



# DCFS Policy Website

Redesigned

July 2014

# What's ?

## ▶ **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.**

# HOME PAGE



**D·C·F·S**

## Child Welfare Policy Manual

Child Safety • Permanency • Effective & Caring Services

Search

Find All



[Home](#) | [Advanced Search](#)

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Assessments & In-Person Responses

Case Planning

In Home/Out of Home Care

Adoption

Court Related Issues

Contacts & Visitations

Case Assignments, Transfer & Closure

Health Care

School & Education

Financial Support Systems

Confidentiality

Additional Information

Other Resources

### Welcome to DCFS Child Welfare Policy Website!

*Best viewed at 1024x768 resolution*

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](mailto: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](mailto:Policy Website Webmaster)

<http://policy.dcfs.lacounty.gov>

# Policy Guide by Category / Sub-Category

**DCFS Child Welfare Policy Manual**  
Child Safety • Permanency • Effective & Caring Services

Search Find All Home | Advanced Search

Contents Glossary

- Intake
- Reporting
- Responsibilities
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- Assessments & In-Person Responses
- Case Planning
- In Home/Out of Home Care
- Adoption
- Court Related Issues
- Contacts & Visitations
- Case Assignments, Transfer & Closure
- Health Care
- School & Education
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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.

**DCFS Child Welfare Policy Manual**  
Child Safety • Permanency • Effective & Caring Services

Search Find All Home | Advanced Search

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- Intake
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- Special Situations
- Assessments & In-Person Responses
- Case Planning
- In Home/Out of Home Care
- Adoption
- Court Related Issues
- Contacts & Visitations
- Case Assignments, Transfer & Closure

Home

Intake > Responsibilities

Print Section | Print Entire Policy

**Responsibilities**

- Child Protection Hotline (CPH)
- Child Protection Hotline (CPH) Alleged Perpetrator is Not The Child's Parent or Primary Caregiver
- Child Protection Hotline (CPH) Referrals Regarding Children in Surrounding Counties
- Referral Assignment Criteria
- Child Protection Hotline (CPH) Requests for Emergency Medical Consent
- Response Times to Referrals

# Other Resources Category

Section includes:

- FYIs
- List of Cancelled/Merged policy guides
- Forms (State of CA, Judicial, CWS/CMS)
- Management Directives
- Recent Policy Updates



**D·C·F·S**

**Child Welfare Policy Manual**

Child Safety • Permanency • Effective & Caring Services

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CWS/CMS Forms Listing

FYI

Judicial Council Forms Page

List of Merged/Cancelled Policies

Management Directives

Recent Policy Updates

State of California Forms Page

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# Using the Glossary

File Edit View Favorites Tools Help  
DCFS Child Welfare Policy Manual  
Child Safety • Permanency • Effective & Caring Services  
WGC 308 Find All  
Home | Advanced Search

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**2PEN**  
Abuse or neglect in out-of-home care  
Accelerated Placement Team (APT)  
ACCESS  
Active Investigation  
Adoption Assistance Program (AAP)  
Adoption Service Provider (ASP)  
Adverse Court Orders/Decisions  
After-Hours Warrant  
Agency Adoption  
Aid to Families with Dependent Children  
Alleged Father  
Alternative Residential Model Rate (ARM)  
Appearance Hearing  
Appellate Review  
Applicable Child  
Applicant Assessment (also referred to as)  
Application for Rehearing  
Assistance Unit  
At Risk  
Attached Applicant  
Blood-borne pathogens  
Bus Coupon  
Bus Pass  
Bus Token  
CalFresh  
California Law Enforcement Telecommu  
California Regional Center

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Contents Glossary

Search

**2PEN**  
Abuse or neglect in out-of-home care  
Accelerated Placement Team (APT)  
ACCESS

Los Angeles County Department of Mental Health's (DMH) 24 hour, 7 (seven) day a week hotline: Emergency psychiatric services are coordinated through ACCESS. ACCESS offers information regarding all types of mental health services available in Los Angeles County. CSWs may request a joint response with FRO by contacting ACCESS at (800) 854-7771.

**Active Investigation**  
**Adoption Assistance Program (AAP)**  
**Adoption Service Provider (ASP)**  
**Adverse Court Orders/Decisions**  
**After-Hours Warrant**  
**Agency Adoption**  
**Aid to Families with Dependent Children**  
**Alleged Father**  
**Alternative Residential Model Rate (ARM)**  
**Appearance Hearing**  
**Appellate Review**  
**Applicable Child**  
**Applicant Assessment (also referred to as)**  
**Application for Rehearing**  
**Assistance Unit**

- 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 identi

### 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.

See image to the right

# 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 searched.
    - 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-county 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 parent.
  - 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 136](#) 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:
  - a. Search for the parent's current and previous addresses.
  - b. Search for the parent's current and previous phone numbers.
  - c. Search for the parent's current and previous employers.
  - d. Search for the parent's current and previous schools.
  - e. Search for the parent's current and previous neighbors.
  - f. Search for the parent's current and previous friends.
  - g. Search for the parent's current and previous relatives.
  - h. Search for the parent's current and previous associates.
  - i. Search for the parent's current and previous social media profiles.
  - j. Search for the parent's current and previous vehicle registration records.
  - k. Search for the parent's current and previous driver's license records.
  - l. Search for the parent's current and previous passport records.
  - m. Search for the parent's current and previous military records.
  - n. Search for the parent's current and previous credit records.
  - o. Search for the parent's current and previous tax records.
  - p. Search for the parent's current and previous utility records.
  - q. Search for the parent's current and previous vehicle insurance records.
  - r. Search for the parent's current and previous health insurance records.
  - s. Search for the parent's current and previous life insurance records.
  - t. Search for the parent's current and previous property records.
  - u. Search for the parent's current and previous business records.
  - v. Search for the parent's current and previous professional records.
  - w. Search for the parent's current and previous educational records.
  - x. Search for the parent's current and previous employment records.
  - y. Search for the parent's current and previous criminal records.
  - z. Search for the parent's current and previous civil records.

# Pop-Up Definitions

- ▶ Hover over a word highlighted in purple and the definition will show in a “pop-up” window.
  - See example below: “Exploitation”

The screenshot displays the D.C.F.S. Child Welfare Policy Manual website. The header includes the D.C.F.S. logo, the title "Child Welfare Policy Manual", and the tagline "Child Safety • Permanency • Effective & Caring Services". A search bar is located in the top right corner. The left sidebar contains a navigation menu with categories like "Intake", "Reporting", "Responsibilities", and "Special Situations". The "Responsibilities" section is expanded, showing "Child Protection Hotline (CPH)" as the selected item. The main content area shows the "Child Protection Hotline (CPH)" page, which includes a list of responsibilities and a table of "Child Abuse Allegation Categories". A blue arrow points to the word "Exploitation" in the table, which has a pop-up definition box appearing over it. The pop-up box contains the text: "Forcing or coercing a child into performing functions which are beyond his/her capabilities or capacities, or into illegal or degrading acts. The term also includes sexual exploitation, economic exploitation, exploitation involving illegal activities and exploitation in the home." The table also lists other categories like "At Risk, Sibling Abused", "Caretaker Absence/Incapacity", "Emotional Abuse", "Physical Abuse", "Severe Physical Abuse", and "Sexual Abuse".

**Child Abuse Allegation Categories**

Child Abuse Allegation Category	Types
At Risk, Sibling Abused	
Caretaker Absence/Incapacity	<ul style="list-style-type: none"><li>• Caretaker Absence</li><li>• Caretaker Incapacity</li></ul>
Emotional Abuse	
Exploitation	<ul style="list-style-type: none"><li>• Sexual Exploitation</li><li>• Economic Exploitation</li><li>• Exploitation Involving Illegal Activities</li><li>• Exploitation in the Home</li></ul>
Physical Abuse	
Severe Physical Abuse	
Sexual Abuse	<ul style="list-style-type: none"><li>• General Neglect</li><li>• Severe Neglect</li></ul>
	<ul style="list-style-type: none"><li>• Sexual Exploitation</li></ul>

**Evaluating Out a Referral**

Referrals that do not meet the criteria for an in-person response time will be evaluated out at the CPH. If the CPH CSW determines that an in-person response is not warranted, the CPH CSW will document the reasons for the referral being evaluated out at the CPH. If the CPH CSW determines that an in-person response is warranted, the CPH CSW will document the reasons for the referral being evaluated in at the CPH.

# Hyperlinks

\* Forms

\* Policy Guides

\* External Websites

\* Other Links

The screenshot shows the 'Child Welfare Policy Manual' website. The header includes the D-C-F-S logo and the text 'Child Welfare Policy Manual' with subtext 'Child Safety • Permanency • Effective & Caring Services'. A search bar on the right contains 'WIC 388' and a 'Find All' button. Below the header is a navigation bar with 'Contents' and 'Glossary' tabs. The left sidebar lists various sections, with 'Concurrent Planning' highlighted. The main content area shows a breadcrumb trail: 'Home > Case Planning > Continuing Service Case Planning > Concurrent Planning'. The text in the main area includes a numbered list with blue hyperlinks: 'When sending the CPA to Court', 'fast-track cases', and 'TDM process'. A blue callout box with a white arrow points to the 'TDM process' link, containing the text: 'Click on the word/phrase that appears in blue. This will open a separate window with the corresponding policy guide, form or website.'

# Forms



- Court Staff Assisted Tasks
- Testifying and Communication
  - Contacts & Visitations
  - Case Assignments, Transfer & Closure
  - Health Care
  - School & Education
  - Financial Support Systems
  - Confidentiality
  - Additional Information
- Linking to Outside Agencies
- DCFS Employee Functions/Situations
- Client Based Special Services/Situations
  - DCFS Drug Testing Services
  - Immigration Options
  - Family Preservation Program Services &
  - Resuming Services for Families Receiving
  - The Indian Child Welfare Act



7. Meet with the SCSW on a regular basis to discuss the child's needs and the family's ability to meet those needs.
8. As applicable, activate the alternative permanent plan:
  - a. If the recommendation is to return the child to the parent(s), activate the alternative permanent plan upon receipt of the minute order.

### Gathering and Documenting Family Background Information

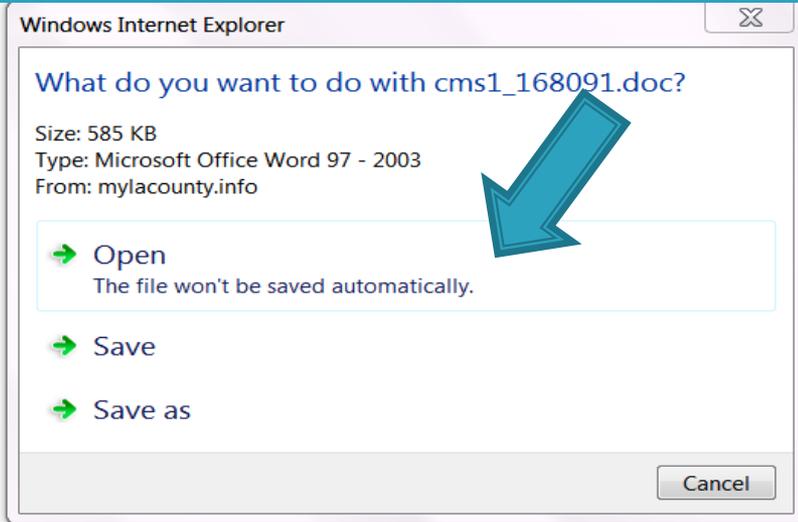
#### [ERCP/ER CSW Responsibilities](#)

1. Create the [Family Background #1](#) on CWS/CMS or CWS/CMS-CP.
2. Provide the parent(s) with [Family Background #3](#) (FB 3) in a self-addressed envelope.
  - a. Instruct the parent(s) to return the completed FB 3 in the envelope as soon as possible.
3. Obtain the completed the FB 3 from the parent(s).
  - a. If not completed or if the parent(s) did not previously receive the FB 3, provide the form along with a self-addressed envelope.
  - b. Instruct the parent(s) to return the completed the FB 3 in the envelope as soon as possible.
4. Document who provided the information to complete the FB 1 and the efforts to obtain the FB 3 in the Contact Notebook.
5. Enter the information obtained in the appropriate section in CWS/CMS.
  - a. File the original FB 1 in the oldest child's Psychological/Medical/Dental Health folder.
  - b. Print the FB 1 and place copies in the siblings' folders.
6. Forward the FB 1, and if available the FB 3 with the completed FB Coversheet attached, to the DI/case-carrying CSW.

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

COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND FAMILY SERVICES

**PARENT FAMILY BACKGROUND 1**  
Please answer all questions. Mark non-applicable fields with N/A.  
Please do not leave any blank spaces.

Completion Status  
Section Completed  
 ID Info  
 Children  
 ICWA  
 Physical Description  
 Health History

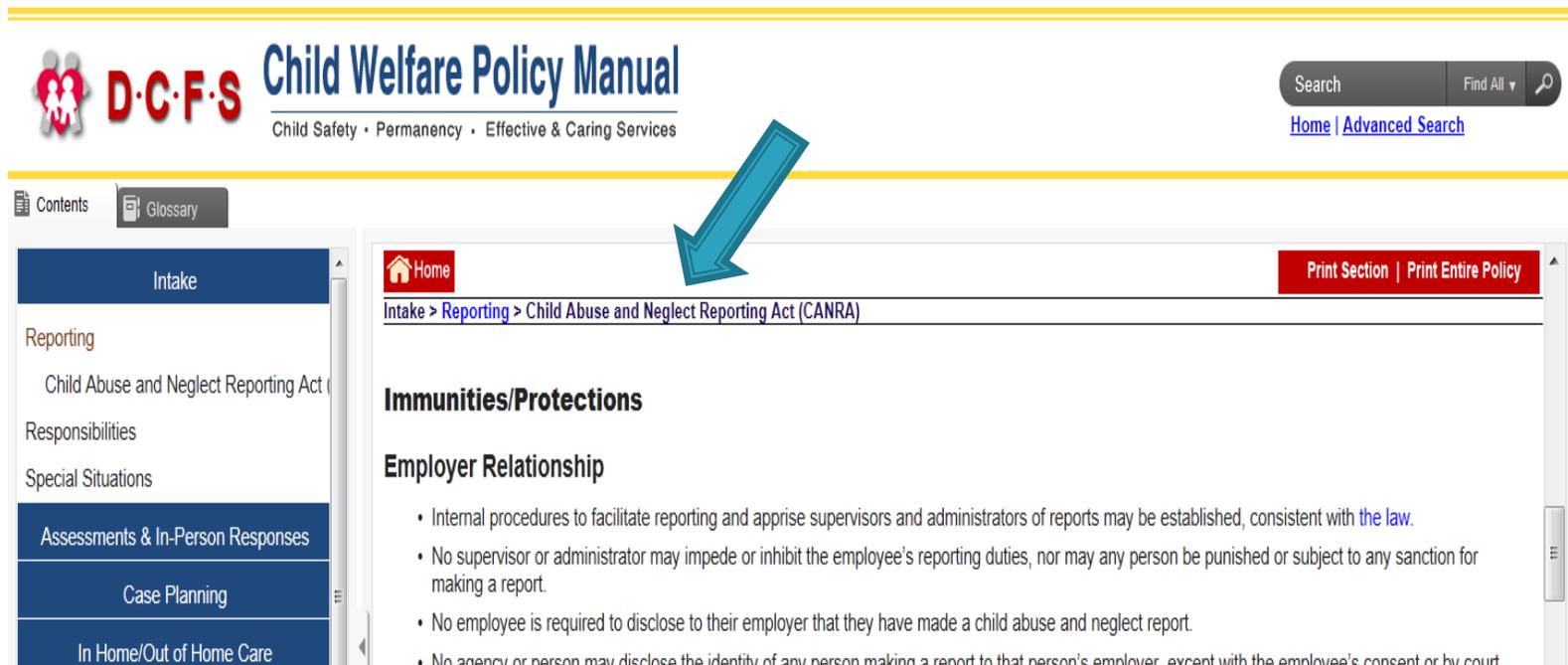
CWS/CMS Referral Number: \_\_\_\_\_  
CWS/CMS Case Number (if any) \_\_\_\_\_  
Mother's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
DL #/State ID: \_\_\_\_\_ State: \_\_\_\_\_ Mother's SSN: \_\_\_\_\_  
Hair Color: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Mother's Birth City/State: \_\_\_\_\_ Mother's Birth Date: \_\_\_\_\_  
Mother's Language: \_\_\_\_\_ Mother's Ethnicity: \_\_\_\_\_  
Other Address: \_\_\_\_\_  
Have you or your spouse/partner lived out of state or in another country? If so, where? \_\_\_\_\_  
Are you legally married?  YES  NO If YES, what was your maiden name? \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_ Spouse's DOB: \_\_\_\_\_  
Spouse's Address: \_\_\_\_\_ Spouse's Language: \_\_\_\_\_  
Spouse's City/State: \_\_\_\_\_ Spouse's Language: \_\_\_\_\_  
Spouse's Phone:  Same as above  Same as above  Same as above  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Any Previous DCFS/Court Involvement?  Yes  No Date: \_\_\_\_\_

Prior Marriages		Date and Place of Birth of Children			
Name	Date of Marriage	Place of Marriage (City, County, State)	Date & Place of Divorce	Date and Place of Death (if deceased)	Name of Children Born in Marriage

# Other Features

## ▶ Breadcrumb

- Vertical list of the category, subcategory and policy guide you are currently viewing.



The screenshot displays the 'Child Welfare Policy Manual' website. At the top left is the D.C.F.S. logo with the tagline 'Child Safety • Permanency • Effective & Caring Services'. To the right is a search bar with 'Search', 'Find All', and a magnifying glass icon, along with links for 'Home' and 'Advanced Search'. Below the header is a navigation menu with 'Contents' and 'Glossary'. The main content area features a breadcrumb trail: 'Home > Reporting > Child Abuse and Neglect Reporting Act (CANRA)'. A blue arrow points to this breadcrumb trail. To the right of the breadcrumb are 'Print Section' and 'Print Entire Policy' buttons. Below the breadcrumb, the page content includes sections for 'Immunities/Protections' and 'Employer Relationship', followed by a list of bullet points detailing reporting procedures and protections.

**Child Welfare Policy Manual**  
Child Safety • Permanency • Effective & Caring Services

Search Find All 🔍  
[Home](#) | [Advanced Search](#)

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Print Section | Print Entire Policy

Intake > Reporting > Child Abuse and Neglect Reporting Act (CANRA)

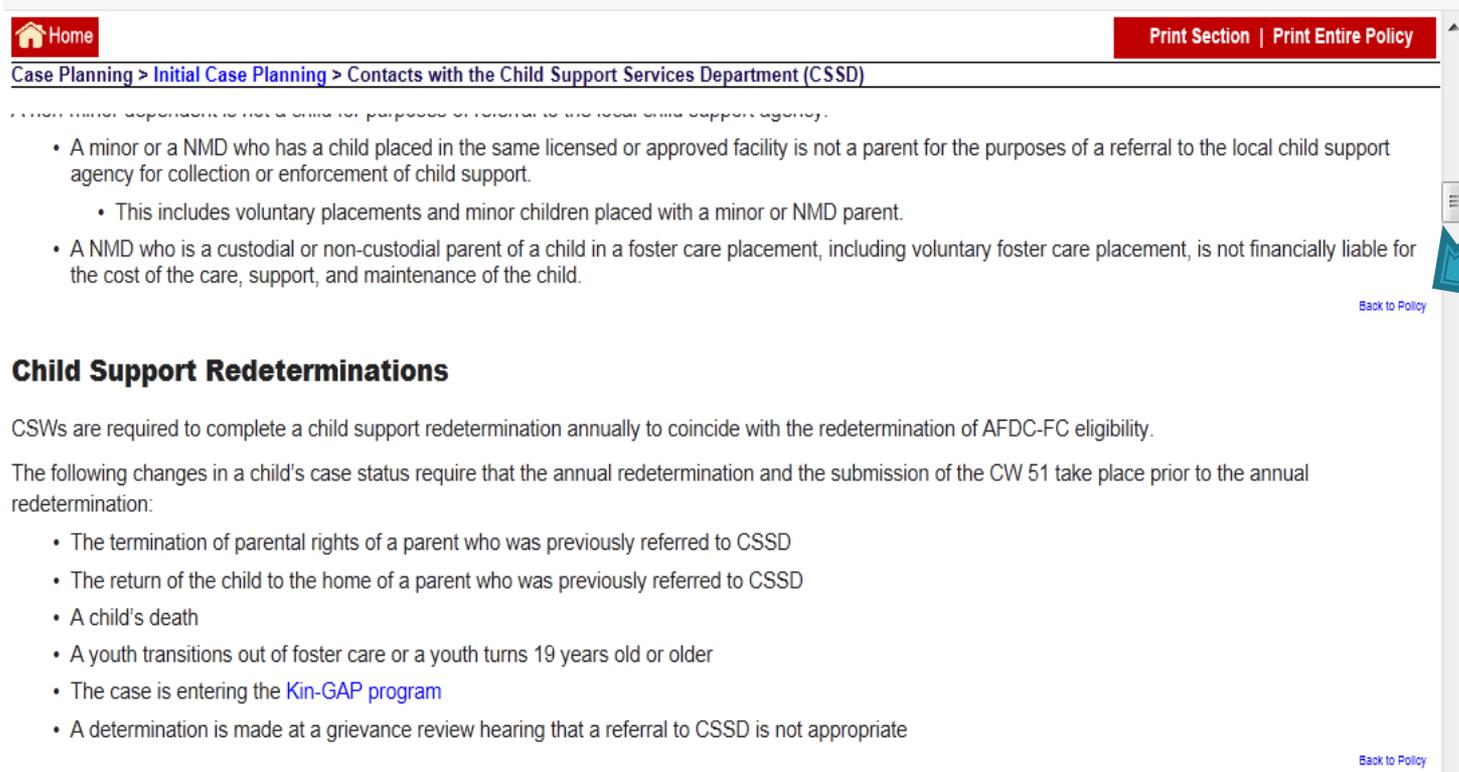
### Immunities/Protections

### Employer Relationship

- Internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established, consistent with [the law](#).
- No supervisor or administrator may impede or inhibit the employee's reporting duties, nor may any person be punished or subject to any sanction for making a report.
- No employee is required to disclose to their employer that they have made a child abuse and neglect report.
- No agency or person may disclose the identity of any person making a report to that person's employer, except with the employee's consent or by court order.

# Other Features (cont'd)

- ▶ Back to [Policy](#) / [Procedure](#) / [Helpful Links](#)
  - Takes you to the beginning of that **Section**.



The screenshot shows a web page with a navigation bar at the top. On the left, there is a 'Home' button with a house icon. On the right, there are buttons for 'Print Section' and 'Print Entire Policy'. Below the navigation bar, the breadcrumb trail reads 'Case Planning > Initial Case Planning > Contacts with the Child Support Services Department (CSSD)'. The main content area contains a paragraph starting with 'A minor dependent is not a child for purposes of referral to the local child support agency.' followed by a bulleted list of conditions. A blue arrow points to a 'Back to Policy' link located at the bottom right of the content area. Below the main content, there is a section titled 'Child Support Redeterminations' followed by a paragraph and another bulleted list. A second 'Back to Policy' link is visible at the bottom right of this section.

[Home](#) [Print Section](#) | [Print Entire Policy](#)

[Case Planning](#) > [Initial Case Planning](#) > [Contacts with the Child Support Services Department \(CSSD\)](#)

A minor dependent is not a child for purposes of referral to the local child support agency.

- A minor or a NMD who has a child placed in the same licensed or approved facility is not a parent for the purposes of a referral to the local child support agency for collection or enforcement of child support.
  - This includes voluntary placements and minor children placed with a minor or NMD parent.
- A NMD who is a custodial or non-custodial parent of a child in a foster care placement, including voluntary foster care placement, is not financially liable for the cost of the care, support, and maintenance of the child.

[Back to Policy](#)

## 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

[Back to Policy](#)

# Other Features (cont'd)

## ▶ Back to Top

- Takes you to the beginning of the **Policy Guide**.

The screenshot shows a web page with a red navigation bar at the top containing a 'Home' button and 'Print Section | Print Entire Policy' links. Below the navigation bar is a breadcrumb trail: 'Case Planning > Initial Case Planning > Fast Track to Permanency (FTP)'. The main heading is 'Fast Track to Permanency (FTP)' with a revision date of '07/01/14'. The page includes an 'Overview' section and a 'TABLE OF CONTENTS' section with links to various sub-topics like 'Policy', 'Procedure', and 'Approvals'. A 'Back to Top' link is located at the bottom right of the page content, with a large blue arrow pointing to it.

Home Print Section | Print Entire Policy

Case Planning > Initial Case Planning > Fast Track to Permanency (FTP)

## 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#FTPCASES](#)

[Back to Top ^](#)

# Searching for a Policy Guide by:

- Keyword
- Policy Title
- Policy Number
- Category



# Using the Search Function

The screenshot shows the top of the DCFS Child Welfare Policy Manual website. On the left is a navigation menu with categories like Intake, Assessments & In-Person Responses, Case Planning, In Home/Out of Home Care, Adoption, Court Related Issues, Contacts & Visitations, Case Assignments, Transfer & Closure, Health Care, School & Education, Financial Support Systems, Confidentiality, Additional Information, and Other Resources. On the right, there is a search bar containing the text 'WIC 388' and a 'Find All' button. Below the search bar are links for 'Home' and 'Advanced Search'. The main content area displays a welcome message and a list of policy guides.

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

This close-up shows the search bar with 'WIC 388' entered. The 'Find All' dropdown menu is open, displaying a list of categories from the navigation menu: Find All, Additional Information, Adoption, Assessments & In-Person Responses, Case Assignments, Transfer & Closure, Case Planning, Confidentiality, Contacts & Visitations, Court Related Issues, Financial Support Systems, Health Care, In Home/Out of Home Care, Intake, and School & Education.

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

File Edit View Favorites Tools Help

DCFS Child Welfare Policy... US Government Printing O... ISD-ITS Customer Portal Forms - Alphabetic List All County Letters - By Yea... Suggested Sites Web Slice Gallery



**D·C·F·S**

## Child Welfare Policy Manual

Child Safety • Permanency • Effective & Caring Services

Search Find All

[Home](#) | [Advanced Search](#)

Contents

Glossary

- Intake
- Assessments & In-Person Responses
- Case Planning
- In Home/Out of Home Care
- Adoption
- Court Related Issues
- Contacts & Visitations
- Case Assignments, Transfer & Closure
- Health Care
- School & Education
- Financial Support Systems
- Confidentiality
- Additional Information
- Other Resources

### DCFS Policy Guides/Forms - ADVANCED Search

You can perform a search for **DCFS Policy Guides** or **Forms** by:

- Content Search - Search by Keywords or Exact Phrases inside each document (e.g., collateral contacts, case plan, DCFS 280, etc.)
- Search by Category (e.g., Adoptions, Court related Issues, etc.)

Forms are **ONLY** accessible internally to DCFS staff. If you have any questions about any policy please send your question to our Policy section by sending an email to [Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov). For helpful search tips, click [here](#).

1 - 10 of 1061 results sorted by [ [date](#) | **relevance** | [category](#) | [title](#) ]

1 2 3 4 5 6 7 8 9 10 Next>>

Policy / Forms Name	Category
<a href="#">0100-535.25_Extended Foster Care (EFC) Program</a>	In Home Out of Home Care
<a href="#">1200-504.00_Conducting Cursory Searches</a>	Additional Information
<a href="#">0100-510.10_Placement Capacity</a>	In Home Out of Home Care
<a href="#">Welcome</a>	In Home Out of Home Care
<a href="#">0100-510.35_Non-DCFS Contracted Placements</a>	In Home Out of Home Care
	Financial Support

### Content Search

Enter a search term Go

- One or More Search terms
- All search terms
- Exact Phrase

### Search by Category

- All
- All
- CWS Handbook
- DCFS Forms



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**.

The screenshot displays the D.C.F.S. Child Welfare Policy Manual website. At the top left is the D.C.F.S. logo with the text "Child Welfare Policy Manual" and "Child Safety • Permanency • Effective & Caring Services". On the top right, there is a search bar with "Search" and "Find All" buttons, and a blue arrow pointing to the "Home | Advanced Search" link. Below the search bar are "Contents" and "Glossary" tabs. The main content area shows a breadcrumb trail: "Home > Case Planning > Initial Case Planning > Fast Track to Permanency (FTP)". Below this, there is a section titled "Dependency Investigator (DI) CSW/CSW Responsible for the Jurisdictional/Disposition Report Responsibilities" with a list of numbered steps. At the top right of the content area, there are two red buttons: "Print Section" and "Print Entire Policy". A left sidebar contains a "HELPFUL LINKS" menu with various categories like "In Home/Out of Home Care", "Adoption", "Court Related Issues", etc.

**D.C.F.S. Child Welfare Policy Manual**  
Child Safety • Permanency • Effective & Caring Services

Search Find All  
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Contents Glossary

HELPFUL LINKS

- Identifying and Arranging Services for F...
- Continuing Service Case Planning
- Permanent Plan Case Planning
- In Home/Out of Home Care
- Adoption
- Court Related Issues
- Contacts & Visitations
- Case Assignments, Transfer & Closure
- Health Care
- School & Education
- Financial Support Systems
- Confidentiality
- Additional Information

Home

Case Planning > Initial Case Planning > Fast Track to Permanency (FTP)

Print Section | Print Entire Policy

1. Document all contacts in the Contact Notebook.

**Dependency Investigator (DI) CSW/CSW Responsible for the Jurisdictional/Disposition Report Responsibilities**

1. Upon case assignment, consult with the ER and/or case-carrying CSW to obtain any information needed to complete the Jurisdictional/Disposition Report (if applicable).
2. Consult with the SCSW to determine if the recommendation should be family reunification (FR) or no-reunification.
  - a. If there are clearly documented exceptional circumstances which lead the CSW to believe that it is in the child's best interest to recommend that the court order FR:
    - i. Obtain the assigned County Counsel's direction to complete the Jurisdictional/Dispositional Report.
    - ii. In the report, address how FR services are likely to prevent re-abuse or continued neglect and/or how the failure to provide FR services will be detrimental to the child.
    - iii. Follow procedures for completing the [Jurisdiction/Disposition Report](#).
    - iv. Obtain SCSW and ARA approval to submit the Jurisdictional/Dispositional Report to court.
  - b. If the recommendation is that the court orders no-reunification:
    - i. Obtain direction from the assigned County Counsel to ensure that the Jurisdictional/Dispositional Report will contain sufficient supporting facts to endorse FTP.
3. If the recommendation is no-reunification, include the following in the [Jurisdiction/Disposition Report](#):
  - a. Documentation of how the case meets FTP criteria.
  - b. Rationale for the court to order no-reunification.

# Print Options (cont'd)

- ▶ 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.”

The screenshot displays the 'Child Welfare Policy Manual' website interface. The header includes the D-C-F-S logo and the text 'Child Welfare Policy Manual' with the tagline 'Child Safety • Permanency • Effective & Caring Services'. A search bar is located in the top right corner. The main content area shows the 'Child Protection Hotline (CPH)' page, with a 'Print Section | Print Entire Policy' button in the top right. A 'Print Section (Multiple Sections can be Printed)' dialog box is open, listing various sections with checkboxes. The 'Creating a Referral' and 'Evaluating Out a Referral' sections are checked. The dialog box has 'Print' and 'Cancel' buttons at the bottom.

**Child Welfare Policy Manual**  
Child Safety • Permanency • Effective & Caring Services

Search Find All Home | Advanced Search

Contents Glossary

Intake Reporting Responsibilities Child Protection Hotline (CPH) POLICY PROCEDURE APPROVALS HELPFUL LINKS CPH: Alleged Perpetrator Is Not Child's CPH: Referrals Re: Children in Surround Referral Assignment Criteria Requests for Emergency Medical Conse Response Times to Referrals Special Situations Assessments & In-Person Responses Case Planning In Home/Out of Home Care

Home Intake > Responsibilities > Child Protection Hotline (CPH)

**Child Protection Hotline (CPH)**  
0050-502.10 | Revision Date: 07/01/1

Overview  
This policy guide outlines the steps to tak

TABLE OF CONTENTS  
Policy  
Child Protection Hotline (CPH) Calls  
Screening Calls  
Overflows/Call-Back  
Classifying Allegations  
Evaluating-Out a Referral  
Cross-Reporting  
Drug Exposed Infants  
Emergency Medical Consent Req  
Procedure  
Screening Calls at CPH  
CPH CSW Responsibilities  
Overflows/Call-Back  
CPH SCSW Responsibilities  
CPH CSW Responsibilities

**Print Section (Multiple Sections can be Printed)**

- Child Protection Hotline Calls
- Screening Calls at CPH
- Overflows/Call-Back
- Information Calls
- Creating a Referral
- Classifying Allegations
- Evaluating Out a Referral
- Cross Reporting
- Drug Exposed Infants
- Emergency Medical Consent Requests
- SCSW Approval
- Attachments
- Forms
- Referenced Policy Guides
- Statutes

Print Cancel

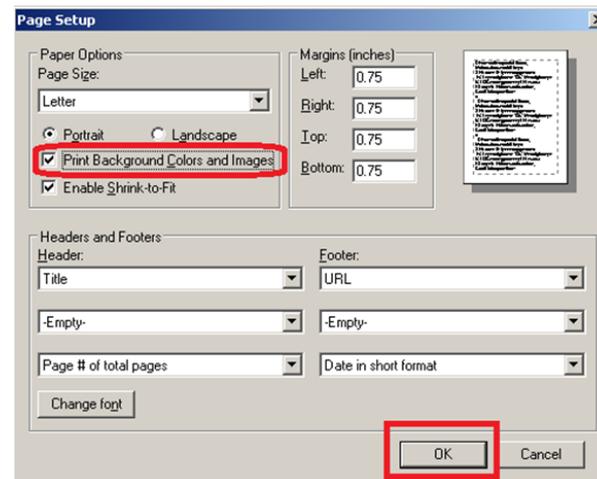
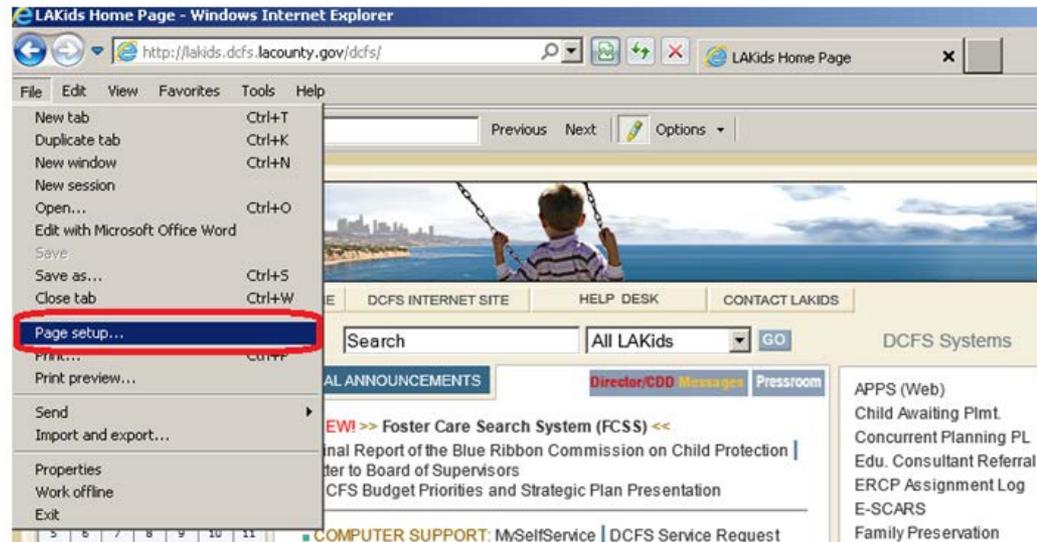
# Print Options (cont'd)

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."

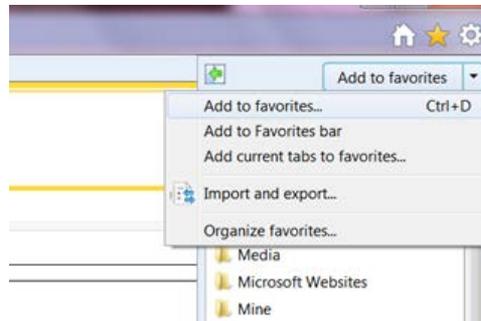
**Step 3.** Select “OK.”



# Adding a Link to Favorites/E-mailing

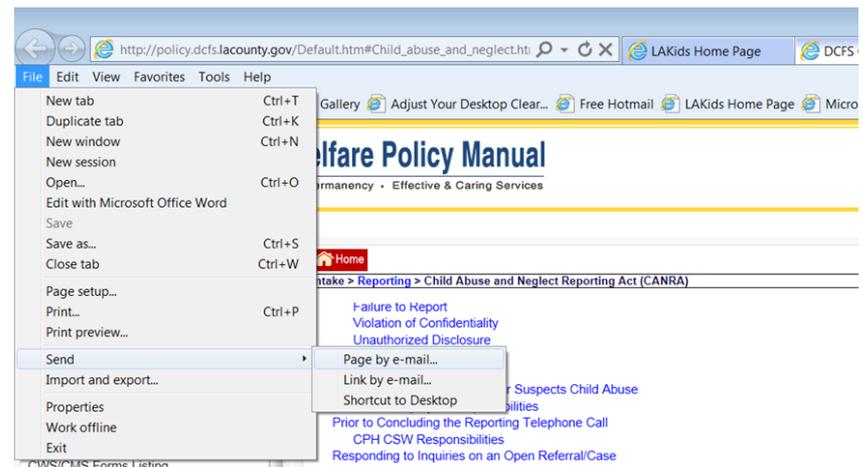
## ▶ To add the policy guide link to your favorites bar or favorites list:

- 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](mailto:policy@dcfs.lacounty.gov)