

# FOR YOUR INFORMATION

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Issue 18-17 Date: 04/24/18

## INCREASING THE TIMELINESS OF MEDICAL HUB REFERRAL SUBMISSIONS

This FYI is to inform staff of the implementation of e-mail notifications designed to serve as alerts when a newly detained child placed in out-of-home care (excluding newly detained children placed outside of Los Angeles County, as defined in DCFS policy) has **not** been referred to a medical hub within the required timeframes for the Initial Medical Exam (IME).

The DCFS [Medical Hubs \(0600-500.00\)](#) policy states that a medical hub referral is to be completed within three (3) calendar days of the initial placement of infants, children under age three (3), and high risk children. For children three (3) years and older, the medical hub referral is to be submitted within five (5) business days of the child's initial placement.

An e-mail alert will be sent to the Children's Social Worker, Supervising Children's Social Worker, and Assistant Regional Administrator if the above timeframes have passed without a referral to a medical hub. E-mail alerts will be sent regarding referrals for IMEs only (not for forensic evaluations or other medical hub-based services). The intent of the e-mail notifications is to remind staff of the [DCFS policy](#) and to prompt staff to complete and submit an immediate medical hub referral. The use of the e-mail notifications will contribute towards DCFS' goal to increase the timeliness of medical hub referrals so that children will receive a timely IME and the results of the IME can be made available earlier for assistance in assessing the needs of the child and case planning and, thus, strengthening the quality of services that DCFS provides to children and their families.



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

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