DCFS Policy Website

Redesigned

July 2014
What’s NEW?

- **Web-based Content**
  - Easy to navigate
  - Click and “Search” function
  - Hyperlinks
  - Pop-Up Definitions

- **Links to**:
  - Forms
  - Referenced Policy Guides
  - Statutes / Laws / Other sites

- **Policy Format**
  - Separate Policy and Procedure Sections
  - Hyperlinked Table of Contents
  - Easier to read and find information

- **Printing Options**
  - Print by Section or print the Entire Policy
Where can you access the new website?

**LA KIDS**

Go to the left hand side of the Homepage and highlight the “Policy” Link.

Left click (1) once and select “DCFS Child Welfare Policy Manual”

**DCFS Internet Public Site**

Left hand column listed under **RESOURCES**. Access via the public site will not allow access to forms.
Welcome to the new, revised web-based DCFS Policy Manual.

The policy guides are here to assist you in the completion of your responsibilities as a DCFS staff member and provide the information you seek in a concise, clear manner.

Please remember that policy guides are subject to change, do not work in place of supervision and are tools to be used in collaboration with your supervisors and managers to guide you in your duties. You may send an inquiry to our policy section by sending an email to Policy@dcfs.lacounty.gov.

Note:
- Forms are ONLY accessible internally to DCFS staff
- Internet Explorer version 9 and above is required for all website functionalities to work correctly.

For problems, comments or suggestions regarding the content and functionality of this website, please email to Policy Website Webmaster

http://policy.dcfs.lacounty.gov
Policy Guide by Category / Sub–Category

Individual Policy Guides are listed and hyperlinked under the corresponding category. See example under “Intake.”

Categories are broken down into subcategories. For example: CATEGORY → Intake SUBCATEGORY → Responsibilities

Policy Guides are listed below the subcategory, e.g. Child Protection Hotline.
Welcome to DCFS Child Welfare Policy Website!

Best viewed at 1024x768 resolution

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On the home page, click on the “Glossary” tab. A list of terms will appear. Find the term you are searching for. Left click on the term one (1) time. The definition will appear below the term as shown on the sample to the right. These terms will appear as “pop-up” definitions in the Policy Guides.
New Policy Guide Format

- **Overview**
  - Provides a summary as to what the policy guide is about.

- **Table of Contents (TOC)**
  - Hyperlinked TOC facilitates navigation

- **Version Summary**
  - Provides a summary as to any significant changes and the last revision date.

- **Policy**
  - Provides information regarding the basis for the policy, requirements and general information.

- **Procedure**
  - Provides step by step instructions on what tasks to complete, who is responsible for said tasks and the timelines.

- **Approvals**
  - Provides a summary as to what requires higher level approval and the level of signatures required.

- **Helpful Links**
  - Includes links to attachments, forms, referenced policy guides, legal statutes and other websites.
Due Diligence
0300-306.75 | Revision Date: 07/01/14

Overview
This policy reviews the due diligence process for locating the current whereabouts and/or identity of a missing child. It is designed to be used in conjunction with other policy documents, such as the "Initiating a Due Diligence Search" document.

TABLE OF CONTENTS
Policy
Purpose of a Due Diligence
Procedure
Initiating a Due Diligence Search
Staff Conducting the Search Responsibilities
For all Hearings, Except Detention Hearings
DIA Responsibilities
Completing the Declaration Regarding Due Diligence
CSW Responsibilities
Staff Completing the Declaration Responsibilities
SCSW Responsibilities
Assembling the Due Diligence Folder
Staff Assembling the Folder Responsibilities
Requesting Probation Records of a Parent/Guardian
Staff Requesting Record Responsibilities
Approvals
Helpful Links
Forms

Left click on the section you’d like to view (e.g. "Initiating a Due Diligence Search") and it will take you to the selected place in the document.

Table of Contents
Hyperlinks allow faster navigation of the policy guide to the desired place in the document.

Initiating a Due Diligence Search
These instructions also apply to a foreign country search.

Staff Conducting the Search Responsibilities
1. A search must include, but is not limited to, the following steps:
   a. Ensure that all parents (i.e., birth parents, presumed fathers and all alleged fathers) have been properly identified.
      • If the identity of a parent is unknown, the CSW is still required to complete due diligence on that parent.
   b. Conduct a thorough review of all online and hardcopy case documentation, including County and out-of-state parent's whereabouts.
   c. Ask all involved parties (i.e., mother, father, children, relatives, siblings' CSWs, ER/ERCP CSW(s), etc.) (including aliases) of the parent or legal guardian and when and where he or she last had contact with the child.
   d. Check the case file to determine if a birth certificate is on file for each child who is in placement.
      • If a birth certificate is not in the file, the CSW must submit a completed DCFS 280.

2. For all hearings, except detention hearings:
   a. Complete the DCFS 139 to initiate a record search.
   b. Check the appropriate boxes on page three of the form.

3. Complete the following searches, and document them in the Declaration Regarding Due Diligence:
Pop-Up Definitions

- Hover over a word highlighted in purple and the definition will show in a “pop-up” window.
  - See example below: “Exploitation”
Click on the word/phrase that appears in blue. This will open a separate window with the corresponding policy guide, form or website.
To open a form, click on the form name or number that appears in blue.
- When you double click on the form, a new window will pop.
- Select “Open.”

The form will open in a new window.
Other Features

- Breadcrumb
  - Vertical list of the category, subcategory and policy guide you are currently viewing.
Other Features (cont’d)

- Back to Policy / Procedure / Helpful Links
  - Takes you to the beginning of that Section.

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Child Support Redeterminations

CSWs are required to complete a child support redetermination annually to coincide with the redetermination of AFDC-FC eligibility.

The following changes in a child’s case status require that the annual redetermination and the submission of the CW 51 take place prior to the annual redetermination:

- The termination of parental rights of a parent who was previously referred to CSSD
- The return of the child to the home of a parent who was previously referred to CSSD
- A child’s death
- A youth transitions out of foster care or a youth turns 19 years old or older
- The case is entering the Kin-GAP program
- A determination is made at a grievance review hearing that a referral to CSSD is not appropriate
Other Features (cont’d)

Back to Top

- Takes you to the beginning of the Policy Guide.

Fast Track to Permanency (FTP)
0080-508.05 | Revision Date: 07/01/14

Overview
This policy guide provides information on Fast Track to Permanency (FTP), including FTP criteria and the procedures for dealing with FTP cases.

TABLE OF CONTENTS

Policy
- Fast Track to Permanency (FTP) Cases
- WIC Sections 361.5 (b) and 361.5 (e) Criteria

Procedure
- Fast Track to Permanency (FTP) Cases
  - CSW Preparing the Detention Report/Case-Carrying CSW/ISW Responsibilities
  - Intake and Detention Control (IDC) CSW Responsibilities
  - Juvenile Court Services (JCS) Court Officer Responsibilities
  - SCSW Responsibilities
  - Case-Carrying CSW Responsibilities
  - Dependency Investigator (DI) CSW/CSW Responsible for Jurisdictional/ Disposition Report Responsibilities

Approvals
Helpful Links
:to Permanency.htm#FTP/CASES
Searching for a Policy Guide by:

• Keyword
• Policy Title
• Policy Number
• Category
Using the Search Function

Type in the keyword(s)/policy name or policy guide number in the gray box.
Press “Enter” or select “Find All.”

You can narrow the search by selecting the drop down arrow next to “Find All.” You can select a category from the list.
Advanced Search Function

You can search in the CWS Handbook (All Policy Guides), in "DCFS Forms" or "All".
Print Options

Option to print the entire policy guide or by section.
If you select the “Print Section”, a new window will pop up with a list of sections.

- Select the section(s) you would like to print and press “Print.”
Print Options (cont’d)

To print the background color, e.g. yellow highlight.

**Step 1.** Go to “File” and select the “Page setup.”

**Step 2.** Check the box marked "Print Background Colors and Images.”

**Step 3.** Select “OK.”
Adding a Link to Favorites/E-mailing

To add the policy guide link to your favorites bar or favorites list:
- Go to “favorites” (gold star ⭐️) and left click.
- Click on the drop down arrow and select either “Add to Favorites” or “Add to Favorites Bar”.

To e-mail the link:
- Open the policy guide.
- Go to “File” on the top left.
- Select “Send” and then “Link by e-mail”.
Thank You!

In case of any questions, you can contact the DCFS Policy Section at:

policy@dcfs.lacounty.gov