



# FOR YOUR INFORMATION

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**Issue 26-08**

**Date: 05/07/2026**

### Centralized Placement Program (CPP)

This FYI is to inform staff of the Centralized Placement Program (CPP) that took effect, countywide, on April 1, 2026. CPP is available twenty four (24) hours per day, seven (7) days per week.

The CPP search process will bring numerous benefits to the Department and the families that are serviced each day, on different levels. Regional staff will no longer have to spend valuable time searching for placements, thereby allowing them time to focus their efforts on other important tasks to serve the families on their caseload. CPP conducts the following type of searches:

- Preventative Placement Searches
  - Example: A 14 Day Notice has been given by a child/youth's caregiver and a search for a new placement for the child/youth is needed.
- Therapeutic Shelter Care (TSH) Placement Searches
  - Example: The child/youth is temporarily placed at the TSH and placement for the child/youth is needed.

Please note that CPP does not conduct relative and non-relative extended family member (NREFM) placement searches; and therefore responsibility to conduct relative/NREFM screenings/searches for placement remains with the primary CSW.

Certain specialized programs/Emergency Response Command Post (ERCP) will continue to utilize their existing placement process. However, CPP is available to assist with any placement search request, as needed.

CPP works concurrently in locating placement with Resource Family Homes (RFH), Foster Family Agencies (FFA), Short-Term Residential Therapeutic Programs (STRTP), and other [Special Placements](#). However, the placing CSW continues to be responsible for completing any applicable placement approval documents and requesting a placement packet.

When placement is not successfully located and children/youth need to be temporarily placed in a Therapeutic Shelter Home (TSH), CPP staff are alerted and also assist with placement searches for these children/youth. If a placement is located while the child/youth is at a TSH, CPP staff will provide the placement packet.

The CPP process to request a placement search will no longer require the submission of an Foster Care Search System (FCSS) Automated 280 search request, and will be replaced by guidelines on this FYI. However, there are certain circumstances in which an [FCSS Automated 280](#) search request will still be required. Those include:

- When the child/youth is temporarily placed in a Therapeutic Shelter Home (TSH)
- At the discretion of Region/CPP management
  - Utilizing discretion should not be the norm, and should be the exception on a case by case basis only.



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## Procedure:

### Regional/ERCP/Duty CSW Responsibilities:

Note: If CSW is in the field, duty staff or SCSW may provide support to get the following accomplished.

1. After a determination has been made to place or replace a child/youth in out-of-home care, review [Placement Considerations for Children](#) to determine the least restrictive and most appropriate placement.
2. If there are no relatives/NREFMs/tribal members available and there are no other confirmed placements known to the CSW and the CSW requires assistance with an alternative placement search, submit a placement search request as follows to the Placement Support inbox ([exd-dcfs\\_apt@dcfs.lacounty.gov](mailto:exd-dcfs_apt@dcfs.lacounty.gov)) with the following documents included in the email request:
  - a. [DCFS 6017-A](#), Placement Referral Form
  - b. Psychotropic Medical Authorization (PMA), if applicable
    - Current Court [JV-220](#), Physicians Statement, OR;
    - If new detention: [DCFS 853](#), Affidavit ([English Affidavit/Spanish Affidavit](#)) that provides medication authorization and is signed by parent/legal guardian.
      - Additional information on PMAs for new detentions can be found [here](#).
  - c. A Qualified Individual (QI) Assessment through the [Referral Portal](#) for children/youth requiring a higher level of care.
    - QI assessments are only required when a search request for a Short-Term Residential Therapeutic Program (STRTP) is initiated.
3. Once a placement is identified, submit a placement packet request via an [FCSS Automated 280](#) .
  - a. Once the placement packet is received, transport the youth to placement.
4. If placement is not located, and a request for a Therapeutic Shelter Home (TSH) is required, submit an [FCSS Automated 280](#) search request with [DCFS 6017-A](#). to:  
[exd-dcfs\\_apt@dcfs.lacounty.gov](mailto:exd-dcfs_apt@dcfs.lacounty.gov) and [exd-dcfstscolocated@dcfs.lacounty.gov](mailto:exd-dcfstscolocated@dcfs.lacounty.gov).
  - If CPP locates a placement while the child/youth is located at a TSH, a CPP TA will complete the placement packet and input the placement on CWS/CMS within 24-48 business hours after placement has taken place.
  - Upon CPP inputting the placement on CWS/CMS, submit an [FCSS Automated placement packet request](#) so that the Regional TA can complete the SOC 158 and FC2.
5. Contact the duty Placement Assistance Staff SCSW at (323) 409-4401 for Therapeutic Shelter Home (TSH) intake. Upon completion of the telephone screening intake, transport the child(ren)/youth to the Violence Intervention Program (VIP) Clinic located at: 2010 Zonal Ave., Los Angeles, CA 90033.



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## Regional/ERCP SCSW Responsibilities:

1. Review the [DCFS 6017-A](#) request.
2. Sign the request, if approved.
3. Submit the DCFS 6017-A to the ARA for higher approval.
4. If a Therapeutic Shelter Home (TSH) placement search is requested, also review and approve the [FCSS Automated 280](#) for a placement search.

## Regional/ERCP ARA/RA/DC Responsibilities:

1. If a Therapeutic Shelter Home (TSH) placement search is requested, review and approve the [DCFS 6017-A](#).

## CPP Intermediate Typist Clerk (ITC) Responsibilities

1. Review the submitted packet and ensure all information is completed correctly.
2. Once the search request is assigned to a CPP CSW, provide them with the case information/documents.

## CPP SCSW Responsibilities:

1. Review the submitted placement search request packet.
2. Assign the request to a CPP CSW.
3. Be available for consultation, as needed.

## CPP CSW Responsibilities

1. Review the placement search packet.
2. Contact the primary CSW to complete an assessment by asking follow up questions that will assist in the placement search, including any specialized needs for the youth/child.
3. Complete the following as part of the placement search:
  - a. Facilitate a Get 2 Know (G2K) between the child/youth with the potential caregivers via telephone call, facetime etc.
  - b. Generate and submit Static Rate documentation for children/youth that are eligible.
  - c. Collaborate with the Regional Center Support section for children/youth that have been deemed eligible for services.
  - d. Initiate requests to the Medical Case Management Services section to coordinate medical trainings for caregivers for medically fragile children/youth in a Therapeutic Shelter Home (TSH).



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4. If the request is for a Short-Term Residential Therapeutic Program (STRTP) search:
  - a. When consulting with the Regional CSW, the discussion is to include a review of the [DCFS 6017-A](#), barriers to placement, behaviors, triggers, and strengths of the child/youth.
  - b. Once an STRTP placement is identified, consult with the Regional CSW and/or SCSW to determine that the placement meets the child/youth's needs.
  - c. Once all parties agree to placement, secure the placement.

### Regional/CPP TA/EW Responsibilities:

1. If a placement is located and an [FCSS Automated 280](#) is requested for a placement packet:
  - a. Complete the packet.
  - b. Input the placement on CWS/CMS.
  - c. Complete the SOC 158 and FC2.
2. If a placement is located while the child/youth is located at a Therapeutic Shelter Home (TSH), a CPP TA will complete the placement packet and input the placement on CWS/CMS within 24-48 business hours after placement has taken place. The Regional CSW will submit an [FCSS Automated placement packet request](#) so that the Regional TA can complete the SOC 158 and FC2.

### Placement Assistance Staff SCSW Responsibilities:

If the child/youth requires a Therapeutic Shelter Home (TSH):

1. After intake screening, the on-duty Placement Assistance Staff SCSW will initiate process to locate/identify/secure a shelter bed for youth at a [Therapeutic Shelter Home \(TSH\)](#).
2. Upon arrival of Regional CSW and youth at the VIP Clinic, review/verify the Region's submission of: updated/completed 6017-A, 280, medical clearance document, PMA documents, and securing TSH bed. Once all documents are verified, and bed is secured, region to prepare youth for transport.
3. Assign a Placement Assistance Staff (GS or HSA), introduce the assigned staff to the child/youth/region.
  - a. The Assigned Placement Assistance Staff will transport the child/youth to the identified TSH.
  - b. Upon the child/youth's arrival to TSH home, a DCFS Liaison (SCSW/CSW) will assume responsibility of communicating with the regional primary staff; confirm arrival of youth, report TSH location/contacts and provide instructions for next steps.
4. Once a placement is located/secured while the child/youth is at TSH, CPP will provide a placement packet. Upon confirmation of secured placement packet date/time, PAS SCSW staff will arrange transportation of youth from TSH to identified placement.



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Attachments:

[Centralized Placement Program Placement Process \(Preventative and Shelter Care\)](#)

[STRTP Placement Process \(Preventative and Emergency\)](#)

If you have any questions regarding CPP, please contact [exd-dcfs\\_apr@dcfs.lacounty.gov](mailto:exd-dcfs_apr@dcfs.lacounty.gov)

If you have any questions regarding this release, please email your question to:

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