

# FOR YOUR INFORMATION

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Issue 22-09

Date: 05/25/22

## ELECTRONIC NEEDS AND SERVICES PLAN (NSP) APPROVALS

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/non-minor 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 <sup>th</sup> day from placement      | Due on the 90 <sup>th</sup> day of continuing placement, and every 90 days thereafter.              | 5 business days  |
| Intensive Services Foster Care (ISFC FFA)          | Due on the 30 <sup>th</sup> day from placement      | Due on the 90 <sup>th</sup> day of continuing placement, and every 90 days thereafter.              | 5 business days  |
| Short Term Residential Therapeutic Program (STRTP) | Due on the 30 <sup>th</sup> day from placement      | Due every thirty (30) days thereafter.  | 5 business days  |
| Community Treatment Facility (CTF)                 | Due on the 15 <sup>th</sup> 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](mailto:Policy@dcfs.lacounty.gov)

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Compliance reviews of NSPs revealed a delay in timely approvals of the State-required timeframes for NSPs resulting in the development of 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 has been implemented in the Provider Management Information System (PMIS) to all CSWs to review electronically submitted NSPs and provide an electronic signature. The specific process is as follows:

- a) The Provider approves and submits the NSP in PMIS;
- b) PMIS sends an email to the County Children Social Worker (CSW), Supervising CSW (SCSW) and/or Deputy Probation Officer (DPO), Supervising Deputy Probation Officer (SDPO) with a link to open and log into the PMIS System;
- c) The CSW/SCSW will review, approve/reject the NSP.
- d) PMIS will send email notification reminders when NSP's are past due for both Provider and County (5 days past due).

The CSW/SCSW will be able to access a link to the User Guide in the content of the PMIS email with instructions to sign in, approve/reject the NSP.

Should there be a delayed response in approval of the NSP, 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](mailto:OHCMD_QAS1@dcfs.lacounty.gov) if interested in speaking with the assigned OHCMD QA Technical Assistance Specialist for the FFA or STRTP.

\*Click here for the: [User Guide To Log Into And Navigate PMIS](#).

## Timely Approval of Needs and Services Plan (NSP)



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

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### Designated Regional Office Contacts

| Office Name                     | Email Address  |
|---------------------------------|--|
| Belvedere                       | <a href="mailto:NSP_Belvedere@dcs.lacounty.gov">NSP_Belvedere@dcs.lacounty.gov</a>             |
| BSRS                            | <a href="mailto:NSP_BSRS@dcs.lacounty.gov">NSP_BSRS@dcs.lacounty.gov</a>                       |
| Compton                         | <a href="mailto:NSP_Compton@dcs.lacounty.gov">NSP_Compton@dcs.lacounty.gov</a>                 |
| Covina Annex                    | <a href="mailto:NSP_CovinaAnnex@dcs.lacounty.gov">NSP_CovinaAnnex@dcs.lacounty.gov</a>         |
| EL Monte                        | <a href="mailto:NSP_ELMonte@dcs.lacounty.gov">NSP_ELMonte@dcs.lacounty.gov</a>                 |
| Glendora                        | <a href="mailto:NSP_Glendora@dcs.lacounty.gov">NSP_Glendora@dcs.lacounty.gov</a>               |
| Lancaster                       | <a href="mailto:NSP_Lancaster@dcs.lacounty.gov">NSP_Lancaster@dcs.lacounty.gov</a>             |
| Medial Case Management Services | <a href="mailto:NSP_MCMS@dcs.lacounty.gov">NSP_MCMS@dcs.lacounty.gov</a>                       |
| Metro North                     | <a href="mailto:NSP_MetroNorth@dcs.lacounty.gov">NSP_MetroNorth@dcs.lacounty.gov</a>           |
| Palmdale                        | <a href="mailto:NSP_Palmdale@dcs.lacounty.gov">NSP_Palmdale@dcs.lacounty.gov</a>               |
| Pasadena                        | <a href="mailto:NSP_Pasadena@dcs.lacounty.gov">NSP_Pasadena@dcs.lacounty.gov</a>               |
| Pomona                          | <a href="mailto:NSP_Pomona@dcs.lacounty.gov">NSP_Pomona@dcs.lacounty.gov</a>                   |
| Santa Clarita                   | <a href="mailto:NSP_SantaClarita@dcs.lacounty.gov">NSP_SantaClarita@dcs.lacounty.gov</a>       |
| Santa Fe Springs                | <a href="mailto:NSP_SFS@dcs.lacounty.gov">NSP_SFS@dcs.lacounty.gov</a>                         |
| South County                    | <a href="mailto:NSP_SouthCounty@dcs.lacounty.gov">NSP_SouthCounty@dcs.lacounty.gov</a>         |
| Torrance                        | <a href="mailto:NSP_Torrance@dcs.lacounty.gov">NSP_Torrance@dcs.lacounty.gov</a>               |
| Van Nuys                        | <a href="mailto:NSP_VanNuys@dcs.lacounty.gov">NSP_VanNuys@dcs.lacounty.gov</a>                 |
| Vermont Corridor                | <a href="mailto:NSP_VermontCorridor@dcs.lacounty.gov">NSP_VermontCorridor@dcs.lacounty.gov</a> |
| Wateridge North                 | <a href="mailto:NSP_WateridgeNorth@dcs.lacounty.gov">NSP_WateridgeNorth@dcs.lacounty.gov</a>   |
| Wateridge South                 | <a href="mailto:NSP_WateridgeSouth@dcs.lacounty.gov">NSP_WateridgeSouth@dcs.lacounty.gov</a>   |
| West LA                         | <a href="mailto:NSP_WestLA@dcs.lacounty.gov">NSP_WestLA@dcs.lacounty.gov</a>                   |
| West San Fernando Valley        | <a href="mailto:NSP_WSFV@dcs.lacounty.gov">NSP_WSFV@dcs.lacounty.gov</a>                       |



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