

Chapter No. 2607	Page 1
Issue Date: 07/31/01	
Revised: 12/09/19	

**Notes and
References**

PLACEMENT SUPERVISION

I. Scope of Responsibility

It is the placement Deputy Probation Officer's (DPOs) responsibility to ensure services have been provided to facilitate the safe and early return of the youth to his/her own home or to establish an alternative permanent plan and address the needs of the youth in foster care. To accomplish this objective, the DPO should adhere to the following principles:

- A. Monitor reunification efforts from the day the youth enters foster care;
- B. If the youth is 15½ years of age or older, the DPO is to assure the delivery of services provided by the Independent Living Program (ILP);
- C. If the youth is not likely to return home to his/her parents, the DPO should begin the day the youth enters foster care, to prepare the youth for emancipation or transitional living.
- D. Written documentation and completion of placement forms in a timely manner is essential. A Placement Supervision Checklist shall be utilized.

II. Preparing youth for Placement

- A. Once a youth is ordered to placement, the Placement unit DPO will visit the youth in the juvenile hall once a week until the youth is placed. The youth's readiness for placement will be assessed and any issues that may need to be resolved prior to placement will be identified.
- B. The DPO will inquire with the juvenile hall staff, Behavioral Wellness staff, medical staff, or any other person with knowledge of the youth about any information that should be shared with a program representative prior to placement.
- C. Prior to placement, the DPO will discuss options for the youth should the youth consider absconding or wanting to return to custody. In doing so, the DPO will provide the youth direct contact information for the DPO, the juvenile hall, and any other appropriate person identified by a staff person

WIC 727.3

Pro-613A

Chapter No. 2607	Page 2
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

Notes and References

for the youth. The youth should be told, in times of emergencies, to contact law enforcement agencies, shelters, mental health facilities and juvenile hall. For DPO responsibilities related to youth absconding from placement refer to Chapter 2601, Youth Missing from a Foster Care Placement.

III. Visitation

- A. Once placed, the DPO should contact the youth in person at the program as soon as reasonably possible, but no later than two calendar weeks. The youth's parent or legal guardian should also be contacted upon the youth's arrival. This should occur within one business day by telephone.
- B. Each youth in foster care shall be visited by the DPO once each calendar month, with no less than 15 days between visits. The visit shall occur where the youth resides unless otherwise approved by the unit Supervising Probation Officer.
- C. The home/facility of each youth in foster care shall be visited each calendar month for inspection to assure the safety and security of the youth. Visits shall be documented in IMPACT and CMS/CWS.

The DPO shall make contact with the parents/guardians of each youth in foster care no less than once per month to report information in regard to the youth's progress and facilitate plans for reunification. Visits shall be documented in IMPACT and CMS/CWS.

IV. Transportation

It is the responsibility of the DPO to arrange for transportation of youth to and from placement.

- A. Transportation of youth in placement can be arranged in the following manners:
 - 1. Complete a transportation request and forward it to the juvenile hall transportation officer at least five (5) days prior to the travel date;

Chapter No. 2607	Page 3
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

**Notes and
References**

- 2. Coordinate travel plans with the placement/parent to coincide with pre-scheduled home visitation passes.
- B. When transporting youth, staff must adhere to Department Transportation Procedures.
- C. It is the responsibility of the assigned DPO to personally provide or arrange transportation to and from placement should no other means of approved transportation be available.
- D. It is the responsibility of the transporting DPO/JIO to assure the youth's medication accompanies the youth to and from placement.

Chap. 4118,
Chap. 1155,
Chap. 2505

V. Health and Education

A. Health and Education Passport

It is the responsibility of the placing DPO to assure the youth's Health and Education Passport accompanies the youth to placement and that it is updated quarterly.

B. Psychotropic Medication

- 1. Only the Judicial Court Officer has the authority to make orders regarding administration of psychotropic medications for youth in foster care. The juvenile court may issue a specific order delegating authority to the parent upon making findings on the record that the parent poses no danger to the youth and has the capacity to authorize psychotropic medications.
- 2. If the Juvenile Court determines delegating authority to the youth's parent is not in his/her best interests, or the parent becomes unavailable or uncooperative, the DPO must obtain a Court order prior to initiating or making any changes in medication.

369.5 WIC
739.5 WIC

Chapter No. 2607	Page 4
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

**Notes and
References**

3. To obtain an Order to Administer Psychotropic Medication, the following procedures shall be followed:
 - a. The DPO will complete the Form JV-220 Application for Psychotropic Medication. The application provides basic information regarding the youth and his/her living situation. It also provides contact information for the DPO. The DPO must sign this form.
 - b. The DPO sends Form JV-220(A), Physician’s Statement, to the prescribing physician. This form must be used when asking the court for a new order. It can also be used when requesting to continue medication. This form provides a record of the youth’s medical history, diagnosis, previous treatments, and information about the youth’s previous experience with psychotropic medications. The physician will list his/her reasons for recommending psychotropic medications.

The JV-220(B) Request to Continue Medication is a shorter version of JV-220(A). It may only be used by the same physician who filled out the most recent JV-220(A) if he/she is prescribing the same medication with the same maximum dosage. The prescribing physician fills out the applicable for and returns it to the DPO.
 - c. The DPO is responsible for noticing the youth, the youth’s parent/legal guardian, the youth’s current caregiver, District Attorney and youth’s attorney. The DPO will complete a JV-221 Proof of Notice of Application to the Court.
 - d. All completed forms are filed with the Court along with form JV-223 Order on Application for Psychotropic Medication. (Refer to JV-217- Guide to Psychotropic Forms.)

JV-220
JV-220(A)
JV-220(B)
JV-221
JV-223

Chapter No. 2607	Page 5
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

**Notes and
References**

C. Medical and Dental Requirements

1. It is the responsibility of the Probation Officer to assure all medication needs are properly addressed and administered. When medication is requested, proper oversight by the DPO would include consultation with the SPO, prescribing physician, Regional Behavioral Wellness Clinic Director, Public Health Nurse, and/or placement facility.
2. Youth in placement are required to have a physical within 30 days of placement and every year thereafter.
3. Youth in placement are required to have follow-up dental work only if there is a pre-existing problem or the placement becomes aware of a problem, i.e., complaint of a toothache or gum problems.
4. Non-emergency medical care requires contact with the DPO prior to services being provided. The DPO should inquire what procedure is needed, who will provide the service and how much it will cost, prior to authorizing.
5. All non-emergency medical service authorizations should be approved by the DPO only after consultation with their respective SPO. If a medical consultation appears appropriate, the CHDP Foster Care Public Health Nurse (PHN) can provide the DPO with a telephone number for their counterpart in the county of placement.
6. For non-emergency medical services, the DPO should ask the placement if CHDP services have been utilized. All counties have local CHDP programs. It is practice for the CHDP physician to make a referral to local public health and public children's health programs. These services should be utilized first, when appropriate and if available.
7. Once approval for medical services has been given by the SPO, notification of such approval shall be provided to the DCPO in order to substantiate billing claims to the Department for said services.

Chapter No. 2607	Page 6
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

**Notes and
References**

VI. Placement Incident Reporting Protocol

- A. The following incidents require a report to Community Care Licensing by placements licensed by State DSS (or by placing agency/officer to CCL if applicable):
1. Death of any client (even if client temporarily away from facility, e.g., home pass).
 2. Injury to client requiring medical treatment.
 3. Any unusual incident or client absence, which threatens the physical or emotional health or safety of any client.
 4. Suspected physical /psychological abuse of client (either by other residents, or staff and includes such things as sexual abuse, hazing, etc.)
 5. Epidemic outbreaks
 6. Poisoning
 7. Catastrophes
 8. Fires
 9. Outbreak of infectious disease.
- B. When Probation is informed of any of the above incidents, it must be documented by the assigned DPO completing the Unusual Incident Report form (see note below) and sending it to the Placement Unit SPO. The Placement SPO is responsible for updating all juvenile division SPOs/Managers/DCPO and follow up with CCL, following the initial contact. If a placement agency has completed and sent an unusual incident report form, a copy of that report may be sent to the Placement SPO instead of completing the state form. Additionally, the assigned DPO should:
1. Contact the youth immediately to ensure safety and location.

State DSS
LIC 624B
form

Chapter No. 2607	Page 7
Issue Date:	07/31/01
Revised:	12/09/19

Placement Supervision (continued)

**Notes and
References**

2. Call the licensing agency to advise them of the incident and any forthcoming reports.
 3. Make a report to the appropriate County CWS child abuse hotline if the incident involves child abuse or neglect.
 4. Notify the youth's parent/guardian (in all cases) and attorney of record as may be appropriate, to the circumstances of the case.
 5. Request a copy of law enforcement report, if applicable, and forward it and any follow-up information to the Placement SPO.
 6. Notify their immediate supervisor or next person in the chain of command.
- C. If abuse or neglect of the youth is alleged, a determination must be made and documented in the case file as to whether imminent danger to the youth, such as physical pain, injury, disability, severe emotional harm or death is likely or there is an immediate risk of abuse, neglect or exploitation. If such a determination is made, an immediate in-person investigation must be conducted and should be coordinated with CWS from the jurisdiction in which the youth is placed. If an immediate investigation is not required an in-person investigation by the caseworker within 10 calendar days is to be conducted. Division 31-125 outlines the investigation requirements and should be reviewed prior to conducting an investigation.
- D. If the incident involved the safety of the youth or if it appears that the placement facility needs to outline a plan to ensure that measures are in place to prevent reoccurrence, administrative staff at the placement facility will be contacted. An immediate supervisor or next person in the chain of command should be notified prior to this contact to provide direction.
- E. The Placement SPO will make the decision in regard to removal of the youth in question. The decision to remove other Santa Barbara County youth placed in the facility should follow the chain of command. If youth are removed, the decision on placement of other youth in the facility in the future should be staffed with Probation Administration after CCL has completed its findings and released its recommendations.

Chapter No. 2607	Page 8
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

**Notes and
References**

F. Notes:

1. The above regulations and DSS forms can be accessed at the California Department of Social Services website: <http://ccl.d.ca.gov>
2. The specific incident reporting form is LIC 624 B (8/08), entitled Unusual Incident/Injury Report form. For the sake of consistency and to make sure all information is accurately disseminated from CCL to probation, and vice versa, we will utilize the above listed form.
3. If the above listed unusual incidents occur in Santa Barbara County Foster Homes, they are to be reported to CWS via the Placement SPO. This does not relieve the officer of the need to complete a suspected child abuse report if the incident involves of an allegation of abuse or neglect.

G. As indicated on the Unusual Incident/Injury Report form, the licensing agency (CCL), placing agency (Probation or in some dual cases with Mental Health) or responsible persons involved shall be notified by the placement facility the next working day if any of the above-indicated incidents occur. Juvenile Hall phone numbers are listed on group home agreements for incidents that occur outside of normal work hours. Juvenile Hall staff will call the case DPO immediately or the SPO, when an incident is reported from a placement. Facility information and all incident-related reports are kept in a central file within the Placement Unit.

VII. Removals

- A. When a youth is removed from placement, the DPO is responsible for closing the bed space by initiating a PRO-292 sheet and providing it to the regional AOP. The PRO 292 should indicate the accurate date of removal for termination of funding.
- B. When a youth is removed from placement for a violation or other circumstances not resulting in termination from the program and it is the intent to leave the bed space open to secure it for the youth's return, the DPO must obtain approval from the Placement Manager. If at a later date,

Chapter No. 2607	Page 9
Issue Date: 07/31/01	
Revised: 12/09/19	

Placement Supervision (continued)

**Notes and
References**

the bed closes and the youth was not returned to that program, the PRO 292 should indicate that previous approval had been received to make payment to the program for the days the youth was not physically present.

VIII. Placement Review Reports

- A. It is the duty of the DPO to prepare a written social study report, including a case plan, and submit the report to the Court at each status review hearing. (See current Manual Section entitled: “Placement Necessary Actions/Court Findings: Reports”)
- B. When a youth has absconded and a warrant has been issued by the Court, the placement review hearings should not be vacated. Placement review reports are required on all youth with an open placement order; including those youth with an active warrant.

If a youth is located prior to the review hearing, the following options may be considered at the detention hearing based on the totality of the circumstances:

1. The youth’s return to placement; confirm six month/permanency/ post permanency hearing
2. Advance the six month/permanency/ post permanency hearing. Set the following review and return the youth to placement. This typically occurs when the youth is located within the timeframe of the review hearing.
3. The youth returns home. Placement is terminated and all scheduled six month/permanency/ post permanency hearings are vacated.

Chap. 2504