

MEDICAL CASE MANAGEMENT SERVICES (MCMS) UNIT: TRANSFER CRITERIA AND TRANSFER PROCEDURES

The following children should be considered for transfer to the MCMS Unit:
 -LOC SCI **Medical Tiers 2 and 3** [Documented on 1696(a)]
 - F-Rate Indicators **F-3 and F-4** [Documented on the DCFS 1696]

Discuss with the PHN if case appears to meet eligibility for transfer to MCMS.
 PHN will document on 1696 if case meets criteria.

**A case does not qualify if SCI was raised based on the child's severe emotional problems— child must qualify based on their medical condition.
 A case should not be transferred solely because of a diagnosis of intellectual disability, autism, or other developmental disability.

Send the following required transfer forms to MCMSIntake@dcfs.lacounty.gov

- DCFS 149A (*Completed by Medical Provider*)
- DCFS 1696 or 1696(a) (*Completed by PHN*)
 *If using the 1696(a), only the medical section completed by PHN is required. Other LOC sections are not required to initiate the transfer
- DCFS 416 (*Completed by CSW*)
- DCFS 6079- Medical Training Confirmation (*Completed by Medical Provider*)

**Case also has to meet General Case Transfer Criteria per Procedural guide 1000-504.10

MCMS Intake is available to consult if you have any questions regarding a case transfer

****Note:** If in the event that all of the transfer criteria can not be met immediately and it is deemed in the child's best interests that the case be transferred to a MCMS Unit, the sending office may consult with and obtain the approval of the MCMS Unit's SCSW, for MCMS to be assigned as secondary. The MCMS CSW assigned as secondary will receive the purple folder and be responsible to provide case management as it relates to the child's medical condition.

MCMS receives and reviews all required forms. If the case meets MCMS Criteria AND General Case Transfer Criteria, the MCMS SCSW will give instructions for sending the case. Cases should be assigned as secondary to **Transfer 2/pen – MCMS East/West** Inbox on CWS/CMS. Send the physical files via instructions provided. **Do not send via the Transfer Desk.**

The sending office shall remain responsible for contacts and all emergent services until the transfer is complete and MCMS has accepted Primary assignment.

MCMS SCSW will review the physical case and will notify all parties of the identified MCMS CSW. **Cases are assigned in the order the physical file is received.**

The preferred format for the HPCC is a telephonic/ virtual meeting with the CSW, SCSW and ARA from both the sending and receiving office. PHNs and Dependency Investigators are optional.

The sending ARA initiates the High Priority Case Conference (HPCC) to discuss pertinent case issues and ensure a seamless transfer.

After the HPCC, the MCMS SCSW will make the re-assignment in CWS/CMS as agreed upon in the HPCC.

NOTE: Disagreements between regional staff and MCMS Unit staff shall be negotiated at the ARA level. If agreement cannot be negotiated, those can be resolved through chain of command.

**Please See Procedural Guide, 1000-504.10
 Case Transfer Criteria and Procedures for more information**