

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1414
Issued:	03/23/2018
Post Until:	04/23/2018

SUBJECT: JUVENILE – OUT OF HOME SCREENING PROCESS
(This Directive supersedes Directive No. 1368, issued 9/26/14)

The purpose of this Directive is to outline the process for clearing out-of-home recommendations through the Out of Home Screening (OHS) Unit.

The out of home screening process affirms the Department's direction towards a more rehabilitative model through the implementation of Evidenced-Based Practices (EBP) in all operational areas and takes into account the need to balance public safety with the needs of individual youth. This screening process helps to ensure that recommendations made for youth being considered for removal from home are for the least restrictive, most therapeutic environment. Additionally, this process supports consistency in recommendations and referral for services.

The OHS Unit serves as the single point of contact for DPOs to clear all out of home recommendations (Suitable Placement-SP, Camp Community Placement-CCP and Division of Juvenile Justice-DJJ) following Supervising Deputy Probation Officer (SDPO) case clearance/approval, Director approval and prior to dictating reports for submission to court. These recommendations are submitted on the following: Pre-Plea/Disposition reports, WIC 778 or Change of Plan petitions and WIC 777 Noticed Hearing reports.

DPOs submitting a recommendation referral to the OHS Unit are required to consider a range of factors which include but are not limited to: delinquent/criminal history, seriousness of the current offense, level of sophistication and previous efforts to treat and rehabilitate, including referrals to and services received through community-based resources. Pregnant youth should be strongly considered for community-based alternatives where legally appropriate.

The youth's criminogenic risk and protective factors as determined by the Juvenile Assessment tool, must be fully assessed to determine whether the OHS referral will meet the needs of the youth, protect the community and ensure youth safety. **The DPO shall consider the least restrictive, most therapeutic dispositional option available and shall clearly articulate the reason less restrictive options have been considered and are not viable at the time of the out of home recommendation.**

When a DPO considers an out of home recommendation, the risk level and the needs of the youth and type and level of treatment must be compatible with the type of out of home recommendation under consideration. The following guidelines shall be followed when out of home placement is considered:

DJJ recommendations can only legally be considered when the following charges are alleged on the most current petition:

- WIC Section 707 (b) offense or sex offenses according to Penal Code (PC) Section 290.008 (c)
- Juvenile assessment risk score assessed is "high"

CCP recommendations can be considered when the following elements are present:

- Delinquent/criminal act that indicates a significant risk to the community
- Violent and chronic offenders
- Juvenile assessment risk score assessed is “medium” or “high”
- Mental health issue(s) controlled or stabilized through medication
- Community level alternatives have been repeatedly ineffective
- Parent/guardian unable to maintain behavioral/supervision support of youth

CCP recommendations should generally not be considered when the following factor(s) are present:

- Juvenile Assessment has not been completed within 30 days prior to the OHS Unit referral
- Juvenile Assessment risk score assessed is “Low”
- Youth has IQ below 70
- Youth has been referred to the Regional Center and is in the process of eligibility assessment
- Youth has been or is currently a Regional Center client
- Youth is Developmentally Disabled (DD) or Severely Emotionally Disturbed (SED)
- Youth is under 15-years-old and has no prior placement history or involvement with the Community Detention Program (CDP)
- Youth has been previously hospitalized for mental disorder(s) and/or chronic mental diagnosis
- Youth has been diagnosed with a psychotic disorder
- Youth has been determined to be “Medically Fragile” (requiring round-the-clock care by medical personnel)
- Youth has an attempted suicide while in custody
- Youth has a previous Level 14 placement or is in need of a Level 14 placement
- Youth is alleged with a WIC Section 707 (b) offense that is serious, violent or sexual in nature
- Youth’s active case(s) contain an underlying/sustained WIC Section 707 (b) offense and alleged conditions of probation violations on a WIC 777 report warrant a recommendation for DJJ
- Community or other detention alternative programs have not been considered or utilized

SP recommendations can be considered when the following elements are present:

- Minimal risk posed by the youth to the safety of the community
- Juvenile Assessment has been completed within 30 days prior to the OHS Unit referral
- Juvenile Assessment risk score assessed as “Low” or “Medium”
- Documentation that indicates that community-based alternatives have been considered and determined to be unsuitable for the youth
- A home situation that is unsuitable, unsafe and/or the continued placement of the youth in the home is refused by the parent(s) or guardian(s)
- A mental health issue and/or a substance abuse issue is/are contributing to the youth’s delinquency
- Prior Department of Children and Family Services (DCFS)/child welfare history documented neglect or maltreatment

Case clearance/approval process by the SDPO and Director shall include the following:

DPO of Record or Referring DPO responsibilities:

- Present the attached **OHS Case Clearance Form (Attachment A - Prob. 1614, Rev. 10/14 - Probnets>Probation Systems>PEDMS>PEDMS Login>Templates Download> Category-Juvenile/Type-Form>OHS Case Clearance)** to the SDPO at the time of the case clearance conference
- After obtaining SDPO and Work Location Director approval/signatures on the **OHS Case Clearance Form**, completes the form in its entirety and emails the OHS Unit at OutofHomeScreening@probation.lacounty.gov (email address located in Outlook as PROB-Out of Home Screening).

SDPO responsibilities:

- Determine the appropriateness of the out of home recommendation and sign the OHS Case Clearance Form indicating approval for those meeting the above mentioned legal mandates and elements/factors
- Consult with the Work Location Director and if approved, document approval and summarize case clearance in **PCMS>Case Note>OHS Clearance**

Work Location Director responsibility:

- Sign the **OHS Case Clearance Form** after the case clearance conference

OHS Unit DPO responsibilities:

- Log the receipt of the **OHS Case Clearance Form** in the OHS Unit Tracking System
- Contact the DPO of Record or Referring DPO (or SDPO if the DPO is unavailable) to review the case within one (1) business day of referral receipt
- Determine appropriateness of the out of home recommendation
- Contact DPO (telephonically) to inform whether the out of home recommendation is approved
- Document approval/non-approval on **OHS Case Clearance Form**; sign form
- Document approval/non-approval in **PCMS>Case Notes>Out of Home Screening Decision**
- Log case clearance disposition in OHS Unit Tracking System

Should the DPO of Record or Referring DPO disagree with the OHS Unit decision, he/she can appeal with the SDPO, who will consult with the OHS Unit SDPO and review the case. If the matter is not resolved at this level, the referral shall be forwarded to the Work Location Director and the OHS Unit Director to address.

When the out of home placement recommendation is denied, the OHS Unit will direct the DPO of Record/Referring DPO to the Prospective Authorization and Utilization Review (PAUR) Unit to provide assistance with identifying appropriate community-level treatment alternatives that may provide the type and intensity of supportive services indicated most likely to reduce risk and needs, increase protective factors and strengthen/empower the youth and family. These alternatives may include, but are not limited to Wrap-Around Services, Family Preservation, Functional Family Therapy (FFT), Multi-Systemic Therapy (MST), Juvenile Day Reporting Center (JDRC) and/or services provided through the Juvenile Justice Crime Prevention Act (JJCPA).

Additionally, when the referred recommendation is denied and a less restrictive recommendation is designated to be the most appropriate, the DPO of Record/Referring DPO shall prepare the court report containing content/information that is consistent with the approved recommendation. The DPO of

JUVENILE – OUT OF-HOME SCREENING PROCESS

Page 4 of 4

Record/Referring DPO shall not include content/information that would lead the court to believe that an out of home disposition is the most appropriate for the youth.

Each Work Location shall maintain the attached Out of Home Screening Referral Log (**Attachment B - Prob. 1615, Rev. 10/17 - Probnets> Probation Systems>PEDMS>PEDMS Login>Templates Download> Category-Juvenile/Type-Form>Out of Home Screening Referral Log**). Upon completion of the OHS process, the following information shall be included in the Log:

- Youth Last/First Name
- Youth PDJ No.
- Type of Recommendation referred (SP, CCP or DJJ)
- SDPO Caseload No.
- SDPO Name
- DPO Caseload No.
- DPO Name
- Date Recommendation Approved by Director
- Date Case Discussed with OHS Unit by DPO
- OHS Unit Decision (Approved or Denied)
- Final Recommendation included in Court Report
- Type of Report/Petition (PPR/Disposition, WIC 778, WIC 777)

Each month, the OHS Unit shall compile all SP, CCP and DJJ court orders by Bureau and Operation. The OHS Unit Director shall review dispositional recommendations versus those recommendations approved by OHS as documented in PCMS. The review shall include an evaluation of court reports where the court's order differed from the DPO's recommendation. In situations where it appears that the case was not appropriately cleared by OHS or involves an inappropriately written report, the OHS Unit Director shall notify the Work Location Director who shall conduct a review and report their findings to their respective Bureau Chief.

All questions and inquiries regarding this Directive should be directed to the Juvenile Consultant at (562) 940-2533.



Felicia Cotton, Deputy Chief
Juvenile Field Services Bureaus



Dave Mitchell, Deputy Chief
Residential Treatment Services Bureau

OUT OF HOME SCREENING CASE CLEARANCE FORM

Last Name	First Name	DOB
PDJ #	JAIN Number	Age
Court Date	Petition Date	Court Number
Current WIC Status	Type of Report	LARRC Risk Level
Prior 300 WIC Status	☐ Yes ☐ No	Gang Affiliation
Present Offense	707(B): ☐ Yes ☐ No	
Current Whereabouts		
DPO Recommendation	☐ CCP	☐ SP ☐ DJJ
☐ Yes ☐ No LARRC completed/updated within 30 days prior to referral to OHS Unit?		
☐ Yes ☐ No Community-based alternatives to out-of-home placement have been considered or attempted?		
☐ Yes ☐ No Prior Community Interventions: MST ☐ FFP/FFT ☐ FP ☐ WRAP ☐ JDRC ☐ Other		
☐ Yes ☐ No Mental Health Issues. Describe: _____		
☐ Yes ☐ No Prior Out of Home Placements SP ☐ CCP ☐ DJJ ☐		
☐ Yes ☐ No This Dispositional Recommendation is least restrictive available based on the dynamics of this case.		
☐ Yes ☐ No ☐ N/A Does the minor poses a significant threat to community safety?		
☐ Yes ☐ No ☐ N/A Is the minor's home environment unsuitable?		

Circumstances for removal (Narrative):

DPO Name	Caseload #	Phone Number
SDPO Name	DPO Area Office	

☐ Yes ☐ No SDPO approves referral of case to OHS for consideration.	SDPO Signature: _____
☐ Yes ☐ No Director approves referral of case to OHS for consideration.	Director Signature: _____

Date Referral Received by OHS: ____/____/____	Date Referring Case DPO Contacted: ____/____/____
Date OHS decision noted in PCMS: ____/____/____	OHS Decision: ☐ CCP ☐ SP ☐ DJJ ☐ Community Intervention
OHS DPO _____	SDPO/Director (if applicable): _____

Email: OutofHomeScreening@probation.lacounty.gov

PLACE IN MINOR'S PDJ FILE

Out of Home Screening Referral Log

Work Location: _____ Director: _____ Month: _____

Page: _____

Youth's Last Name	Youth's First Name	PDJ No.	Type of Recommendation Referred (SP, CCP or DJJ)	SDPO Caseld. No.	SDPO Name	DPO Caseld. No.	DPO Name	Date Recommendation Approved by Director	Date Case Discussed with OHS Unit by DPO	OHS Unit Decision (Approved or Denied)	Final Recommendation in Court Report	Type of Report/ Petition (PPR, WIC 778, WIC 777)
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