

# FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 19-28

Date: 08/30/19

## BACKGROUND CHECKS AND INITIAL HOME INSPECTION PRIOR TO EMERGENCY PLACEMENT WITH RELATIVES/NREFMs

This is to remind staff about the need to conduct and document background checks and the initial home inspections prior to emergency placements of children.

When placing a child in the home of a relative or NREFM on an emergency basis, CSWs shall conduct a criminal and background records check for all adults residing or having significant contact in the home, including a search of:

- a. CLETS,
- b. CACI, and
- c. CWS/CMS.

If a criminal clearance reveals convictions or misdemeanors or if the CACI has a hit, the CSW is to submit the criminal clearance results or CACI and DCFS 280, Placement Request, to the RA/RA Designee for review and approval to proceed to the next step.

In addition to the background and criminal records check, the CSW should inspect the home and grounds prior to placing the child, to determine whether the home is free of conditions that may pose an undue risk to the health and safety of the child or non-minor dependent. The [RFA Environment Checklist](#) (RFA 03) should be used as a guide for the home inspection.

For all emergency placements, staff are to clearly document in a CWS/CMS Contact Notebook the date and results of the initial home inspection and the date and results of all three clearances (CACI, CLETS, and CWS/CMS). If [RA approval](#) is needed due to the clearance results, this should also be documented in the CWS/CMS Contact Notebook. The hard copy of the CACI and CLETS results are to be filed in the light brown folder. The Department is reviewing ways to enhance how we document and track these important clearances and assessments which are part of ensuring the safety of children who are placed on an emergency basis. Relevant policies will be updated as we determine the most efficient documentation processes within the parameters of CWS/CMS.

Moreover, if a child or non-minor dependent is placed in the home of a relative or NREFM prior to Resource Family Approval (RFA) on an emergency basis pursuant to Welfare and Institutions Code section 309 or 361.45, the County must require the relative or NREFM to live scan within ten (10) calendar days following the criminal records check conducted through the CLETS, or five (5) business days after a child or non-minor dependent is placed with a relative or NREFM, whichever is sooner.



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

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

(right click to open footer section and access link)

At the time of the emergency placement, CSWs shall:

- a. Have the caretakers complete and sign the RFA 01A Resource Family Application (revised 7/19).

Within two (2) calendar days from the date of the emergency placement, submit the RFA 01A to the RFA Intake mailbox at [RFA\\_Intake@dcfs.lacounty.gov](mailto:RFA_Intake@dcfs.lacounty.gov) (Outlook search: DCFS RFA Intake).

### **RFA Live Scan Request**

1. Submit the RFA 01A, Resource Family Application to the RFA Intake inbox, [RFA\\_Intake@dcfs.lacounty.gov](mailto:RFA_Intake@dcfs.lacounty.gov), ensuring the applicant/adult names are legible, spelled correctly and in printable format;
2. For any updated information or additional adults in the home, the assigned RFA CSW submits a Background Clearance Request form to the RFA Applications inbox, [dcfsrfaapplications@dcfs.lacounty.gov](mailto:dcfsrfaapplications@dcfs.lacounty.gov), ensuring the applicant/adult names are legible and spelled correctly; and
3. RFA Intake staff enters requests into the Criminal Clearance Tracking System (CCTS) for RFA applicants/adults; and
4. Upon assignment of the application to the RFA CSW, the RFA CSW will check to see if live scans have been completed. If not, the RFA CSW immediately contacts the applicant(s) to initiate live scan and documents in the case note section in BINTI.

### **Out-of-County Requests**

1. The CSW submits the DCFS 6087, Resource Family Assessment (RFA) Intake Request to the RFA Intake inbox, [RFA\\_Intake@dcfs.lacounty.gov](mailto:RFA_Intake@dcfs.lacounty.gov), ensuring the applicant/adult names are legible, spelled correctly and in printable format;
2. RFA Intake staff process the referral and submit it to RFA Out-of-County at [RFAOutOfCounty@dcfs.lacounty.gov](mailto:RFAOutOfCounty@dcfs.lacounty.gov); and
3. RFA Out-of-County Intake processes the referral to the receiving county.



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

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

*(right click to open footer section and access link)*