



FOR YOUR INFORMATION

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Issue 21-04 (REV)

Date: 8/06/2025

SUBSTANCE USE DISORDER – TRAUMA-INFORMED PARENT SUPPORT PROGRAM, INCLUDING USE OF CLIENT ENGAGEMENT AND NAVIGATION SERVICES

This revision is to inform staff of the updated SUD-TIPS Referral Form and to remind staff that the Referral Form needs to be sent via encrypted email to the Client Engagement and Navigation Services (CENS) area office sites. Each provider, except for Behavioral Health Services (BHS), has their own general email inbox (see chart below for email inbox details).

Overview of the SUD-TIPS

This project is a partnership between Department of Public Health-Substance Abuse Prevention and Control (DPH-SAPC) and the Department of Children and Family Services (DCFS). The purpose of SUD-TIPS is to ensure greater access to trauma-informed services and early intervention services for DCFS-served adult parents. The services are intended to link DCFS families with timely and responsive support services to address substance use concerns.

Target Population

The target population is any DCFS-served adult parent who has an open referral or case involving actual or suspected substance use. Parents are referred by Children's Social Workers (CSWs) to the CENS staff for screening, referral, prevention, and/or early intervention services.

Services Provided

All services provided are trauma-informed. An overview of the services provided by CENS staff in DCFS regional offices are as follows:

- Outreach and Engagement of the Parent
- Client Education
- Medi-Cal eligibility and enrollment
- Screening using the American Society of Addiction Medicine (ASAM) Triage Tool
- Referral to SUD assessment and treatment services
- Services Navigation
- Linkages to Ancillary Services



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CENS Area Office Staff Activities

The following are the CENS staff's activities in addressing the needs of DCFS-served adult parents:

1. Maintain a current directory of community partners including SUD and HIV/AIDS providers.
2. Refer screened participants to the appropriate DPH-SAPC network of Drug Medi-Cal (DMC) contracted treatment providers based on DCFS-served parent proximity, type, and level of service(s) needed.
3. Request the DCFS-served parent's consent to release information to share their treatment planning and progress information with DCFS and the State. Such releases adhere to all [confidentiality laws, pursuant to California Health and Safety Code \(HSC\) 11845.5](#).

Referring DCFS-served parents to the SUD-TIPS Program

The following information is to guide CSWs on the process for accessing CENS services for clients:

1. The CSW completes **Section A and B** of the [SUD-TIPS Referral Form](#), which is listed on LAKIDs under Forms; In **Section B**, the CSW will click the "Referral Sent to CENS Area Office" drop-down to choose the CSW's Regional office and corresponding CENS Area Office and email address. **The CSW will copy the email address of the CENS Area office and send the completed referral form via email using "[secure]" in the email subject line to ENCRYPT the email.** The email addresses for the respective Service Planning Areas (SPAs) are also listed below.

SPA	DCFS REGIONAL OFFICES	Corresponding CENS AREA OFFICE Site
1	Lancaster Palmdale	Tarzana Treatment Centers 44447 North 10 th Street West, Lancaster, CA 93534 Phone: (661) 726-2630, FAX: (661) 723-3211 SUD-TIPS@tarzanatc.onmicrosoft.com
2	Santa Clarita West San Fernando Valley Van Nuys	San Fernando Valley Community Mental Health Center 14515 Hamlin Street, Suite 100, Van Nuys, CA 91411 Phone: (818) 285-1900, FAX: (818) 285-1906 censtipsreferral@sfvcmhc.org



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3	Brand El Monte/Specialized Programs Glendora Pomona	Prototypes, A Program of Healthright 360 11227 Valley Blvd, Suite 100, El Monte, CA 91731 Phone: (626) 444-0705, FAX: (626) 444-0710 SU DTIPS@prototypes.org
4	Metro North	Homeless Health Care Los Angeles 2330 Beverly Boulevard, Los Angeles, CA 90057 Phone: (213) 744-0724, FAX: (213) 748-2432 CENS@HHCLA.ORG
5	West Los Angeles	Didi Hirsch Mental Health Services 4760 Sepulveda Boulevard, Culver City, CA 90230 Phone: (310) 895-2300, FAX: (310) 895-2353 cascmainline@didihirsch.org
6	Vermont Corridor Compton-Carson Hawthorne Wateridge	Special Service for Groups - Homeless Outreach Program Integrated Care System 5715 S. Broadway Avenue, Los Angeles, CA 90037 Phone: (323) 948-0444, FAX: (323) 948-0443 cens@hopics.org
7	Santa Fe Springs Belvedere Belvedere Sub-Office/Corp Office	Los Angeles Centers for Alcohol and Drug Abuse 11015 Bloomfield Ave., Santa Fe Springs, CA 90670 Phone: (562) 273-0462, Toll free: (844) 840-7727 censreferral@lacada.com
8	South County Torrance	Behavioral Health Services 15519 Crenshaw Boulevard, Gardena, CA 90249 Phone: (310)973-2272, FAX: (310)973-7813 apascacio@bhs.inc.org

2. Once the CENS receives the referral, they will contact the parent and coordinate a SUD screening appointment as follows:
 - a. Within 48 hours of receiving the referral, the CENS contacts the DCFS-served parent.
 - b. The CENS staff records the scheduled screening appointment information, or any unsuccessful attempts to contact the parent, in Section C of the Referral Form.
 - c. If the parent does not show up to the screening appointment, the CENS staff attempts to make contact and re-schedule an appointment.

The CENS staff will make three (3) total attempts (initial appointment and two follow-ups) to



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engage the DCFS-served parent. After two (2) attempted contacts to schedule an appointment, the CENS staff updates the referring CSW via email.

3. The CENS staff will screen the parent using the ASAM Triage Tool and complete Section D of the Referral Form.
4. If the DCFS-served parent screens as having a possible SUD, the CENS staff links the parent to the appropriate SUD treatment provider for full ASAM assessment within three (3) business days and records the assessment information in Section E of the Referral Form.
5. The CENS staff secures all necessary consents (Release of Information (ROI)) in Section D before submitting screening results to the referring CSW or the SUD treatment provider.
6. If the DCFS-served parent refuses, or does not show for a scheduled appointment after three (3) attempts, the CENS staff will report the no-show to the CSW by completing Section D of the Referral Form.
7. The CENS staff submits the completed Referral Forms to the referring CSW via encrypted email.

Other valuable resources in serving DCFS clients with SUD services in Los Angeles County are as follows:

1. **Department of Public Health's Online Service and Bed Availability Tool (SBAT)**: The SBAT tool is intended to be used by anyone potentially seeking SUD services in Los Angeles County (e.g., general public, patients, providers, CENS, County partners, etc.). The web-based tool provides a dashboard of available substance use services throughout Los Angeles County, including: outpatient and intensive outpatient treatment, different levels of residential treatment, withdrawal management, Opioid Treatment Programs (methadone clinics), Recovery Bridge Housing, and DUI programs. Service availabilities identified through the SBAT are updated on a daily basis and are subject to assessment by health professionals to determine appropriate and necessary services.

Note: In utilizing the SBAT, CSWs may find it helpful to review the numerous filters available and select the one filter, or several, that they find most useful in terms of assisting a DCFS-served client in accessing SUD treatment.

2. **Department of Public Health's 24/7 Substance Abuse Services Helpline (SASH)**: 24-hour toll-free line (844-804-7500) that provides screening and referral services to youth and adults in need of substance use disorder (SUD) treatment.



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SAPC has a team of trained professionals available 24 hours a day, 7 days a week to help during these uncertain times. The team can assist with options and help find a provider that meets the specific needs of your clients.