

FOR YOUR INFORMATION

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Issue 21-02

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New Resource for DCFS Staff: The Out-of-Home Care Investigations Section Tracking System (OHCITS)

OHCIS is pleased to announce that all Department staff can now obtain access to the OHCIS Tracking System (OHCITS). OHCITS is a searchable database which contains records associated with all OHCIS Investigations that have been completed from January 2011 to present.

The focus of the OHCIS supplemental investigation is determining whether it is appropriate for the Department to continue placing children in the subject homes/facilities and/or whether changes (e.g.: capacity, age range, specialized rates, etc.) or other corrective actions are necessary to render the homes/facilities suitable for continued use as placement resources. Documents that can be found in OHCITS include:

- OHCIS Findings Letters
- OHCIS Summary Reports
- Corrective Action Plans (CAPs)
- Relevant supporting documentation

Providing staff throughout the Department the ability to obtain access to OHCITS is intended to enhance the safety of children and youth in Out-of-Home Care placement. By reviewing OHCIS investigation records pertaining to a caregiver or facility, staff will learn of any particular issues pertaining to the placement that have been previously identified. In addition, if corrective actions and/or restrictions were put in place as the result of an OHCIS investigation, access to OHCITS will enable staff to quickly retrieve and review the pertinent information. Additionally, review of OHCIS Findings Letters may assist staff in determining if a particular placement resource is an appropriate match for a specific child in need of placement.

To obtain access to OHCITS, please submit a completed [OHCITS Registration and User Agreement form](#) to: OHCITSinbox@dcfs.lacounty.gov.

REMINDER: All new allegations of suspected child abuse, neglect, and/or exploitation must be immediately reported to the Los Angeles County Department of Children and Family Services Child Protection Hotline per Policy Guide [0050-501.10, Child Abuse and Neglect Reporting Act \(CANRA\)](#).



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

Policy@dcfs.lacounty.gov