement, the OPC submits all necessary documents to the Interstate Compact Placement of Children (ICPC) in Sacramento. The OPC tracks the youth's status until acceptance or denial from ICPC. In addition, the OPC communicates with the court regarding the youth's status. Upon acceptance and approval, the OPC coordinates transportation and release to the placement.

Senate Bill 933 mandates, defines, and dictates the MDT process for all out-of-state orders.

Resource Control Release Coordinator

The release coordinator works directly with juvenile hall staff and the ZIPP Unit to coordinate and confirm that all necessary documentation and medical clearance is completed for the release of youth to the group home provider.

Central Juvenile Hall (CJH) Placement Release

Youth are released from juvenile hall on a daily basis to group home providers. Upon release, the group home providers receive a packet of information pertaining to the youth. The information includes the health and education passport with the medical discharge summary, medication (if any), the Psychotropic Medication Authorization (PMA), the medical CIN, medical consent, group home agreement and addendum, and statement of dangerous behavior.

Out-of-County Letters

Section 740(b) W.I.C. mandates that when a youth is placed outside of the home county, the placing agency must notify the respective county of the youth's placement location. Once the youth has left that county, the agency from the home county must also notify the respective county of the youth's departure.

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307 RBS CLERICAL SUPPORT – RBS CASE ASSIGNMENTS

A clerical unit within PAS provides the following support for RBS:

RBS Case Assignments

The PAS Clerk receives placement notices from the court on a daily basis. The PAS Clerk assigns cases to an RBS DPO for supervision on a rotational basis according to caseload availability.

PDJ Files

All PDJ files with a new Suitable Placement order (excluding DKC) are sent via county mail to:

Placement Administrative Services
3965 S. Vermont Ave. (3rd Floor)
Los Angeles, CA. 90037

The PDJ file clerk tracks all the incoming PDJ Files ensuring that the PDJ file is assigned to the newly assigned DPO.

308 DEPARTMENT-WIDE FUNCTIONS

Psychotropic Medication Authorization (PMA)

Youth under the jurisdiction of the Delinquency Court are prescribed psychotropic medication(s) approved by the court pursuant to 739.5 WIC, California Rules of the Court, Rule 5.640 and Los Angeles Superior Court Local Rules, Rule 17.6. PPU clerical support staff ensure the distribution, application, and processing of documents to and from the courts, youths' parents, group home providers, and supervision DPO are complete.

The following forms are used for this process:

- JV-220 and JV-220(A) Application Regarding Psychotropic Medication
- JV-221 Proof of Notice: Application Regarding Psychotropic Medication
- JV-222 Opposition to Application Regarding Psychotropic Medication
- JV-223 Order Regarding Application for Psychotropic Medication

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In addition, the clerical support staff provide notification to the youth's DPO of any court dates for progress reports regarding the youth's status on his/her medication.

Hospital Discharge Conferences

When a child under court jurisdiction is hospitalized for psychiatric services, the hospital is responsible for developing an appropriate discharge plan. Such a plan includes the coordination between the hospital, DCFS, DMH, and Probation.

The DPO handling this function will arrange the teleconference between the hospital, DCFS, DMH, and Probation to develop the plan for mental health services when the youth is discharged from the hospital.

SODA / PAD Placements

A Status Offender Detention Alternative (SODA) placement is a small family home for youth described in Section 601 WIC. If the youth is detained and the detention deadline cannot be met, the DPO or the court may authorize temporary placement in a SODA home/bed. An active 601 WIC case may be referred to SODA, if necessary, with concurrence of the DPO of record.

Placement Alternative to Detention (PAD) is a temporary placement for youth who arrested for violation of a criminal statute as described in Section 602 WIC, and who are being detained only because no parent or guardian is willing or able to supervise the youth pending court hearings. Youth referred to PAD will be afforded all of the legal protection given those youth detained in juvenile hall.

The SODA/PAD DPO places the youth, coordinates transportation, and tracks the status of all youth placed in a SODA/PAD home/bed.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL RESIDENTIAL-BASED SERVICES (RBS)	Section Number: PSB-400
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

401 INTRODUCTION

Residential-Based Services (RBS) is responsible for case management and monitoring of the youth ordered suitably placed by the Juvenile Court. RBS Deputy Probation Officers (DPOs) work with the youth and families to identify areas of strength and risk in order to develop an appropriate case plan.

Case management services include, but are not limited to, assessing the needs of both the youth and his/her family, developing a case plan, monitoring progress in achieving the objectives of the case plan, and ensuring that all services specified in the case plan are being provided. This includes linkage of youth and families, when appropriate, to other county government services.

The work in RBS is mandated in large part by both state and federal regulations. State mandates are codified in regulations adopted by the California Department of Social Services (CDSS) and referred to as *Division 31, Child Welfare Services Program*. This section outlines policies and procedures specific to DPOs performing placement-related services to youth who are wards of Juvenile Court. RBS DPOs are also responsible for complying with general Probation duties and procedures found in the Probation Department's Juvenile Manual.

402 OFFICE LOCATIONS AND CASELOAD TYPES

RBS operations are based at the following area offices:

Crenshaw	Centinela
East Los Angeles	San Gabriel Valley
South Central	Van Nuys
	Van Nuys On-Site

RBS DPOs carry one of the four following caseload types:

On-Site Caseload: This assignment requires the DPO to be based *on site at* a designated group home facility and to supervise youth placed in group home care within that facility. The DPO typically works with group homes that generally house large youth populations, offering intensive services and supervision. The DPO reports to a pre-designated RBS Supervising Deputy Probation Officer

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(SDPO) at any of the aforementioned area office locations. On-site caseloads may be added where appropriate and as the need arises on a facility by facility basis.

Regional Caseload: This assignment requires the DPO to supervise youth placed in group home care within a specified geographical area. The aim is to provide consistency for youth and group homes. If necessary, they receive overflow cases from on-site DPOs.

Regular RBS Caseload: This assignment requires the DPO to supervise youth placed in group home care throughout Southern California. If necessary, they handle overflow caseloads from on-site and regional caseload DPOs.

Bench Warrant Caseload: This assignment requires the DPO to supervise youth who are on active bench warrant status. They are responsible for all calendared court reports (e.g., judicial reviews, progress reports, annual bench warrant reports), as well as those reports required after the youth is located (e.g., pre-plea, 777, and 778 reports). Active cases are then transferred to the appropriate juvenile function. Pursuant to Division 31, DPOs must maintain contact with parents/legal guardians as a part of due diligence efforts to locate the missing youth

403 CASE PLANNING OVERVIEW**Foster Care Case Plan (Prob. 1385 Form)**

The court is required to adopt a case plan for the youth at the dispositional hearing when suitable placement is recommended and ordered. If suitable placement has not been recommended, the Foster Care Case Plan (FCCP) is due 30 days from the date of the suitable placement order. The court is mandated to make a paternity inquiry and findings at the dispositional hearing on 602 WIC Suitable Placement orders. The purpose of a paternity inquiry is to identify the youth's father and provide notice of the youth's out-of-home care placement to lay the groundwork for the possible, but unlikely, termination of parental rights and adoption of the youth.

The FCCP (Prob. 1385) is designed to provide all pertinent information to the court so federal Title IV-E findings can be made. It is critical to complete all sections of the FCCP.

The initial contact with the youth, parent/legal guardian and care provider (consisting of group home or relative/non-relative) should include a discussion of the case plan, so all parties understand their responsibilities to achieve stability and permanency for the youth.

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Discharge planning, family reunification services and activities are to be incorporated into the case plan and shall begin immediately upon the first face-to-face visits with youth, parent/legal guardian and care providers. The FCCP must be updated for every Judicial Review (JDRV) and/or where applicable.

Further, when the court orders suitable placement, federal law requires that the Department provide Family Reunification (FR) services. The DPO must work with the youth, parent/legal guardian, and care provider to develop a reunification plan that will enable the youth to safely return home. The DPO must then monitor compliance with the reunification plan to ensure that all parties are receiving services specified in the plan. Under current federal law, a *permanency hearing* must be held 12 months from the date the youth was removed from the home and order suitably placed.

404 GENERAL DUTIES AND RESPONSIBILITIES FOR DEVELOPING THE CASE PLAN

Per state and federal guidelines, the RBS DPO is considered a child welfare worker responsible for assuring that suitably placed youth receive a consistent continuum of care. This continuum of care also includes the development of a well constructed FCCP to assure the best possible outcomes.

Case management is an integral part of the Probation Department's mission to effect positive probationer behavioral change. The DPO must approach case planning in a systematic and organized manner to identify the youth's needs and provide targeted interventions. Clear communication with past, present, and future case plan participants is essential to the development of a strength based FCCP. These participants include the youth, family members, and various service providers. The DPO must also be knowledgeable about all documentation pertaining to the youth in order to make the most informed decisions about case plan goals and interventions.

405 DEVELOPING THE CASE PLAN

The RBS DPO should review youth's PDJ file and use the following documents in developing a strength- based FCCP:

- New Case Assignment Sheet
- Cross Systems Assessments (CSA)
- Suitable Placement Notices
- Order for Suitable Placement

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- Transitional Independent Living Plans (TILP)
- Los Angeles Risk and Resiliency Checkup (LARRC)

Transitional Independent Living Plan (TILP)

Pursuant to Section 706.6 WIC, every JDRV report must contain an updated case plan and a new/updated Transitional Independent Living Plan (TILP). The TILP is to be completed/updated for all youth age 14 years or older. Refer to Section 1303 for additional information.

Reviewing the Los Angeles Risk and Resiliency Checkup (LARRC)

Pursuant to Section 811.2 of the Juvenile Manual, all juvenile probationers must be assessed using the LARRC. The DPO should review and complete the LARRC with the youth, parent/legal guardian, care provider and other case plan participants. The LARRC tool should be used in developing the case plan.

The assigned DPO must reassess the youth every six months and prepare an updated LARRC.

Reviewing additional information

Other sources of information useful in developing a comprehensive case plan include school reports, psychological reports, and contact with collateral sources (e.g., previous service providers, school personnel, etc.). Much of this information can be found in the youth's PDJ file, and some can be obtained after interviewing the youth and parent/legal guardian.

Meeting with the Youth, Parent/Legal Guardian, and Care Provider

Pursuant to Division 31 the DPO is mandated to conduct face-to-face contacts with youth, parent/legal guardian, and care providers.

The DPO must initiate face-to-face contact with the youth, parent/legal guardian, and care provider within seven days of the youths placement. Using motivational interviewing techniques, the DPO will assess youths strengths, weaknesses, and goals in an effort to develop a comprehensive youth centered FCCP. However, if all parties are not available for face-to-face contact, the DPO must ensure that all parties collaborate in the development of the FCCP.

RESIDENTIAL-BASED SERVICES (RBS)**Continued Case Planning**

Case planning is ongoing and must actively continue upon assignment of the case to the suitable placement DPO. The DPO will discuss the case plan with youth, parent/legal guardian and care provider to ensure that the case goals and objectives are consistent with the Needs and Assessment Plan (NSP) written by the group home provider.

Obtaining Case Plan Signatures

The FCCP is to be signed by the youth, parent/legal guardian, care provider, DPO and SDPO. The dates that the youth, parent/legal guardian and care provider were given a copy of the case plan must be documented in the case plan and in PCMS.

If a parent is unable to sign the FCCP, the DPO is required to document in both the FCCP and in Placement Case Management System (PCMS) that the case plan was mailed to the parent.

406 MONTHLY VISITATION AND DOCUMENTATION

Division 31 mandates specify the frequency of visitations and outline what DPOs should address during face-to face contact with youth, parent/legal guardian and care provider.

Visitation Parameters and Requirements

- The following must be discussed during each visit with the youth, parent/legal guardian and care provider:
 - Case plan progress
 - Youth's future
 - Youth's health, safety, and security
- Contacts with the youth must be made monthly at the youth's placement, with at least two weeks in between each visit.
- The DPO must make monthly face-to-face contact with the parent/legal guardian named in the case plan, unless the case plan contains documentation justifying less frequent visits and the DPO's supervisor has provided written approval.

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- If the parent/legal guardian is not available for monthly in-person visits, the DPO must maintain monthly written or telephone contact regarding the youth's status and the steps that the parent/legal guardian is taking to facilitate reunification.
- Another L.A. County DPO may visit a youth on another officer's caseload. The DPO making the visit should know the youth's case history and should update both the assigned officer and the youth's case file after the visit.

It should be noted that these requirements apply equally to youth located in out-of-state placements.

Contact with the Youth (Division 31-320)

The DPO's contact with the youth must achieve the following objectives:

- Verify the location of the youth, monitor the youth's safety, assess the youth's well-being, and assist the youth in preserving and maintaining religious and ethnic identity.
- Gather information to assess the effectiveness of services provided to meet the youth's needs, to monitor the youth's progress, and to meet identified goals.
- Establish and maintain a helping relationship between the DPO and the youth to provide continuity and stability for the youth.
- Solicit the youth's input on his or her future. Inform the youth as to the current and future placement plans and progress, and discuss this information with the youth.

Placement Sign-In Procedures

The Probation Department has provided the placement facilities with a *Probation Officer Monthly Visitation Log*. The DPO shall legibly record the name of each youth seen at the facility, the date of the visit, and the DPO's name. The DPO shall also sign in the space provided on the log. The placement provider must mail or fax this log to Placement Permanency and Quality Assurance (PPQA).

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Contact with the Parent/Legal Guardian (Division 31-325)

Maintaining regular contact with the parent/legal guardian is an integral part of demonstrating reasonable efforts toward reunification in accord with Title IV-E regulations. The DPO's contact with the parent/legal guardian named in the case plan must achieve the following objectives:

- Verify the location of the parent/legal guardian, assess the functioning of the parent/legal guardian as it pertains to meeting the youth's basic and special care needs, and assess the safe maintenance of the youth in the home.
- Gather information to assess the effectiveness of services provided to meet the needs of the parent/legal guardian, to monitor the progress of the parent/legal guardian towards achieving the case plan goals, and to meet the identified goals.
- Establish and maintain a helping relationship between the DPO and the parent/legal guardian, thus making case plan compliance more likely.
- Counsel the parent/legal guardian as to the youth's current placement and progress.

Documentation

All visits must be documented monthly in the *Case Notes* section of PCMS. Each entry must include the following information:

- Date of visit.
- Name of the DPO and any provider staff present at the visit.
- Location of visit. Specify whether the contact was face-to-face, telephonic, or other.
- Purpose of the visit. The visit must address specific issues relating progress toward attaining the case plan goals.

The following are examples of acceptable documentation of monthly contact in order to comply with Division 31 mandates:

Visit with the Youth:

On (Date), the youth had a **face-to-face** visit with DPO **Smith** at **Trinity Whitewater**, also present were caseworker Jane Doe and unit supervisor

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Lee Smith. The youth has dropped from builder (b) status to failing (f) status. He instigated a gang related altercation in the dining hall on 02-13-03. When counseled, the youth was amenable. Nevertheless, he continues to deny involvement in the incident. As a result, his home pass privileges have been suspended for a month.

The youth has been in Trinity Whitewater for almost three months now. He has displayed ease and freely discusses concerns with the facility staff as well as the probation officer. Aside from the incident on 2-13-03, his progress and behavior has been very good. However, he continues to need anger management counseling and mentoring for gang diversion.

The youth is a 10th grader at the on-grounds Whitewater High School. Teacher's comments reflect that the youth needs to focus on the present task; he talks too much; and he is a hard worker. His current grades are as follows:

English: B
Math: C+
Science: B
Social Studies: A
Computers: C

The youth has nine more months before he graduates from the program. Upon completion of the program, the youth will reunite with his mother and siblings. However, he is concerned about the temptations he will face, as he will return to the same environment that influenced him to violate the law. He states that his mother plans on moving to Rancho Cucamonga, away from Los Angeles.

Visit with the Parent/Legal Guardian:

On (Date), DPO XXX met with Mrs. Parent at San Gabriel Valley area office. She confirms that she continues to reside at 12345 Whatever Street, Los Angeles, Ca. Her telephone number has changed to (123) 456-7890.

She states that she has missed a family session at Trinity Whitewater scheduled on 02-17-03 due to transportation problems. Mrs. Parent was reminded that if she took the Greyhound bus, the facility staff would pick her up at the nearest bus station and reimburse her for the bus ticket. She was counseled on how important these therapy sessions are to improve their communication and relationship before their reunion.

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She was informed of her son's involvement in instigating a gang related altercation at the facility. She stated that she does not believe her son could do that. She has noticed positive changes in her son's attitude and behaviors. She feels that the staff is just "picking" on him.

Mrs. Parent continues to be in denial about her son's behavior. She was advised about the need to attend parenting classes from the community in addition to the court ordered family counseling sessions with her son.

Circumstances permitting written or telephone contact with the parents/legal guardian must be properly documented. If a letter was sent in lieu of a visit, this must also be documented in PCMS. The DPO should also ensure that a copy of the letter is placed in the youth's PDJ file.

407 REASONABLE EFFORTS TO FACILITATE VISITS BETWEEN DPOs AND PARENTS/LEGAL GUARDIANS

As previously outlined, Division 31 (31-325) mandates require that the DPO must make a face-to-face visit with each parent/legal guardian named in the case plan at least once per month. The DPO shall be exempt from this requirement only when:

- Family reunification services are terminated by the court; or
- The whereabouts of the parent/legal guardian are unknown and a due diligence affidavit has been filed with the court.

In the event that the parents/legal guardians do not make themselves available or are uncooperative, the DPO must demonstrate that minimum *reasonable efforts* have been made to facilitate the visit. Minimum reasonable efforts would include the following:

- Letters requesting a visit with the parent/legal guardian. Copies of these letters are to be filed in the PDJ file (minimum of one letter sent to the parent/legal guardian per month).
- Phone Calls to the parent/legal guardian (minimum of two attempted phone calls per month).
- Phone calls to the out-of-home care provider to determine if and to what extent the parents are involved (minimum of one phone call per month).
- An unannounced visit to the residence of the parent/legal guardian (minimum of one visit every 60 days). If no one responds during this

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attempt, a business card needs to be left on the door. If the address of the parent/legal guardian is unknown, it must be documented in PCMS.

All reasonable efforts made by the DPO must be documented in PCMS.

Example: Phone Calls

“On 9/11/04, DPO Smith attempted to contact Youth Doe’s parents via telephone. There was no answer at the residence, DPO’s name and contact number was left on the answering machine.”

“On 9/11/04, DPO Smith contacted Hathaway’s Group Home and spoke with Youth Doe’s therapist, Jane Carter. Therapist Carter stated that Youth Doe’s parents have been attending family therapy sessions on a weekly basis.”

Example: Unannounced Visit

“On 9/11/04, at 10 AM, DPO Smith conducted an unannounced visit to the residence of Youth Doe’s parents, located at 5150 Hill St., Los Angeles, CA 90001. No one was home at the time of visit. DPO’s business card was left at the front door.”

408 DUE DILIGENCE EFFORTS TO LOCATE ABSENT PARENTS/ LEGAL GUARDIANS

If the whereabouts of the parents/legal guardians are unknown and a due diligence affidavit has been filed with the court pursuant to Welfare and Institutions Code Section 355.23(b)(7), monthly contact is not required.

The following attempts to locate the parents/legal guardians are required before declaring their whereabouts unknown and filing a due diligence affidavit with the court:

- **Phone Calls:** Attempts must be made to obtain the parents/legal guardians’ current phone number. This would include checking in the PDJ file, asking the youth, asking relatives of the youth, and asking any collateral contacts of the parents/legal guardians.
- **Letters:** Letters must be mailed to the last two (2) known addresses of the parents/legal guardians. Letters should also be mailed to any collateral contacts of the parents/legal guardians asking for assistance in locating them.

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- **Visit:** A visit must be made to the last known address of the parents/legal guardians and a business card must be left on the door unless non-residency of the parents/legal guardians can be determined.
- **Contacts with Care Providers:** -Care providers shall be contacted periodically and inquiries made about the parents/legal guardians' whereabouts and whether there has been any parental contact with the youth or the provider.

Due Diligence Affidavit

If these efforts have resulted in a failure to locate the parents/legal guardian, the case should be referred to PPQA. A Permanency Planning Officer (PPO) will assist the DPO of record with further searches and then provide information to the DPO for completing and filing a due diligence affidavit with the court.

Once the due diligence affidavit is filed the DPO will no longer be required to make monthly visits. At this time, a permanent plan may be considered.

409 ONGOING CASE MANAGEMENT ACTIVITIES

The DPO should maintain regular contact with service providers and other collateral contacts to monitor the progress of the case plan. Such contact would include, but is not limited to:

- Educational providers
- Health care providers
- Law enforcement contacts (JAI)
- DCFS iTrack database

The DPO should monitor activity in the parent/legal guardian's home for issues that might enhance or impede family reunification efforts. Should the DPO learn of another adult living in the parent/legal guardian's home, a referral must be made to the Out-of-Home Screening Unit.

The DPO must also ensure that PCMS is updated with current addresses and phone numbers of all involved parties.

The DPO should also obtain required documentation from the placement provider. If it is a group home, the DPO must obtain its *Needs and Services Plan* within 45 days of placements. Group homes also regularly provide quarterly reports, which the DPO should obtain and place in the youth's PDJ file.

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The DPO should also obtain school records (e.g., report cards, Individual Education Plans, behavior records, attendance records) and place them in the youth's PDJ file.

410 INCIDENT TRACKING SYSTEM (iTrack)

iTrack is a database maintained by DCFS that group home operators are mandated to use for the reporting of serious incidents (SIR) involving youth placed in their facilities. DPOs must access the iTrack data base to receive these SIRs in a timely manner.

Assigned DPOs will receive an iTrack email when a group home generates an SIR on a youth on their caseloads. The following are procedures for accessing the iTrack system:

- Open the iTrack email and click on the iTrack link.
- The link will open the iTrack System's logon menu.
- The DPO's user/vendor number is the DPO's first initial and last name (not case sensitive)
- The password is the DPO's caseload RP number (not case sensitive)
- The DPO will be linked automatically to the SIR generated for the youth in question.
- The DPO must then select and click the **"Printable Version" located at the bottom of the page**. If done correctly, a "Confidential" watermark will appear across the top section of the SIR. Print the document using the print icon located at the top of the toolbar. Note: Failure to follow this procedure will result in the SIR being considered as unreviewed.
- The DPO must file a copy of the SIR in the youth's PDJ file.

411 SEVEN-DAY NOTICES

If a group home provider contemplates requesting that a youth be removed from its facility, an SIR must be submitted through iTrack. This will initiate the start of the seven-day notice and waiting period. The SIR should outline the reason(s) for termination and any corrective action efforts made.

RESIDENTIAL-BASED SERVICES (RBS)**DPO of Record Responsibilities**

- Review the SIR to determine what date the youth will be eligible to return to juvenile hall (eight [8] days from the submission date).
- Eight (8) days after the SIR submission date, contact the group home to determine if the youth is going to be terminated from the program and returned to juvenile hall.
- Contact the RBS Director or the RBS Staff Assistant for approval to submit a Future (Juvenile Hall Entrance Record) to Intake and Detention Control (IDC) at juvenile hall.
- Once the Regional Placement Director or Regional Placement Staff Assistant approves the removal, complete and fax a Future to IDC and call to confirm that the IDC has received it. If the reason for detention listed on the Future is "Detained for 777 Filing," the DPO must also submit a *Probable Cause Declaration* (PCD) with the Future.
- Complete and submit an *Update/Correction Notice* to the Regional Placement Staff Assistant.
- Make a PCMS entry outlining all the aforementioned information.

This process does not apply to an emergency removal (when a youth presents a danger to self or others). In instances involving such an emergency, law enforcement should be notified immediately (in the event a crime has been committed), and the Psychiatric Emergency Team (PET) should be contacted for psychological emergencies. Group home staff should contact the DPO of record to initiate the emergency removal process.

412 COMMUNITY AND HOME PASSES

Community and home passes are granted to youth in placement as part of an ongoing treatment plan to return home. They are not used to reward behavior or to allow for unsupervised recreation or socialization. The DPO of record must approve any community or home passes.

Community Passes

Community passes provide the youth with an opportunity to test the waters with his or her parent/legal guardian over a short period of time. Generally, they allow the youth and parent/legal guardian to leave the facility for an unsupervised visit over a three-hour period.

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Qualifications and specifications for community passes are as follows:

- The youth must be a resident at the placement facility for a minimum of 30 days.
- The youth and parent/guardian must have completed two positive family therapy sessions.
- The placement provider must request a community pass at least 72 hours in advance of the planned activity.
- Community passes may not exceed three hours unless a Home Pass Assessment has been completed. If a longer pass is granted without the benefit of a home assessment, there is a likelihood that the parent will take the youth home.
- Youth are not permitted on a community pass unescorted unless specifically approved by the DPO of record and in furtherance to achieving the youth's foster care case plan goals (written documentation in PCMS is required).
- Initial approval for the community passes must be provided in writing by the DPO of record and must specify who is authorized to escort the youth.

Home Passes

Home passes allow the youth to return home over a longer period of time. This provides the youth and the family an opportunity to acclimate themselves to the youth's permanent return home.

Qualifications and specifications for home passes are as follows:

- The youth must be a resident of the placement facility for a minimum of 30 days.
- The DPO of record must complete the Home Pass Assessment and obtain SDPO approval.
- In the case of divorced parents in which the youth will be visiting both homes, the DPO must complete a Home Pass Assessment for both residences.
- The DPO of record must review and re-approve the Home Pass Assessment in writing every 90 days.

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- The placement provider must request the home pass three weeks prior to the planned date.
- The youth and parent/guardian must have completed three positive family therapy sessions, and the family must continue to participate in family therapy in order for the home passes to continue.
- Only the designated parent/guardian may sign the youth in and out of the facility on a home pass. Any exception must be approved by the SDPO and must be in furtherance of achieving the case plan goals.

Home Pass Length and Guidelines

The standard home pass is 48 hours. The DPO of record may authorize up to 72 hours, and only for holiday weekends.

Home passes must not interfere with therapy or be authorized during school hours.

The youth may not visit or have contact with other probation youth while on the home pass.

Under no circumstances will youth be allowed a home pass on or within three days of New Years Eve (December 31st), Fourth of July (July 4th), or Halloween (October 31st). If any of these holidays fall on a Friday, Saturday, Sunday, or Monday, the youth is not allowed on a home pass for that weekend.

Approval and Documentation

The DPO of record must document in the *Case Notes* section of PCMS that a Home Pass Assessment has been completed. The *Home Pass Contract* must be kept in the youth's placement file, the placement provider must receive a copy of this contract.

The DPO of record **must** approve all community and home passes, and this **must** be documented in PCMS prior to the event, including the youth's destination, departure date/time, and return date/time. In the event the DPO of record is not available, only the SDPO can provide such approval.

As previously stated, federal Title IV-E rules mandate that, when the case plan goal is family reunification, the parents/legal guardians are required to have monthly face-to-face contact with the DPO of record. Any time the parents/guardians are not in compliance with this federal mandate, the DPO may revoke the home pass until compliance is met.

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For all sex offenders with victims in the home or nearby community, the court must be informed as to why the home passes are part of the case plan, what measures have been taken to ensure the victim's safety, and any other issues related to the potential for the youth to come in contact with the victim. Some departments of the court may require that sex offenders appear in court for approval of the home pass. Check with the court officer.

Public Transportation

Youth are allowed to use public transportation only under the following circumstances:

- When the youth is placed in the Transitional Housing Placement Program.
- If approved, in writing, by the Probation Department and the court.

Cancellation of Home Passes

Once a home pass has been issued, it may not be cancelled for disciplinary reasons unless the behavior is extremely serious. The primary reasons a group home may recommend cancellation of a scheduled home pass are as follows:

- Out of supervision while on a previous home pass.
- Involved in gang activity while on a previous home pass.
- Use of drugs or commission of a crime while on a previous home pass.
- Presents a danger to self or others (must be fully documented).
- Did not return to the group home on time during a previous home pass, and returned to the group home by the person authorized in the *Home Pass Contract* to supervise the youth during the home pass.

Home passes will be cancelled immediately in the event the youth tests positive for illegal substances. The DPO will be required to submit a notice of Potential Violation (Prob. 1111) to the court.

If a home pass is cancelled, an iTrack SIR must be submitted to the Group Home Consultant (GHC) and the DPO of record documenting the reasons for the revocation. The DPO of record can then revoke the home pass. The GHC will evaluate the reasons for the cancellation and may request a corrective action plan if it has been determined that the pass was inappropriately revoked.

RESIDENTIAL-BASED SERVICES (RBS)**413 JUDICIAL REVIEW REPORTS**

Judicial Review (JDRV) reports are mandated on all suitable placement cases and are required every six months from the date youth entered foster care. The contents of the Judicial Review report are mandated and detailed in Sections 706.5 and 727.2 of the Welfare and Institution Code (WIC).

The purpose of 727.3 WIC is to:

- Provide a means to monitor the safety and well-being of every youth in foster care who has been declared a ward of the juvenile court pursuant to Section 601 or 602, and
- To ensure that everything reasonably possible is done to facilitate the safe and early return of the youth home or to establish an alternative permanent plan for the youth.

At any status review (JDRV) hearing or permanency planning hearing, the court must order the child returned home unless the court finds, by a preponderance of evidence, that the return would create a substantial risk to the safety, protection, physical or emotional well-being of the youth.

The JDRV is expected to provide the court with a social study, which provides information to allow the court to make the Title IV-E findings. The seven (7) findings are as follows:

1. The continuing necessity and appropriateness of the placement.
2. The extent of the Probation Department's compliance with the case plan in making reasonable efforts to safely return the youth to his/her home or to complete necessary steps to finalize the permanent placement of the youth.
3. The extent of progress that has been made by the youth and parent/guardian toward alleviating or mitigating the causes necessitating placement in foster care.
4. The likely date by which the youth may be returned to, and safely maintained in, the home or placed for adoption; appointed a legal guardian; permanently placed with a fit and willing relative; or referred to another planned permanent living arrangement.
5. Whether the youth has or will be referred to educational services, and what services the youth is currently receiving.

RESIDENTIAL-BASED SERVICES (RBS)

6. Whether the right of the parent or guardian to make educational decisions for the youth should be limited by the court pursuant to Section 7579.5 of the Government Code.
7. Whether Independent Living Services have been arranged and implemented for the youth.

Information regarding these findings is to be the basis of the JDRV report. Without adequate information, the court cannot issue the necessary findings.

The Post-Permanency Hearing is held at the 12-month review. Subsequent Permanency Hearings are held every 6 months.

Judicial Review Reports (Prob. 24 JR)

The PROB. 24 JR is the authorized form to be used when completing the Judicial Review.

The law mandates that JDRVs must be received by the court **10 days prior to the JDRV Hearing**. If a parent requests a copy of the report, the assigned DPO is responsible for providing that report when requested.

The JDRV must consist of the following elements:

- JDRV report (Prob.24 JR)
- An updated case plan
- A new/updated Transitional Independent Living Plan (TILP), which must be completed/updated for all youth age 14 years or older
- All supporting documentation used in the preparation of the JDRV, including, but not limited to, the following types of documents:
 - Initial Assessment reports
 - Quarterly reports
 - Termination reports
 - Report Cards

The JDRV must include information regarding family reunification. If family reunification is not possible, the DPO must detail the alternative plan for the youth.

RESIDENTIAL-BASED SERVICES (RBS)

The JDRV Notification Letter, mandated by Section 737.4 WIC, is to be sent to youth, parents/legal guardians, care providers and counsel 15-30 days prior to the hearing date. Copies of each of these letters are to be attached to the JDRV. The court must be able to verify that parents have been given notice regarding the JDRV and their right to obtain the court report.

JDRV Hearings

The court is to monitor and ensure that all reasonably possible steps are being taken to facilitate the safe early return of the youth home or to establish a permanent plan for every child in an out-of-home foster placement.

The court must conduct a status review no less than once every six (6) months, (calculated from the date the youth entered foster care). The date that a youth enters foster care is deemed to be 60 days from the time the youth was removed from his/her home.

The findings are made and recorded on the minute order. The court informs the parents that if the youth cannot be returned home by the 12-month status review, their parental rights could be terminated and the youth may be adopted.

Procedures for the Pre-Permanency Hearing (Six-Month Review)

The first six-month review is the Pre-Permanency Hearing. Law mandates that family reunification is the first choice for the case goal. Concurrent plans are to be developed and implemented in case family reunification is not achieved.

The DPO shall mail notice of each status review (or permanency planning hearing) to the youth, the youth's parent/legal guardian, any adult provider of care to the child, and to counsel of record (if the counsel was not present at the time the hearing was set). The notice is to be mailed 15–30 days prior to the hearing date.

The court will inform the parents that if the youth cannot be returned home by the 12-month status review hearing (JDRV/Permanency Hearing), their parental rights may be terminated and the youth may be adopted.

Procedures for the Permanency Hearing (12-Month Review)

If it is not possible to return youth home within 12 months from the foster care placement, law mandates that the probation officer identify and implement a permanent plan.

For every youth declared a ward and ordered suitably placed, a Permanency Planning Hearing must be held within 12 months of the date the youth entered

RESIDENTIAL-BASED SERVICES (RBS)

foster case (which is 60 days from the removal date). The JDRV/Case Plan Update for the Permanency Hearing must include a recommendation for a permanent plan for the youth.

The purpose of this hearing is to make an alternate plan if reunification is not possible. Consideration for adoption is mandated at this time. A determination must be made whether adoption is a feasible plan and if a petition to Terminate Parental Rights (TPR) is appropriate. This does not preclude the parents from requesting voluntary adoption of their child at any time during the court jurisdiction. If TPR and adoption are not to be considered, the probation officer provide compelling reasons why.

The court has a number of options to consider. These options are:

- **Return the youth home**
- **Extend the reunification services**
Upon findings that there is a substantial probability that additional services will aid the safe return of the youth within six months, the court may order further reunification services.
- **Determine appropriate PERMANENT PLAN**
If it is not possible for youth to be returned home, the court must terminate reunification services after finding that the Probation Department has complied with the case plan by (1) providing reasonable services, and (2) finding that, even though the youth and parents have been compliant with the case plan, it continues to be detrimental to return the youth home.

In determining the appropriate permanent plan, the court should order “permanent placement with a fit and willing relative” or “planned permanent living arrangement.” This order would only be made if the court finds, by clear and convincing new evidence (in addition to evidence previously presented) that there is a compelling reason for not terminating parental rights. The court will then determine that a hearing to terminate parental rights is not in the best interest of the youth because the youth is not a proper subject for adoption and does not have willing relative to accept legal guardianship.

If consideration of reunification, adoptive placement, legal guardianship, or permanent placement with a fit and willing relative is unsuccessful, the probation officer then recommends placement in a planned permanent living arrangement. The case plan shall include documentation of a compelling reason or reasons why termination of parental rights is not in the youth’s best interest.

RESIDENTIAL-BASED SERVICES (RBS)**Post-Permanency Case Reviews**

Law mandates that post-permanency review hearings be conducted every six months following the Permanency Hearing. The court must add the following finding to these reviews:

“The permanent plan of _____ is appropriate.”

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL PLACEMENT TO COMMUNITY TRANSITION SERVICES (PCTS)	Section Number: PSB-500
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

501 INTRODUCTION

PCTS supports families as youth transition home from out-of home care settings by providing or linking them with Functional Family Therapy, Multisystemic Therapy, and Functional Family Probation services. PCTS also provides these services to youth with Home on Probation orders in an effort to prevent out of home placement.

502 VISION, MISSION, AND DESIRED OUTCOMES

The overall goal of PCTS is to provide alternatives to placement and to reduce the youth's overall length of stay in placement.

Vision

Families are empowered to resolve conflict and stop delinquent behavior.

Mission

Prevent the need for out-of home care for probation youth by providing quality assessments, transition planning, intensive supervision, and family counseling. .

Reduce timelines to family reunification and permanency for probation youth exiting out of home care by providing quality assessments, transition planning, intensive supervision, and family counseling.

Desired Outcomes

- Reduce timelines to permanency
- Improve child and family well-being
- Increase child and community safety

503 FUNCTIONAL FAMILY THERAPY

Functional Family Therapy (FFT) is an evidence-based practice with a 30-year demonstrated success record. This short-term program is both family- and

PLACEMENT TO COMMUNITY TRANSITION SERVICES

strength-based, lasting between 8 to 30 sessions, conducted in the home or community setting. Services last approximately six months. PCTS uses DPOs who are trained as FFT interventionists to deliver these services. These FFT DPOs work collaboratively with the case-carrying DPO; they are not the DPO of record. Additionally, PCTS contracts with outside providers to deliver FFT. FFT is generally available to youth and their families throughout the county.

FFT has been successful in treating youth and families coping with severe behavioral problems. The treatment model has been refined through clinical research for over 30 years. Compared to other treatments or to no treatment, youth and family participation in FFT experience a significantly lower recurrence of negative behaviors and family conflict. Data from numerous outcomes studies suggest that FFT, when applied as intended, reduces recidivism substantially and in a cost-effective manner.

FFT Phases

FFT works through the following phases:

- Engage and Motivate
 - Address negativity, blame, and hopelessness
 - Create a relational focus
 - Maintain balanced alliance with all participants
 - Help the family see different and more productive solutions
- Promote Behavior Change
 - Discern stage of change
 - Meet client at stage of readiness
 - Use motivational interviewing skills to increase motivation for change
- Generalize
 - Link family to community resources
 - Address risk and protective factors
 - Identify positive changes

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- Relate changes to other situations
- Address relapse prevention strategies

Core Principles and Goals

FFT works to improve family communication by promoting positive family interactions. Family members learn about and adopt positive solutions to family problems. FFT recognizes that such problems can be related to factors involving school, peers, economic difficulties, and interaction with the juvenile justice system. A major goal of FFT is to identify and make use of the family's strengths to help build positive interactions within the family and the community.

504 FUNCTIONAL FAMILY PROBATION

Functional Family Probation (FFP) was created as a case management practice for juvenile justice workers charged with supervising youth in a community setting. Traditional supervision models generally monitor adjudicated youth, whereas FFP works with both the youth and the family. The primary strength of FFP lies in harnessing the support of family and/or community members. Strengthening the family support system substantially increases the likelihood for long term success for the youth. As with FFT, FFP is generally available to youth and their families throughout the county. FFP DPOs are the DPO of record and work collaboratively with all identified service providers.

FFP Phases

FFP works through the following phases:

- Engage and Motivate
 - Address negativity, blame, and hopelessness
 - Create a relational focus
 - Maintain balanced alliance with all participants
 - Help the family see different and more productive solution
- Support and Monitor
 - Link family to community resources
 - Address risk and protective factors

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- Generalize Change
 - Identify positive changes
 - Relate changes to other situations
 - Address relapse prevention strategies

Core Principles of FFP

Family first: FFP case workers maintain a relational family focus rather than providing individual, youth-based services. Families are engaged in the process from the outset, and this engagement continues throughout supervision. Because probation is a temporary service, the family and support system must encourage and maintain positive changes. FFP case workers seek out creative ways to shift the focus from the youth to identify and address challenges for the entire family.

Change is a process: No one changes overnight. FFP case workers collaborate with families to decrease risk factors (e.g., hopelessness, individual focus, negativity, blame) and to enhance protective factors (e.g., individual/family strengths, pro-social activities, work, school). FFP case workers also help provide motivation for sustainable changes.

Maintain respect for individual differences: FFB workers strive to understand both individuals and families on their own terms, respecting their needs and priorities. Each phase of the FFP intervention process is tailored to the unique cultural and social differences of the family and individual participants.

Strength-based: FFP case workers recognize strength in all its forms. They acknowledge inherent dangers resulting from harmful behaviors, offering a positive outlook for their purpose. Focus is placed on pointing out the assets of behaviors even when they appear detrimental. Positive regard empowers youth and families.

505 MULTISYSTEMIC THERAPY

According to the Coalition for Evidence-Based Policy, Multisystemic Therapy (MST) is a treatment for juvenile offenders that uses a combination of empirically-based treatments (e.g. cognitive behavior therapy, behavioral parent training, functional family therapy) to address multiple variables (i.e. family, school, peer groups) that have been shown to be factors in juvenile behavior. MST is available for youth and their families through contracted agencies in designated geographical areas.

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Master's-level therapists provide MST at the youth's home and community locations (e.g., school, recreation center). The therapists are available to the youth and his/her family 24 hours a day, 7 days a week. Each therapist has a small caseload (between one and five families). On average, the treatment lasts for four months, with the therapist spending several hours per week with the youth and his/her family.

Multisystemic Therapy's overall goals are to improve the youth's ability to make good decisions when choosing his/her peer group, and the family's ability to monitor his/her behavior. To achieve these goals, the therapist: (1) interviews the youth, his/her family and peers, and school officials to identify the youth's problem behaviors and their causes; (2) identifies the youth's personal strengths, and positive aspects of his or her family, peer group, and school, which can be used to address the problem behavior (e.g., an athletic youth might be encouraged to join a sports team to keep him or her occupied after school, or a family member who lives nearby could help supervise the youth); and (3) sets goals for the youth (e.g., regular school attendance, less contact with delinquent peers) and his/her parents (e.g. enforcement of curfew, more frequent communication with the youth's teachers) to be achieved during treatment.

Progress towards these goals is carefully monitored, and if goals are not met, the therapist works with the youths, their families, friends, teachers and principals to remove obstacles to the goals' achievement. The therapist spends the majority of time with the parent(s) as opposed to with the entire family or the youth.

Because MST involves such a specific protocol, a well-defined supervisory system exists to ensure that treatment is provided with fidelity to the MST model (e.g. therapists report progress and setbacks to a supervisor who, in turn, reports to an MST expert consultant).

506 GENERAL OVERVIEW OF THE PCTS REFERRAL PROCESS

Youth on formal probation (602 WIC status) are referred to PCTS either by RBS or field DPOs. All referrals are submitted to the Prospective Authorization and Utilization Review (PAUR) Unit, screened for suitability, and forwarded to PCTS.

507 WRAPAROUND SERVICES

Wraparound is a case management approach to working with youth and families experiencing intense family conflict that put the youth at a high risk of removal from the home into a foster or group home with a Residential Care Level (RCL) of 10 or greater. Wraparound service providers assess youth and family needs, providing appropriate services or linking them with whatever support services. These services include, but are not limited to, individual and family therapy, anger management,

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addiction programs, and tutoring. Wraparound programs may also be able to provide financial support for preventing eviction, moving, or special services not normally covered by Wraparound.

DPOs representing the Department as the liaisons for the Wraparound (and System of Care (SOC)) program work with representatives from DMH and DCFS. Together, they comprise Interagency Screening Committees (ISC) assigned to specific geographical areas. The ISC manages the Wraparound enrollment process by assessing cases referred by one of the aforementioned agencies. The cases are screened for appropriateness for Wraparound or SOC services, which are delivered by a contracted service provider. After a case is accepted and given to a provider, the team then monitors the progress of the case and, if needed, recommends adjustments to improve case management. Responsibilities for the Probation Wraparound program DPO include, but are not limited to:

- Conduct outreach activities to Probation staff in the Camps, Juvenile Halls, area offices and other specialized field officers responsible for the supervision of a youth under the jurisdiction of the County Probation Department.
- Provide consultation for Probation field officers who are considering various resources available to aid in the treatment of the assigned youth and their families.
- Provide information and assistance to Probation staff in determining eligibility of their clients, and help with the preparation of the referral forms and presentation of the case to the screening committee.
- Serve as a voting member of the ISC to determine if a client is appropriate for Wraparound services
- Provide consultation to the DCFS and the DMH to assist with the understanding and navigation of the juvenile justice system.
- Provide consultation and assistance to the Wraparound and SOC agency treatment team with understanding, communicating, and dealing with the juvenile justice system.
- Assist the County team agencies and the contracted treatment agencies with problems related to juvenile court, detention, and Probation intercommunication.

PLACEMENT TO COMMUNITY TRANSITION SERVICES**Referral Process for Wraparound (SOC) Services**

Probation staff wishing to make a referral for Wraparound services must follow the following protocol:

- Complete the Wraparound/System of Care packet, comprised of the following:
 - Wraparound/Children's System of Care Consultation Checklist Referral Form ("referral form")
 - LA County Consent form Overview, Parts I and II ("consent form")
 - LA County Lead Wraparound Agency Child and Family Agreement Form ("enrollment agreement form")
- On the referral form, include the first and last name of the referring DPO, the DPO's phone number, and the DPO's area office.
- On the enrollment agreement form include the assigned DPO's full name, the SDPO's full name, and the phone numbers for both.
- Be sure to include the youth's social security number.
- You must also include the mother's social security number (for state identification purposes).
- Attach the most recent court report and minute order.
- Provide school information and documentation, if available.
- Provide psychological information and documentation, if available.
- Obtain signatures and initials from the youth and mother/caregiver on the consent form. Do not overlook this!
- Attach to most recently completed LARRC
- Arrange to be present to present the case to the ISC. If necessary, this may be accomplished telephonically.
- Email the packet to SDPO John Robinson at Placement Headquarters.
 - Fax: (323) 730-5139

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- Contact SDPO Robinson at Placement Headquarters after two business days if you have not received confirmation (either via email or phone) acknowledging receipt of the wraparound referral.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL YOUTH DEVELOPMENT SERVICES (YDS)	Section Number: PSB-600
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

601 INTRODUCTION

This section provides an operational framework for Probation's Youth Development Services (YDS) Program. Job descriptions, policy, and procedures are outlined in subsequent sections to provide operational clarity, support staff performance, and promote positive outcomes for transition age youth.

602 MISSION

The mission statement of YDS is as follows:

To provide transition age youth exiting the juvenile justice and dependency systems with the skills, experience, and assistance that will enable them to lead healthy, productive, responsible, and self-sufficient adult lives. YDS is a resource for employment, housing, education and life skills designed to support and empower transition age youth to live well and improve their overall quality of life.

YDS for Los Angeles County is a collaboration of nine County departments. The lead departments in this collaborative effort are the Department of Children and Family Services (DCFS) and the Probation Department. YDS serves over 20,000 youth ages 14 to 21. This effort also involves private partners (e.g., the Casey Family Programs, United Friends of the Children, and the California Youth Connection) and community stakeholders (e.g., the Commission for Children and Families, foster parent associations, and the Association of Community Human Service Agencies (ACHSA)).

603 COUNTY OUTCOMES

The Los Angeles Children's Planning Council identified five major outcomes for all children residing in Los Angeles County, and in August 1997, the Los Angeles County Board of supervisors adopted them. These outcomes are:

1. Good Health
2. Safety and Survival

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3. Economic Well-Being
4. Social and Emotional Well-Being
5. Education and Work Force Readiness

These global outcomes drive program planning and the provision YDS services. **All of the resources and services provided by YDS are meant to help achieve these outcomes for the foster youth of Los Angeles County.**

604 HISTORY OF YDS AND LEGAL AUTHORITY

Since 1985, Federal, State and County initiatives have made significant strides to increase and enhance the resources and services available to young people transitioning from foster care settings into adulthood. In Los Angeles County, the primary responsibility to provide transition, or Independent Living Program (ILP), services rests with the DCFS and the Probation Department through their YDS operations. Generally, youth who are eligible for YDS services must be at 16 to 21 years old. However, qualifying youth up to 25 years old may be eligible for certain programs and services.

The following are brief descriptions of the history and legal authority on Federal, State and County levels of Los Angeles County's YDS / ILP:

Federal Legal Authorities

- The Independent Living Program (ILP), initially authorized in 1985 by Public Law (PL) 99-272, recognized the exceptional needs of youth age 16 and older who are in foster care and preparing to age out of the child welfare services system as they make the difficult transition to independent living.
- The Omnibus Budget Reconciliation Act of 1993 (PL 103-66) permanently authorized the Independent Living Program effective October 1, 1992.
- The Foster Care Independence Act of 1999 (FCIA), PL 106-169, established the John H. Chafee Foster Care Independence Program substantially increased the amount of funding for ILPs to a capped allocation of \$140 million.
- In addition to an increase in funding, FCIA:
 - Defines eligibility as children "likely to remain in foster care until the age of 18."

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- Allows states to provide Medicaid (Medi-Cal in California) coverage to foster youth 18-21.
- Allows states to spend 30% of their allocation on housing for emancipated youth.
- Requires that states facilitate the development of transition plans for youth, and that the youth participate in the planning of those services. By actively participating in this plan, youth begin to recognize and accept personal responsibility for their role in making the transition from adolescence to adulthood. For Probation, this means that a DPO and the youth complete the Transitional Independent Living Plan (TILP).
- Increases from \$1,000 to \$10,000 the assets that a foster youth can have and still maintain eligibility for Title IV-E funded foster care.
- Requires states to train foster parents and caregivers.
- Authorizes additional funding for adoption incentive payments.

State Legal Authorities

Welfare and Institution Codes (WIC) 10609.3-4 and the California Department of Social Services (CDSS) Child Welfare Services Manual, Division 31, Chapter 31-525, describe mandates, goals and priorities for ILPs throughout the State. California's ILP regulations assert that youth shall be eligible for ILP services up to their 21st birthday if they were in foster care at any time from their 16th to their 19th birthdays, or they were/are from 16 years to 18 years of age and receiving Kinship Guardian Assistance Payment Program assistance.

In addition, youth younger than 16 years old receive age specific services if the county of jurisdiction has a county plan that includes such a program. It should be noted that if a youth who receives ILP services at the age of 14 or 15 does not remain suitably placed until he/she turns 16 years old, he/she will not continue to be eligible for ILP services under the federal guidelines.

The State emphasizes implementation of the Transitional Independent Living Plan (TILP) in order to provide a written plan that identifies the youth's current level of functioning and goals, along with specific skills needed to prepare the youth to live independently upon leaving foster care.

YOUTH DEVELOPMENT SERVICES**County Legal Authorities**

In January 1988, DCFS established an administrative unit to implement and administer ILP services for Los Angeles County. Although youth from DCFS and Probation were served, during the early years of the program, staff primarily came from DCFS. Initially, due to lack of staffing, Probation could only provide services to a limited degree.

In 2001, to address concerns raised by the Commission for Children and Families and multiple other stakeholders about the DCFS Emancipation Services Services/Independent Living Program (ES/ILP, later changed to YDS), the Los Angeles County Board of Supervisors ordered the Chief Administrative Office (CAO) to oversee activities that would lead to improving ES/ILP. Over the next two years significant advancements were made to improve the administration of ES/ILP services, including but not limited to:

- Strengthening the partnership between DCFS and Probation, including the centralization of management by housing both Departments' managerial and administrative personnel at one location.
- Significantly increasing Probation's ES/ILP staff.
- Creating four "hubs" throughout the County, each consisting of two neighboring Service Planning Areas (SPAs) to regionalize service distribution. The hubs are staffed by DCFS and Probation Transition Coordinators (TCs) and include at least one Transition Resource Center (TRC), which is a drop in center where eligible youth can receive immediate support.
- Development of a *Housing First* philosophy and implementation efforts including committing 30% of ES/ILP budget to creating hundreds of additional Transition Housing Program beds and establishing DCFS and Probation Transitional Housing Coordinator positions.
- Development of a countywide website (www.ilponline.org) to ensure that youth have unlimited access to important information and services that are relevant to their transition to independence.

Under the current Chafee legislation, all foster youth between the ages of 14 and 21 years of age are eligible for a full range of YDS services that can be accessed through the Independent Living Program website at www.ilponline.org.

YOUTH DEVELOPMENT SERVICES**605 YDS / ILP OVERVIEW**

The YDS operation, formally known as ILP, is a joint DCFS/Probation effort designed to provide foster youth with the skills, experiences and assistance that will enable them to lead healthy, productive, responsible and self-sufficient adult lives. YDS serves as a service resource and support system that emphasizes education and experiential learning to enable youth to reach their highest potential. YDS assists probation youth who were in foster care between the ages of 16 and 18. YDS services terminate once the youth turns 21.

The County found that the majority of probation youth leave foster care without the knowledge and skills to be productive, self-sufficient adults. A significant number of these youth have not graduated from high school, are unemployed, and have been homeless at least once after leaving care. The County believes that all youth leaving foster care should be afforded the same opportunities as other youth in our community. The County also believes that it has been given the charge to “act in the best interest” of these foster youth by ensuring that each youth in care is provided the necessary support and resources to become successful, productive citizens for our community.

Eligibility Requirements

Not all youth are eligible for all the available resources, and this is indicated in each policy and procedural statement, where applicable. Additionally, should a youth knowingly provide false information in order to obtain a service or resource, this may exclude him/her from the provision of other resources listed, along with the requested resource. Furthermore, though a youth may be eligible for the resource, there must be a demonstrated need and, at times, a demonstration that other funding avenues have been exhausted. Finally, all resources and services are based on available funding and lower limits of funding may be placed on some resources or may cease altogether.

Generally, the eligibility criteria for youth ages 16 to 21 consist of meeting one of the following conditions:

- Youth in out-of-home care under the responsibility of the County who are in court-ordered Family Reunification or Permanent Placement programs
- Former foster youth who reside with a legal guardian or relative (i.e. Kin-GAP youth). Note: All youth are eligible in this category, regardless of the youth’s age at the time that the court case was terminated.
- Former foster youth who were in out-of-home care and whose adoption was finalized after the age of 16.

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- Youth who were in out-of-home care after the age of 16 and who have run away from placement.
- Youth placed in relative care and the relative receives Yoakum funding.

All youth in, or emancipated from (after the age of 16), foster care are eligible for all or part of the Independent Living Program services until the day before their 21st birthday. The program is voluntary and no youth is mandated to participate.

606 YDS PROGRAMS

The YDS operation provides a variety of programs that are outlined in more detail in subsequent sections:

- Transitional Living Plan (TILP) Unit, Section PSB-700
- Transition Coordinator, Section PSB-800
- Housing Services, Section PSB-900
- Mentoring Services, Section PSB-1000

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL YDS: TRANSITIONAL INDEPENDENT LIVING PLAN (ILP) UNIT	Section Number: PSB-700
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

701 INTRODUCTION

The Probation Department's TILP Unit was established in 2004 to ensure the completion of the TILP for eligible youth who are 16+ years old and who are detained at one of the Department's three juvenile halls. As specified in the California Social Services Manual of Policy and Procedures (Division 31) each youth age 16 years or older who are in out-of-home care must be provided with a written TILP based on the youth's needs. The TILP is then incorporated into the youth's case plan. Once these youth are assessed for placement, they are interviewed by the staff in the TILP Unit. Pursuant to Los Angeles County mandates, Probation is also required to provide initial TILP and educational assessments for 14- and 15-year-old youths going to placement. The TILP Unit has a complement of five deputy probation officers (DPOs). One is assigned to Barry J. Nidorf Juvenile Hall, two are at Central Juvenile Hall, and two work at Los Padrinos Juvenile Hall.

702 TILP UNIT PRE-DISPOSITION PROCEDURE AND DISTRIBUTION OF TILP

Pre-Distribution Procedure

1. The daily placement screening forms are dropped off every evening by Resource Control in the lead DPO's (TILP unit facilitator) mailbox. The mailbox is located at Central Placement.
2. The following morning, the TILP unit facilitator or his designee will review the screening cases.
3. If the youth is 14 years or older, the unit facilitator will determine the Juvenile Hall where the youth is currently located. This information will be relayed via e-mail by the TILP unit facilitator to the appropriate TILP coordinator at the identified juvenile hall.
4. The designated TILP coordinator at the identified juvenile hall will complete the TILP.
5. The TILP coordinator will then fax a copy of the completed TILP to the area office DPO who made the original placement recommendation.

TRANSITIONAL INDEPENDENT LIVING PLAN (TILP) UNIT

6. The TILP coordinator will contact the DPO of record and verify that the TILP was received. The TILP coordinator will then enter into JCMS (on the ROS page) the TILP completion and receipt by the assigned DPO.

Please note the priority for completing TILPs as follows:

1. Pre-disposition reports in which placement is recommended.
2. Pre-screened Dorothy Kirby Center cases in which a TILP has not been completed.
3. New placement cases in which placement was not recommended but ordered.

Distribution of TILP Documents

The TILP coordinator completes the original TILP, makes four copies, and distributes as follows:

1. One copy (via fax) to the field DPO of record (the person who recommended placement or Dorothy Kirby Center screening).
2. Original and one copy to Placement Headquarters (original is placed in PDJ file, copy is placed in green file).
3. One copy to the YDS headquarters.
4. One copy to the TILP unit facilitator at Central Juvenile Hall.

703 INSTRUCTIONS FOR COMPLETING THE TILP FORM

The TILP is the mandated case plan document that must be completed before the youth can obtain services. The TILP consists of 11 sections that the youth completes. With the DPO's assistance, the youth identifies his or her needs and services in specific areas. The questions often assist with relationship building between the youth and the DPO.

The TILP must be completely filled out and no sections or items are to be left blank.

Section 1 – Identifying Information is to be completed by the DPO.

- Name, ID numbers (case, social security, etc.), birth date, address, parent information, school information, case plan goal and termination date

TRANSITIONAL INDEPENDENT LIVING PLAN (TILP) UNIT

Section 2 – Independent Living Services is to be completed by the youth and DPO

- The DPO will assist the youth by explaining the services listed in this section. The DPO will also help assisting the youth determine his or her needs.
- The “I will participate in Independent Living Services” explains the services to the youth (e.g., ILP classes at the local Community College, Vocational Skills Training, etc.).
- The “Individual ILP Services” may be disability-based and may include a learning disability.
- The “Transitional Housing Placement Program” is a “pre-Youth Development” housing program for some high school seniors. (See *Housing Services* section for details). Note: This program is not applicable to Probation.
- The “Transportation Services” box should only be checked if ILP transportation or tokens are not provided.
- “Other” may include other services (e.g., education assessments and tutoring for 14- and 15-year-olds).

Section 3 – Educational Status is to be completed by the youth and DPO

- The DPO may need to assist the youth in obtaining the educational data requested in this section.
- The “I will or I will not” boxes must be checked.
- The “Need help with the following school issues” must be specific (e.g., math tutoring, study skills, etc.). If the youth does not need help, mark the item N/A.
- If the youth does not know his or her GPA or have a report card, the DPO should ask youth to provide his or her most recent grades and estimate the GPA based on those grades.
- The “Standardized Test Results”, if known, should be entered after the colons following the respective reading / math levels.

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Section 4 – Summary Assessment of Basic Living Skills is to be completed by the youth and DPO

- The DPO should be prepared to assist the youth with definitions and examples of the information requested in this section.
- Check only one box for each living skill, even though two may apply (e.g., “adequate” and “needs training”). Choose the box that best describes the youth’s self-assessment of his or her living skills.

Section 5 – Work Experience is to be completed by the youth and DPO.

- List past and current employment, if any. Identify the youth’s skills and advise the youth on vocational or life training needed to obtain and maintain employment.
- Check all the boxes that apply.
- If “I need help” or “other” is checked, an explanation of services or assistance requested is required in this section.

Section 6 – Savings is to be completed by the youth and DPO

- Explain to the youth that he / she is allowed to accumulate up to \$10,000 in personal savings. The term “ILP savings” refers to any regular savings account. It is important to explain that **ILP WILL NOT DEPOSIT** \$10,000.00 into an account for the youth.
- If the youth has a savings account, list the amount in dollars after the \$ sign.

Section 7 – Career / College Plan is to be completed by the youth and DPO

- For the “I am interested in” section check all that apply. The youth must check at least one of the boxes. If military is checked, indicate branch of armed services. If “Other” is checked, an explanation is required after the colon.
- For the “Currently enrolled job core” section, check all boxes that apply.
- For the “College Goal” section, check a box if applicable. If none applies, leave blank.

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- For the “Currently enrolled college” section, check a box if it applies; otherwise leave blank.
- For the “I received a statement that I was in foster care,” this refers to a written statement that is requested when the youth applies for financial aid.
- The “Additional information” is filled in or marked N/A; do not leave blank.

Section 8 – Youth Development Plan is to be completed by youth and DPO

- The “Projected Youth Development date” is the same as the date on page one.
- The “Received help filling out forms required to continue my medical care” occurs prior to termination. If yes, supply the date. If no, mark N/A after the colon.
- The “When I emancipate” refers to pre-Youth Development, check one box only. If “Other” is checked an explanation is required.
- The “As an emancipated youth” refers to youths who have already emancipated. Do not skip this section. If the youth has not emancipated, check “other” and write N/A after the colon.

Section 9 – Personal Documentation is to be completed by the youth and DPO

- A box must be checked for each document listed.
- “On file” means that the document exists and you know where it is.
- “Requested” means it has been requested by the youth, DPO, or Social Worker.
- “N/A” means the document does not apply (e.g., Immigration Record).
- “Name and telephone of one person” refers to a support person.

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Section 10 – Transitional Independent Living Services to be completed by the youth and DPO.

- The “Delivered services” are services that have been identified as needed services and have been provided (e.g. healthcare, etc.).
- List the activity provided and the date(s) provided.
- The “Frequency” is how often the activity took place (e.g., weekly, monthly, etc.).
- The “Planned services” are services that have not yet been provided.
- List activity planned and the date(s) projected to be completed.
- Use this section to set the goals for the youth to achieve.
- See the *Terminology and Examples* section below for examples of planned and delivered services terminology.

Section 11 – Signature Pages is to be completed by the youth and DPO.

- The youth is to sign and date the document on the indicated line.
- The DPO is to sign and date the document on the indicated line.
- If the youth refuses or is unable to sign the document, use the space under the signatures to document reasons for the missing signature.

Examples:

Smith, John participated in the TILP but refuses to sign hard copy TILP. (DPO First and Last Name and Date)

Smith, John did not participate in the TILP and refuses to sign hard copy TILP. (DPO First and Last Name and Date)

Smith, John was not able to participate in or sign the TILP due to the following disability (describe disability). (DPO First and Last Name and Date)

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Smith, John did not participate in or sign the TILP because the youth ran away (AWOL) from placement on (insert date). (DPO First and Last Name and Date)

704 TILP TERMINOLOGY AND EXAMPLES

Delivered Services			
Activity:	ILP – Interpersonal / Social Skills	Completion Date	04/30/2002
<u>Progress Narrative:</u> (Youth's Name) was presented an orientation of the services and goals of the Independent Living Program.			

Delivered Services			
Activity:		Completion Date	09/30/2002
<u>Progress Narrative:</u> (Youth's Name) has received an educational assessment as confirmed by the ILP staff.			

Delivered Services			
Activity:	ILP – Life Skills Classes	Completion Date	02/15/2003
<u>Progress Narrative:</u> (Youth's Name) has completed the Life Skills Classes as confirmed by the ILP staff.			

Delivered Services			
Activity:	ILP – Life Skills Classes	Completion Date	04/01/2003
<u>Progress Narrative:</u> (Youth's Name) DPO spoke to (Youth's Name) Math Teacher, Ms. Divide, at this school on June 1, 2003. Ms Divide confirms that (Youth's Name) has tested above his grade level on math skills.			

Delivered Services			
Activity:	ILP – High School Senior Expenses	Completion Date	06/01/2003
<u>Progress Narrative:</u> (Youth's Name) received graduation funds to assist with prom, yearbook, class ring, and senior pictures.			

Planned Services			
Activity:	ILP – Life Skills Classes (Bi-Weekly – 8 weeks)	Completion Date	04/15/2004
<u>Responsibilities / Activities:</u> (Youth's Name) will participate in life skills classes conducted by the Community College Foundation. DPO will complete referral, monitor progress and report progress to court.			

Planned Services			
Activity:	ILP – Vocational Skills Classes (Bi-weekly TBD Duration)	Completion Date	09/15/2005

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Responsibilities / Activities: (Youth's Name) will participate in weekly vocational skill class conducted by Community based employment-training programs. DPO will complete referral, monitor progress and report progress to court.

Planned Services

Activity:	ILP – High School Expenses (One Time)	Completion Date	06/23/2006
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Responsibilities / Activities: (Youth's Name) will provide school counselor with verification form for proof of graduation and return to ILP Coordinator.

Planned Services

Activity:	ILP – College Preparation (Ongoing)	Completion Date	12/31/2006
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Responsibilities / Activities: (Youth's Name) will meet with guidance counselor to select college. In addition, youth will attend financial aid workshop and fill out financial aid application for college.

Planned Services

Activity:	ILP – Transitional Housing Placement (As Needed)	Completion Date	12/31/2007
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Responsibilities / Activities: (Youth's Name) will meet with DPO to fill out transitional housing application. Youth will also make himself available for interviews with transitional housing staff.

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Subject: PLACEMENT SERVICES BUREAU MANUAL YDS: TRANSITION COORDINATOR	Section Number: PSB-800
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

801 INTRODUCTION

The role of the Transition Coordinator (TC) is to provide information, support, and assistance to youth emancipating from foster care. TCs are also responsible for facilitating outreach efforts targeting both the youth in care and the assigned case DPOs. TCs schedule time at Transitional Resource Centers (TRC) and Regional Placement area offices to connect youth to the different types of services. The TRC philosophy is that there is “no wrong door” for youth to access services. The TC works in collaboration with the DCFS Transition Coordinator to provide services at the community-based Transition Resource Centers.

802 TC DUTIES

The TC’s job duties include the following:

- Conduct presentations and orientations for emancipating youth and their case carrying DPOs, outlining the resources and services available through the ILP.
- Assist the DPO of record with life skills referrals (including the 5557 document) for ILP eligible youth who are 16 to 18 years of age.
- Assist the DPO of record, when requested, with initial assessment of youth’s needs and identify a service plan to assist youth who are preparing to emancipate. This includes the youth’s TILP, youth plan, etc.
- Provide crisis and case management services to both emancipated youth and youth in care.
- Verify eligibility for ILP-eligible youth.
- Provide outreach, resources, and services to emancipating and emancipated foster youth.

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- Complete financial requests on behalf of emancipated youth as needed and/or requested. This includes verification of identified need.
- Provide recruitment for high school graduation events, job fairs, college tours, financial aid workshops, etc.
- Refer youth for Transitional Housing services.
- Provide regular updates at area office staff meetings, including information about resources, job fairs, events, policies, procedures, etc.
- Develop transitional age youth (TAY) resources within the local community or identified SPA.
- Input contacts and updated information into the ILP tracking system for all youth with whom the TC has contact
- Review database for current information on services or funds previously requested and/or received.
- Input in PCMS all contacts with youth currently under probation supervision.
- Complete the monthly activity report.
- Attend unit, YDS, and community meetings as required.

It is part of the TC's duties to transport ILP youth in his/her own personal vehicle. It is not recommended that TCs transport youth of the opposite sex. When it becomes necessary to transport a youth of the opposite sex, the TC should ensure that another Probation or DCFS staff member is also accompanying in the vehicle.

803 TRANSITION RESOURCE CENTERS

Transition Resource Centers (TRCs) are strategically placed at seven locations throughout Los Angeles County with the goal of helping ILP-eligible youth obtain the skills and resources needed for self-sufficient adult living. TRCs are available both for youth preparing to emancipate from foster care and for those who have already exited foster care. All ILP-eligible youth can receive services until the day before their 21st birthday. TRCs provide youth with community referrals, funding assistance, rent assistance, crisis counseling, and case management

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services. A Probation TC is assigned to each TRC, and the TC's responsibilities there include:

- Working at the TRC two days a week
- Recruiting youth to visit the TRC
- Completing the youth plan with youth upon initial visit to TRC
- Identifying appropriate community resources for Transition Age Youth (TAY)
- Building partnerships with available on-site service agencies or local community-based organizations serving the ILP-eligible population

804 SCHOLARSHIP OPPORTUNITIES FOR HIGH SCHOOL AND GED GRADUATES

Two major high school graduation events occur each year: Success is Our Future and Celebration I. Youth qualifying for these events must either be graduates or GED certificate recipients during the September through August academic year.

It is the responsibility of the TCs, placement probation officers, and group home providers to identify potential candidates for these events. However, the TCs, through pre-determined criteria, identify the particular event for the participating graduate.

Additional TC duties are as follows:

- Actively share event information with area office probation officers and group home lead staff. The TCs have a variety of ways, (e.g., flyers, presentations, letters, etc.) to advertise these events.
- TCs are encouraged to follow up the advertisements with telephone calls to care providers at the group homes, the youth's home (if the youth has been released from placement prior to the event), and probation officers.
- Obtain lists of potential participants from the probation officers and care providers. Use the logs provided to keep track of the youth.
- Distribute and collect the **graduation packets** to care providers, probation officers, and youth.

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- Set a specific date to retrieve the qualification graduation letter from the provider, probation officer, or youth.
- Review the **graduation packets** and the **essays** prior to the interview with the potential youth participant.
- Make appointments for in-person interviews with the potential participants to confirm eligibility. The TC conducts the interview at the youth's residence, group home, area office, or any other location that is suitable for all parties concerned.

Questions to consider in determining eligibility:

- What college or vocational school does the youth plan to attend?
- Has the youth submitted admissions applications to the college or vocational school?
- Has the youth completed and submitted the federal financial aid application?
- What is the youth's grade point average, and has it been verified? (Refer to the **graduation packet**.)
- Is the youth willing to commit to three full days for the Celebration I event (orientation day, fitting day, and event day)?

The TC is to select youth according to the criteria and exercise discretion as to the appropriateness of the event for the youth.

Per state guidelines, ILP services are not to be provided to youth in Camp Community Placement or detention facilities. Therefore, ILP eligible camp youth who participate in Operation Graduation are not to participate in these events. However, at the TC's discretion, camp youth released in time for Celebrations I and II who meet the criteria may participate.

805 AFTERCARE / EMANCIPATION SERVICES FOR YOUTH AGES 18-21

YDS in Los Angeles County provides funds and referrals to assist both youth who are likely to age out of foster care as well as those who have emancipated from foster care after the age of 16. YDS assists these youth in reaching their educational and/or vocational goals. Federal guidelines (Chafee) place some restrictions on the funding, but it is generally used to assist youth between 18 and 21 with tuition, books, tools, bus passes, job interview clothing, room/board, work supplies, and union dues. Under the Chafee guidelines, certain services

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are not available for youth younger than 18 years old. YDS specifies how Los Angeles will deliver services to this target population. Refer to the service delivery flowchart at the end of this section.

College Assistance

YDS supports educational endeavors through financial assistance for youth to attend college or a vocational/professional training program. Financial assistance includes tuition assistance, costs related to transportation, clothing, school fees, and exam costs. These services are based on documented need.

YDS also assists youth with scholarships from Celebration I and Success is Our Future scholarship events, which are available for college and vocation school endeavors. Furthermore, YDS provides assistance by furnishing verification letters for youth who are attending a community college. These youth can apply for the Board of Governor's waiver for any community college that they attend in California.

Vocational Training

The Workforce Investment Act (WIA) is legislation that reforms federal job training programs and creates a new, comprehensive workforce investment system. The system is customer-focused, assisting unemployed or underemployed Americans access the tools they need to manage their careers through information. This also helps U.S. companies find skilled workers. The WIA legislation has resulted in the creation of WorkSource Centers, which are comprehensive employment assistance centers located throughout Los Angeles County. These centers offer training in job-readiness skills and job search services. Eligible youth must meet the following criteria:

- 14 to 21 years old
- Low Income
- At least one of the following:
 - low basic literacy skills
 - school dropout
 - homeless
 - runaway or in the foster care system
 - pregnant or parenting youth

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- offender

Employment

YDS can provide financial assistance to youth who are gainfully employed full- or part-time. This includes clothing assistance; help with tools, supplies, and dues; and assistance with transportation. The youth must verify employment (e.g., check stub or a letter from the employer) in order to receive this assistance. The services are based on documented need in the form of a letter of request from the youth.

YDS also provides job search assistance. This includes help with clothing for interviews and for transportation. YDS can also provide job referrals for youth seeking employment. Youth are referred to employment opportunities with Los Angeles City, summer employment programs, job fairs, and various recruiting opportunities through community partners.

806 USE OF RECORDS SYSTEMS

TCs must verify eligibility for services, contact youth still in placement, and interact with youth in a range of situations. Various Probation systems, both automated and non-automated, facilitate locating youth, identify case carrying DPOs, and calculating eligibility.

Therefore, TCs must learn how to use the various records systems available to them and will receive instruction as needed.

807 IN-PLACEMENT SERVICES AND PROCEDURES

TCs are expected to visit placements in order to make ILP presentations and to maintain contact with placement staff.

Making ILP Presentations

TCs are required to present ILP information at least twice in the ILP fiscal year (Oct. 1 to Sept. 30). Due to annual events, the TC may be visiting placements more often (e.g., graduation recruiting, college tours, housing resources, etc.)

Use emails and faxes to inform placements of pertinent information between visits. Always verify that emails and faxes have been received by placement.

TRANSITION COORDINATOR**Maintaining Contact with Placements**

Make a telephone contact with the placement to identify the lead person there. By contacting the placements, the TCs should accomplish the following:

- Introduce themselves and advise placement staff that they are a resource for ILP services.
- Make themselves available for presentations and participate in events and activities designed to support youth who are leaving placement.

Follow Up

The TC is available to review, verify, and relay information regarding youth exiting care. If the TC is not available, the TC should respond to the SDPO or placement DPO in a timely manner.

808 AREA OFFICE RESPONSIBILITIES AND PROCEDURES

The TC works with case-carrying DPOs at Probation Department area offices to assist with ILP duties and procedures. Responsibilities are as follows:

Verification of Eligibility

- Determine eligibility by the court ordered suitable placement date noted on minute order.
- Determine eligibility by confirmation through PPU or PCMS.
- Determine eligibility through referral from Placement DPO.

Accessibility

- ILP youth must have access to a TC during business hours. The TC must ensure all youth have both the TC's office number and cell phone number.
- The TC is responsible for obtaining business cards, which will be provided by employer, to hand out to youth and related agencies.
- The TC is responsible for responding to email and correspondence from placement DPOs and/or YDS staff.

TRANSITION COORDINATOR**Visiting Area Office**

- Visit area office two days a week minimum.
- Attend monthly placement unit meetings to disseminate information regarding services and current events.
- Correspond with placement DPOs regarding ILP eligible youth in need of services.
- Create an “E” Youth Development Station on a table, file cabinet, bulletin board, etc. Leave information and documents about ILP services. Notify DPOs of the “E” Station. Display the following documents:
 - Blank 5557 forms
 - Blank TILP package
 - Youth Development flyers
 - THP applications
 - Current events flyers, etc.
- Establish a central location to receive completed 5557s and TILP forms.
- Correspond with the SDPO to access current information on youth who are leaving placement.
- Notify other DPOs in your area office of ILP services, including regular supervision officers, school based officers, gang unit and CCTP officers.

809 CAMP PROCEDURES

The screening process below improves YDS’ ability to connect with those ILP-eligible youth exiting camp. These youth are not eligible to access ILP services until they leave camp community placement.

- Camp Headquarters provides YDS with a list of ILP-eligible youth residing in camps.
- YDS clerical staff confirms the ILP status of each youth, contacts the camp, and requests the name of the case carrying DPO, along with the release dates of all youth on the list.

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- Each case carrying DPO will receive a YDS brochure outlining all of the ILP services, including a list of TC contact information. The camp facilities will also receive a list of TCs assigned to each camp.

810 OUT OF COUNTY PROCURES

Both Los Angeles County youth placed outside of Los Angeles County and youth from other counties placed in Los Angeles County Transitional Housing Programs must be referred to the County in which the youth is residing.

The procedure for Los Angeles County youth placed in other counties is as follows:

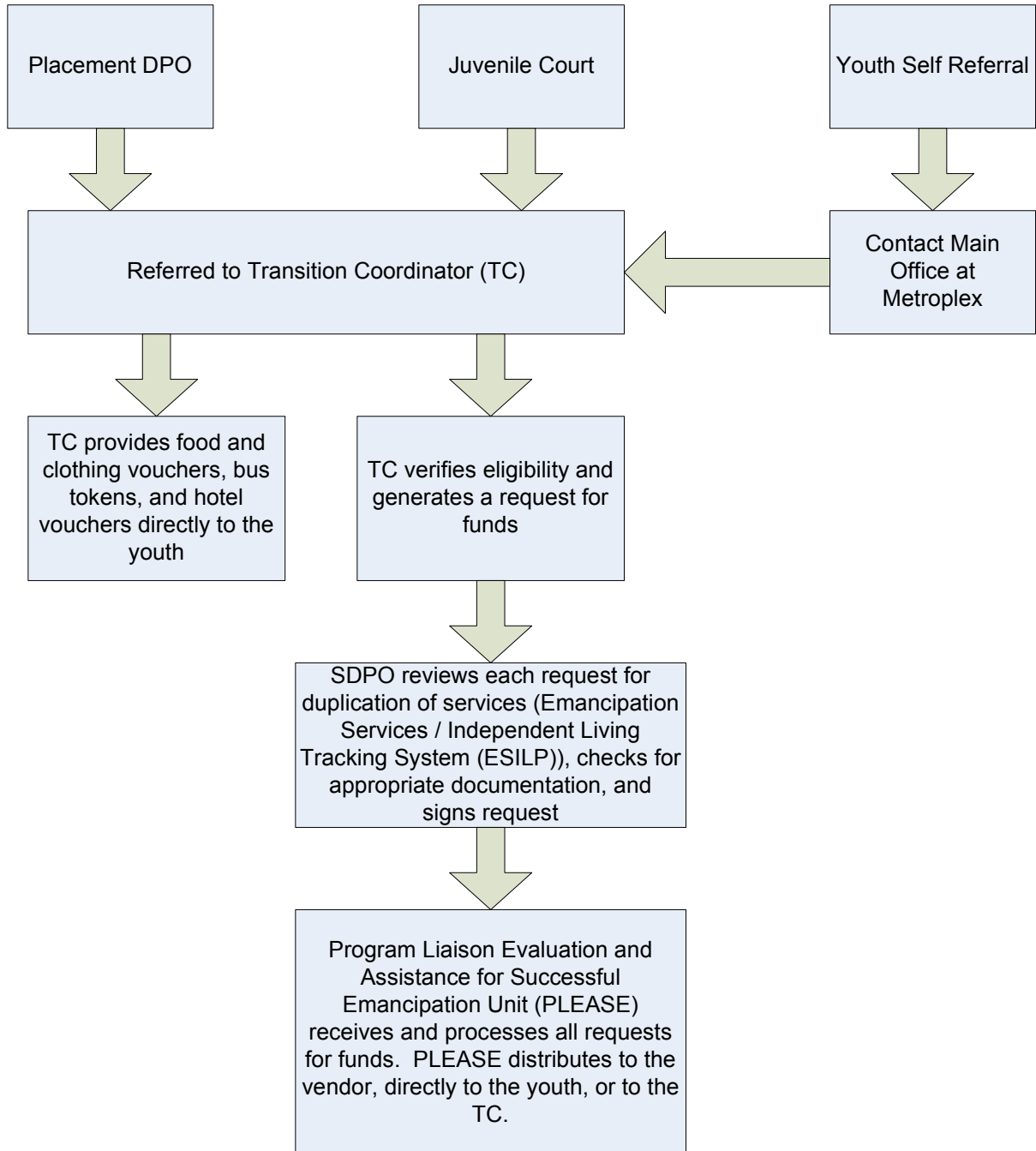
- Ensure that the assigned DPO has updated the TILP.
- When the completed TILP is returned, complete the cover letter. Refer to the **Out of County Roster** to determine in which county the youth resides.
- Mail a copy or fax the cover letter and the TILP to the county in which the youth is placed.
- Stamp or write “mailed” or “faxed” in the upper right corner of both documents.
- Telephone the respective county ILP Coordinator to verify receipt of the documents.
- File documents in the youth’s file. If no file exists, create a file for the youth.

The procedure for youth from other counties placed in Los Angeles County is as follows:

- Obtain a cover letter and TILP from the sending county requesting life skills training for youth placed in Los Angeles County.
- Submit the TILP and 5557 to the referral liaison to process the referral.
- The referral liaison will submit the TILP and 5557 to the contractor for life skills training. Determining the contractor will be based on where the youth is residing.

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- The TC completes the necessary follow-up with the referral liaison to confirm the youth's participation.
- If the youth completes life skill classes, the TC will obtain a certificate of completion and forward it to the ILP Coordinator in the sending county.

811 YDS TRANSITION COORDINATOR REFERRAL FLOW CHART

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL YDS: HOUSING SERVICES	Section Number: PSB-900
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

901 INTRODUCTION

The primary purpose of transitional housing is to assist emancipated youth from becoming homeless by providing temporary housing and resources. Additionally, transitional housing programs are designed to assist youth to successfully transition to and maintain permanent and affordable housing. Most transitional housing programs include case management, mental health counseling, employment assistance, pro-social and life skill classes, educational assistance, and job readiness lessons. The maximum length of stay for youth in most transitional housing programs is approximately 24 months.

The County expects that emancipated youth will be provided with the opportunity to integrate into the community with adequate preparation for self-sufficiency and independent living. Transitional housing provides emancipated youth with the support and time necessary to meet the demands of adulthood. Without stable housing, emancipated youth are at a greater risk of prolonged unemployment, incarceration, victimization, and persistent health problems.

902 TRANSITIONAL HOUSING COORDINATOR (THC) DUTIES

- Advocate for Probation Youth as it relates to transitional housing and shelter programs.
- Submit written verification of the eligibility status for all emancipating and emancipated probation youth who are seeking entry into transitional housing programs. This responsibility requires the compilation and cross-indexing of information from multiple data systems, the signing of ILP verification forms, and the faxing of the forms to the appropriate housing providers.
- Pre-screen and pre-interview youth that are applying for entry into the DCFS Transitional Housing Program (DCFS-THP). Within this job function, the THC acts as the liaison between the DCFS-THP and the Probation Department. The THC also periodically interviews youth for the DCFS-THP and helps them fill out a DCFS-THP intake application. Additionally, duties of the THC include the verification of the emancipation

HOUSING SERVICES

status of the youth, the tracking of DCFS-THP files, and assisting the DPO of record when interacting with the DCFS-THP.

- Track and compile information on all youth who enter and exit from the various transitional housing programs, which includes the coordination of data from multiple transitional housing, shelter, and ancillary programs. The information for each youth must be entered into the Transitional Housing Tracking System and be periodically updated.
- Locate and contact new transitional housing and shelter programs.
- Act as a liaison to the CDC, LAHSA, THP-Plus, DCFS-THP and transitional housing vendors.
- Respond to and process a high volume of monthly telephonic contacts from DPOs assigned to the various juvenile and adult field units (e.g., suitable placement, regular juvenile supervision, CCP, and adult supervision units).
- Respond to and process a high level of monthly telephonic and in-person contacts from youth and third party inquiries, e.g., Parents, Court Departments, Public Defenders Office, Group Homes and community organizations.
- Periodically update the Transitional Housing Referral Process and Transitional Housing Referral Listing Guide.
- Interview and assist homeless youth who are seeking entry into either a transitional housing or shelter program, which includes calling various shelter or transitional housing programs for vacancy information. In addition, the THC is sometimes required to write shelter or transitional housing referral letters to assist youth with this process.
- Coordinate and dispense information to the TCs regarding youth that are being referred, or who have gained entry, to transitional housing programs.
- Maintain current knowledge of vacancies in the various transitional housing and shelter programs, which includes releasing a monthly *Open Bed Count* form to DPOs notifying them of the THP openings.
- Attend as necessary, seminars, expositions, and meetings regarding transitional housing issues within the County.

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- Mail, e-mail, or fax transitional housing information to Probation Officers and youth advocates.
- Fax or mail Transitional Housing Screening Packets to transitional housing or shelter programs.
- Attend, participate in and support various Youth Development Services' events such as Success Is Our Future and Celebrations I and II.
- Give presentations regarding transitional housing to various groups, e.g., Suitable Placement Units, Group Homes, County Departments, and Community Organizations.
- Write letters and memorandums describing various transitional housing programs, governmental programs such as Job Corps, and other housing related programs.
- Review and sign all Step-TILP documents submitted on Probation youth in the THP-Plus program.

903 DCFS TRANSITIONAL HOUSING PROGRAM (HUD; DCFS THP)

The purpose of the project is to provide housing and comprehensive, case managed supportive services that prepare young people who become homeless after leaving foster care to live independently. Each year about 1,000 young people in Los Angeles County are emancipated at 18 from the foster care system, and as many as 45% of these youth become homeless immediately or soon thereafter, according to a UCLA study. The project fills a gap in the continuum of care for homeless people in Los Angeles County by providing transitional housing for young people who are emancipated from the foster care system by moving them beyond the earlier components of the continuum of care (outreach, assessment, shelter) to permanent, affordable housing. The Department of Children and Family Services Housing Program is an apartment based, scattered-site model that has locations throughout the county.

904 DCFS THP CASE MANAGER DUTIES

The case manager is a DPO II who performs a wide range of professional social casework services for emancipated youth. In addition to those services, the DPO is able to provide a full range of probation services.

Examples of duties:

- Coordinates orientation, move-in/move-outs, shopping trips, and youth's development of goals and objectives.

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- Coordinates childcare, counseling and referrals for program participants. Meets with mother and child weekly to monitor the provision of child care services.
- Makes periodic unannounced visits to the childcare facility to monitor the quality of care.
- Conducts individual and group life skill teaching and demonstration. Maintains written notes on each session and updates case plans weekly with the Housing Services Manager.
- Provides one hour of individual counseling per week on issues identified by the youth.
- Conducts group counseling one night per week on topics of the youth's choice.
- Meets with youth to determine the progress in meeting educational goals.
- Meets with the Housing Services Manager weekly to discuss progress from notes maintained on individuals and group sessions.
- Coordinates presentations for youth from outside professionals on proper nutrition, substance abuse, prevention and family planning. Conducts workshops on budgeting, shopping, food preparation, home maintenance, obtaining credit and income savings plan.
- Conducts community outreach information sessions in regional offices, and participates in regional resource fairs, office meetings, and youth activities.
- Ensures each participant has a health care services plan and dental care.
- Facilitates/coordinates education guidance and placement services.
- Assists youth in permanent housing planning.
- Coordinates transfer of youth to follow-up services at the Alumni Center and youth bimonthly for six months.
- Works flexible non-traditional hours, including evenings and weekends.

HOUSING SERVICES**905 THP-PLUS PROGRAM**

The Transitional Housing Placement Plus (THP-Plus) program provides affordable transitional housing and comprehensive supportive services to former foster care and probation youth. The goal of the program is to provide a safe living environment while helping youth to achieve self-sufficiency as they age-out, or who have aged-out, of the foster care and juvenile probation systems. THP-Plus is an apartment based, scattered-site model that has locations throughout the county.

Eligibility for the THP-Plus program is as follows:

- Ages 18 up to the day before their 24th birthday
- All THP-Plus participants must be ILP eligible
- THP-Plus participants over the age of 21 must have completed ILP services
- The maximum time for THP-Plus participation is 24 cumulative months

Services provided to THP-Plus participants will include, but are not limited to, the following:

- Case Management Services
- Life Skill Training
- Money Management Skills Training
- Mental Health and/or Substance Abuse Services
- Referrals to Childcare Providers
- Employment and Educational Training
- Individual and Group Counseling
- 24-hour Crisis Intervention and Support
- Medical and Dental Training
- Socialization Skills and Self-Esteem Training

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Each THP-Plus participant will be provided food vouchers and a bus pass. In addition, each resident in the program will be enrolled into an interest bearing emancipation savings fund, from which the principle and interest shall be distributed to the participant at the time of his or her exit from the program.

A Referral Guide for Transitional Housing and Shelter Programs, including THP, DCFS THP and THP Plus, is updated regularly and is available to anyone interested in a list of these housing options, their application requirements, and program information.

906 TRANSITION TO PERMANENCY PROJECT (TPP)

The purpose of the TPP project is to provide housing, with case managed supportive services, for transition aged youth between the ages of 18 and 25 who are not ILP eligible when they become homeless or are at risk of becoming homeless. Youth must have had contact with the Los Angeles County criminal justice system. See attached service delivery flowchart.

The Case Manager, who is a DPO, refers clients to an array of supportive services as needed. In addition to those services, the Probation officer is able to provide a full range of probation services.

907 DUTIES OF THE TPP DPO:

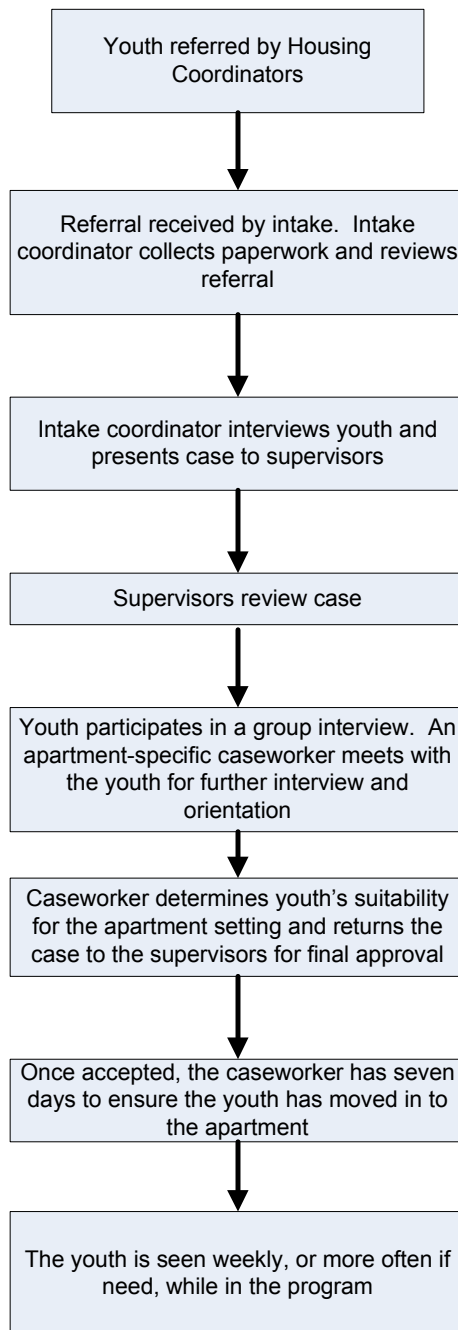
- Determine eligibility for potential Project applicants and provide intake;
- Connect Project participants with affordable housing options;
- Determine appropriate rental assistance or other financial support;
- Develop expertise on housing resources including housing locator tools and systems;
- Research and collaborate with county and community based social services support programs;
- Attend housing and homeless assistance focused collaborative meetings;
- Collaborate with the Probation Department's, the Department of Children and Family Services' (DCFS) and the Department of Mental Health's (DMH) Emancipation Services and Transition Age Youth programs;
- Track services provided and client progress;
- Track financial, rental, and assistance referrals;

HOUSING SERVICES

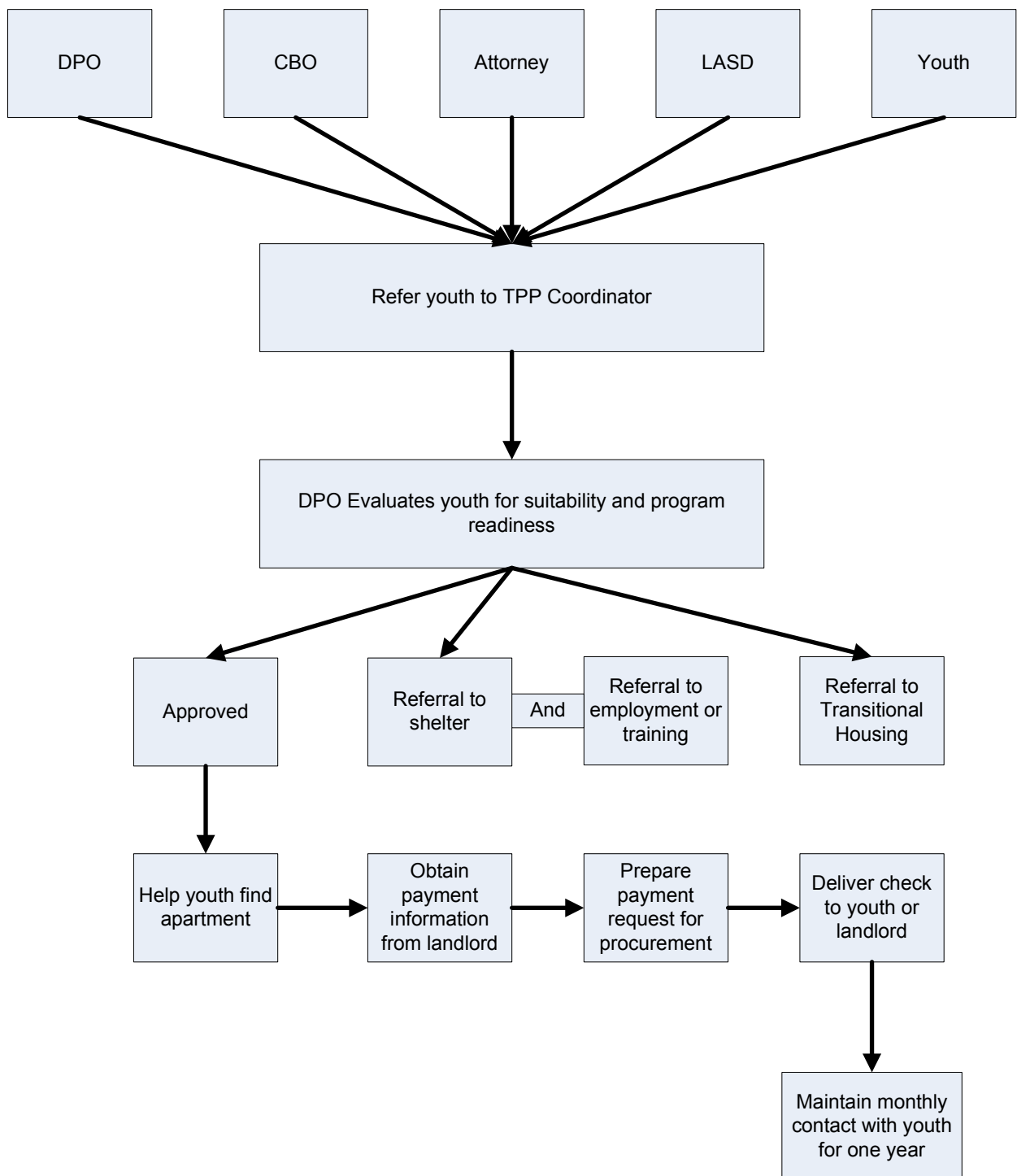
- Participate in outreach and training events to disseminate TPP information;
- Assist in the preparation of monthly statistical reports and special reports;
- Make presentations to both community groups and Department personnel about TPP.

908 THP REFERRAL PROCESS FLOW CHART



HOUSING SERVICES**909 DCFS THP HOUSING PROJECT PROCESS FLOW CHART**

The program is 12 months long, with one six-month and one three-month extension (if needed). The youth must either be working full-time or attending school full-time with a part-time job. Upon exiting the program will have saved at least a few thousand dollars. The caseworker helps the youth transition into permanent housing.

HOUSING SERVICES**910 THP REFERRAL PROCESS FLOW CHART**

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL YDS: MENTORING SERVICES	Section Number: PSB-1000
	Effective Date: 7/26/2010
	Approved By: Dave Mitchell, Bureau Chief

1001 INTRODUCTION

The Los Angeles County Mentoring Project is a joint effort with DCFS, the Probation Department, and the Interagency on Child Abuse and Neglect (ICAN) to find mentors for all children in foster care, both through the Dependency and Delinquency Courts, who want and need a mentor. Mentor programs will be contracted by the County to recruit mentors, match mentors with mentees, supervise the matches, and provide training, support and evaluation of those matches. County Guidelines for mentoring programs are found in the publication "HAND to HAND Mentoring the foster Youth of Los Angeles County."

The County believes that children in foster care need caring adults in their lives before they emancipate from the foster care system. Young adults who do not have caring adults in their lives are more likely to become homeless, incarcerated, or have other difficulties adjusting to adult responsibilities.

1002 MENOTRING PROJECT COORDINATOR – DUTIES

The Mentoring Project Coordinator (SDPO) works as the counterpart to DCFS Mentoring Project Director and is responsible for partnering with Group Homes and community groups to build the mentoring program for foster youth. Duties include, but are not limited to:

- Attend meetings about mentoring, including but not limited to, DCFS, So. Bay Community Partnership, Los Angeles Mentoring Model, Mentor Resource Development Committee, ICAN Operations Committee, and mPLAY partners.
- Meet with group homes to encourage mentoring and that programs are started.
- Monitor current programs and work with group homes as they start programs.

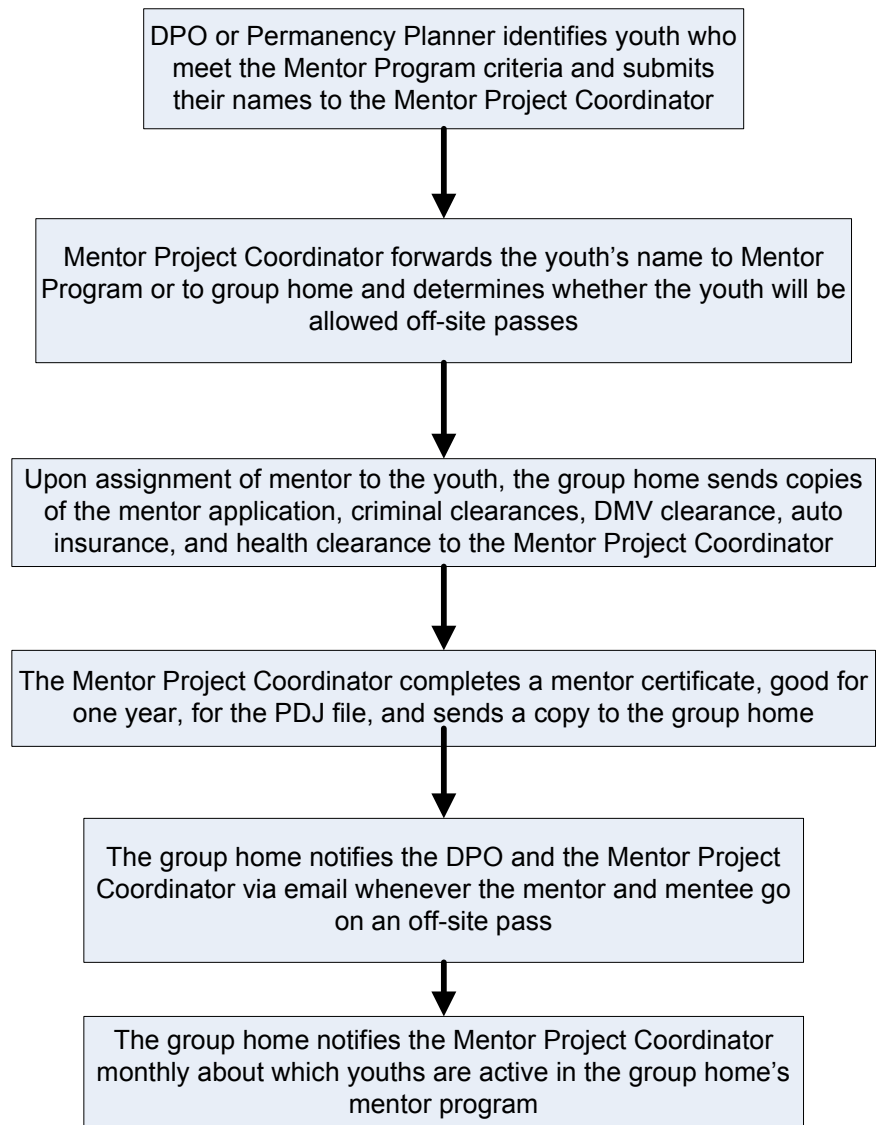
The following duties are currently being done by the SDPO, absent line staff, for the program:

MENTORING SERVICES

- Check mentor applications for completeness, including live-scan clearances and references.
- Complete mentor certificates for inclusion in youth's permanent files and send copies to Group Homes.
- Track mentor/youth matches.
- Make PCMS entries when the certificate is completed and when off-site visits can begin.
- Interface with Regional Placement DPOs regarding mentor/youth issues.
- Help develop tracking tools and track outcomes.
- Work with group home mentoring programs to develop and monitor mentoring relationships that are appropriate and that comply with the ICAN Guidelines.
- Work with community agencies to develop mentoring program resources.
- Attend and assist with mentor recruitment events and mentor training sessions for partnering organizations.

The following duties are being completed by the SDPO, absent clerical staff, for the program:

- Establish and maintain records of mentor/youth matches.
- Prepare miscellaneous correspondence, memoranda, flyers, brochures for special events, and newsletters. Assist with mass mailings for events. Review materials being submitted for accuracy to ascertain that all relevant data, files, signatures, etc. are included.
- Screen telephone calls and provide information on mentoring program to prospective mentors and agencies.
- Provide support services to program staff, including ordering supplies, and responding to e-mails.
- Coordinate and arrange meetings and conferences for staff and/or mentoring partners.

MENTORING SERVICES**1003 MENTORING PROGRAM PROCESS FLOW CHART**

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: PLACEMENT SERVICES BUREAU MANUAL PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)	Section Number: PSB-1100
	Effective Date: 7/27/10
	Approved By: Reaver Bingham, Deputy Director

1101 INTRODUCTION

The Placement Permanency and Quality Assurance (PPQA) Unit was established in 2001 as the result of California State Assembly Bill 636 (AB 636), *Outcomes and Accountability Act*. The primary objective of PPQA is to monitor, correct, enhance, and strengthen the Placement Bureau systems, operations, policies and procedures that directly impact Probation foster youth in out of home care (group homes and relative/non-relative homes), as well as youth at risk of being placed on probation. The work of PPQA attempts to meet or exceed both federal and state mandates. The fundamental goal is to produce better outcomes for probation foster youth and their families by achieving safety, well-being, and permanency. These goals are met by ensuring safety and well-being through monitoring all out of home placements as mandated by Adoption of Safe Families Act (ASFA), Division 31, the Master Group Home Contract and Title 22. The goal of achieving permanency for each youth is met by active efforts in the following areas: family reunification, adoption, legal guardianship, recruitment of adoptive families and establishing lifelong connections.

1102 KEY TASKS OF PPQA

The primary tasks for PPQA are as follows:

- Ensuring the safety and stability of the youth while in out-of-home care, which includes monitoring the quality of treatment and services provided to the youth.
- Ensuring case compliance through a strategic case review process. This includes reviewing all Foster Care Status Review reports, assessment tools, visitation, permanency, and concurrent planning.
- Achieving permanency through Family Finding, Adoption and Legal Guardianship.

1103 GENERAL RESPONSIBILITIES

PPQA staff perform multiple tasks, including the following:

- Permanency planning and locating appropriate families

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

- Monitoring group home compliance
- Conducting group home investigations
- Inspecting group homes for licensing and annual inspections
- Conducting investigations on all Ombudsman referrals
- Reviewing case files for compliance
- Serving as foster home consultants to conduct thorough home assessments and criminal records check of all adults living in the home
- Investigating child abuse allegations in out-of-home care
- Serving as group home liaisons
- Facilitating the triennial Outcomes and Accountability process through the Peer Quality Case Review (PQCR), County Self Assessment (CSA) and System Improvement Plan (SIP)
- Using the expertise, objectivity, and consultation of the PPQA program analyst (PA) for feedback and accountability on all compliance processes

Throughout the year, new legislation is passed that impacts the services and treatment provided to probation foster youth, their families, providers, and the community. It is therefore the responsibility of PPQA to assist in interpreting the legislation and developing and/or revising impacted policies and procedures.

PPQA uses training as a key tool in assisting the Placement Services Bureau with compliance issues and with presenting new or updated policies and procedures. The training includes, but is not limited to, Division 31 mandates, foster care status review reports (Judicial Reviews (JDRVs), Transitional Independent Living Plans (TILP) and Case Plans), state and federal mandates, and permanency planning.

In addition to training, PPQA staff randomly monitor the treatment and services youth receive, beginning with their first day in placement and continuing until the court terminates the suitable placement order.

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)**1104 MONITORING RESPONSIBILITIES**

PPQA is comprised of three units:

- Group Home Monitoring/Investigations, which includes the Public Health Nurses (PHN)
- Foster Home Consultant (FHC)
- Permanency Planning and Case Compliance Reviews

Placement Quality Assurance Processes

PPQA regularly monitors three aspects of the suitable placement process:

- The safety, permanency and well-being needs of youth and quality of treatment in out of home care through foster home consultants, group home monitoring and investigations, and the Public Health Nurses (PHNs).
- Case compliance issues for placement DPOs and SDPOs related to state and federal mandates through the case review process
- Ensuring the completion of adoptions and legal guardianships in Delinquency Court through the permanency planning process.

Foster Home Consultants (FHC). The FHC team plays an instrumental role in investigating every out-of-home placement order. The team inspects the physical structure of the home, ensures that utilities and appliances work properly, examines the youth's room, ensures that there is sufficient food, and checks the expiration dates (pursuant to WIC Sections 309, 319, & 361.3, "prior to placing a child in a relative, non-relative, or extended family members home, the DPO shall initiate an assessment of suitability of the prospective caregiver, which shall include an in-home site visit to assess the safety of the home; the ability of the prospective caregiver to care for the child, and consideration of the results of the criminal records check of all adults living in the home.").

The FHC DPO also investigates the stability of the prospective caretaker, adoptive parent, or legal guardian in terms of employment, health, financial status, and his or her ability/willingness to supervise the youth's daily activities. The FHC DPO provides the potential caretaker with information and instructions on the Live Scan process.

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

Public Health Nurses (PHN). The PHNs provide, monitor, and evaluate health care coordination service required for children in foster care. They also used skilled medical professional expertise to identify and prioritize follow-up on necessary health care services, educate parents and/or caregivers on the availability and methods to access the health care system, and interpret the results of health examinations and diagnosis.

Group Home Monitors (GHM). PPQA has developed proactive monitoring protocols and tools to ensure the safety of youth placed in group homes. The GHM DPO establishes reliable performance standards to evaluate the quantity and quality of services that the group home provides to the youth. The GHM DPO makes quarterly group home visits. A primary goal of these visits is to verify that the youth are receiving appropriate care and treatment in accordance with their legal rights established by state and federal mandates. If such rights are violated, a GHM DPO conducts an investigation. The GHM DPO will also investigate all alleged child abuse cases for youth in placement.

Permanency and Compliance Case Reviewers. Each month PPQA reviews both newly-assigned suitable placement cases and all cases that had a Judicial Review Hearing. The PPQA DPO must review the youth's PDJ file, review the JDRV, ensure completion of the Los Angeles Risk and Resilience Checklist (LARRC), monitor the group home, and conduct alleged child abuse investigations. PPQA staff also monitor the Regional Based Services DPO's progress in creating and updating the youth's family reunification case plan while also developing a concurrent permanency plan.

To achieve this task, PPQA DPOs make monthly checks of the youth's PDJ file, ensuring that the LARRC and TILP are both current. The Department has approved these two assessment tools to help navigate the youth's journey to family reunification or permanency. The PPQA DPOs review the *Foster Care Case Plan* and the JDRV. They also review the Regional DPO's documentation in PCMS to verify monthly face-to-face visitations.

PPQA staff also assist the Regional DPOs in developing the best alternative permanency plan: family finding, adoption, legal guardianship, and lifelong connections. PPQA DPOs receive specialized training to help locate lost or missing relatives. This tedious and lengthy process requires the PPQA DPO to use motivational interviewing skills, ongoing family engagement, and customized service to accommodate the families. The PPQA DPO works closely with the Regional DPO during this process. If the most appropriate alternative permanent plan is adoption or legal guardianship, the PPQA DPO will play an instrumental role in working with

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

the Regional DPO to prepare and submit the 727.31 (*Adoption or Legal Guardianship*) Report to the court. A key component to the success of permanency is the collaborative monthly meetings that include County Counsel, Department of Children and Family Services (DCFS), Alliance for Children's Rights and Probation.

1105 COMPLIANCE ACCOUNTABILITY

Each month PPQA meets with the Regional SDPOs and their Director to review and analyze monthly statistics based on state and federal mandates. The monthly statistics are provided to the SDPOs, the Residential Based Services (RBS) Director, the Placement Bureau Chief and the Deputy Director of Juvenile Special Services Bureau (JSSB). Areas of compliance that are low require a Corrective Action Plan (CAP), which is monitored until compliance rate is raised to standard.

When the group homes are found to be out of compliance with the terms of the *Los Angeles County Master Group Home Contract*, they are required to make adjustments to meet the requirements or mandates established by Title 22, Foster Youth Bill of Rights, and the Probation Department. If the group home fails to meet these mandates or experiences ongoing challenges, the PPQA Director and SDPO will instruct the group home's Executive Director to attend a mandatory corrective action plan meeting. PPQA also reviews all *Group Home Program Statements* for contact recommendations during each annual opening of the Request For Statement Qualification (RSFQ) period. Group homes that have not completed a CAP and have a Do Not Refer/Use (DNR/DNU) status could be ineligible for contract renewal.

Additionally, the PPQA Program Analyst (PA) reviews all of PPQAs quality assurance processes and provides feedback on a regular basis about the strengths, weaknesses, and barriers in producing better outcomes for probation foster youth and their families. The PA analyzes data collected on group home AWOLs, child abuse investigations, group home monitoring investigations, and relative/non-relative placement assessments and permanent plans. The analysis is used to reveal trends, effectiveness of policy implementation, quality and effectiveness of training provided to the DPOs, and workload impact. The PA is a critical part of PPQA compliance accountability.

PPQA continues to play a leadership role, assisting the Department and the PSB with the Peer Quality Case Review (PQCR), which is conducted on a triennial basis, the County Self-Assessment (CSA), System Improvement Plan (SIP) and Program Improvement Plan (PIP). PPQA also provides training for all PSB DPOs to help them understand their roles and responsibilities with respect to all permanency options.

LOS ANGELES COUNTY PROBATION DEPARTMENT	PSB-1100
PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)	

1106 RESPONSIBILITIES OF THE SDPO FOR THE GHM / FHC UNIT

The SDPO for the GHM/FHC unit has the following responsibilities:

- Supervises GHM DPOs and FHC DPOs and provides training for the DPOs on all aspects of their roles and responsibilities.
- Assigns cases for investigations referred by the Ombudsman, Child Abuse Hotline, Group Home Providers/Group Home Monitoring OD Line or Probation Department staff.
- Assigns cases to the FHC DPOs for conducting relative/non-relative home assessments.
- Arranges for and conducts all Corrective Action Plan (CAP) meetings required of group homes as the result of a substantiated investigation.
- Ensures successful completion of all CAPS.
- Reviews all incident reports from group homes (retrieved from the iTrack system) and assigns emergent issues for investigation as warranted.
- Collaborates with DCFS Out-Of-Home Care Management and Contracts staff on a regular basis.
- Serves as a liaison between group home providers, DCFS, and the Probation Department.
- Continuously reviews and interprets state and federal regulations, as well as the *Master Group Home Agreement*.

1107 RESPONSIBILITIES OF THE GROUP HOME MONITORING DPO

The GHM DPO has the following responsibilities:

- Completes written investigations and recommendations for the most appropriate plan of action.
- Conducts periodic group home inspections.
- Inspects new group home sites and “specified contracted” facilities.
- Reviews provider program statements to ensure the agencies are meeting the needs of probation youth for whom they are providing services.

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

- Serves as the Officer of the Day (OD).
- Conducts periodic inspections of contracted group home facilities.
- Conducts child abuse investigations from referrals for allegations against group home staff and relative/non-relative/extended family members.
- Maintains open lines of communication and attends collaborative meetings with officials from DCFS and the State of California Department of Community Care Licensing (CCL).
- Reviews and tracks special incident reports (SIRs) retrieved from the DCFS iTrack system reported by and about group homes; provides any required follow-up investigations.
- Ensures that all follow-up tasks are completed (e.g., responding to phone inquiries about clarification of an SIR, visiting a group home to visually inspect areas of concern).

1108 RESPONSIBILITIES OF THE FOSTER HOME CONSULTANT DPO

The FHC DPO has the following responsibilities:

- Inspects homes of potential relative/non-relative (non-parent) caregivers to ensure safety and suitability for youth on suitable placement orders.
- Conducts interviews with potential caregivers and any other residents living in the home regarding background information, stability of the home, and criminal history.
- Assesses all youth and caregivers for D-rate or F-rate eligibility and provides appropriate documentation to Department of Children and Family Services (DCFS). Instructs caregiver on requirements for the specialized rate and provides resources and referrals.
- Instructs all adults living in the potential caregiver's home on procedures for Live Scan finger printing to obtain any criminal history information from the United States Department of Justice and the Federal Bureau of Investigation.
- Identifies other youth living in the home and checking their criminal history for evidence of potential victimization of the probation youth being considered for placement in the home.

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

- Prepares exemption documentation for potential caregivers with minimal criminal histories and/or those who do not pose a threat to the safety and security of the probation youth being considered for placement in the home.
- Documents in PCMS all case contacts, the status of each home assessment, and the exemption status, if any, of each potential caregiver.
- Reports all information to the court, using the *Information to the Court* form, regarding the status of home assessments.
- Attends regularly scheduled permanency collaboration meetings held monthly with DCFS and relative/non-relative caregivers.

1109 RESPONSIBILITIES OF THE SDPO FOR THE PERMANENCY AND COMPLIANCE CASE REVIEW UNIT

The SDPO of the Permanency and Compliance Case Review unit has the following responsibilities:

- Develops and implements strategies and policy to enhance placement quality assurance.
- Develops and implements strategies and policy to enhance the permanency planning aspect of PPQA.
- Reviews and assigns referrals for permanency planning activities (i.e., adoption, legal guardianship, family finding).
- Supervises the activities of the DPOs in the unit.
- Reviews and approves written reports.
- Compiles statistical compliance information for various reports.
- Trains staff in PPQA, Placement Administrative Services, and Residential Based Services.
- Attends the regularly scheduled monthly placement management meeting to disseminate information and interpret statistics for PSB SDPOs and Directors.
- Attends various committee meetings with DCFS representatives, other county probation departments, and providers.

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

- Assigns cases to unit staff for review and permanency planning in a timely manner.
- Evaluates staff performance in writing and providing ongoing verbal feedback.
- Provides coordination of quality assurance activities between PPQA and PAS/ RBS.
- Conducts unit meetings and disseminates information to staff.
- Ensures that compliance levels are accurately evaluated.
- Writes policy and procedure memos
- Attends meetings with the State of California Department of Social Services (CDSS) and collaborates to ensure completion and updates of the SIP.
- Interprets Division 31 regulations, as well as Title IV-E and other state and federal mandates related to placement cases.
- Works with the DCFS Outcomes and Accountability Section on AB 636 activities (e.g., Peer Quality Case Reviews, County Self-Assessment, and System Improvement Plan).
- Assists with preparation for PSB training and special events.

1110 RESPONSIBILITIES OF THE PLACEMENT PERMANENCY AND COMPLIANCE CASE REVIEW DPO

The Placement Permanency and Compliance Review DPO has the following responsibilities:

- Reviews case files at the regional placement area offices countywide for compliance to Federal/State mandates, specifically AB 636 and Division 31.
- Gathers and organizes newly assigned suitable placement cases and ongoing placement cases in order to begin the review process.
- Notifies DPOs of the dates each monthly review process will begin.

PLACEMENT PERMANENCY AND QUALITY ASSURANCE (PPQA)

- Completes data-collection and statistical reports daily in order to compile month-end analysis of review information.
- Completes a narrative monthly report detailing monthly activities.
- Provides technical assistance to Placement DPOs regarding compliance and permanency issues by providing information, resources and consultation.
- Attends and provide specialized training to further permanency work.
- Screens cases regarding permanency planning issues.
- Researches and investigates case files for possible relatives/non-relatives on permanency referrals.
- Provides Placement DPOs with thorough due diligence results to assist in returning youth to DCFS once probationary period has been completed.
- Conducts interviews with the youth, family, extended family and Placement DPO of record in accordance with permanency efforts.
- Works with state representatives and administrators to complete federal/state projects and requirements such as triennial Outcomes and Accountability process (Peer Quality Case Review (PQCR), County Self Assessment (CSA) and System Improvement Plan (SIP).
- Serves as the Officer of the Day (OD) on a monthly basis.
- Conducts periodic inspections for existing group home providers.