

COUNTY OF LOS ANGELES PROBATION DEPARTMENT **DIRECTIVE**

No. 1382

Issued: 6/10/2015

Post Until: 7/10/2015

**SUBJECT: JUVENILE – REFERRALS AND SERVICES FOR DEVELOPMENTALLY
DISABLED CLIENTS (INCLUDING REGIONAL CENTER)**
(This Directive Supersedes Directive No. 1283, issued 4/16/12)

The purpose of this Directive is to reinforce departmental policy and work performance expectations of Field staff regarding referrals and services for minors with an identified developmental disability and those suspected of having a developmental disability. Support services will be provided to minors as indicated in this Directive regardless of whether the regional center denies eligibility or the family does not appeal a denial of, or loses an appeal for, regional center eligibility.

Minors covered by this policy fall under either of the definitions of developmental disability (Federal or State definition) indicated below:

Developmental Disability Definitions

The United States (US) Code, Title 42, Section 15002 defines a developmental disability as "a severe, chronic disability of an individual that:

- is attributable to a mental or physical impairment or combination of mental and physical impairments;
- is manifested before the individual attains age 22;
- is likely to continue indefinitely;
- results in substantial functional limitations in 3 or more of the following areas of major life activity:
 - self-care
 - receptive and expressive language
 - learning
 - mobility
 - self-direction
 - capacity for independent living
 - economic self-sufficiency and
- reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated."

The California Welfare and Institutions Code (WIC) Section 4512 defines a developmental disability as:

"...a disability which originates before an individual attains age 18, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for that individual. As defined by the Director of Developmental Services, in consultation with the Superintendent of Public Instruction, this term shall include mental retardation, cerebral palsy, epilepsy, and autism. This term shall also include disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, but shall not include other handicapping conditions that are solely physical in nature."

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

Infants and toddlers (age 0 to 36 months) who are at risk of becoming developmentally disabled or who have a developmental delay may also qualify for services. The criteria for determining the eligibility of infants and toddlers is specified in Section 95014 of the California Government Code:

The term "eligible infant or toddler" for the purposes of this title means infants and toddlers from birth through two years of age, for whom a need for early intervention services, as specified in the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1471 et seq.) and applicable regulations, is documented by means of assessment and evaluation as required in Sections 95016 and 95018 and who meet one of the following criteria:

(1) Infants and toddlers with a developmental delay in one or more of the following five areas: cognitive development; physical and motor development, including vision and hearing; communication development; social or emotional development; or adaptive development. Developmentally delayed infants and toddlers are those who are determined to have a significant difference between the expected level of development for their age and current level of functioning. This determination shall be made by qualified personnel who are recognized by, or part of, a multidisciplinary team, including the parents.

(2) Infants and toddlers with established risk conditions, who are infants and toddlers with conditions of known etiology or conditions with established harmful developmental consequences. The conditions shall be diagnosed by a qualified personnel recognized by, or part of, a multidisciplinary team, including the parents. The condition shall be certified as having a high probability of leading to developmental delay if the delay is not evident at the time of diagnosis.

NOTE: Effective, January 1, 2015, infants and toddlers described in (3) below will also be eligible for early intervention services:

(3) Infants and toddlers who are at high risk of having substantial developmental disability due to a combination of biomedical risk factors, the presence of which is diagnosed by qualified clinicians recognized by, or part of, a multidisciplinary team, including the parents.

Regional Centers (Eligibility and Referral Process)

Regional Centers are "nonprofit, private corporations that contract with the California Department of Developmental Services (DDS) to provide or coordinate services and supports for individuals with developmental disabilities." Some services and supports provided by Regional Centers include:

- Information and referral
- Assessment and diagnosis
- Counseling
- Lifelong individualized planning and service coordination
- Purchase of necessary services included in the individual program plan
- Resource development
- Outreach
- Assistance in finding and using community and other resources
- Advocacy for the protection of legal, civil and service rights
- Early intervention services for at risk infants and their families

- Genetic counseling
- Family support
- Planning, placement, and monitoring for 24-hour out-of-home care
- Training and educational opportunities for individuals and families
- Community education about developmental disabilities

Service Eligibility

Eligibility for Regional Center services is predicated on having a developmental disability as defined in WIC Section 4512.

Referral Process

Referrals to the Regional Centers may originate from parent/guardian, Delinquency Court, Dependency Court, Mental Health Court, attorneys, social workers, Deputy Probation Officers (DPOs) and Department of Mental Health (DMH) workers.

The following forms were designed to clarify and expedite the Regional Center referral process. The forms provide the DPO with guidelines for determining an appropriate Regional Center referral (See attachments):

- Regional Center Referral from Dependency, Delinquency and Mental Health Courts for Children* (Attachment A1)
- Regional Center Referral For ages 3 and up (3 and up Form – Attachment A2)*
- Regional Center Referral from the Dependency, Delinquency and Mental Health Courts for Adults (Adult Referral Form – Attachment A3)**
- Regional Center – Early Start Referral – Birth to 3 years old (Birth to 3 Form – Attachment A4) ***

**Forms to be utilized by Juvenile DPOs.*

***Form to be utilized by Adult DPOs and by Juvenile DPOs in those cases where referral is for probationer over the age of 18 years.*

**** Form to be utilized by Adult DPOs and by Juvenile DPOs to assist probationers and their families obtain services for family members 3 years of age and under.*

DPOs shall complete the Regional Center referral forms in the following instances:

- Upon receipt of a minute order from Juvenile Court ordering that a probationer be referred to the Regional Center
- Upon determining that a probationer may be eligible for Regional Center services

Referrals

DPOs shall:

- Complete the applicable Regional Center referral form(s) – Referral forms are available on Probnet (Probnet>Forms>Adult Forms or Probnet>Forms>Juvenile Forms)
- Forward completed referral form(s) to the appropriate Regional Center for Evaluation (See Attachments A1, A2, A3 and A4) Refer to Probnet for link to www.dds.ca.gov/rc/rclist.cfm for a listing of Regional Center locations
- Forward a copy of the referral form(s) to probationer's attorney via fax or US mail
- For Juveniles:
 - Document referral to Regional Center in **PCMS>Case Notes> Regional Center>Referral (include Regional Center Referral Date and reason for referral)**;

email the Developmentally Disabled Field Services Coordinator (DDFSC) [EDL-PROB Field-DDOffice or Field-DDOffice@probation.lacounty.gov] or Developmentally Disabled Placement Coordinator (DDPC) [EDL-Prob Placement DD Office or Placement-DDOffice@probation.lacounty.gov], as applicable, once the referral is submitted to the Regional Center document in ***PCMS>Case Notes>Developmentally Disabled Field>DDFSC Notification or PCMS>Case Notes>Developmentally Disabled Placement>DDPC Notification***

- o Contact the DDFSC or DDPC, as applicable, if no notification of Regional Center acceptance/rejection has been received and more than 60 days have passed since the Regional Center referral date (as stated in the revised Memorandum of Understanding or MOU with Regional Center). Document in ***PCMS>Case Notes>Developmentally Disabled Field> DDFSC Notification or PCMS>Case Notes>Developmentally Disabled Placement>DDPC Notification***. Once acceptance/rejection information confirmed by DDFSC or DDPC, document in ***PCMS>Case Notes>Regional Center>Acceptance Date or PCMS>Case Notes>Regional Center>Rejection Date***.

Once the Regional Center completes their evaluation, they will send notification of "acceptance/rejection" to the Developmentally Disabled Field Services Coordinator (DDFSC), or Developmentally Disabled Placement Coordinator (DDPC) as applicable, (as stated in the revised MOU with Regional Center). The DDFSC or DDPC, as applicable, shall forward the notification to the DPO of Record (for PDJ file) and the minor's attorney upon receipt. For those cases where Regional Center rejected the case, refer to Attachments B1 and B2 for information about appeal rights. Provide these attachments to the parent/guardian and document in ***PCMS>Case Notes>Regional Center>Parent/Guardian Contact***.

Request that the Court appoint a Developmental Services Decisionmaker for those minors who do not have a parent/guardian, conservator or authorized representative as defined in WIC Section 4646 for the purposes of participating in the Individual Program Plan (IPP) meeting to ensure appropriate Regional Center services. Request that the Court appoint an education rights holder for those minors who do not have a parent/guardian or conservator for the purposes of participating in the Individualized Education Plan (IEP) meeting to ensure appropriate special education services; notify the school principal if the minor does not have but requires the appointment of an education rights holder. (Directive No. 1381, Rev. 06/15 or on applicable court report format). Document in ***PCMS>Case Notes>Developmentally Disabled Field> Case Support Activity or PCMS>Case Notes>Developmentally Disabled Placement>Case Support Activity***. For juvenile probationers with identified special education needs that have not been met, the Field DPO shall petition the Court for an Education Rights attorney (Directive No. 1271, Issued 11/11).

JUVENILE FIELD SUPERVISION

It is the intent of the Department to provide Probation supervision to all minors, including those with developmental disabilities, in a manner that will optimize the level of supervision and utilization of programs and services provided to meet case needs. The goal is to enhance the probability of successful adjustment in the community while enforcing court orders and protecting the community.

Developmentally Disabled Field Services Coordinator (DDFSC)

A centralized liaison (Developmentally Disabled Field Services Coordinator) shall coordinate and facilitate the following:

For minors transitioning from Juvenile Hall to the Field:

- Review the discharge plan and Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14) that has been developed for the minor prior to release
- Coordinate notification to the Field DPO, SDPO and Field Manager regarding the scheduled Integrated Habilitative Treatment Plan (IHTP) meeting for minors detained in Juvenile Hall; document contact in *PCMS>Case Notes>Developmentally Disabled Field>IHTP Meeting Notification (include name/title of persons notified)*
- Notify the Field DPO and the Field DPO's supervisors (Field Manager and SDPO) regarding the scheduled release of the minor from Juvenile Hall; document contact in *PCMS>Case Notes>Developmentally Disabled Field>Release Notification*
- Contact the Regional Center and minor's attorney if no notification of Regional Center acceptance/rejection received and 60 days (as stated in the revised MOU with Regional Center) has elapsed since Regional Center referral date; document contact in *PCMS>Case Notes>Regional Center>Referral Status and PCMS>Case Notes>Developmentally Disabled Field>Defense Counsel Contact*
- Notify the Field DPO, SDPO and Field Manager regarding the scheduled release home for Suitable Placement minors
- Notify the Field DPO, SDPO and Field Manager regarding the need to request that the Court appoint a Developmental Services Decisionmaker and/or education rights holder
- Minors shall not be removed from the Field Services Developmentally Disabled QA report (Directive No. 1284, Issued 4/12) until it is determined that the minor is not Developmentally Disabled, consistent with the definition contained in this Directive;
- Minors shall not be removed from the QA report unless removal is approved by the DDFSC;
- As necessary and appropriate, the DDFSC shall consult with other agencies and entities prior to removing the minor's information from the active database and placing it in the archives

If the minor is not accepted as a Regional Center client:

- Obtain a discharge plan and Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14) from Juvenile Hall that includes mental health referrals and any identified special education needs and forward information to the Field DPO
 - The discharge plan shall require that alternative mental health and/or academic resources that have been considered be outlined in the Field DPO's case plan; and
- Refer to Disability Rights California, the Office of Clients' Rights Advocacy (OCRA), Public Counsel or the County of Los Angeles Public Defender's Office for possible advocacy regarding appeals (refer to Attachments B1 and B2 for contact information and appeal rights)

For minors (who reside in the community) referred to Regional Center:

- Update the tracking system to include Regional Center referrals originated by Field DPOs and Regional Center minors who reside in the community

The DDFSC will function as the Juvenile Field Service liaison to the Regional Centers and attempt to resolve issues and concerns directly with Regional Centers. If these resolution efforts are ineffective, the DDFSC shall consult with Disability Rights California, Public Counsel or the Public Defender as appropriate and request assistance in addressing the issue(s).

Developmentally Disabled Field Staff (DDFS)

Developmentally Disabled Field Staff shall be designated to:

- Provide technical assistance on cases involving minors with known or suspected developmental disabilities to the DPO of Record
 - Request from the applicable Regional Center and Family Resource Centers (Attachments A and C) possible additional referrals for organizations that serve minors with developmental disabilities within the Area Office catchment area.
 - Refer to Rainbow Resource Directory for Los Angeles County for additional community resources in the Area Office catchment area.
- Receive notification from the DDFSC when a minor transitions from Juvenile Hall to the Community

Juvenile Field SDPO

Field SDPOs will receive notice through the DDFSC regarding minors identified as developmentally disabled and shall:

- If the minor is detained in Juvenile Hall, monitor to ensure that the DPO of Record participates in the scheduled Integrated Habilitative Treatment Program (IHTP) meetings either in-person or via conference call, when available; and documents information from the meeting in ***PCMS>Case Notes>Developmentally Disabled Field>IHTP Meeting Summary***
- If the DPO of Record is unable to participate in the scheduled IHTP meeting, ensure that another deputized staff within the operation participates in place of the DPO of Record. If attempts to identify a replacement staff are unsuccessful, clearly document the reason in ***PCMS>Case Notes>Developmentally Disabled Field>IHTP Meeting Notification***
- Monitor to ensure that the DPO of Record schedules a face-to-face orientation meeting with minor and parent/guardian within ten (10) business days of case assignment, release from juvenile hall or according to program mandates
- Upon notification from the DDFSC, request a Developmental Services Decisionmaker and/or education rights holder. Following the notification, ensure that the DPO of record requests that the Court appoint a Developmental Services Decisionmaker and/or education rights holder (Directive No. 1381, Rev. 06/15 or on applicable court report format: Supplemental-Prob. 24, Rev. 4/06, Appearance Progress Report-Prob. 1245, Rev. 5/11)

Juvenile Investigation DPOs shall:

- Ask each minor and his/her parent(s)/guardian(s) if the minor is or may be eligible for regional services or is already receiving or has been referred for Regional Center services and document in the Juvenile Worksheet (Prob. 1571 Rev. 10/11) and Pre-plea/Disposition report (Prob. 1570 Rev. 10/11) under Section Q *Special considerations/comments*. Notify the DDFSC [EDL-PROB Field-DDOffice or Field-DDOffice@probation.lacounty.gov] regarding minors that may be eligible for regional services or are already receiving or have been referred for Regional Center services. Document notification in ***PCMS>Case Notes>Developmentally Disabled Field> DDFSC Notification***
- Receive notification from DDFSC to request a Developmental Services Decisionmaker and/or education rights holder

- Upon notification from the DDFSC, request that the Court appoint a Developmental Services Decisionmaker and/or education rights holder (Directive No. 1381, Rev. 6/15 or on applicable court report format: Supplemental-Prob. 24, 4/06, Appearance Progress Report-Prob. 1245, 5/11). Document efforts in ***PCMS>Case Notes>Developmentally Disabled Field> Case Support Activity***.

Juvenile Supervision

Field DPOs will receive notice through the DDFSC regarding minors identified as developmentally disabled shall:

For minors detained in Juvenile Hall:

- Participate in the Integrated Habilitative Treatment Program (IHTP) meetings either in-person or via conference call, when available; document information from the meeting in ***PCMS>Case Notes>Developmentally Disabled Field>IHTP Meeting Summary***. If unavailable for the meeting, notify your SDPO in sufficient time to ensure appropriate substitute representation. With regard to confidentiality, any information obtained through participation in multidisciplinary team meetings (IHTP or Individual Program Plan-IPP) is confidential except as otherwise required by State and federal law

For minors transitioning from Juvenile Hall to the Field:

- Review the discharge plan and Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14) to determine what assistance the minor may need to obtain further supports and services in the community (including providing referrals to identified services, when applicable)
- Conduct a face-to-face orientation with the minor and parent/guardian within ten (10) business days of case assignment, release from juvenile hall or program mandates (whichever is first); document contact in ***PCMS>Case Notes>Developmentally Disabled Field>Orientation*** (document information regarding orientation meeting); orientation to include implementation applicable sections of the discharge plan
- Review records for parent/guardian signed consent form (Attachment D – Prob. 1579, Rev. 6/15) in order to request an IPP meeting. If parent/guardian has not signed consent form, but did not previously deny consent in the juvenile hall, request consent at the orientation appointment. If consent is received, mail a certified letter within five business (5) days of the orientation appointment (Attachment E1 – Prob. 1586, Rev. 6/15), to the Regional Center Service Coordinator in order to coordinate the Individual Program Plan (IPP); document contact in ***PCMS>Case Notes>Regional Center>RC Service Coordinator Contact***. Send notification of request to minor's attorney and document notification in ***PCMS>Case Notes>Developmentally Disabled Field>Defense Counsel Contact***; participate (either via conference call or in person) in the scheduled meeting, unless minor's attorney, parent/guardian or minor objects; Notify minor's attorney if the regional center service coordinator fails to schedule a meeting within thirty (30) days of the request. Document IPP meeting in ***PCMS>Case Notes>Developmentally Disabled Field>Regional Center Services Assessed***. With regard to confidentiality, any information obtained through participation in multidisciplinary team meetings (IHTP or Individual Program Plan-IPP) is confidential except as otherwise required by State and federal law. If DPO is unable to attend the IPP meeting, request information from minor and parent/guardian regarding Regional Center services accessed/received and contact the Regional Center Service Coordinator to request a copy of the IPP. Document information provided in ***PCMS>Case Notes>Developmentally Disabled Field>Regional Center Services Assessed***

- Provide the minor with a copy of the Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14)
- Request that the Court appoint a Developmental Services Decisionmaker and/or education rights holder, as applicable. (Directive No. 1381, Rev. 6/15 or on applicable court report format). Document efforts in ***PCMS>Case Notes>Developmentally Disabled Field> Case Support Activity***
- For those active juvenile probationers approved by the court to reside in another state, the Field DPO shall include either a copy of the discharge plan or information regarding the Regional Center in the Interstate Compact Packet

For minors (who reside in the community) who are Regional Center clients or may be eligible for Regional Center services:

- During each face-to-face visit, ask each minor and his/her parent(s)/guardian(s) if the minor is or may be eligible for regional services or is already receiving or has been referred for Regional Center services. If the minor is a Regional Center client or may be eligible for Regional Center services, notify the Developmentally Disabled Field Services Coordinator (DDFSC) [EDL-PROB Field-DDOffice or Field-DDOffice@probation.lacounty.gov] of the minor's status. Document in ***PCMS>Case Notes>Developmentally Disabled Field> DDFSC Notification***
- Review records for parent/guardian signature on a consent form (Attachment D) to request an IPP meeting. If parent/guardian has not signed consent form, but did not previously deny consent in the Juvenile Hall, request consent at the orientation appointment or upon receiving notification that the minor is a Regional Center client. If consent is received, within five business (5) days, mail a certified letter (Attachment E1- Prob. 1586, Rev. 6/15) to the Regional Center Service Coordinator in order to coordinate the Individual Program Plan (IPP); document contact in ***PCMS>Case Notes>Regional Center>RC Service Coordinator Contact***. Send notification of request to minor's attorney and document notification in ***PCMS>Case Notes>Developmentally Disabled Field>Defense Counsel Contact***; participate (either via conference call or in person) in the scheduled meeting, unless minor's attorney, parent/guardian or minor objects. Notify minor's attorney if the regional center service coordinator fails to schedule a meeting within thirty (30) days of the request. Document IPP meeting in ***PCMS>Case Notes>Developmentally Disabled Field>Regional Center Services Assessed***. With regard to confidentiality, any information obtained through participation in multidisciplinary team meetings (IHTP or Individual Program Plan-IPP) is confidential except as otherwise required by State and federal law. If DPO is unable to attend the IPP meeting, request information from minor and parent/guardian regarding Regional Center services accessed/received and contact the Regional Center Service Coordinator to request a copy of the IPP. Document information provided in ***PCMS>Case Notes>Developmentally Disabled Field>Regional Center Services Assessed***
- Coordinate with Placement Services Bureau for minors who transition from suitable placement to the community.

Placement Services

P1 - Placement Administrative Services (PAS) Clerk

Upon receipt of Suitable Placement Notice (SP Notice) from the court, the PAS Clerk shall review PCMS to determine if the minor has been identified as developmentally disabled (or is pending assessment for same). Upon verifying that the minor has been identified as such, the PAS clerk shall:

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- Document on the SP Notice that the minor is Developmentally Disabled or is suspected of being Developmentally Disabled;
- Electronically transmit, via email, the Suitable Placement order to the Developmental Disability Placement Coordinator (DDPC) and the Zero Incarceration Placement Program Deputy Probation Officer (ZIPP-DPO), utilizing the "EDL-Prob Placement DD Office" email address;
- The subject line in the email shall contain the following information in the subject line in the following order:
 - DD Minor
 - Name
 - PDJ Number; and
 - Date of Birth

P2: Zero Incarceration Placement Program Probation Officer (ZIPP-DPO)

Upon receipt of the SP Notice from the PAS Clerk, the ZIPP-DPO shall initiate efforts to locate an appropriate placement for the minor and shall:

- Review available documents from the minor's case file, which may include, court reports, PCMS entries, the discharge plan, IBMP, IHTP, and Regional Center documents;
- Determine if the minor is currently a Regional Center client;
- Within 28 days of the minor being identified as Developmentally Disabled, or suspected of having a Developmental Disability while detained in juvenile hall, attend in-person (insofar as possible) any IHTP meeting scheduled upon receiving notification from the juvenile hall IBMP Coordinator. If unable to attend in-person, participate via conference call. If not available to attend or participate at all, the RBS DPO (if identified), or the DDPC, will then attend the IHTP meeting in person or participate by conference call. Document meeting outcomes in **PCMS>Case Notes>Developmental Disabled Placement>IHTP Meeting Summary**;
- With regard to confidentiality, any information obtained through participation in multidisciplinary team meetings (IHTP or Individual Program Plan-IPP) is confidential except as otherwise required by State and federal law. Initiate efforts to locate an appropriate placement facility for the minor, taking into account the ability of a potential provider to meet the needs of the developmentally disabled minor, as follows:

- I. If the minor is currently a Regional Center client, the ZIPP-DPO shall:
 - Contact the Regional Center Service Coordinator to discuss case and placement options;
 - Attempt to place the minor at a Regional Center Facility if available; and
 - Document these efforts and their outcomes in **PCMS>Case Notes>Regional Center>RC Service Coordinator**.
- II. If the minor is not a Regional Center Client; or if the minor is a Regional Center client and a Regional Center Facility is not available for placement, the ZIPP DPO shall:

- Attempt to place the minor at a placement that services developmentally disabled minors consistent with the service needs of the minor;
 - If a placement that services developmentally disabled minors is not available, attempt to place the minor at a placement that can best serve the minor's needs;
 - As necessary and appropriate, the minor may be placed at a Placement Assessment Center (PAC) where a comprehensive assessment will be conducted, which will assist in determining an appropriate future placement for the minor;
 - For each prospective placement, the ZIPP-DPO shall consult with the placement and ensure that the placement is equipped to accommodate the minor's needs; and
 - Facilitate pre-placement visitation with the minor by placement or PAC providers;
- III. Upon the minor being accepted by the placement or PAC and the minor agreeing to the placement, initiate the release process from juvenile hall for the minor from juvenile hall to placement:
- The ZIPP-DPO shall email the Developmental Disability Placement Coordinator (DDPC), utilizing the "EDL-Prob Placement DD Office" email address, and provide additional details in the email outlining the following:
 - Name of Placement facility
 - Anticipated date of release
 - Provide/attach any other information deemed necessary
 - Document these activities and outcomes in *PCMS>Case Notes> Developmentally Disabled Placement>Anticipated Placement Release*

P3 - Developmental Disability Placement Coordinator (DDPC)

Upon receipt of the emailed SP Notice from the PAS Clerk, the DDPC shall:

- Coordinate notification to the RBS DPO, SDPO and Field Manager regarding the scheduled Integrated Habilitative Treatment Plan (IHTP) meeting for minors detained in Juvenile Hall; document contact in *PCMS>Case Notes>Developmentally Disabled Placement>IHTP Meeting Notification (include name/title of persons notified)*; Verify accurate identification of the developmentally disabled minor and indicate whether the minor is pending release to a Placement or to a Relative/Non-Related Extended Family Member (NREFM); Contact the Supervising Deputy Probation Officer (SDPO) of the Residential Based Supervision (RBS) placement area office servicing the geographic location and obtain the name of the RBS Deputy Probation Officer (RBS-DPO) that will be supervising the minor and enter that information into the Placement Developmental Disabilities Tracking Log; Obtain the name of the RBS DPO that will be assigned to supervise the minor; Coordinate with the DDMC in Juvenile Hall to obtain the IBMP Discharge Plan, and IHTP Discharge Plan(s) as applicable, and Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14), and forward these to the RBS-DPO of record. If these documents are not received within 72 business hours, the DDPC shall contact the DDMC immediately to obtain the documents; Consult with the Deputy Probation Officer assigned to supervise the minor and ensure that they understand the needs of the youth and the need to monitor for the provision of required

services; and Act as a resource to the RBS DPO supervising the minor regarding case management requirements and any specialized supervision related to the minor;

The DDPC shall also:

- Provide resource assistance to other Placement DPOs involved in the referral of minors to regional centers for assessment for eligibility;
- Coordinate with Regional Centers as necessary and appropriate regarding referrals for eligibility;
- Enter identified DD minor names into the Placement Developmental Disabilities Tracking Log;
- Contact the Regional Center and minor's attorney if no notification of Regional Center acceptance/rejection received and 60 days (as stated in the revised MOU with Regional Center) has elapsed since Regional Center referral date; document contact in **PCMS>Case Notes> Developmentally Disabled Placement> Defense Counsel Contact**;
- Function as the Placement Bureau's liaison to the Regional Centers and attempt to resolve issues and concerns directly with the Regional Centers. If these resolution efforts are ineffective, the DDPC shall consult with Disability Rights California, Public Counsel or the Public Defender as appropriate and request assistance in addressing the issue(s);
- Track the initial statuses, and changes in statuses and locations of these minors from the time they enter into the Placement Services Bureau until they are released from Placement, or they are determined not to be developmentally disabled, consistent with the definition contained in this Directive;
- As minors are accepted, rejected, or file appeals after rejection, update the Placement Disabilities Tracking Log as appropriate;
- **If the minor is not accepted as a Regional Center client:**
 - The discharge plan shall require that alternative mental health and/or academic resources that have been considered be outlined in the Field DPO's case plan; and
 - A referral made to Disability Rights California, the Office of Clients' Rights Advocacy (OCRA), Public Counsel or the County of Los Angeles Public Defender's Office for possible advocacy regarding appeals (refer to Attachments B1 and B2 for contact information and appeal rights)
- Minors shall not be removed from the Placement QA report (Directive No. 1284, Issued 4/12) until it is determined that the minor is not Developmentally Disabled, consistent with the definition contained in this Directive;
- Minors shall not be removed from the QA report unless removal is approved by the DDPC;
- As necessary and appropriate, the DDPC shall consult with other agencies and entities prior to removing the minor's information from the active database and placing it in the archives;
- Notify the Field DPO, SDPO and Field Manager regarding the need to request that the Court appoint a Developmental Services Decisionmaker and/or education rights holder; and.
- **Document these activities in the PCMS>Case Notes> Developmentally Disabled Placement> section of PCMS as necessary and appropriate.**

P4 – Residential Based Supervision Deputy Probation Officer (RBS-DPO)

Upon the case being assigned to the RBS-DPO by the RBS-SDPO, the RBS DPO shall:

- Participate in the Integrated Habilitative Treatment Program (IHTP) meetings either in-person or via conference call, when available; document information from the meeting in **PCMS>Case**

Notes>Developmentally Disabled Field>IHTP Meeting Summary. If unavailable* for the meeting, notify your SDPO in sufficient time to ensure appropriate substitute representation.;

- With regard to confidentiality, any information obtained through participation in multidisciplinary team meetings (IHTP or Individual Program Plan-IPP) is confidential except as otherwise required by State and federal law.
- Review available documents from the minor's case file, which may include, court reports, PCMS entries, the discharge plan, Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14), IBMP, IHTP, and Regional Center documents to determine what assistance the minor may need to obtain further supports and services while in placement or at the home of a NREFM;
- Coordinate with the DDPC to obtain the most recent discharge plan (e.g. the initial discharge plan, conducted within 3 business days of identification); IBMP discharge plan; or the IHTP discharge plan(s), and Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14), if not already available, and as applicable;
- Consult with the DDPC and determine the status of the minor (i.e., Regional Center Client, or Pending Referral with the Regional Center);
- Conduct an initial face-to-face visit with the minor at the placement or home of the NREFM (include the NREFM in the visit) by the seventh (7th) business day after release from juvenile hall;
- If the minor is placed beyond 100 miles of travel from the juvenile hall, conduct an initial face to face visit with the minor by the fourteenth (14th) business day after release from juvenile hall;
- Conduct monthly face-to-face visits thereafter, regardless of where placed;
- Document all visits in **PCMS>Case Notes> Developmentally Disabled Placement>Face to Face Contact**
- During each monthly face-to-face visit thereafter, ask each minor, his/her parent(s)/guardian(s), and Placement provider if the minor is or may be eligible for regional services or is already receiving or has already been referred for Regional Center services;
- Within ten (10) business days of the arrival of a youth who is Developmentally Disabled or suspected of being Developmentally Disabled:
 - Contact the minor's Regional Center Service Coordinator, via certified letter, and request/invite the Coordinator to attend the initial Multidisciplinary Team (MDT) meeting; and
 - Contact the education provider and the mental health provider (via certified mail as necessary and appropriate) and invited these providers to attend the initial Multidisciplinary Team (MDT) meeting.
- The RBS DPO shall, for tracking purposes, send an email to the DDPC confirming the date that the certified letter was sent to the Regional Center, and the date(s) that the education and mental health providers were noticed regarding the initial MDT. Document these activities in **PCMS>Case Notes> Regional Center> RC Service Coordinator**;
- Review records for parent/guardian signed consent form (Attachment D – Prob. 1579, Rev. 6/15) in order to request an IPP meeting. If parent/guardian has not signed consent form, but did not previously deny consent in the juvenile hall, request consent at the orientation appointment. If consent is received, mail a certified letter within ten business days of the orientation appointment (Attachment E2 – Prob. 1617, Issued 6/15), to the Regional Center Service Coordinator in order to coordinate the Individual Program Plan (IPP). Document contact in **PCMS>Case Notes>Regional Center>RC Service Coordinator**. Send notification of request to minor's attorney and document notification in **PCMS>Case Notes>Developmentally Disabled Placement>Defense Counsel Contact**. Participate (either via conference call or in person) in the scheduled meeting unless minor's attorney, parent/guardian or minor objects. Notify minor's attorney if the Regional Center Service Coordinator fails to schedule a meeting within thirty (30) days of the request. Document

IPP meeting in ***PCMS>Case Notes>Developmentally Disabled Placement> Services Received***. With regard to confidentiality, any information obtained through participation in multidisciplinary team meetings (IHTP or Individual Program Plan-IPP) is confidential except as otherwise required by State and federal law. If DPO is unable to attend the IPP meeting, request information from minor and parent/guardian regarding Regional Center services accessed/received and contact the Regional Center Service Coordinator to request a copy of the IPP. Document information provided in ***PCMS>Case Notes>Developmentally Disabled Placement> Services Received***;

- Track the status of active referrals to the Regional Center;
- Collaborate with minors and their families;
- For those active juvenile probationers approved by the court to reside in another state, the Field DPO shall include either a copy of the discharge plan or information regarding the Regional Center in the Interstate Compact Packet; and.
- Document these activities in ***PCMS>Case Notes> Developmentally Disabled Placement>Case Support Activity***.
- Upon the minor nearing readiness for release, the RBS-DPO shall assess the potential release options, which may include the following:
 - Home on Probation
 - Termination of Jurisdiction (Release)
 - Termination of Jurisdiction Pursuant to WIC 450 – Transition Services
- If Home on Probation is the anticipated placement release option, the RBS-DPO shall:
 - Within sixty (60) days of release from placement, contact the minor's Regional Service Center Coordinator, education provider, mental health provider, and parents/guardians (as appropriate) to attend the discharge planning Multidisciplinary Team (MDT) meeting. Document these activities in ***PCMS>Case Notes> Developmentally Disabled Placement> Transition MDT Meeting***;
 - 30-days prior to the expected graduation date, make contact with the Developmentally Disabled Placement Coordinator utilizing the EDL-Prob Placement DD Office email address, and make contact with the Field Services Coordinator (DDFSC) to discuss the case, the anticipated release date, and any services set-up, or that require set-up, and then document in ***PCMS>Case Notes>Developmentally Disabled Placement>Services Referred***; and ***PCMS>Case Notes>Developmentally Disabled Placement>DDFSC Notification***; and
 - Provide the minor with a copy of the Resource Checklist (Attachment F- Prob. Prob. 1618, Rev. 1/14).
- If Termination of Jurisdiction pursuant to WIC 450 with Transitional Services is the anticipated placement release option, the RBS-DPO shall:
 - Contact the Transitional Jurisdiction Services Office Deputy Probation Officer to begin the referral process at least sixty (60) days prior to release;
 - The RBS-DPO and TJS-DPO shall work collaboratively to facilitate referrals on the minor's behalf, and shall document these efforts and their outcomes in ***PCMS>Case Notes>Developmentally Disabled Placement>Services Referred*** and ***PCMS>Case Notes>Developmentally Disabled Placement>Services Received***; and

- o Provide the minor with a copy of the Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14).
- If Termination of Jurisdiction is the anticipated placement release option, the RBS-DPO shall:
 - o Contact the minor's Regional Center Service Coordinator for transition of the case and shall document information in ***PCMS>Case Notes>Developmental Disabled Placement >Transitional Housing.***
 - o Provide the minor with a copy of the Resource Checklist (Attachment F- Prob. 1618, Rev. 1/14)
- The RBS DPO (or DDPC in the absence of the RBS DPO) shall follow-up three (3) business days after the scheduled court hearing to confirm whether the minor was released HOP, Jurisdiction Terminated (including those transitioning to Dependency jurisdiction), or released to Transitional Housing. This information shall be provided to the DDPC via the "EDL-Prob Placement DD Office" email address. This information shall be documented in ***PCMS>Case Notes>Developmentally Disabled Placement>Transitional Housing.***

P5 – Removal of DD Minor from a Placement for Replacement

If it is determined by the RBS DPO and/or the placement provider that the minor is not benefiting from the current placement, and placement at another facility is indicated, the following shall occur:

- The RBS DPO, as soon as the need to remove the minor from the placement is determined, shall immediately outline the circumstances of the removal (7- day removal, emergency removal, or other circumstances) in an email that is sent to the ZIPP-DPO, DDPC, and PAS Clerk utilizing the "EDL-Prob Placement DD Office" email address. The juvenile hall DDMC should be copied on this email. The RBS-DPO shall document these activities and outcomes in ***PCMS>Case Notes>Developmentally Disabled Placement>Detention;***
- The ZIPP DPO shall attempt to replace the minor consistent with section P2, items I, II and III;
- The ZIPP DPO shall attempt to expeditiously replace the minor to avoid, insofar as practical, the detention of the minor in juvenile hall;
- If efforts to expeditiously replace the minor are unsuccessful, the minor shall be detained in juvenile hall until replaced by the ZIPP-DPO;
- If the minor remains detained in juvenile hall, the ZIPP-DPO shall make continuous daily efforts to locate a placement for the minor;
- The ZIPP-DPO shall document these activities and outcomes in ***PCMS>Case Notes>Developmentally Disabled Placement>Provider Accept /Reject;***
- The DDPC shall update the Placement Developmental Disabilities Tracking Log upon the replacement of the minor; or upon the minor being returned to juvenile hall;
- The DDPC shall, as appropriate, follow the steps outlined in section P3 once the minor is placed. The DDPC shall document these activities in ***PCMS>Case Notes> Developmentally Disabled Placement>Case Support Activity;***

- Upon the minor's replacement case being assigned to the RBS-DPO by the RBS-SDPO, the RBS DPO shall, as appropriate, follow the steps outlined in section P4 and shall document these activities in *PCMS>Case Notes> Developmentally Disabled Placement>Case Support Activity*.

P6 – Replacement of Minors AWOL from Placement

If the minor leaves the placement without permission and is determined to be AWOL by the placement and/or the RBS DPO, the following shall occur:

- Upon confirming the AWOL, the RBS DPO shall request the issuance of a bench warrant by the court, and shall immediately outline the circumstances of the AWOL in an email that is sent to the ZIPP-DPO, DDPC, and PAS Clerk utilizing the "EDL-Prob Placement DD Office" email address and shall document this activity in *PCMS>Case Notes> Developmentally Disabled Placement>AWOL*;
- Upon the AWOL minor being detained, the DDMC in juvenile hall shall notify the DDPC of the detention utilizing the "EDL-Prob Placement DD Office" email address;
- The DDPC shall update the Placement Developmental Disabilities Tracking Log, noting juvenile hall as the new housing location of the minor and shall document this activity in *PCMS>Case Notes> Developmentally Disabled Placement>Detention*;
- Upon the court ordering the minor to return to a placement, the steps outlined in sections P1 through P4, including all required documentation shall be followed; The DDPC shall document this outcome in *PCMS>Case Notes> Developmentally Disabled Placement>Placement Post AWOL Outcome*; and
- During the initiation of the replacement effort, the ZIPP-DPO shall initially attempt to replace the minor at the previous placement consistent with safety and security needs. *PCMS>Case Notes> Developmentally Disabled Placement>Provider Accept/Reject*

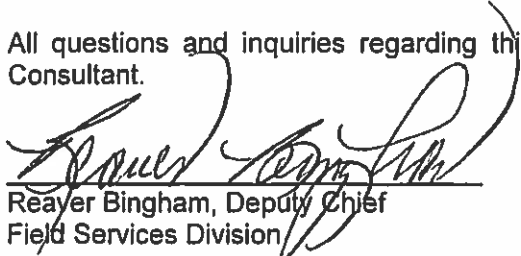
P7 – Juvenile Educational and Developmental Services Needs

Placement DPOs shall ensure that court reports prepared on behalf of minors address educational and developmental services needs consistent with the expectations outlined in Directive No. 1381, *Juvenile – Educational Rights Holders and Developmental Services Decisionmakers (Rev. 06/15)*.

P8 – Quality Assurance

The Placement Permanency and Quality Assurance (PPQA) section is responsible for auditing/monitoring of group homes housing probation youth. When conducting audits, of individual group homes, the PPQA auditor shall determine whether or not Developmentally Disabled (DD) youth are housed in that group home, and shall, insofar as practical, include the DD youth in the audit process.

All questions and inquiries regarding this Directive should be directed to the appropriate Bureau Consultant.



Reayer Bingham, Deputy Chief
Field Services Division

**Regional Center
Referral from the
Delinquency and Mental Health Courts
For Children**

Date: _____

Child's Name: _____ DOB: _____

Address: _____ Phone #: () _____

With whom does the child reside? _____ Relationship: _____

Address: _____ Phone #: () _____

☐ Dependency Court Court Case Number _____ PDJ # _____☐ Delinquency Court Court Case Number _____ PDJ # _____☐ Mental Health Court Court Case Number _____ PDJ # _____

Judicial Officer (Judge): _____

Is this referral to the Regional Center made by the Judge?

☐ Yes, If yes, please attach the minute order to the referral☐ No, If no, an order is not required to make a referral

Person completing this referral: Name: _____

Title: _____

Agency: _____

Address: _____

Phone #: () _____

Fax #: () _____ E-mail address: _____

Parent information:

Mother's name: _____ Father's name: _____

Address: _____ Address: _____

Telephone #: () _____ Telephone #: () _____

E-mail address: _____ E-mail address: _____

Developmental Services Decision maker information (if applicable):

Name: _____

Address: _____

Telephone #: () _____

E-mail address: _____

Contact information:

Child's Attorney: _____ CASA Worker: _____

Address: _____ Address: _____

Phone #: () _____ Phone #: () _____

E-mail Address: _____ E-mail Address: _____

Social Worker: _____ Probation Worker: _____

Address: _____ Address: _____

Phone #: () _____ Phone #: () _____

E-mail Address: _____ E-mail Address: _____

Who holds educational rights? _____ Name: _____

Address: _____

Phone #: () _____

E-mail Address: _____

Additional information or comments:

If available, please provide the following information with your Regional Center Referral:

☐ Court Minute Order

☐ Speech Evaluation

☐ Medical Records

☐ Individual Educational Plan

- | | |
|---|--|
| ☐ Occupational and/or Physical Therapy Evaluations | ☐ Psycho-Educational Evaluation |
| ☐ Psychological Testing | ☐ Other: _____ |

Please complete one of the two forms enclosed that applies to the individual being referred. Please check which form was utilized.

- ☐ Regional Center Early Referral Guidelines Birth to 3 years old.
- ☐ Regional Center Referral Guidelines for ages 3 and up.

Regional Center Referral For ages 3 and up

Name: _____ DOB: _____

Referring Agency: _____

Any resident in the State of California who is suspected of having a developmental disability may be referred to the Regional Center for an evaluation to determine eligibility. A developmental disability originates before the age of 18 years, is considered to be a life-long condition, is considered to be substantially disabling in three or more areas of adaptive functioning (learning, receptive and expressive language, self-care, mobility, self-direction, capacity for independence, economic self-sufficiency).

The Lanterman Act defines five specific conditions which are considered developmental disabilities:

Please indicate the developmental disability that is suspected:

- ☐ **Mental Retardation** is considered if an individual has an IQ score of approximately 70 or less, and demonstrates significant limitations in adaptive functioning.
- ☐ **Autism** is characterized by significant impairment in social functioning and disordered communication, and is accompanied by repetitive behaviors, restricted interests and other specific behavior patterns. Autism is generally diagnosed at a very young age. Demonstrates significant limitations in adaptive functioning.
- ☐ **Cerebral Palsy** is a neurological condition, originating in the brain, and resulting in poor motor functioning. This condition is usually diagnosed at a very early age. Demonstrates significant limitations in adaptive functioning.
- ☐ **Epilepsy** is a neurological condition, originating from the brain, involving the presence of seizures. Demonstrates significant limitations in adaptive functioning.
- ☐ **Conditions similar to Mental Retardation** includes persons who have an IQ close to the range of Mental Retardation and demonstrates significant limitations in adaptive functioning or **Conditions requiring treatment similar to an individual with Mental Retardation**.

Regional Center Referral Checklist

If available, please provide the following information with your Regional Center Referral:

- | | |
|--|--|
| <ul style="list-style-type: none"> ☐ Court Minute Order ☐ Medical Records ☐ Occupational and/or Physical Evaluation ☐ Psychological Testing ☐ Speech Evaluation ☐ Individual Education Plan ☐ Psycho-Educational Evaluation ☐ Name and Address of Case worker and referring agency | <ul style="list-style-type: none"> ☐ Department of Children and Family Services referrals need to include the name and address of the individual who retains Developmental Services Decisionmaker over the minor child, if applicable. |
|--|--|

W&I Code 4643(a) If assessment is needed, the assessment shall be performed within 120 days following initial intake. *However, assessment shall be performed as soon as possible and in no event more than 60 days following initial intake where any delay would expose the client to unnecessary risk to his or her health and safety or to significant further delay in mental or physical development, or the client would be in imminent risk of placement in a more restrictive environment.* Assessment may include collection and review of available historical diagnostic data, provision or procurement of necessary tests and evaluations, and summarization of developmental levels and service needs and conditional upon receipt of the release of information. In determining if an individual meets the definition of developmental disability, the regional center may consider evaluations and tests, including, but not limited to, intelligence tests, adaptive functioning tests, neurological and neuropsychological tests, diagnostics tests performed by a physician, psychiatrist tests, and other tests or evaluations that have been performed by, and are available from, other sources. Handicapping conditions, that are solely learning disabilities, solely psychiatric disorders, or solely physical in nature are not considered developmental disabilities.

***Regional Center
Referral from the
Delinquency and Mental Health Courts
For Adults***

Date: _____

Individual's Name: _____ DOB: _____

Address: _____ Phone #: () _____

With whom does the individual reside? _____ Relationship: _____

Address: _____ Phone #: () _____

☐ Dependency Court Court Case Number _____ PDJ/X # _____☐ Delinquency Court Court Case Number _____ PDJ/X # _____☐ Mental Health Court Court Case Number _____ PDJ/X # _____

Judicial Officer (Judge): _____

Is this referral to the Regional Center made by the Judge?

☐ Yes, If yes, please attach the minute order to the referral☐ No, If no, an order is not required to make a referral

Source/Person completing this referral: Name: _____

Title: _____

Agency: _____

Address: _____

Phone #: () _____

Fax #: () _____ E-mail address: _____

Parent information:

Mother's name: _____ Father's name: _____

Address: _____ Address: _____

Telephone #: () _____ Telephone #: () _____

E-mail address: _____ E-mail address: _____

Developmental Services Decisionmaker information (if applicable):

Name: _____

Address: _____

Telephone #: () _____

E-mail address: _____

Contact information:**Individual's Attorney:** _____ **CASA Worker:** _____

Address: _____ Address: _____

Phone #: () _____ Phone #: () _____

E-mail Address: _____ E-mail Address: _____

Social Worker: _____ **Probation Worker:** _____

Address: _____ Address: _____

Phone #: () _____ Phone #: () _____

E-mail Address: _____ E-mail Address: _____

Who holds educational rights? _____ **Name:** _____**Address:** _____**Phone #:** () _____**E-mail Address:** _____**Additional information or comments:**

If available, please provide the following information with your Regional Center Referral:

- | | |
|---|--|
| ☐ Court Minute Order | ☐ Speech Evaluation |
| ☐ Medical Records | ☐ Individual Educational Plan |
| ☐ Occupational and/or Physical Evaluations | ☐ Psycho-Educational Evaluation |
| ☐ Psychological Testing | ☐ Other: _____ |

Please complete the enclosed Regional Center Referral Guidelines for ages 3 and up and include with the referral packet.

ATTACHMENT A4

Regional Center- Early Start Referral Birth to 3 years old

Child's name: _____ DOB: _____ Age: _____ (months)

Please check all that apply.

1. HIGH RISK OF DEVELOPMENTAL DISABILITY

Criteria	Check	if known	Regional Center use only Individuals with Disabilities Education Act (20 U.S.C. Sec. 1471)
1. Prematurity (less than 32 weeks gestation) or low birth weight (less than 1500 grams or 3 pounds 5 ounces)	☐	☐	Prematurity < 32 weeks and/or birth weight < 1500 grams (3 lbs)
2. Small in size (less than 3% for age)	☐	☐	Small for gestational age (SGA); below 3 rd % for growth or Intrauterine Growth Retardation (IUGR)
3. Airway/Breathing with ventilator for 48 hours or longer	☐	☐	Severe Respiratory Distress, Assisted Ventilation for 48 hours or longer in first 28 days of life
4. Birth Apgar Score less than 5 at 5 minutes of age	☐	☐	Asphyxia neonatorum associated with a five minute Apgar score of 0 to 5
5. Severe & persistent metabolic abnormality such as hypoglycemia (low blood sugar); acidemia or alkalosis (pH); and high bilirubin (jaundice) requiring blood transfusion	☐	☐	Severe and persistent metabolic abnormality, including but not limited to, hypoglycemia, acidemia, and hyperbilirubinemia in excess of the usual exchange transfusion level
6. Seizures in newborn or seizures not associated with fever, age 3 and under	☐	☐	Neonatal seizures or non febrile seizures age 3 and under
7. Any abnormalities in the brain or spinal cord area, such as myelomeningocele; spina bifida, encephalocele; hydrocephalus, or other structural brain abnormality	☐	☐	Central nervous system lesion or abnormality
8. Any infection in the brain or spinal cord area, such as meningitis or encephalitis	☐	☐	Central nervous system infection
9. Trauma, Accident, Injury, Illness which may cause lack of oxygen.	☐	☐	Serious biomedical insult including but not limited to, injury, accident or illness which may seriously or permanently affect developmental outcome.
10. Birth defects, or Genetic disorders known to effect growth & development	☐	☐	Multiple congenital anomalies or genetic disorders which may affect developmental outcome
11. Fetus exposed in utero to prescription drugs, illness, infections, alcohol, radiation or toxins.	☐	☐	Prenatal exposure to teratogens
12. Infant drug screen positive at birth, or baby shows withdrawal symptoms. <i>*must be accompanied by at least one other high risk factor</i>	☐	☐	Prenatal substance exposure, positive infant neonatal toxicology screen or symptomatic neonatal drug toxicity or withdrawal
13. Weight below 3 rd percentile for age or failure to thrive (FTT) or acute weight loss and persistent failure to gain weight	☐	☐	Clinical significant failure to thrive, including but not limited to, weight persistently below the 3 rd percentile for age or standard growth charts or less than 85% of the ideal weight for age and/or acute weight loss or failure to gain weight with the loss of two or more percentiles on the growth curve.
14. Parent who is developmentally disabled	☐	☐	Developmentally disabled parent
15. Abnormal muscle tone (floppy or tight) or one side is weaker than the other	☐	☐	Persistent hypotonia or hypertonia, beyond that otherwise associated with a known diagnostic condition.

Comments/ Health issues:

ATTACHMENT A4

2. Developmental Delay

age of child _____

Please check the highest developmental item achieved in gross motor, fine motor, adaptive, speech, language and cognitive domains. The social/ emotional behavioral checklist is to identify behaviors that are more extreme than a typical child of that age.

Developmental delay exists if there is a significant difference, between the child's current level of functioning and the expected level of development for his or her chronological age in one or more of the following areas.

(An assessment will be done to determine if development delay is significant.)

Age	Gross Motor	Fine Motor/ Adaptive	Speech/ Language/ Cognitive
1-3 months	☐ rolls partly to side ☐ on stomach, lifts head	☐ eyes follow moving object up/down and side to side ☐ holds toy actively (shakes toy, mouths toy)	☐ small throaty noises ☐ smiles
4-6 months	☐ aligns head with body when pulled to sitting ☐ rolls from stomach to back	☐ transfers object hand to hand ☐ finds partially hidden object	☐ coos, laughs ☐ turns eyes/head in direction of sound
7-9 months	☐ rolls from back to stomach ☐ sits unsteadily alone 1 minute ☐ gets into crawling position	☐ bangs two objects together ☐ finger feeds ☐ reaches for and grasps distant objects	☐ looks at sound source ☐ imitates known sounds ☐ babbles: da, ba, ka, na ☐ recognizes parent
10-12 months	☐ crawls ☐ sits alone indefinitely ☐ pulls self up and stands	☐ drops toy in container ☐ imitates body action on doll	☐ repeats sounds: da, ba, ka, na ☐ imitates sounds ☐ stops activity to "no" (momentarily)
13-18 months	☐ gets into standing position alone ☐ seats self in chair ☐ squats in play, then stands ☐ walks alone	☐ builds 2-block tower ☐ dumps toys from container ☐ scribbles ☐ throws ball	☐ points to named pictures ☐ follows simple directions ☐ uses 5-10 words
19-24 months	☐ "runs" stiffly ☐ walks up/down stairs, one hand held ☐ jumps in place	☐ builds 5-6 block tower ☐ uses a spoon, drinks from cup ☐ matches objects (spoon, crayon)	☐ uses 2-word sentences ☐ 10-20 word vocabulary ☐ imitates animal or object sound ☐ parallel play ☐ expresses affection
25-30 months	☐ walks up/down stairs alone ☐ kicks ball ☐ walks on tiptoes	☐ builds 3-block train, 7-8 block tower ☐ matches 2-3 colors ☐ turns pages of book one by one	☐ 3-word sentences ☐ understandable 50% of the time ☐ says "no" with meaning
31-36 months	☐ climbs stairs, alternating feet ☐ stands on one foot momentarily ☐ rides tricycle with pedals	☐ builds 9-10 block tower ☐ copies drawn circle ☐ match 4 shapes (shape sorter pictures) ☐ uses fork and spoon properly ☐ daytime toilet control ☐ dresses self with help	☐ uses plurals, he, she, I, simple actions words ☐ 70% of words understandable ☐ gives first and last name

Social/Emotional/Behavioral checklist- check any of the following behaviors of the child which is concerning:

☐ sleeping	☐ adversity to food/ textures	☐ limited repertoire of foods	☐ difficulty with toilet training
☐ cries often	☐ rocking	☐ hyperactive behavior	☐ aggressiveness
☐ temper tantrums	☐ difficult to discipline	☐ injures self	☐ biting
☐ lives in a world of his/ her own	☐ has problems with other family members	☐ has trouble playing with other children	
☐ other (specify) _____			

Health Issues: vision impairment: ☐ hearing impairment: ☐ health issues: ☐

3. Established Risk

This is a condition of known etiology, which has a high probability of resulting in developmental delay. Conditions like Down syndrome, (Trisomy 21) that are known to be associated with mental retardation.

List established risk: _____

Comments: _____

Early Start and Lanterman Act Appeals and Complaints

I. Early Start Appeal Rights: Birth to 3 Years Old

If you disagree with your child's eligibility evaluation, assessment, placement, early intervention services, needs, or related services, there are three ways you can try to resolve your concerns: (1) File an Early Start State Complaint Process; (2) Request an Early Start Mediation Conference; and (3) Request an Early Start Due Process Hearing.

(1) The Early Start State Complaint Process

Families may file an Early Start State Complaint against the Department of Developmental Services (DDS), the California Department of Education (CDE), any regional center, local education agency (LEA), or any private service provider receiving Early Start funds. Mail the Early Start Complaint Investigation Request (Form DS 1827) or submit a written and signed statement to:

Department of Developmental Services
Attention: Office of Human Rights and Advocacy Services
Early Start Complaint Unit
1600 Ninth Street, MS 2-15
Sacramento, CA 95814
Telephone: (916) 654-1888
Fax: (916) 651-8210

The complaint should include the following information, if applicable:

- The name, address and telephone number of the person filing the complaint;
- A statement that a regional center, local education agency or any private service provider receiving Early Start funds has violated any law or regulation governing Early Start;
- A statement of facts upon which the alleged violation is based;
- The party allegedly responsible; and
- A description of any voluntary steps taken at the local level to resolve the complaint, if any were taken.

DDS must investigate and issue a written decision within 60 days of receipt of the complaint. The written decision will address each allegation and include the findings and conclusions; the reasons for the final decision; the required corrective actions to be taken; and, provisions for technical assistance.

(2) Early Start Mediation Conference Request

Sometimes voluntary mediation can informally resolve disagreements between families and a regional center and/or LEA. This can be the first option for resolution or can be requested during a complaint or due process hearing process. If you have already filed a complaint and decide you would like to participate in mediation, you must withdraw your complaint,

You can request mediation by completing a Mediation Conference Request (Form DS 1808) or a submitting a letter of request to:

Office of Administrative Hearings
Attention: Early Start Intervention Section
2349 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833-4231
Phone: (916) 263-0654
Fax: (916) 376-6318 or (916) 263-0549

Your request should state the issue that you disagree with, what you think the appropriate solution should be for your disagreement, the child's name, and the name of the Regional Center and/or school district, and the name, address and telephone number of the person requesting the hearing.

The mediation conference will be scheduled within 30 days of the receipt of the written request by the Office of Administrative Hearings.

(3) The Early Start Due Process Hearing

A due process hearing can resolve disagreements between families and a regional center and/or LEA related to identification, evaluation, assessment, placement, or services. Mail a Due Process Hearing Request (Form DS 1802) or a letter of request to:

Office of Administrative Hearings
Attention: Early Start Intervention Section
2349 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833-4231
Phone: (916) 263-0654
Fax: (916) 376-6318 or (916) 263-0549

Your request should state the issue that you disagree with, what you think the appropriate solution should be for your disagreement, the child's name, and the name of the Regional Center and/or school district, and the name, address and telephone number of the person requesting the hearing.

The due process hearing will be completed within 30 days of receipt of the request. The decision will be final unless appealed to the superior court of appropriate jurisdiction.

II. Lanterman Act Appeal Rights: Age 3 Years and Older

You can appeal your child's eligibility evaluation, assessment, placement, services, needs, or related services through the Fair Hearing Process.

Fair Hearing Process

You can use this process to resolve disputes regarding eligibility, the nature, scope, amount of services and supports, or any decision or action of the regional center or state developmental

center for consumers or applicants who are age three or older. This process includes a voluntary informal meeting, mediation, and a formal fair hearing, although the informal and mediation processes may be waived.

You can request a fair hearing by completing the Fair Hearing Request (Form DS 1805) or by writing to the regional center or state developmental center within 30 days after notification of a decision or action with which you disagree. If you want your current services to continue during the appeal process, your request for a fair hearing must be postmarked or received by the regional center or state developmental center within 10 days after the receipt of the written notice of a decision or action. This is called "Aid Paid Pending."

If you request mediation, the regional center or state developmental center has five working days from the date of receipt to accept or decline mediation. The regional center or state developmental center will also fax a copy of your request to the Office of Administrative Hearings within five days.

A final decision must be rendered within 90 days of receipt of the Fair Hearing Request form by the regional center or state developmental center. This 90-day time limit may be extended if you request mediation or if you request a continuance or postponement of your hearing.

Consumer Rights Complaint Process

You can use this process if you believe that any right has been wrongly or unfairly denied by a regional center, developmental center, or a service provider. It should not be used to resolve disputes about eligibility, or the nature, scope, or amount of services. (Use the Fair Hearing Process if this is the case). Make your complaint to the director of the regional center or, if you reside in a state developmental center, to the director of that developmental center. Mail the Welfare and Institution Code Section 4731 Complaint (Form DS 255) or a signed and dated letter to this individual.

Within 20 working days of receiving the complaint, the regional center or developmental center executive director must investigate and send a written response to you. The executive director's written response should include a telephone number and mailing address for referring your complaint to the Director of DDS. The proposed resolution will become effective on the 20th working day after you receive it unless you appeal to DDS within 15 working days. If you do this, the Director of DDS has 45 days to investigate and issue a final administrative decision. There is no administrative procedure to appeal the decision of the Director of DDS.

If you have questions about this process, please contact your local Clients' Rights Advocate at 1-866-833-6712 or contact:

Office of Human Rights and Advocacy Services
Department of Developmental Services
1600 9th Street, Room 240, MS 2-15
Sacramento, CA 95814
Tel: (916) 654-1888
Fax: (916) 651-8210

Apelaciones y Quejas de Intervención Temprana (Early Start) y la Ley Lanterman

I. Derechos de Apelación de Intervención Temprana: De nacimiento a 3 años de edad

Si no está de acuerdo con la elegibilidad de su hijo, la evaluación, la colocación, los servicios de intervención temprana, las necesidades, o servicios relacionados, hay tres maneras que usted puede tratar de resolver sus dudas: (1) presente una queja del proceso estatal de intervención temprana; (2) solicite una conferencia de mediación de intervención temprana; y (3) solicite una audiencia de proceso debido de intervención temprana.

(1) Proceso de Quejas Estatales de Intervención Temprana

Las familias pueden presentar una queja del proceso estatal de intervención temprana en contra del departamento de Servicios de Desarrollo (DDS), el departamento de Educación de California (CDE), cualquier centro regional, agencia de educación local (LEA), o cualquier proveedor de servicios privados que recibe fondos de intervención temprana. Envíe por correo la solicitud de Investigación de Quejas de Intervención Temprana (forma DS 1827) o presente una declaración por escrito con su firma al:

Department of Developmental Services
Attention: Office of Human Rights and Advocacy Services
Early Start Complaint Unit
1600 Ninth Street, MS 2-15
Sacramento, CA 95814
Telephone: (916) 654-1888
Fax: (916) 651-8210

La queja debe incluir la siguiente información, si aplica:

- El nombre, dirección y número de teléfono de la persona presentando la queja;
- Una declaración explicando como el centro regional, la agencia de educación local o cualquier proveedor de servicios privados que recibe fondos de intervención temprana han violado alguna ley o reglamento que gobierne la intervención temprana.
- Una declaración de los hechos en los que la presunta violación se basa;
- El presunto responsable; y
- Una descripción de las medidas tomadas a nivel local para resolver la queja, si en su caso se tomaron.

DDS debe investigar y someter una decisión por escrito dentro de 60 días de recibir la queja. La decisión dirigirá cada acusación e incluirá los resultados y conclusiones de la investigación; las razones de la decisión final; las acciones correctivas necesarias que deben adoptarse; y, disposiciones para la asistencia técnica.

(2) Solicitud de una Conferencia de Mediación de Intervención Temprana

La mediación voluntaria puede resolver desacuerdos entre familias y un centro regional y / o LEA informalmente. La mediación puede ser la primera opción para la resolución o puede ser

solicitada durante un proceso de queja o audiencia de debido proceso. Si ya ha presentado una queja y decide participar en la mediación, debe retirar su queja.

Usted puede solicitar la mediación, llenando una solicitud de Conferencia de Mediación (forma DS 1808) o sometiendo una carta de solicitud a:

Office of Administrative Hearings
Attention: Early Start Intervention Section
2349 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833-4231
Phone: (916) 263-0654
Fax: (916) 376-6318 or (916) 263-0549

Su solicitud debe indicar el tema que está en desacuerdo, sugerencias de solución(es) adecuadas para su desacuerdo, el nombre del menor, el nombre del centro regional y / o distrito escolar, y el nombre, dirección y número de teléfono de la persona que solicita la audiencia.

La oficina de Audiencias Administrativas programará la conferencia de mediación dentro de 30 días después de recibir la solicitud por escrito.

(3) Solicitud de una Audiencia de Proceso Debido de Intervención Temprana

Una audiencia de debido proceso puede resolver los desacuerdos entre familias y centros regionales y / o LEA que estén relacionados con la identificación, evaluación, análisis, colocación, o servicios del menor. Envíe por correo su solicitud de Audiencia de Proceso Debido (Forma DS 1802) o una carta de petición a:

Office of Administrative Hearings
Attention: Early Start Intervention Section
2349 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833-4231
Phone: (916) 263-0654
Fax: (916) 376-6318 or (916) 263-0549

Su solicitud debe indicar el tema que está en desacuerdo, sugerencias de solución(es) adecuadas para su desacuerdo, el nombre del menor, el nombre del centro regional y / o distrito escolar, y el nombre, dirección y número de teléfono de la persona que solicita la audiencia.

La audiencia de debido proceso se completará dentro de 30 días de recibir la solicitud. La decisión será definitiva a menos que apele a la corte superior de la jurisdicción correspondiente.

II. Ley Lanterman: Derechos de Apelación: edad de 3 años y mayores

Usted puede apelar la elegibilidad, evaluación, colocación, servicios, necesidades, o servicios relacionados de su hijo a través del proceso de Audiencia Imparcial.

Proceso de Audiencia Imparcial

Este proceso puede ser utilizado para resolver las controversias relativas a la elegibilidad, la naturaleza y alcance del caso, la cantidad de servicios y apoyos, o cualquier decisión o acción del centro regional o centro de desarrollo estatal para los consumidores o los solicitantes de tres años de edad o mayores. Este proceso incluye una reunión voluntaria informal, mediación y una audiencia imparcial aunque puede renunciar a los procesos informales y la mediación

Usted puede solicitar una audiencia imparcial al completar la solicitud de Audiencia Imparcial (forma DS 1805) o por escrito al centro regional o centro de desarrollo estatal dentro de 30 días de la notificación de la decisión o acción con la que usted no está de acuerdo. Si desea que sus servicios actuales continúen durante el proceso de apelación, su solicitud de una audiencia imparcial debe tener el sello postal o ser recibida por el centro regional o centro de desarrollo estatal dentro de 10 días de recibir la notificación escrita de la decisión o acción. Este proceso se llama "ayuda pagada pendiente".

Si usted solicita la mediación, el centro regional o centro de desarrollo estatal tiene cinco días a partir de la fecha de recibir la solicitud para aceptar o rechazar la mediación. El centro regional o centro de desarrollo estatal también enviara por fax una copia de su solicitud a la oficina de Audiencias Administrativas dentro de los cinco días.

Una decisión final debe ser sometida dentro de 90 días de recibir el formulario de solicitud de audiencia imparcial por el centro regional o centro de desarrollo estatal. Si usted decide elegir la mediación, aplazamiento o postergación de la audiencia, existe la posibilidad de que se alargue el plazo de 90 días.

Derechos del consumidor y proceso de quejas

Este proceso puede ser usado si usted cree que algún derecho ha sido erróneamente o injustamente negado por un centro regional, centro de desarrollo, o de un proveedor de servicios. Este proceso no debe ser utilizado para resolver controversias acerca de la elegibilidad, naturaleza y el alcance, o cantidad de los servicios (utilice el proceso de Audiencia Imparcial si este es el caso). Someta su queja al director del centro regional o, si reside en un centro de desarrollo estatal, al director de ese centro. Envíe por correo el Código de Bienestar e Institución Sección 4731 (Welfare and Institution Code Section 4731) de quejas (forma DS 255) o una carta con su firma y fecha a este individuo.

Dentro de 20 días de recibir la queja, el centro regional o el centro del director ejecutivo de desarrollo deben investigar y enviarle una respuesta por escrito. La respuesta del director ejecutivo debe incluir un número de teléfono y dirección de correo para remitir su queja al director de DDS. La propuesta resolución estará en efecto 20 días después de recibirla a menos que apele la resolución a DDS dentro de los 15 días hábiles. Si usted elige esta opción, el director del DDS tiene 45 días para investigar y emitir una decisión administrativa final. No existe un procedimiento administrativo para apelar la decisión del director de la DDS.

Si tiene alguna pregunta acerca de este proceso, por favor comuníquese con los defensores locales de sus clientes al 1-866-833-6712 o comuníquese con:

Attachment B1 (Spanish Version)

**Office of Human Rights and Advocacy Services
Department of Developmental Services
1600 9th Street, Room 240, MS 2-15
Sacramento, CA 95814
Tel: (916) 654-1888
Fax: (916) 651-8210**

What To Do If Your Child Was Denied Eligibility

You may have received a letter saying that your son or daughter is not eligible for regional center services. The information below will explain how you can appeal this decision.

WHAT IS THE REGIONAL CENTER?

Regional centers are organizations that receive money from the State of California to provide free services for youth and adults with developmental disabilities to help them lead successful lives -- work, learn, and play in the community.

WHO CAN GET REGIONAL CENTER SERVICES?

First, you need to be a California resident and have a developmental disability. Also, your developmental disability must begin before the age of 18, be expected to last forever, and limits the way you think or how you relate to others. Developmental disabilities include mental retardation, cerebral palsy, epilepsy, autism, and other similar conditions.

WHAT HAPPENS WHEN THE REGIONAL CENTER DENIES ELIGIBILITY?

If the regional center denies eligibility, it must notify the youth or adult applying for services or his authorized representative of the denial in writing within 5 days from its decision. Also, the person applying must receive information about the right to appeal, how to appeal, and where to get help with filing the appeal.

HOW DO YOU APPEAL?

Regional center appeals are also called "fair hearings." You must file a "Fair Hearing Request" form with the regional center within 30 days of receiving its denial letter. You may get a form by asking any regional center office or visiting: <http://www.dds.ca.gov/Forms/FairHearing/DS1805.pdf>. The regional center will forward your request to the Office of Administrative Hearings (OAH), the State agency that hears these appeals. You can try to resolve the matter through an informal meeting, or mediation if the regional center agrees, or you can go directly to a fair hearing.

HOW DO APPEALS WORK?

A fair hearing is a formal meeting with an Administrative Law Judge. After you send in your Fair Hearing Request, you will receive a letter telling you the time, place, and date of the hearing. At least 5 calendar days before the hearing, you and the regional center must exchange lists of witnesses and copies of documents you want to use at hearing. If you ask to see your records, the regional center has 3 working days to show them to you. You have a right to see all the records in your regional center file. If you ask, the regional center must help you understand your records. At the hearing, the Judge will listen to you and the regional center and look at any evidence before making a decision.

The fair hearing must be held within 50 days of when the request for hearing was received by the regional center, unless the parties give a good reason for allowing more time. The ALJ will issue a decision within 10 working days of the fair hearing or no more than 80 days after the request for hearing. If the Regional Center or you disagree with the decision of the Judge, then you may appeal to a Court of Law within 90 days.

WHO CAN I CALL FOR HELP WITH MY APPEAL?

Disability Rights California at 1-800-776-5746

Office of Clients' Rights Advocacy at 1-866-833-6712

Public Counsel at (213) 385-2977 x500

Natasha Khamashta, Los Angeles County Public Defender's office at (310) 419-5232

ATTACHMENT B2 (SPANISH VERSION)

Qué hacer si a su hijo le negaron los servicios

Usted quizás haya recibido una carta en que dice que su hijo o hija no puede recibir los servicios de un centro regional. La información que viene abajo le explicará a usted cómo apelar esta decisión.

¿Qué es el centro regional?

Los centros regionales son organizaciones que reciben fondos del Estado de California para proveer servicios gratis a los jóvenes y adultos que tienen discapacidades intelectuales para que se realicen en la vida—trabajando, aprendiendo, y jugando en la comunidad.

¿Quién puede recibir los servicios de los centros regionales?

Primero, hay que ser residente de California y tener una discapacidad intelectual. También, la discapacidad intelectual debe manifestarse antes de los 18 años de edad y ser considerada una condición permanente que limita la manera de pensar y relacionarse con los demás. Las discapacidades intelectuales incluyen el retraso mental, la parálisis cerebral, la epilepsia, el autismo y condiciones semejantes.

¿Qué pasa cuando el centro regional niega servicios?

Si el centro regional dice que un joven o adulto no tiene derecho a recibir servicios, debe avisarle o a él o a su guardián de esta decisión por escrito dentro de los 5 días de tomarla. También, la persona que aplica para recibir los servicios debe recibir información acerca de su derecho de apelar la decisión, cómo hacerla, y dónde encontrar una ayuda para hacerla.

¿Cómo apelar una decisión?

Las apelaciones contra las decisiones de los centros regionales también se llaman “fair hearings” (audiencia equitativa). Usted debe llenar un formulario “Fair Hearing Request” (petición para una audiencia equitativa) con el centro regional dentro de los 30 días de haber recibido su carta de denegación. Puede obtener un formulario pidiéndoselo a cualquier centro regional o visitando: http://www.dds.ca.gov/Forms/FairHearing/Spanish_DS1805.pdf. El centro regional enviará su petición a la Office of Administrative Hearings--OAH (Oficina de Audiencias Administrativas), lo que es la agencia estatal que considera estas apelaciones. Puede tratar de resolver el asunto por medio de una reunión informal o por arbitraje si el centro regional está de acuerdo, o puede recurrir directamente a una audiencia equitativa.

¿Cómo funcionan las apelaciones?

Una audiencia equitativa es una reunión formal con un Juez de la Ley Administrativa (Juez). Después de someter su petición para una audiencia equitativa, usted recibirá una carta indicando el lugar, la fecha y la hora de la audiencia. A lo menos *5 días corridos* antes de la audiencia equitativa, usted y el centro regional deben intercambiar sus listas de testigos y copias de los documentos que quieren usar en la audiencia. Si usted pide ver su archivo, el centro regional tiene *3 días laborales* para mostrárselo. Usted tiene el derecho de ver toda la información en su archivo del centro regional. Si usted lo pide, el centro regional debe ayudarle a comprender su archivo. En la audiencia, el Juez escuchará a usted y el centro regional considerando cualquier evidencia antes de tomar una decisión.

ATTACHMENT B2 (SPANISH VERSION)

La audiencia equitativa debe tomar lugar *dentro de los 50 días* de haber recibido el centro regional la petición para tenerla, al menos de que las partes interesadas provean una buena razón para permitir más tiempo. El Juez anunciará su decisión *dentro de los 10 días laborales* de haber ocurrido la audiencia o *no más de 80 días* después de que la petición para tener una audiencia se hiciera. Si el Centro Regional y usted no están de acuerdo con la decisión del Juez, pueden apelarla en un Tribunal *dentro de 90 días*.

¿A QUIEN PUEDO LLAMAR PARA QUE ME AYUDEN CON MI APELACION?

Disability Rights California

(Derechos de los Incapacitados de CA) a: 1-800-776-5746.

Office of Clients' Rights Advocacy

(Oficina de Abogar por los Derechos de Clientes) a: 1-866-833-6712

Public Counsel's Children's Rights Project (Consejero Público el Proyecto del Derecho de los Niños): (213)385-2977 Ext. 500

Natasha Khamashta, Los Angeles County Public Defender's office

(a la oficina de abogados de oficio del condado de Los Angeles) a: 1-310-419-5232

Family Resource Centers that Serve Los Angeles County Regional Center Clients

Family Resource Centers Network of California (FRCNCA)

Region 7 FRCNCA Directory Region 7 Los Angeles

FRC NAME AND ADDRESS	CONTACT INFORMATION	AREA SERVED
Carolyn Kordich FRC 1135 West 257th Street Harbor City, CA 90710-3506	Tel: 310/325-7288 Fax: 310/325-7288 Email: ckfrc@sbcglobal.net Website:	Harbor
The Family Focus Resource Center & Empowerment Center (Antelope Valley) 1028 Avenue L-12, Suite 107 Lancaster CA 95354	Tel: 661/225-9598 Fax: 661/225-9647 Email: Familyfocus.AV@csun.edu Website: http://www.csunfamilyfocus.com	North
Family Focus Resource Center & Empowerment Center Northridge CA State University, Northridge College of Education, Rm E109 Northridge, CA 91330	Tel: 661-294-9715 Fax: 818/677-5574 Email: family.empowerment@csun.edu Website: http://www.csunfamilyfocus.com	North
Family Focus Resource & Empowerment Center 28470 Avenue Stanford, Suite 105 Santa Clarita, CA 9135546	Tel: 661-294-9715 Fax: 661/250-4832 Email: family.focus@csun.edu Website: http://www.csunfamilyfocus.com	North
East LA Family Resource Library 1000 S. Fremont Ave, Suite 6050, Unit 35 Alhambra, CA 91803	Tel: 626/300-9171 Fax: 626/300-9164 Email: info@elafrc.org Website: http://www.elafrc.org	Eastern (Whittier)
Harbor Resource Center 21231 Hawthorne Blvd. Torrance, CA 90503	Tel: 310-540-1711 888-540-1711 Fax: 310/540-8471 Email: resource.center@Harborrc.org Website: http://www.harborRC.org	Harbor

Attachment C

Koch-Young Resource Center 3303 Wilshire Blvd, Suite 700 Los Angeles, CA 90010	Tel: 213-252-4980 Helpline: 800/546-3676 Fax: 213/252-4981 Email: kyrc@lanterman.org Website: http://www.lanterman.org	Lanterman
Long Beach FRC Miller Children's Hospital, 2 nd Floor 2801 Atlantic Avenue Long Beach, CA 90806	Tel: 562/933-8050 Fax: 562/933-9211 Email: bmacias@inemoriacare.org Website:	Harbor
Parents' Place FRC 1500 S Hyacinth Avenue, Suite B West Covina, CA 91791-3824	Tel: 626-919-1091 Fax: 626-919-2784 Email: empower@parentsplacefrc.com For help: warmline@parentsplacefrc.com Website: http://www.parentsplacefrc.com	San Gabriel Pomona
South Central Los Angeles Regional Center 650 West Adams Boulevard, Suite 200 Los Angeles, CA 90007	Tel: 213-744-8882 Fax: 213-744-8888 Email: maurag@sclarc.org Website: http://www.sclarc.org	South Central
Southeast FRC 15415 South Pioneer Blvd. Norwalk, CA 90650	Tel: 562/461-2986 Fax: 562/461-2876 Email: sofrcbaby@msn.com Website:	Harbor
Southwest SELPA Special Education FRC 1401 Inglewood Avenue Redondo Beach, CA 90278	Tel: 310/798-2965 Fax: 310/798-2978 Email: sw_frc@lacoed.edu Website: add: www.swselpa.org	
Westside Family Resource and Empowerment Center 5901 Green Valley Circle, Suite 320 Culver City, CA 90230	Tel: 310/258-4099 Warmline: 310-258-4063 Fax: 310/338-9664 Email: frc@westsiderc.org Website: www.wfrec.org	Westside

**County of Los Angeles Department of Probation
AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION – HIPAA
And Consent to Request IPP**

NOTE: Absent any other legally permissible basis to do so, your protected health information can be disclosed only if this authorization form is completely filled out and is dated and signed. See, Health Insurance Portability and Accountability Act (HIPAA) Privacy Regulations, 45 C.F.R. §§ 164.508(b)(2)(ii), 164.501; Cal. Civ. Code §§ 56.11, 56.05(f), 56.103; Welfare & Institutions Code § 5328.04.

I, (name of parent/legal guardian) _____ of _____ (name and age of youth) authorize the following entities and agencies that work with detained minors at the Los Angeles County Juvenile Halls:

1. The Los Angeles County Department of Probation;
2. The Los Angeles County Office of Education;
3. The _____ Regional Center in Los Angeles County; and
4. Los Angeles County Department of Health Services

to release the above named youth's health information (as described below) to any of the above four named entities and agencies.

The health information to be disclosed is the following: Information as needed to coordinate cross-collaborative care for the youth in his or her Integrated Habilitative Treatment Plan (IHTP) during his or her detention at one of the Los Angeles County Juvenile Halls or to carry out appropriate discharge planning and community placement related to the IHTP. This information also includes any information about the eligibility, placement, and service provision process undertaken by any Regional Center, including but not limited to whether eligibility was found or denied. See, 45 C.F.R. §§ 164.508(c)(1)(I); California Civil Code §§ 56.103.

This release addresses non-mental health information. The release of mental health information is controlled by MH 500, "Consent for Services."

The above entities may not disclose psychotherapy notes. California Civil Code § 56.103(e)(2) & (h), Evidence Code §§ 1012, 1014.

The purpose for which the youth's health or other information is to be disclosed or used is limited to the following: For use among these four entities or agencies to facilitate and coordinate cross-collaborative care for the youth in the course of his or her IHTP. However, any information that is obtained from the cross-collaborative IHTP is confidential except as otherwise required by State and federal law and

**County of Los Angeles Department of Probation
AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION – HIPAA
And Consent to Request IPP**

shall not be disseminated to any other party. This information will be segregated from all other reports and participants in the proceedings in order to retain its confidential and protected nature. See, 42 C.F.R. § 164.508(c)(1)(iv), 164.501: California Civil Code § 56.103(d); Welfare & Institutions Code § 5328.04(c).

☐ I understand that if my protected health information is further disclosed by the recipient of the information, it might no longer be protected under federal health information privacy regulations or California medical information privacy laws, unless it is disclosed to a health care provider or health plan. *I am not authorizing such further disclosure if disclosure results in waiver of its protected and confidential nature. See, 45 C.F.R. §§ 164.508(a)(1), 164.508(c)(2)(iii), California Civil Code §§ 56.13, 56.103.*

☐ I have had the opportunity to read and consider this authorization. This authorization is voluntary on my part and has been approved by me.

YOUR RIGHTS WITH RESPECT TO THIS AUTHORIZATION:

Right to receive a Copy of This Authorization – I understand that if I agree to sign this form, which I am not required to do, that I have a right to receive a copy of this authorization. A photocopy or facsimile of this authorization may be used in place of the original.

Right to Revoke This Authorization – I understand that I have the right to withdraw my agreement to use and/or share my health information at any time by saying so in writing except that I cannot revoke this authorization to the extent that any health care provider or health plan named above has taken action in reliance on this authorization. To do so, I may use the Revocation of Authorization of this form.

Separately, I consent to Probation making a request for an Individualized Program Planning (IPP) meeting for the youth on my behalf, to help ensure the youth has all of the services and supports he or she needs to be successful in the community.

Please circle: YES or NO, as to whether you consent to Probation requesting an IPP meeting to help the youth.

This authorization expires one year from the date of execution.

**County of Los Angeles Department of Probation
AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION – HIPAA
And Consent to Request IPP**

AUTHORIZATION:

I have had an opportunity to review this and understand what it says. By signing, I agree that it accurately reflects my wishes.

Signed: _____ Date: _____

Name(s) of person(s) signing _____

Relationship or authority of person signing (if signed by personal representative, e.g. parent, legal guardian, conservator, health care agent). See, 45 C.F.R. §§ 164.508(c)(1)(vi), 164.502(g): _____

Date of Birth of Youth/Client
(optional, but important for identification): _____

Absent any other legally permissible basis to do so, this authorization form must be used for disclosure of health information by a health care provider or health plan. 45 C.F.R. §§ 164.508(a), 160.103, 164.50; California Civil Code §§ 56.10(a), 56.11, 56.05, 56.13. "Health information means any information, whether oral or recorded in any form or medium, that: (1) Is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and (2) Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual." 45 C.F.R. § 160.103.

REVOCATION OF AUTHORIZATION FORM

Last Name First Date of Birth (Mo/D/Yr) Social Security Number

I wish to revoke my Authorization:

Signature or that of Personal Representative:

DATE: _____ / _____ / _____
Month Day Year

**County of Los Angeles Department of Probation
AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION – HIPAA
And Consent to Request IPP**

If signed by other than the participant, state relationship and authority to do so:

DATE: _____
Month Day Year

ATTACHMENT E1



COUNTY OF LOS ANGELES PROBATION DEPARTMENT



JERRY E. POWERS
Chief Probation Officer

Date

Dear Regional Center Service Coordinator:

As the Deputy Probation Officer for [MINOR NAME]/ [MINOR DATE OF BIRTH](DOB), I am requesting an Individual Program Plan (IPP) meeting with Regional Center to coordinate service and supports provision, to communicate any new needs this youth may have and to request assistance from Regional Center to address a plan to ensure he/she is successful in the community.

Attached is a signed consent form from [youth/youth's parent(s)] allowing me to make this Individual Program Plan (IPP) meeting request on behalf of MINOR NAME. For IPP meetings, the law states that a meeting should be held within thirty (30) days of your receipt of this letter and that a Regional Center representative who has the authority to make decisions about the requested services and supports must be present. (WIC §§ 4646.5(b) and 4646(d)).

The following lists availability for the youth/youth's family and myself:

- [DATE AND TIME AVAILABLE]
- [DATE AND TIME AVAILABLE]
- [DATE AND TIME AVAILABLE]

Please contact me at the number indicated below to confirm a meeting date. Thank you for your assistance with this matter.

Sincerely,

[NAME OF PROBATION OFFICER], Deputy Probation Officer
Los Angeles County Probation
(AREA CODE) TELEPHONE - NUMBER

PROBATION: PROTECTION, CORRECTION, SERVICE

ATTACHMENT E2



JERRY E. POWERS
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

Residential Based Services-Placement

3965 South Vermont Avenue, 3rd FLOOR
Los Angeles, California 90037
(323) 730-4546



Date

Dear Regional Center Service Coordinator:

As the Deputy Probation officer for _____, I am requesting an Individual Program Plan (IPP) meeting with Regional Center to coordinate service and supports provision, to communicate any new needs this youth may have and to request assistance from Regional Center to address a plan to ensure he/she is successful in the community.

Attached is a signed consent form from _____ allowing me to make this Individual Program Plan (IPP) meeting request on behalf of _____. For IPP meetings, the law states that a meeting should be held within thirty (30) days of your receipt of this letter and that a Regional Center representative who has the authority to make decisions about the requested services and supports must be present. (WIC §§ 4646.5(b) and 4646(d)).

I am also requesting your participation in developing a collaborative case plan to ensure the minor's success, upon returning to the community. Your presence is further requested at the minor's Initial Multi-Disciplinary Team (MDT) Meeting. Please ensure that your agency uses the contact information listed below to notify me regarding any of the minor's future appointments and needs. The minor is currently placed at _____.

The following lists availability for the youth/youth's family and myself.

-
-
-

Please contact me at the number indicated below to confirm a meeting date. Thank you for your assistance with this matter.

Sincerely,

Deputy Probation Officer
Los Angeles County Probation

Rebuild Lives and Provide for Healthier and Safer Communities

DD RESOURCE CHECKLIST

Attachment F

Education

- ☐ Special Education *(if not already assessed or enrolled)*
- ☐ Tutoring/Homework Assistance
- ☐ English as a Second Language Classes
- ☐ Diploma and GED Options and Classes
- ☐ For graduated youth interested in college: *(Disability Services, ADA/Section 504 Coordinator)*

Employment

- ☐ Habilitation Services through Regional Centers *(for regional center eligible youth/adults)*
- ☐ Department of Rehabilitation *(for disabled youth/adults)*
- ☐ Job Corps *(for low-income youth 16-24 years old)*
- ☐ Los Angeles Conservation Corps *(for low-income youth--Clean & Green Program: ages 14-17, Young Adult Corps: ages 18-24)*
- ☐ YouthSource Centers *(for low-income youth 16-24 years old)*
- ☐ For youth ages 16-21 in DCFS or with SP orders: *(Independent Living Program, Youth Development Services, Transitional Resource Centers)*
- ☐ Workforce Investment Boards

Income Maintenance

- ☐ Supplemental Security Income (SSI): *(for disabled youth and adults)*
- ☐ Social Security Dependent Benefits (Disability, Retirement, Survivor's): *(for any youth under 18 with disabled, retired, or deceased parents who are qualified)*
- ☐ Social Security Disabled Adult Child (DAC) Benefits: *(for disabled adults over 18 with disabled, retired, or deceased parents who are qualified)*
- ☐ Veterans Benefits (Dependent, Helpless Child): *(similar to Social Security Dependent and DAC benefits above--for youth/disabled adults with parents who are qualified veterans)*
- ☐ Cash Assistance Program for Immigrants (CAPI): *(for disabled youth and adults not qualified for SSI due to immigration status)*
- ☐ CalWORKS: *(Cash assistance)*
- ☐ CalFresh: *(Food stamps)*
- ☐ General Relief: *(Cash assistance, if not CalWORKS eligible)*
- ☐ Women, Infants and Children (WIC): *(Nutrition program for pregnant women, new mothers, and children 0-5)*
- ☐ Low Income Home Energy Assistance Program (LIHEAP): *(assistance to low income households to meet immediate home heating/cooling needs)*
- ☐ AB 12 Foster Care Funding *(for youth in DCFS or with a suitable placement order)*

DD RESOURCE CHECKLIST

Attachment F

- ☐ Child Support Services

Health

- ☐ Reproductive Health Information and Services (*Family PACT, Planned Parenthood, etc.*)
- ☐ Counseling & Mental Health Services
- ☐ Medi-Cal/EPSDT Supplemental Services (*for disabled children under 21—i.e., in home nursing services, durable medical equipment, etc.*)
- ☐ California Children's Services (*for disabled children under 21 with special health care needs, including seizures*)
- ☐ In Home Supportive Services (*for disabled youth/adults—i.e., attendant care, protective supervision, etc.*)
- ☐ Healthy Kids (*for kids 0-5 ineligible for Medi-Cal*)
- ☐ Child Health and Disability Prevention Program (*i.e., periodic health, dental, vision and hearing assessments*)
- ☐ Addiction Programs (*i.e., Substance Abuse Treatment, Alcoholics Anonymous, Sexual Addiction Treatment, Gambling Addiction Treatment, California Smokers' Hotline, etc.*)
- ☐ HIV/AIDS Programs

Pregnant/Parenting Teens

- ☐ Prenatal Care Guidance Program (*obstetrical case management for Medi-Cal eligible women up to 12 months after birth*)
- ☐ Comprehensive Perinatal Services Program (*obstetric and other services for Medi-Cal eligible women & infants up to 60 days after birth*)
- ☐ Cal-LEARN, Adolescents Family Life Program (AFLP), Cal-SAFE: (*State programs for teen parents to help them graduate/get a GED—i.e., day care, transportation, financial incentives for good grades/graduating, etc.*)
- ☐ Early Care & Education Programs: (*Head Start, Parenting/ Mommy & Me Classes, Developmental Screenings*)

Transportation

- ☐ Mobility Training through Regional Centers (*for regional center eligible youth/adults*)
- ☐ Access Paratransit (*for disabled youth/adults*)
- ☐ Metro Transit Access Pass (TAP) Card (*for ILP eligible youth 18 and over*)

Other

- ☐ Domestic Violence Intervention Programs/Restraining Orders
- ☐ Gang Intervention & Tattoo Removal Programs
- ☐ Mentoring & After School Programs (*i.e., LGBT Support, Big Brother/Big Sister, Best Buddies, YMCA, YWCA, Boys/Girls Clubs, etc.*)
- ☐ Informal Juvenile & Traffic Court - Resolving Outstanding Tickets (*truancy, daytime loitering, daytime curfew*)
- ☐ Sealing Juvenile Records

What is a regional center?

Information on regional centers

You may have received a letter recently saying that your son or daughter was referred to a regional center. The information below will help you understand regional centers, its services, and the referral process.

What is a regional center?

Regional centers are organizations that receive money from the State to provide free services for people with developmental disabilities to help them work, learn, and play in the community.

What type of services do regional centers offer?

Some services that regional centers offer include behavioral modification services, respite services, counseling for the child and family, and social skills training, among other services.

Who can get regional center services?

Children who are California residents and have a developmental disability can get services. Developmental disabilities include mental retardation and related conditions, cerebral palsy, epilepsy, and autism. Also, a child's developmental disability must begin before the age of 18, be expected to go on indefinitely, and substantially limit the child's ability to function in several major life activities.

What happens after a referral was made?

After your child has been referred, the regional center will determine if your child can get services. The regional center will conduct an assessment to identify your child's strengths and needs in order to determine if your child needs services.

What can I expect from the assessment process?

1. **Initial Intake:** The regional center will begin the process by calling you to ask questions about your child. You know a lot of important information about your child, so share this information with the regional center in order for the regional center to correctly find if your child needs services. The regional center must call you within 15 days from receiving the referral. Please call the specific regional center that has your referral if you have not heard from the regional center within 15 days.
2. **Assessment:** The regional center may review documents and/or require an assessment to determine if your child needs services. For the assessment, a psychologist or other professional may do the assessment and write up the findings. You will need to provide consent to allow the assessment to occur. The assessment must occur within 60 days if delay would pose risk to your child's health or safety, or risk placement in a more restrictive environment. Through a written agreement, the regional centers have agreed that children referred by Probation, or who are under the jurisdiction of Probation when referred, will be assessed within 60 days following initial intake.
3. **Results:** The regional center will determine if your child needs services based on assessments, medical records, educational records, and the parents' feedback. There is no charge for the assessment and findings process.

What happens if my child was accepted by a regional center to receive services?

If your child was accepted by a regional center, then an Individual Program Plan (IPP) will be developed. An IPP is a written agreement between you and the regional center that tells you what services the regional center will purchase or help secure your child and family. The services should help to meet your child's needs and goals in the IPP. The IPP must be developed within 60 days from completion of the assessment.

What happens if my child was not accepted by a regional center to receive services?

A regional center can make mistakes. If you disagree with the regional center's decision, then you can appeal the decision. Please ask Probation for "What To Do If Your Child Was Denied Eligibility" handout.

¿Qué es un centro regional? Información sobre los centros regionales

Usted quizás haya recibido una carta recientemente en que dice que a su hijo o hija se le hizo la recomendación de ir a un centro regional. La información que viene abajo le ayudará a usted a comprender los centros regionales, sus servicios y el proceso de ser referido a uno.

¿Qué es un centro regional?

Los centros regionales son organizaciones que reciben fondos del Estado para proveer servicios gratis a las personas que tienen discapacidades intelectuales con el fin de ayudarlas a trabajar, aprender y jugar en la comunidad.

¿Qué tipo de servicios ofrecen?

Algunos servicios que ofrecen incluyen la modificación de comportamiento, servicios de descanso, los consejos psicológicos para el menor y la familia, la educación social y otros.

¿Quién puede recibir los servicios de los centros regionales?

Los niños que son residentes de California y que tienen una discapacidad intelectual pueden recibirlos. Las discapacidades intelectuales incluyen el retraso mental con condiciones relacionadas, la parálisis cerebral, la epilepsia y el autismo. También, la discapacidad intelectual de un niño debe manifestarse antes de los 18 años de edad y ser considerada una condición de plazo indefinido tanto que limitaría considerablemente la habilidad del niño a funcionar en varias actividades comunes de la vida.

¿Qué pasa después de ser referido a un centro?

Después de que recomiendan que su hijo vaya a un centro regional, el centro determinará si es posible proveerle servicios. El centro regional hará una evaluación para identificar cuáles son las capacidades tanto como las necesidades de su hijo y determinarán si necesita los servicios.

¿Cómo será el proceso de evaluación?

1. **Proceso Inicial:** El centro regional comenzará el proceso con una llamada telefónica en que le hará a usted varias preguntas sobre su hijo. Usted lo conoce mejor que nadie y es importante que comparta la información que sabe con el centro regional para que éste pueda correctamente determinar si su hijo necesita los servicios. El centro regional debe llamarlo a usted **dentro de los 15 días** de haber recibido la referencia. Favor de llamar al centro regional específico que tiene la referencia de su hijo si no ha recibido noticias dentro de los 15 días.

2. **La Evaluación:** El centro regional puede revisar documentos y/o requerir una evaluación para determinar si su hijo necesita servicios. Un psicólogo u otro profesional llevará a cabo la evaluación y escribirá sus conclusiones. Usted tendrá que dar su consentimiento para que la evaluación se lleve a cabo. La evaluación se debe tomar lugar **dentro de los 60 días** si un retraso pusiera en peligro la salud o seguridad de su hijo o arriesgara que acabe en un lugar con más restricciones. Por medio de un acuerdo por

escrito Los centros regionales se han puesto de acuerdo que los niños que vienen referidos con una orden de libertad provisional bajo caución o que están en libertad provisional reciban una evaluación dentro de los 60 días de haber sido referidos al centro.

3. Los Resultados: El centro regional determinará si su hijo necesita servicios por medio de las evaluaciones, los archivos médicos y académicos, y la información proveída por los mismos padres. La evaluación es gratis tanto como el proceso de saber sus resultados.

¿Qué pasa si aceptan a mi hijo en un centro para recibir servicios?

Si aceptan a su hijo en un centro regional, un Individual Program Plan (IPP) (un plan para un programa individualizado) se efectuará. Tal plan de IPP es un acuerdo escrito entre usted y el centro regional y le dice cuáles servicios el centro regional comprará para usted o de otra forma lo ayudará a conseguir. Los servicios deberían aliviar las necesidades de su hijo y cumplir con las metas del plan individual para él. El plan individual debe efectuarse dentro de los 60 días de haber hecho la evaluación.

¿Qué pasa si a mi hijo no lo aceptaron para servicios en un centro regional?

Un centro regional puede hacer errores. Si usted cree que la decisión fue incorrecta, puede apelarla. Favor de pedir a Probation (la oficina que vigila la libertad condicional) un folleto que se llama "Lo que hay que hacer si a su hijo se le negaron los servicios".