

Procedures for Matching and Placing ISFC Youth for ISFC Providers

Effective July 1, 2019

Unmatched ISFC Youth

1. ISFC agencies shall submit the Weekly Vacancy Report to ISFC@dcfs.lacounty.gov by noon every Thursday.
2. ISFC agencies shall submit, for each ISFC opening, the ISFC Resource Family Snapshot and ISFC Risk and Compatibility Form (when any DCFS youth are in the home) along with the Vacancy Report to ISFC@dcfs.lacounty.gov. The email must include the age and gender being considered for each opening.
3. The ISFC program manager will receive an email from DCFS ISFC staff with their scheduled time to participate in the Pre-Placement Consultation approximately 24 hours before your scheduled time. Calls will be scheduled Tuesday and Thursday mornings.
4. An ISFC agency staff who is knowledgeable about the resource family and your ISFC program must participate in the Pre-Placement Call at their scheduled time.
5. Within 48 hours of the Pre-Placement Call, ISFC agencies must email a confirmation of acceptance or denial of any youth selected as a match to ISFC@dcfs.lacounty.gov. Provide key reasons for denials.
6. Immediately upon confirming acceptance of a match, the ISFC agency shall begin teaming with the Child and Family Team in order to obtain needed information and plan the transition into the ISFC home.
7. Upon determination of a placement date, ISFC agencies shall email it to ISFC@dcfs.lacounty.gov. If the placement date later changes, email DCFS and DMH with the completed placement date to ensure accurate records.
8. Upon confirmation of placement date, DCFS will email an ISFC rate letter to the CSW and ISFC agency program manager as soon as possible.
9. Within the first week of placement, DMH will email a time for the Post-Placement Consultation the Wednesday following the 21st day of placement to the ISFC clinical supervisor.
10. At least two days prior to the scheduled Post-Placement Consultation, ISFC agencies must email the required documents to ISFC@dmh.lacounty.gov (see checklist on Post-Placement Form).
11. The ISFC clinical supervisor must participate in the Post-Placement Consultation at the scheduled time. The ISFC therapist and IHBS worker can participate in addition, at the supervisor's discretion.



Matched ISFC Youth

1. When a resource parent for a matched youth has completed ISFC certification, the ISFC agency shall email the date of certification to ISFC@dcfs.lacounty.gov and include the ISFC Resource Family Snapshot and ISFC Risk and Compatibility Assessment (when any DCFS youth are in the home).
2. The ISFC agency will receive an email from DCFS ISFC staff with the scheduled time to participate in the Pre-Placement Consultation approximately 24 hours before the scheduled time. Calls will be scheduled Tuesdays and Thursdays.
3. An ISFC staff from the ISFC agency who is knowledgeable about the resource family and your ISFC program must participate in the Pre-Placement Call at the scheduled time.
4. When the placement date is set, the ISFC agency shall email it to ISFC@dcfs.lacounty.gov. If the actual placement date changes, email ISFC@dcfs.lacounty.gov and ISFC@dmh.lacounty.gov with the completed placement date to ensure accurate records.
5. Upon confirmation of placement date, DCFS ISFC staff will email an ISFC rate letter to the CSW and ISFC agency program manager as soon as possible.
6. Within the first week of placement, DMH will email a time for the Post-Placement Consultation for the week following the 21st day of placement to the ISFC clinical supervisor.
7. At least two days prior to the scheduled Post-Placement Consultation, the ISFC agency must email the required documents to ISFC@dmh.lacounty.gov (see checklist on Post-Placement Form).
8. The ISFC clinical supervisor must participate in the Post-Placement Consultation at the scheduled time. The ISFC therapist and IHBS worker can participate in addition, at the supervisor's discretion.