

FOR YOUR INFORMATION

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Issue 18-03

Date: 01/31/18

INTAKE AND DETENTION CONTROL PETITION TRACKING SYSTEM

This FYI serves as notice that effective 3/1/18 requests for the filing of a petition will be made using the new IDC Petition Filing Tracking System.

The IDC Petition Filing Tracking System is a web-based system that allows CSWs to electronically submit request to IDC when filing a petition. CSW will be able to track the status of the referral and they will receive an automated confirmation that the referral/petition request has been reported. The confirmation will also provide the CSW with the due date for the Detention Hearing report. The system will allow CSWs to upload documentation for the detention hearing.

Features:

- The IDC Petition Filing Tracking System is available on LA Kids under Web Systems Listing
- Referrals can be made 24/7
- The IDC Petition Filing Tracking System retrieves referral/case information from CWS/CMS
- Requestors should ensure that all referral/case information is accurate in CWS/CMS prior to submitting the petition request
- The petition request is automatically transmitted to the Petition Filing Tracking System once the "Save and Submit" button is clicked
- System generated email confirmations will be sent to the assigned CSW, SCSW, and the individual that generated the petition request
- The assigned CSW/SCSW may log into the Petition Filing Tracking System at any time to check the status of a petition request
- The system allows the user to upload required documents for the detention hearing
- Regional Staff User Guide is available [here](#)
- IDC Staff User Guide is available [here](#)

If you are unable to create a Petition Request using the IDC Intake and Petition Tracking System available on LA Kids, contact the IDC Intake Desk at (323) 881-1303.



If you have any questions regarding this release please e-mail your question to:

Policy@dcsf.lacounty.gov

(right click to open footer section and access link)