

FOR YOUR INFORMATION

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Issue 19-01

Date: 01/23/19 (Rev)

TIMELY APPROVAL OF NEEDS AND SERVICES PLAN (NSP)

The development of a Needs and Services Plan (NSP) by an out-of-home care service provider in collaboration with the Children’s Social Worker (CSW) assists in engaging critical members of the Child and Family Team (CFT) towards identifying a child/youth/nonminor dependent’s (NMDs) specific needs (i.e., medical and psychological services, etc.), required services and supports, and goals (i.e., permanency, health, education, life skills, etc.). The NSP is a separate and distinct document from the DCFS case plan developed by the CSW as it is completed by the service provider. The case plan should be consistent with the NSP in addressing the child’s needs, services, and goals, and align with the services, desired outcomes, and action plans identified during a Child and Family Team Meeting (CFTM).

CSWs must invite Foster Family Agency (FFA) or Short Term Residential Therapeutic Program representatives to participate in a CFTM when a child is placed in such out-of-home care settings (FYI 18-43). The CFTM is an opportunity for teaming in the development of a child/youth/NMD’s NSP, as the CFTM allows for collaborative case planning. To ensure consistency, the case plan and the NSP should be developed based on the information received through the CFTM.

The NSP is required to be reviewed and approved via signature by the CSW. [Specified timeframes](#) for completion of the NSP by the service provider and approval by DCFS are as follows:

Placement Type	Timeframe for Provider to submit Initial NSP to CSW	Timeframe for Provider to submit NSP Update to CSW	Timeframe for CSW to review, sign and return NSP to Provider
Foster Family Agency (FFA)	Due on the 30 th day from placement	Due on the 90 th day of continuing placement, and every 90 days thereafter.	5 business days
Intensive Services Foster Care (ISFC FFA)	Due on the 30 th day from placement	Due on the 90 th day of continuing placement, and every 90 days thereafter.	5 business days
Group Home (GH)	Due on the 30 th day from placement	Due on the 90 th day of continuing placement, and every 90 days thereafter, and submit to CSW within five (5) days prior to the due date.	5 business days
Short Term Residential Therapeutic Program (STRTP)	Due on the 30 th day from placement	Due every thirty (30) days thereafter.	5 business days
Community Treatment Facility (CTF)	Due on the 15 th day from placement	Due every thirty (30) days thereafter and submit to CSW within five (5) days prior to the due date.	5 business days



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

Policy@dcfs.lacounty.gov

Email Notifications:

Compliance reviews of NSPs revealed a delay in timely approvals of the State-required timeframes for NSPs, thus DCFS is working towards developing an electronic system for transmission of NSPs by service providers in order to improve the timeliness of the review and approval process. The automation of NSPs will allow CSWs to review electronically submitted NSPs and provide an electronic signature.

Until such time as the automated system becomes available, DCFS will begin to utilize email notifications to inform a CSW after the service provider has made an unsuccessful attempt to obtain the CSW's signature. Each regional office will have designated staff (see attached) who will receive the email notifications and follow up with the CSW to ensure timely review and approval of the NSP.

Please email the Out-Of-Home Care Management Division Quality Assurance (OHCMD QA) inbox at: OHCMD.QAS1@dcfs.lacounty.gov if interested in speaking with the assigned OHCMD QA Reviewer for the FFA, GH or STRTP.



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Policy@dcfs.lacounty.gov

Timely Approval of Needs and Services Plan (NSP)
Designated Regional Office Contacts

Office Name	Email Address
Belvedere	NSP_Belvedere@dcsf.lacounty.gov
BSRS	NSP_BSRS@dcsf.lacounty.gov
Compton	NSP_Compton@dcsf.lacounty.gov
Covina Annex	NSP_CovinaAnnex@dcsf.lacounty.gov
EL Monte	NSP_ELMonte@dcsf.lacounty.gov
Glendora	NSP_Glendora@dcsf.lacounty.gov
Lancaster	NSP_Lancaster@dcsf.lacounty.gov
Medial Case Management Services	NSP_MCMS@dcsf.lacounty.gov
Metro North	NSP_MetroNorth@dcsf.lacounty.gov
Palmdale	NSP_Palmdale@dcsf.lacounty.gov
Pasadena	NSP_Pasadena@dcsf.lacounty.gov
Pomona	NSP_Pomona@dcsf.lacounty.gov
Santa Clarita	NSP_SantaClarita@dcsf.lacounty.gov
Santa Fe Springs	NSP_SFS@dcsf.lacounty.gov
South County	NSP_SouthCounty@dcsf.lacounty.gov
Torrance	NSP_Torrance@dcsf.lacounty.gov
VanNuys	NSP_VanNuys@dcsf.lacounty.gov
Vermont Corridor	NSP_VermontCorridor@dcsf.lacounty.gov
Wateridge North	NSP_WateridgeNorth@dcsf.lacounty.gov
Wateridge South	NSP_WateridgeSouth@dcsf.lacounty.gov
West LA	NSP_WestLA@dcsf.lacounty.gov
West San Fernando Valley	NSP_WSFV@dcsf.lacounty.gov