ORANGE COUNTY SOCIAL SERVICES AGENCY CFS OPERATIONS MANUAL

Effective Date: May 23, 2001 Number: K-0209

Revised: July 21, 2006 Revised: April 29, 2008

Revised: September 10, 2010 Revised: October 5, 2010

Placement Change Notification

Purpose	To provide guidelines when completing a change of placement for a child in out-of-home care.
Approved	This revised policy was approved by Gary Taylor, Director of CFS, on October 5, 2010. Signature on file.
Background Information	When children in out-of-home care change placement or when the circumstances of their placement change, a <i>Placement Information Change (PIC) Notice (F063-28-301)</i> is used to notify the placing social worker's unit clerk and Eligibility Technicians (ETs) of the placement change or change in placement circumstance. The <i>PIC Notice (F063-28-301)</i> is used to indicate:
	The end of a placementThe start of a new placement
Legal Mandates	 A change in the caregiver's address N年N名ncial payment to a caregiver Return of a child to a parent
Definitions	• A Jurisdictional Transfer Noneadoptive placement

POLICY

PIC Requirements A *PIC Notice (F063-28-301)* will be updated and completed by the placing social worker each time a child moves from one placement to another or there is a change in placement circumstance.

A. Initial Notification:

Prior to processing the *PIC Notice* (F063-28-301), the placing social worker must notify Foster Care (FC) Eligibility of a placement change or change in placement circumstance. This initial notification will stop payment to the placement and will be completed **as soon as possible but no later than 24 hours** after the placement change or change in placement circumstance. The placing social worker will complete the initial notification by calling the placement hotline or completing and emailing a *Placement Coordination Stop Payment Memo* (F063-29-61).

The placement hotline is available 24 hours a day at (714) 704-8407. The caller will provide:

- Caller's name, program, and phone number
- Placing social worker's caseload number, if available
- Child's name
- Child's date of birth
- Date of placement change or change in placement circumstance
- Caregiver's name and address of placement removal

B. **PIC Notice:**

Once the initial notification has been completed, a *PIC Notice* (F063-28-301) must be completed by the placing social worker and routed by the unit clerk within **five calendar days** of the date of the placement change or change in placement circumstance.

Note: The mandatory initial notification, either by telephone call to the placement hotline or completion of the *Placement Coordination Stop Payment Memo*, does not replace the requirement to complete the *PIC Notice (F063-28-301)*.

When to Use a PIC

A completed *PIC Notice (F063-28-301)* is required under the following circumstances:

- A. When a child in out-of-home care:
 - Is ordered home on Family Maintenance (FM) and/or the service component changes (e.g., Family Reunification [FR] to FM; Permanent Placement [PP] to FM)
 - Commences a trial visit
 - Is released home under Conditional Release Intensive Supervision Program (CRISP)
 - Is placed in or removed from Orangewood Children and Family Center (OCFC)
 - Reaches age of majority and will not graduate by age 19 years
 - Emancipates, per court order
 - AWOLs from any type of placement
 - Is abducted
 - Moves from one location to another (e.g., Juvenile Hall, OCFC, medical facility, relative or Non-Relative Extended Family Member [NREFM] home, Foster Family Home [FFH], Foster Family Agency home [FFA] or Group Home [GH])
 - Initiates a temporary absence (i.e., "bed hold," respite)
 - Is incarcerated or declared a 602 Ward of the Court

- B. When a caregiver:
 - Has an address change
 - Becomes the child's legal guardian via court order
- C. When a case is transferred to another county.
- D. When adoption placement papers are signed.
- E. When a child's placement becomes AB 3632 eligible.
- F. Following the birth of a child to a minor in out-of-home care (Infant Supplement).
- G. When a child's dependency status is terminated or the child dies.

For additional circumstances in which a completed *PIC Notice (F063-28-301)* is required, please see:

- PIC Matrix for Diversion/ER
- PIC Matrix for All Other Placements

For a desk guide referencing when a *PIC Notice* (F063-28-301) is required, refer to Attachment 1—Circumstances Requiring Placement Information Change (PIC) Notice.

PIC Processing

Upon receipt of the completed *PIC Notice* (F063-28-301) from the placing social worker, the unit clerk will review the *PIC Notice* (F063-28-301) for completion, notify the ET assigned to the child's case, and route per the instructions below.

Routing Instructions

To route the *PIC Notice (F063-28-301)*, the unit clerk will utilize the following email addresses located on the bottom of the form, according to all circumstances which apply to the child:

- **FCE, Mail** (Foster Care Eligibility) used for all changes that affect the foster care payment and/or address changes
- ILP, Mail (Independent Living Program) used for all children/youth ages 16 or older
- CRT, Mail (Court) used for all placements and change of placement circumstances
- **LICENSING, FFH Inbox** used for any child who is placed in or removed from an FFH
- **PLACEMENT SERVICES Inbox** used for circumstances listed under "PIC Supplement" Policy Section below
- **RELATIVE ASSESSMENT UNIT Inbox** used for a change of address/facility type for any Relative/NREFM Homes or Guardian Homes where the relationship is Relative/NREFM

Note: Email a copy of any *PIC Notice (F063-28-301)* or for an initial placement, any *Foster Care Application (FCAPP) (F063-28-307)*, regarding a child's placement with a relative, NREFM, or FFH to the Foster and Kinship Care Liaison.

PIC Supplement

The placing social worker must complete a Placement Information Change (PIC) Supplement (F063-25-566) for submission to the Placement Services In-Box, under the following circumstances:

- Placement in a new placement home not found in CWS/CMS
- An address change by the caregiver (except FFH and Small Family Homes)
- Change of Facility Type for an existing placement home
- Change of FFA information (e.g., license number, caregiver changes FFA affiliation
- Interstate Compact on the Placement of Children (ICPC)

REFERENCES

Data Entry Standards

Attachments and Click on the links below to directly access attachments to this P&P and any Data Entry Standards referred to.

- Attachment 1—Circumstances Requiring Placement Information Change (PIC) Notice
- CWS/CMS Data Entry Standards—Ending Foster and Non-Foster Care Placements/Placement Episodes
- CWS/CMS Date Entry Standards—Relative/NREFM Assessment Documents
- CWS/CMS Data Entry Standards—Trial Visits
- CWS/CMS Data Entry Standards—Generating and Viewing Documents in a Case
- CWS/CMS Data Entry Standards—Creating a New Placement Home
- CWS/CMS Data Entry Standards—Generating the SOC 158A
- CWS/CMS Data Entry Standards—Placement Home Change of Address and/or Facility Type

Hyperlinks

Staff accessing this document by computer may create a direct connection to the following references by clicking on them.

- PIC Matrix for Diversion/ER
- PIC Matrix for All Other Placements

Other Sources

Other printed references include the following:

None.

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name **Form Number** F063-29-61 Placement Coordination Stop Payment Memo

Hard Copy Forms Required forms listed below must be completed in hard copy (including multi-copy NCR forms), and must be obtained in the CFS forms rooms. For reference purposes only, links are provided to view these hard copy forms, where available.

Form Name	Form Number
Placement Acco	F063-25-106

CWS/CMS Forms The following required forms may **only** be obtained in CWS/CMS. *For reference* purposes only, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Placement Information Change (PIC) Notice	F063-28-301
Foster Child's Data Record and AFDC-FC Certification	SOC 158A
Placement Information Change Supplement	F063-25-566

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name		Brochure Number
None.		

PROCEDURE

Required Actions	The following actions must be completed when a child in out-of-home care changes placement or when the circumstance of their placement changes:		
Staff Responsible	Step	Required Action	
Placing Social Worker	1.	Within 24 hours of placement change or change in placement circumstance, call the placement hotline (at [714] 704-8407) or complete <i>Placement Coordination Stop Payment Memo (F063-29-61)</i> , per PIC Requirements Policy section above.	

- 2. Create pre-populating *PIC Notice (F063-28-301)* in the child's case in CWS/CMS, according to policy above. (See CWS/CMS Data Entry Standards—Generating and Viewing Documents in a Case for computer instructions.)
- **3.** Complete *PIC Notice (F063-28-301)*.

Note: Complete and submit *PIC Supplement (F063-25-566)*, to Placement Services Inbox, as necessary.

- **4.** Email to unit clerk.
- **5.** Save to database.

Unit clerk

- **6.** Receive completed *PIC Notice (F063-28-301)* from placing social worker.
- **7.** Review for completion. Obtain additional information from placing social worker, if necessary.
- **8.** Print a copy to be filed.
- **9.** Email per routing instructions detailed in the Policy section.
- **10.** Update PIC information in CWS/CMS.

As necessary, refer to CWS/CMS Data Entry Standards—Creating a New Placement Home and CWS/CMS Data Entry Standards—Placement Home Change of Address and/or Facility Type.

11. Create SOC158A to initiate payment for new caregiver, if needed.

Refer to CWS/CMS Data Entry Standards—Generating the SOC 158A.

- **12.** Obtain placing social worker's signature on *SOC158A*, then make a copy.
- **13.** Send original *SOC158A* to ET.
- **14.** File copies of *PIC Notice* (F063-28-301), *PIC Supplement* (F063-25-566), and SOC158A on Placement Acco (F063-25-106) of service file.