Medical Case Management Services (MCMS) Unit: Transfer Criteria and Transfer Procedures

Children approved at the Specialized Care Increment (SCI) Rate levels F-3 and F-4 must be transferred to an MCMS Unit (unless raised to F-3 for emotional problems).

Discuss the case with the Public Health Nurse (PHN), including the appropriateness of a referral to transfer the case to the MCMS Unit.

The CSW or SCSW on the case must contact the MCMS Intake Coordinators to discuss the case and consult on the transfer of the case. MCMS Intake Coordinators can be reached at 626-938-1714, 626-938-1715, or via email at

MCMSIntake@dcfs.lacounty.gov

Once it has been established that the case meets the general transfer criteria and MCMS case transfer criteria, the Regional SCSW on CSW/CMS must place the case as secondary assignment into the MCMS SCSW 2-Pen in-box. The physical case can then be transferred to the agreed upon MCMS Unit. The sending office remains responsible for contacts and all emergent services until the receiving MCMS Unit SCSW

reassigns the case.

Once received, the physical case is assessed by MCMS SCSW and, if requirements are met, the case is accepted and assigned to MCMS CSW.

Describe the child's medical condition and his/her special health care needs, if any.

Provide the MCMS Intake Coordinator all required and/or requested documentation and/or forms including:

- DCFS 149A
- DCFS 1696
- DCFS 416
- DCFS 6079

The PHN can assist in the gathering and completion of the forms and/or documentation.

If all of the transfer criteria cannot be met immediately and if it is deemed in the child's best interests that the case be transferred to a MCMS Unit immediately, the sending CSW and/or SCSW can consult with and obtain the approval of the MCMS Unit's SCSW to transfer a case to the MCMS Unit. In this case, the sending CSW maintains the primary assignment to complete the agreed upon follow-up actions.

The ARA for the MCMS Unit makes the final decision regarding disagreements on whether a case meets the MCMS Intake Criteria. Disagreement between Regional staff and MCMS Unit staff must be negotiated at the ARA level. If agreement cannot be negotiated, the MCMS Unit's ARA decision(s) prevails.