

## **Timeframes and Tasks in the WIC 241.1 Joint Assessment and MDT Process**

### Pre-Disposition 241.1 Joint Assessment and Multidisciplinary Team (MDT) Process (Detained Cases)

<b>Day</b>	<b>Actions Taken</b>
Day 1	<ul style="list-style-type: none"> <li>▪ For new cases only, the Delinquency Court orders a 241.1 Joint Assessment on a detained youth.</li>   <li>▪ Probation Court Officer sends a referral for a 241.1 to the 241.1 Unit at Children’s Court. <ul style="list-style-type: none"> <li>▪ The DCFS 241.1 Unit screens the referral to determine if it meets the criteria for acceptance or rejection.</li> </ul> </li>   <li>▪ A 241.referral may be rejected if one (1) or more of the following apply: <ul style="list-style-type: none"> <li>▪ The referral does not identify that the youth is a victim or at risk of abuse, neglect, and/or exploitation.</li> <li>▪ The youth does not live in Los Angeles County.</li> <li>▪ The youth does not have an open case with DCFS.</li> </ul> </li>   <li>▪ If rejected, the referral will be sent immediately to Probation’s Special Investigations Unit (SIU) Supervisor with a written explanation of the reason for rejection. <ul style="list-style-type: none"> <li>▪ The rejection notification must be sent to the SIU within twenty-four (24) hours of receipt of the referral.</li> </ul> </li>   <li>▪ If accepted, the DCFS 241.1 Unit CSW will email the case-carrying CSW instructions for completing the 241.1 Case Summary Report, including the date it is due to Probation.</li> </ul>

Day 3	<ul style="list-style-type: none"> <li>▪ Case-carrying CSW completes the 241.1 Case Summary Report and submits additional pertinent information from the case file to the DCFS 241.1 Unit CSW.</li>   <li>▪ The DCFS 241.1 Unit CSW distributes the 241.1 Case Summary Report for review to the MDT Deputy Probation Officer (DPO), the Department of Mental Health (DMH) representative, Education Consultant, and Resource Utilization Management (RUM) staff to identify pertinent information (e.g., <a href="#">Individualized Education Plans (IEPs)</a>, school records, mental health records and therapists' reports, etc.) that may be missing but need to be obtained prior to the MDT meeting.</li>   <li>▪ The DCFS 241.1 Unit CSW notifies all parties, including the youth's Dependency attorney of the date and time of the Pre-Disposition MDT meeting. Notification will be given via email to the appropriate attorneys in the Children's Law Center (CLC). <ul style="list-style-type: none"> <li>▪ The DCFS 241.1 Unit CSW must determine which law firm (CLC 1, 2 or 3) the attorney of record is assigned to, and must send the notice to the contact person(s) for the appropriate law firm designated.</li> </ul> </li>   <li>▪ The Notification will include the youth's name, date of birth, Dependency Court number; and, the date and time of the meeting.</li> </ul>
Day 3 - 4	<ul style="list-style-type: none"> <li>▪ The MDT members and other significant parties will meet to discuss case factors, assessment and recommendation (status and case plan/services) utilizing the disposition guidelines and <a href="#">WIC Sections Used by the DCFS 241.1 Unit and MDT for Recommendations</a>.</li> </ul>

Day 4 - 5	<ul style="list-style-type: none"> <li>▪ DMH and Education Consultant worksheets and reports due to MDT for review.</li> <li>▪ Reports received after this day will not be included in the 241.1 Joint Assessment Court Report and will be forwarded to court as an addendum.</li> <li>▪ If special circumstances, issues or concerns, exist that contributed to the lateness of any report, the MDT members should be notified via email with the specific information.</li> <li>▪ The DPO will begin working on the portions of the 241.1 Joint Assessment Court Report that do not require input from the other departments (e.g., Circumstances of the Offense).</li> </ul>
Day 6	<ul style="list-style-type: none"> <li>▪ If no issues are reported, the DPO will include information contained in the worksheets and reports in the body of the 241.1 Joint Assessment Court Report.</li> <li>▪ If issues do exist and cannot be resolved by the deadline, the disputed report will be omitted from the body of the 241.1 Joint Assessment Court Report and will be included as an attachment.</li> <li>▪ Conflicts between DCFS and Probation will be addressed via existing protocol.</li> <li>▪ The DPO sends via email the completed 241.1 Joint Assessment Court Report to the MDT for final review.</li> </ul>
Day 7	<ul style="list-style-type: none"> <li>▪ If no issues are reported, the final 241.1 Joint Assessment Court Report will be submitted for SCSW and SDPO signatures.</li> </ul>
Day 8	<ul style="list-style-type: none"> <li>▪ The final 241.1 Joint Assessment Court Report is submitted to Delinquency Court two (2) days before the court hearing.</li> </ul>

Day 10	<ul style="list-style-type: none"> <li>▪ Delinquency Court Disposition Hearing is held and the court orders one (1) of the following dispositions: <ul style="list-style-type: none"> <li>▪ Dismissal <ul style="list-style-type: none"> <li>▪ Delinquency petition dismissed</li> <li>▪ Dependency status ongoing</li> </ul> </li> <li>▪ WIC 300/654.2 <ul style="list-style-type: none"> <li>▪ Informal Probation supervision for up to six (6) months.</li> <li>▪ Dependency status ongoing.</li> <li>▪ DCFS the lead agency.</li> </ul> </li> <li>▪ WIC 300/725(a) <ul style="list-style-type: none"> <li>▪ Probation supervision up to six (6) months.</li> <li>▪ Joint supervision by Probation and DCFS.</li> <li>▪ DCFS the lead agency</li> </ul> </li> <li>▪ WIC 300/790, Deferred Entry of Judgment <ul style="list-style-type: none"> <li>▪ Probation supervision up to three (3) years.</li> <li>▪ Dual supervision by Probation and DCFS.</li> <li>▪ DCFS the lead agency</li> </ul> </li> <li>▪ WIC 300/602 <ul style="list-style-type: none"> <li>▪ Dual jurisdiction between Delinquency and Dependency Court systems.</li> <li>▪ Delinquency Court will designate the lead agency on the minute order.</li> </ul> </li> <li>▪ WIC 602 <ul style="list-style-type: none"> <li>▪ Youth in camp or Dorothy Kirby.</li> <li>▪ Probation lead agency.</li> </ul> </li> </ul> </li> </ul>
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**Pre-Disposition 241.1 Joint Assessment and MDT Process (Non-Detained Cases)**

<b>Day</b>	<b>Actions Taken</b>
Day 1	<ul style="list-style-type: none"> <li>▪ For new cases only, court orders a 241.1 Joint Assessment on a detained or non-detained youth.</li> <li>▪ Probation Court Officer sends a referral for a 241.1 to the DCFS 241.1 Unit at Children’s Court. <ul style="list-style-type: none"> <li>▪ The DCFS 241.1 Unit screens the referral to determine if it meets the criteria for acceptance or rejection.</li> </ul> </li> <li>▪ A 241.1 Joint Assessment Referral may be rejected if one (1) or more of the following apply: <ul style="list-style-type: none"> <li>▪ The referral does not identify that the youth is a victim or at risk of abuse, neglect, and/or exploitation.</li> <li>▪ The youth does not live in Los Angeles County.</li> <li>▪ The youth does not have an open DCFS case.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ If rejected, the referral will be immediately sent to Probation’s Special Investigation Unit (SIU) Supervisor with a written explanation of the reason(s) for the rejection.</li> <li>▪ If accepted, the 241.1 Unit CSW will email the case-carrying CSW instructions for completing the 241.1 Case Summary Report. <ul style="list-style-type: none"> <li>▪ The due date for completion on a non-detained case is approximately ten (10) business days from the date the 241.1 Joint Assessment was ordered.</li> <li>▪ The recommendation for disposition will be developed in the pre-disposition MDT meeting.</li> </ul> </li> </ul>
Day 7	<ul style="list-style-type: none"> <li>▪ The DCFS 241.1 Unit CSW contacts the MDT DPO and coordinates a phone conference to schedule the pre-disposition MDT meeting date and timelines for when worksheets and/or reports are due.</li> </ul>
Day 15	<ul style="list-style-type: none"> <li>▪ Case-carrying CSW completes the 241.1 Case Summary Report and submits it and any additional pertinent information from the case file to the DCFS 241.1 Unit CSW.</li> <li>▪ The DCFS 241.1 Unit CSW distributes the 241.1 Case Summary Report to the MDT DPO, DMH representative, Education Consultant and RUM staff to review and identify pertinent information (e.g., IEPs, school records, mental health records and therapists’ reports, etc.) that may be missing but need to be obtained prior to the pre- disposition MDT meeting.</li> <li>▪ The subject matter experts will assist in obtaining additional information. <ul style="list-style-type: none"> <li>▪ Depending upon the issues in the case, the MDT members will consult and make a determination as to other significant parties that may attend the pre-disposition MDT meeting</li> </ul> </li> <li>▪ The DCFS 241.1 Unit CSW notifies all parties, including the youth’s Dependency attorney. <ul style="list-style-type: none"> <li>▪ See Day 3 of the previous section for Children’s Law Center (CLC) attorney contact information.</li> </ul> </li> <li>▪ The Notification will include the youth’s name, date of birth, Dependency Court number; and, date, and time of the meeting.</li> </ul>

Day 16 – 21	<ul style="list-style-type: none"> <li>▪ Pre-disposition MDT meeting.</li> <li>▪ The MDT members and other significant parties will meet to discuss case factors, assessment and recommendation (status and case plan/services) using the disposition guidelines and MDT <a href="#">WIC Sections Used by the DCFS 241.1 Unit and MDT for Recommendations</a>.</li> </ul>
Day 23	<ul style="list-style-type: none"> <li>▪ DMH completes the mental health portion of the MDT 241.1 Joint Assessment.</li> <li>▪ The Education Consultant completes the education portion of the MDT 241.1 Joint Assessment.</li> </ul>
Day 27	<ul style="list-style-type: none"> <li>▪ The MDT DPO writes the WIC 241.1 Joint Assessment Court Report based on the decisions and recommendations made in the pre-disposition MDT meeting and incorporates the reports from DMH and the Education Consultant.</li> </ul>
Day 28	<ul style="list-style-type: none"> <li>▪ The MDT DPO and the case-carrying CSW sign the WIC 241.1 Joint Assessment Court Report.</li> <li>▪ The MDT DPO submits the report to Delinquency Court. A copy of the signed WIC 241.1 Joint Assessment Court Report is sent to Dependency Court and the minor's attorney.</li> </ul>
Day 30	<ul style="list-style-type: none"> <li>▪ Delinquency Court Disposition Hearing is held and the court makes disposition orders. <ul style="list-style-type: none"> <li>▪ See list of disposition orders above.</li> </ul> </li> </ul>

### Post-Disposition 241.1 Joint Assessment and MDT Process

<b>Day</b>	<b>Actions Taken</b>
Within Thirty (30) Days of the Disposition Hearing	<p>Post-Disposition MDT Meeting:</p> <ol style="list-style-type: none"> <li>1. Within thirty (30) calendar days of the disposition hearing, the lead agency MDT Coordinator schedules a MDT meeting with the youth, the case-carrying CSW, dual supervision DPO, RUM representative, the MDT members and other involved parties including but not limited to CLC attorneys, and the caregiver.</li> <li>2. It is critical to the success of this collaborative process that the DPO and case-carrying CSW attend this meeting. However, if either staff is unable to attend, the meeting will proceed as scheduled and a follow-up MDT meeting will be arranged with only the DPO and case-carrying CSW in attendance. <ol style="list-style-type: none"> <li>a. The Terms and Conditions of Probation are read by the youth.</li> </ol> </li> </ol>

- b. The consequences of violating these conditions are explained and any questions are answered.
- c. The youth signs and receives a copy of the documents.
- d. The MDT Case Plan is discussed and, including but not limited to, the youth's mental health and educational need; issues regarding placement, and counseling recommendations.
- e. A copy of the MDT Case Plan is given to the CSW and DPO.

3. Within ten (10) calendar days following the post-disposition MDT meeting, the 241.1 Unit CSW schedules a walk-on hearing in Dependency Court via assistance from the Court Clerk's Office and submits an MDT 241.1 Progress Report. The report contains all of the following information:

- Results of the disposition in Delinquency Court
- Terms and Conditions of Probation
- Placement of the youth
- MDT Case Plan recommendations

<b>DCFS ROLE – DCFS LEAD WIC 654; 725(a); 790; 00/602</b>	<b>DCFS ROLE – PROBATION LEAD WIC 300/602</b>
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**Service Linkages**

<p>1. Following the post-disposition MDT meeting, the DCFS 241.1 Unit CSW:</p> <ul style="list-style-type: none"> <li>a. Collaborates with the case-carrying CSW (CSW) on a continuous basis and/or at a minimum of one (1) time a month to ensure that the case plan is implemented.</li> <li>b. Establishes a continuum of service delivery by linking the CSW with resources as follows: <ul style="list-style-type: none"> <li>i. Interfaces with RUM to identify placement for the youth as MDT recommended, if not previously done.</li> <li>ii. Forwards a copy of the MDT Education Report to</li> </ul> </li> </ul>	<p>1. Case-carrying CSW (CSW) continues to have face-to-face contact with the youth and family at a minimum of one (1) time per month and provides services to the family as related to the Dependency case plan goals.</p> <p>2. CSW has face-to-face contact with the youth jointly with the assigned DPO at minimum of once every other month.</p>
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	<p>initiate a referral to the DCFS Education Consultant to address the youth's academic performance and systematic barriers to obtaining appropriate education services for the youth, as the MDT recommended.</p> <p>iii. When indicated, assists in identifying a person to be recommended as the <a href="#">Holder of Education Rights (HER)</a> and collaborates with the youth's attorney to have the matter brought before the Dependency Court.</p> <p>iv. Communicates with the Regional DMH representative in identifying services and in eliciting information.</p>	
<p><b><u>Case Management</u></b></p>		
	<p>1. CSW face-to-face contact with the youth and family at a minimum of one (1) time per month and provides services to the family as related to the youth welfare case plan goals.</p> <ul style="list-style-type: none"> <li>▪ This exception is that Family Maintenance (FM) face-to-face contact must be two (2) times within thirty (30) days for first ninety (90) days.</li> </ul> <p>2. CSW visits the youth jointly with the assigned DPO at least once every other month.</p>	



Within thirty (30) Days of the Post-Disposition MDT Meeting

- 241.1 Progress Hearing will be held in Dependency Court within thirty (30) calendar days of the post-disposition hearing meeting.
  - The 241.1 Unit CSW will provide a written 241.1 Progress Report for the hearing two days in advance of the hearing.
  - The report will include the results of the disposition and the post-disposition MDT meeting, as well as a description of the obligations of the youth, CSW, DPO, caregiver, DMH, Education Consultant, youth's attorney and any other parties included in the plan.
  - The court will make the report available to the attorneys.
  
- The 241.1 Progress Hearing in both Dependency and Delinquency Courts will be an appearance hearing in which the youth and CSW and DPO must appear in their respective courts.
  - Both Dependency and Delinquency Court will make any orders necessary for the implementation of the case plan.
  - Thereafter, the case management responsibility will shift to the courts.
  - Both Dependency and Delinquency Courts will monitor the implementation and progress of the case plan by scheduling thirty (30) day appearance 241.1 Progress Reports for at least the first six (6) months after the disposition.
  - The 241.1 Progress Reports in each court will contain a summary of the implementation efforts in the other court.
  - At each 241.1 Progress Report hearing, both Dependency and Delinquency Court will make any orders necessary to the implementation of the case plan.
  - The appearance of the youth is not mandatory at each 241.1 Progress Report hearing unless ordered by the Court or requested by the youth or the youth's attorney.