

Out-of-State Placement Policy Unit

ICPC Public Group Home Placement Request
External Tool

Probation (600- Ward)

Social Services (300- Dependent)

Mental Health (SED)

Dual Ward Dependent Mental Health

Child's Name: _____ DOB: ____/____/____ Age: ____

Sending Agency: _____ Placement Worker: _____

Ph _____ Fx _____ Email _____

Proposed Placement Facility: _____ State: _____

CHECKLIST FOR COMPLETE ICPC PLACEMENT REQUEST PACKET

More information about each document can be found on the back of this checklist.

ENTER ICPC DATA IN CWS/CMS

ICPC- 100A FORM

COURT ORDER OR OTHER AUTHORITY TO PLACE

CURRENT CASE HISTORY

SERVICE (CASE) PLAN including: Monthly face-to-face visitation p. ____ Parent/guardian non-signature explanation p. ____

PLACEMENT DISRUPTION AGREEMENT (often documented in Case Plan)

TRANSITIONAL INDEPENDENT LIVING PLAN (TILP)

PLACEMENT RECOMMENDATION (MDT or IEP)

FINANCIAL AND MEDICAL PLAN Title IV-E eligibility verification Financial Plan Medical Plan

Facility ACCEPTANCE LETTER

Current facility RATE SHEET

Current CA Community Care Licensing CERTIFICATION LETTER

Facility PROGRAM STATEMENT

- Submit three **complete** packets containing all the documents + two additional completed & signed ICPC- 100A Forms
- All documents must be fully completed, signed, and dated within the last 6 months, and should agree with placement or explain otherwise
- Send requests to: CDSS Out-of-state Placement Policy Unit
744 P Street (MS 8 12 90)
Sacramento, CA 95814
- For additional questions please contact the Out-of-State Placement Policy Unit (OSPPU) at (916) 651-8100 or email at: ICPC@dss.ca.gov

UPDATE ICPC DATA IN CWS/CMS as case status changes (i.e. date: ICPC approved, child placed, ICPC closed)

ICPC- 100B FORM submit to the OSPPU upon placement **and if/when** there is a change in the placement status

ICPC- 100A FORM fully completed, signed, and dated

COURT ORDER OR OTHER AUTHORITY TO PLACE for a delinquent child, a copy of the court order. For public court jurisdiction cases, the current court order indicating the sending agency has authority to place the child. Court order findings must include:

Wards (Pursuant to Welfare & Institution Code 727.1)

- In-state facilities or programs have been determined to be unavailable or inadequate to meet the needs of the minor.
- The State Department of Social Services or its designee has performed initial and continuing inspection of the out-of-state residential facility or program and has either certified that the facility or program meets all licensure standards required of group homes operated in California or that the department has granted a waiver to a specific licensing standard upon a finding that there exists no adverse impact to health and safety, pursuant to subdivisions (c) of the Section 7911.1 of the family code.
- The requirements of Sections 7911.1 of the Family Code are met.

AND

(Pursuant to Family Code 7901 Article 6)

- Equivalent facilities for the child are not available in the sending agency's jurisdiction.
- Institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.

Dependents (Pursuant to Welfare & Institution Code 361.21)

- The out-of-state group home is licensed or certified for the placement of minors by an agency of the state in which the minor will be placed.
- The out-of-state group home meets the requirements of Section 7911.1 of the Family Code.
- In-state facilities or programs have been determined to be unavailable or inadequate to the needs of the minor.

SED (Pursuant to Welfare & Institution Code 362.2)

When the court determines that it is in the best interest of the child to be placed out-of-state, the court shall read into the order that state alternatives have been explored and that they cannot meet the needs of the child, and the court shall state on the record the reasons for the out-of-state placement.

CURRENT CASE HISTORY including custodial and social history, chronology of court involvement, social dynamics and a description of any special needs of the child. (i.e. Status Review Report, Disposition Report). Must be consistent with the placement request.

SERVICE (CASE) PLAN a copy of the child's case or service or permanency plan and any supplements to that plan. The Case Plan should be consistent placement. Must include a statement that the parent or legal guardian, and the minor have had the opportunity to participate in the development of the case plan, to review the case plan, to sign the case plan, and to receive a copy of the case plan, or an explanation about why the parent or legal guardian, and the minor was not able to participate or sign the case plan. (see Welf. & Inst. Code §§ 706.6(o)(2) & 16501.1(f)(12)). **MONTHLY VISITATION** all foster children in group homes by county welfare or probation departments shall be visited at least monthly. (see Welf. & Inst. Code §§ 16516.5(a), ACL 98-81, MPP Section 31-320).

PLACEMENT DISRUPTION AGREEMENT indicating who will be responsible for the return of the child to the sending state if the child's placement is completed, disrupts, or a request is made for the child's removal and return to the sending state. This language may be included in the case plan or elsewhere.

TRANSITIONAL INDEPENDENT LIVING PLAN (TILP) a TILP is required for youth that are 16 years of age or older. A new TILP must be completed at least once every six months or more if needed (see ACL 08-31, Welf. & Inst. Code §§ 706.6(p) & 16501.1(f)(16)(A); MPP Section 31-236(a)).

PLACEMENT RECOMMENDATIONS for a **Ward** or **Dependent** placement a Multidisciplinary Team Recommendation (**MDT**) for an out-of-state placement is required. MDT guidelines and format can be found in ACIN I-51-99. The MDT shall consist of participating members from county social services, county mental health, county probation, county superintendents of schools, and other members as determined by the county (see Fam Code §7911.1 (f)(1)). A county's Interagency Placement Committee, as established pursuant to MPP Section 11-402.182, may perform this assessment and placement recommendation as long as the members of this team have met the definition of a "Multidisciplinary Team" found in MPP Section 31-066.2. For an **SED** placement, the local educational agency must document efforts to utilize or locate appropriate schools within California (see Ed Code §56365).

FINANCIAL AND MEDICAL PLAN a written description of the responsibility for payment of the cost of placement of the child in the facility, including the name and address of the person or entity that will be making the payment and the person or entity who will be otherwise financially responsible for the child. It is expected that the medical coverage will be arranged and confirmed between the sending agency and the residential facility prior to the placement.

FACILITY ACCEPTANCE LETTER a letter of acceptance from the facility, signed, and dated. This provides the receiving state ICPC office with indication that the residential facility has screened the child as an appropriate placement for their facility.

FACILITY RATE SHEET a copy of the facility's current rate and cost breakdown.

CERTIFICATION LETTER a current copy of CDSS Community Licensing Division's certification renewal letter, which can be requested from the facility or found on-line at: <http://cclcd.ca.gov/PG497.htm>. *Not applicable to SED placements.*

FACILITY PROGRAM STATEMENT a current copy of the facility's program statement to ensure the county has verified the facility is appropriate to meet the child's needs and that the program doesn't preclude type of child being placed. *Not applicable to SED placements.*

ICPC- 100B FORM once the placement request is approved, a ICPC- 100B Form must be completed and submitted to the OSPPU within 3 business days upon the child's placement **and** if/when there is a change in the placement status (i.e. child returns to CA, AWOL, etc.).