

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1389
Issued: 12/10/15
Post Until: 01/10/16

**SUBJECT: TITLE IV-E REASONABLE CANDIDACY DETERMINATION
AND CASE PLAN**

(This Directive supersedes Directive 877; issued 10/1/02)

The purpose of this Directive is to define work performance expectations and procedures for determining reasonable candidacy and developing a case plan. Funding for juvenile case work has historically been subsidized by Federal Title IV-E of the Social Security Act. At the direction of Federal and State authorities, the Department must clearly document specific case work activities for which Title IV-E funds can be claimed.

The Federal definition of a reasonable candidate for foster care is a youth who is at "imminent" or "serious" risk of removal from his/her home. Imminent or serious risk is characterized by an unstable home situation leading the Deputy Probation Officer (DPO) to believe that absent the implementation of community-based preventive services, the youth will need to be placed in foster care (Suitable Placement order). **A youth may not be considered a reasonable candidate solely because of Probation's involvement with a youth and his/her family.**

Effective immediately, Juvenile Field DPOs must utilize the following Federal and State approved methods to document case management performed on behalf of a youth who meets the eligibility criteria for reasonable candidacy:

- **Evaluation of Imminent Risk and Reasonable Candidacy form** (Prob. 1624)
(Probnet>Forms>Juvenile Forms>Evaluation of Imminent Risk and Reasonable Candidacy) - **Attachment A**
- **Title IV-E Pre-Placement Case Plan** (Prob. 1623)
(Probnet>Forms>Juvenile Forms>Title IV-E Pre-Placement Case Plan) - **Attachment B**

Evaluation of Imminent Risk and Reasonable Candidacy

This form is a mandatory checklist that will assist in accurately identifying why and how a youth is considered a reasonable candidate for foster care. DPOs shall complete the Evaluation of Imminent Risk and Reasonable Candidacy **every six (6) months** for all youth on their assigned caseload. The evaluation allows the DPO to identify the risks and needs of the youth and family, including services necessary to prevent removal of the youth from the home. The risks and needs should be supported in the Title IV-E Pre-Placement Case Plan.

DPO Responsibilities:

- Complete applicable sections of the Evaluation of Imminent Risk and Reasonable Candidacy form to identify the risks and needs of the youth and family
- If the youth is determined to be a reasonable candidate, indicate the reasons the youth is at imminent risk of removal from the home
- Sign the Evaluation of Imminent Risk and Reasonable Candidacy form and submit to the Supervising Deputy Probation Officer (SDPO) for review and approval.
- Place a copy of the form in the PDJ file as supporting documentation
- Document the outcome of the Evaluation of Imminent Risk and Reasonable Candidacy form in the automated system (PCMS>Case Notes>Title IV-E>Evaluation)
- Update the Evaluation of Imminent Risk and Reasonable Candidacy form every six (6) months. Should the youth's circumstances stabilize or the DPO determines additional risks factors are present, the form must be updated

SDPO Responsibilities:

- Review, ensure the accuracy of the above, approve, sign the Evaluation of Imminent Risk and Reasonable Candidacy form and return to the DPO

Title IV-E Pre-Placement Case Plan

Effective immediately, the Title IV-E Pre-Placement Case Plan replaces all Juvenile Field Case Plans, with the exception of the Placement Services Bureau Foster Care Case Plan (Prob. 1385), which is to be completed for each youth with a Suitable Placement recommendation and/or order. DPOs shall complete the Title IV-E Pre-Placement Case Plan every six (6) months for all youth on their assigned caseload.

The Case Plan shall contain all of the following elements:

- Description of circumstances, including but not limited to, behavioral issues that place the youth at imminent risk of removal from the home absent the indicated services. This cannot be solely a list of problems, but must include why these issues will result in out-of-home placement if services are not provided. This will include behavioral issues and obstacles related to the parents or guardian
- Types of services needed for the youth to remain safely in his/her home. This must also include any services aimed at the parents or guardians
- Statement that absent the effectiveness of services, foster care is the planned arrangement for the youth and identify the type of planned placement setting

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Note: Completion of case plan goals that stabilize the youth and family may result in the youth no longer being a reasonable candidate for foster care.

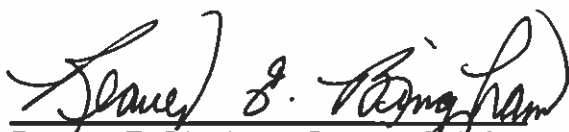
DPO Responsibilities:

- Meet with the youth a minimum of once per month
Note: If the youth is identified as a reasonable candidate, the meeting must be documented as "face-to-face" and documentation elements should include: date of visit, DPO name, youth name, the words "face-to-face," and location
- Meet with the parent/guardian a minimum of once per month
- Document each meeting in the automated system (PCMS>Supervision Module>Contacts)
- Complete all sections of the Title IV-E Pre-Placement Case Plan to identify the objectives and services for the youth and family
- Develop specific measurable, achievable, realistic, and timely case plan goals and objectives for the youth and the family
- Sign the Title IV-E Pre-Placement Case Plan and obtain signatures of the youth, parent/caregiver, and SDPO
Note: Claiming a youth as a reasonable candidate can only be done if the Case Plan is signed by all parties. Exceptions to obtaining parent/caregiver signatures include: whereabouts unknown and incapacitation. The reasons must be clearly documented in the Case Plan and in the automated system
- Document the completion of the Title IV-E Pre-Placement Case Plan in the automated system (PCMS>Case Notes>Title IV-E>Case Plan) and place in the PDJ file as supporting documentation
- Update the Title IV-E Pre-Placement Case Plan every six (6) months. Should the youth's circumstances stabilize or the DPO determines additional risks factors are present, the Case Plan must be changed
- All Case Plans shall document the reasons the youth continues to be (or not be) a reasonable candidate for foster care

SDPO Responsibilities:

- Review, approve, and sign the Title IV-E Pre-Placement Case Plan
- Conduct a monthly review of the automated system (PCMS>Supervision Module>Actual Contact Summary) to ensure face-to-face contacts have been documented

Questions or concerns regarding this Directive shall be directed to the Title IV-E Manager, at (323) 730-4400 or the Juvenile Consultant, at (562) 940-2533.


Reaver E. Bingham, Deputy Chief
Field Services Division

Evaluation of Imminent Risk and Reasonable Candidacy

Name: _____ DOB: _____ Date: _____

PDJ: _____ Court #: _____

The youth is under the age of 18 ☐-Yes ☐-No: If no, stop here; the youth is not a candidate for foster care.
The youth is the subject of a §602 petition ☐ – Yes ☐ – No; If no, stop here – the youth is not a candidate for foster care.

Delinquency, substance abuse, criminal behaviors are not in or of themselves a reason the youth is at imminent risk of foster care placement.

☐ **Parent or guardian in need of support services to ensure effective care and control of youth in the home**

- ☐-Parent is physically or mentally unable to provide adequate care without preventative services.
- ☐-Parent is unwilling to have the youth remain in the home without preventative services
- ☐-Parent is unable to provide adequate care because of criminal conduct, minimizes youth's behavior, periodic or prolonged absence, or incarceration.
- ☐-Parent has another child in foster care.
- ☐-Other
- ☐-Does not apply

☐ **Family has recent (within six months.) or current involvement with a Social Services agency**

- ☐- Youth is a dependent of the Court
- ☐- Parents/guardians currently participating in a Family Maintenance, Family Preservation or another voluntary program.
- ☐- Youth had a recent Foster Care placement as a dependent or voluntary placement.
- ☐- Other
- ☐- Does not apply

☐ **Current pattern of repeated or increasing uncontrollable behavior**

- ☐-Youth has great difficulty being safely maintained in a community placement environment such as school setting, community intervention program, or day program.
- ☐-Youth has demonstrated a pattern of engaging in delinquent behaviors or has increased participation in such behaviors despite the use of community interventions.
- ☐- Other
- ☐- Does not apply

☐ **Deterioration in family relations**

- ☐- Youth isolates self from others and does not engage family members
- ☐- Family home environment is characterized by frequent conflict or violence
- ☐- Youth dissociates self from family members and prefers association of peers
- ☐- Other
- ☐- Does not apply

☐ **Nature of offense indicates risk to self or others**

- ☐- Victim resides in the same home as the child.
- ☐- Access to victim remains likely.
- ☐- Offense indicates risk of future self-harm.
- ☐- Other
- ☐- Does not apply

☐ **Recent (within six months) runaway or beyond control behavior in the home setting**

- ☐ - Youth has left home regularly without permission and engaged in risky behavior
- ☐ - Consequences for poor behavior have little or no effect
- ☐ - Other
- ☐ - Does not apply

☐ **Recent (6 mo.) or current drug use/abuse by youth or parent (alone is not sufficient for imminent risk – must be accompanied by another risk factor)**

- ☐ - Substance abuse by parent(s)
- ☐ - Substance abuse by youth
- ☐ - Other
- ☐ - Does not apply.

☐ **Other current or recent (within six months) indicators of imminent risk. Supervisor review and approval needed.**

- ☐ - Yes
- ☐ - No

Explain:

Additional Comments:

- ☐ The youth is not or is no longer at imminent risk of removal to foster care. If no, stop here.
- ☐ The youth is/remains at imminent risk of removal to foster care.

Preliminary review indicates the youth/family may need the following services in order for the youth to safely remain in his/her home:

- | | |
|--|--|
| ☐ Medical services | ☐ Mental Health services |
| ☐ Education services | ☐ Independent Living Program |
| ☐ Substance Abuse services | ☐ Anger management services |
| ☐ Gang education/intervention | ☐ Parenting classes |
| ☐ Abuse counseling/services | ☐ Sex offender therapy |
| ☐ Family conflict services | ☐ Social/Life Skills services |
| ☐ Juvenile Justice Accountability | ☐ Other |

A complete assessment and case plan are being done by the Probation Officer to further clarify issues and refine identified needed services for the youth to remain safely in his/her home. Absent the effectiveness of these services, the plan is to remove the youth from their home for a suitable foster care placement.

SOURCE DOCUMENTS

- | | | |
|---|--|--|
| ☐ Delinquency Records on Youth | ☐ Criminal Records on Parent/Guardian | ☐ Child Welfare Records |
| School Information: ☐ Attendance | ☐ Grades | ☐ Behavior |
| ☐ Other (please describe): | | |

Deputy Probation Officer

Supervisor

TITLE IV-E PRE-PLACEMENT CASE PLAN

Youth's Name:		DOB:	PDJ:
Gender:	Ethnicity:	Minor's Address:	
Date Case Plan Completed:		☐ Initial Case Plan ☐ Six Month Review ☐ Change in Case Plan	
DPO of Record/Work Location:	SDPO:	LARRC score:	Date LARRC completed:
Does the Minor have Indian heritage? YES ☐ NO ☐	If yes, date ICWA 10 was completed and placed in file. ICWA findings must be documented in the current assessment section of the progress report.		

☐ The youth is at imminent risk of out-of-home care because of the issues indicated in the Evaluation of Imminent Risk and Reasonable Candidacy which affect his/her and the family's safety and well-being. Preliminary review indicates the youth/family need the services indicated in order for the youth to safely remain in his/her home. Absent the effectiveness of the services outlined in this case plan, the plan is to remove the youth from their home to a suitable foster care placement.

Please indicate in the box below the challenges that place the youth at Imminent Risk of removal and the services that will be provided to address these challenges:

☐ The youth is *not* at imminent risk of out-of-home care.

Based on the Evaluation of Imminent Risk and Documentation of Reasonable Candidacy* completed by the Deputy Probation Officer, as well as input from the youth, parent(s), and others related to and concerned with the youth, the following case plan will be implemented.

***The Evaluation of Imminent Risk Checklist must be completed before developing this Case Plan.**

Overall Goal

Youth to remain in the home. Should these preventative services fail the youth will be removed from the home and placed in a suitable relative/non-relative/foster family agency/group home.

Youth and Family Strengths (Check all that apply)

- | | | |
|---|--|---|
| ☐ Proactive Family | ☐ Pro-Social Activities | ☐ Pro-Social Attitude |
| ☐ Positive Extended Family | ☐ Positive Peer Group | ☐ Healthy Family Bonds |
| ☐ Resilient | ☐ Other | ☐ None of the Above |

Planned Placement Option(s) if Preventative Services are Not Effective

Family Members	Relationship	Address	Phone Number
Group Home Type or Other Foster Care Placement(s)		Notes on Foster Placement (May include service(s) to be provided, level of group home, location, etc.)	

Objectives and Services

Domain	Objective	For Whom	Services, Referrals and/or Activities	Referred to Services Date	Target Completion Date	Completion Date
Medical			☐ Obtain Medical coverage ☐ Refer to physician for: ☐ Refer to dentist for: ☐ Other:			
Mental Health			☐ Refer for assessment ☐ Counseling ☐ Other:			
Education ☐ Truant ☐ Poor grades ☐ Suspension ☐ Expulsion ☐ Disruptive ☐ Active IEP ☐ Other			☐ Attend school regularly ☐ Educational Assessment ☐ Needs IEP Reassessment ☐ Tutoring for grades ☐ Other:			
Independent Living Services			☐ Employment Training ☐ Life Skills Class ☐ Other:			
Substance Abuse ☐ Alcohol ☐ Marijuana ☐ Methamphetamine ☐ Other			☐ Substance Abuse Counseling ☐ Regular testing ☐ Other			
Violence/Anger			☐ Anger Management classes ☐ Other:			
Gang/Peer relationships			☐ Gang Counseling ☐ Mentoring ☐ Tattoo removal ☐ Other:			
Delinquent activity						
Minor's ability to parent			☐ Parenting class ☐ Referral for child care/social services assistance ☐ Other:			
Trauma: ☐ Physical Abuse ☐ Sexual Abuse ☐ Emotional Abuse ☐ Neglect ☐ Other:			☐ Counseling ☐ Victim/Witness Assistance referral ☐ Other:			
Sexual Offender			☐ Counseling ☐ Sex Offender Treatment Program ☐ Other:			
Family Conflict			☐ Counseling ☐ Other:			
Lack of Social Skills/ Inappropriate Behavior			☐ Counseling ☐ Mentor program ☐ Other:			
Other:						

The projected date for the completion of all case plan objectives is _____ (exact date).

DEPUTY PROBATION OFFICER WILL:

1. Meet with youth at minimum monthly
2. Meet with parent(s)/guardian(s) at minimum monthly or as needed
3. Monitor compliance with case plan objectives and services
4. Other:

PARENT/CAREGIVER AND MINOR WILL:

1. Meet with the Deputy Probation Officer at minimum monthly or as needed
2. Participate and comply with case plan objectives and services
3. Other:

Signatures

I have reviewed this case plan with the Deputy Probation Officer and understand what it says. I also understand that the services are being offered by the Probation Department to assist me.

Blank Signature - Signature 1

Youth

Date

Blank Signature - Signature 2

Parent/Guardian

Date

Blank Signature - Signature 3

Parent/Guardian

Date

Deputy Probation Officer's Notes:

Blank Signature - Signature 4

Deputy Probation Officer

Date

Blank Signature - Signature 5

Supervising Deputy Probation Officer

Date

Case plan shall be reviewed and revised on or before _____ (exact date).