

FOR YOUR INFORMATION

FYI
Issue 14-12 Date: 07/01/14

New Web-Based Policy Website

On July 1, 2014, the Department's new, user friendly, web-based policy manual will be unveiled on LAKids. During the Department's strategic planning process, staff and stakeholders expressed dissatisfaction with the large number of policies and the excessive repetition contained in the current policy manual. As a result, three Strategic Plan Objectives were developed with a July 2014 target date:

Objective	Status
Develop and implement a new Policy Manual that distinguishes policy from procedure and best practice, but also reduces the current volume of policies.	✓ The new policy manual clearly distinguishes policy from procedure and contains 30% less policies.
Ensure the revised policy manual is in compliance with all federal and state regulations.	✓ The new policy manual remains in compliance with applicable regulations.
Establish an accessible, online, web-based system that makes it simple and easy to retrieve policy, search for keywords and allow policy to be reviewed.	✓ A new, user-friendly website has been developed.

New features of the website include:

- A menu containing major categories and sub-categories making it easy to find a policy by category,
- A hyperlinked Table of Contents within each policy allowing users to zero-in on a specific portion of a policy,
- Pop-up definitions enabling a user to remain on a page while acquiring needed information,
- A "Back to Top" feature eliminates scrolling to return to the beginning of a policy,
- A "print section" option enables users to print only what is needed,
- All policies and forms referenced in a policy are hyperlinked in that same policy avoiding the need to conduct a separate policy search, and
- A basic and an advanced search function.

A category of "Other Resources" is included in the menu on the home page placing the following helpful information at the user's fingertips:

- CWS/CMS Forms Listing
- FYIs
- Management Directives
- List of Merged and Cancelled Policies
- Link to State of California Forms Page
- Link to Judicial Council Forms Page

Attached you will find screen shots to assist you in navigating the following features in the new web-based policy manual:

- Conducting a Basic Search
- Conducting an Advanced Search by Policy or Form
- Retrieving Policy using the Menu and Accessing Policy Sections
- Printing a Section within a Policy

The new policy website is intuitive and easy to use. However, the Policy Development Section and Bureau of Information Services (BIS) are available to assist you in the use of the new website. If you would like the Policy Section to demonstrate the new policy website functions at a general staff meeting, please email Wendy Jones at joneswc@dcs.lacounty.gov. If you experience technical problems while navigating the new website, please email [Policy Website Webmaster](#).



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

Policy@dcs.lacounty.gov

Conducting a Basic Search

 Contents  Glossary

- Intake
- Assessments & In-Person Responses
- Case Planning
- In Home/Out of Home Care
- Adoption
- Court Related Issues
- Contacts & Visitations
- Case Assignments, Transfer & Closure
- Health Care
- School & Education
- Financial Support Systems
- Confidentiality
- Additional Information
- Other Resources

Basic Search

Basic Search Tips:

1. Search by policy number, or
2. Search by one keyword to limit search results.

Your search for "disposition" returned

- [0300-503.10, Writing the Jurisdiction/Disposition Report](#)
Writing the Jurisdiction/Disposition Report 0300-503.10 | Revision Date: 07/01/14 Overview This policy guide instructs DCFS staff on how to complete the Jurisdiction/Disposition report.
[Writing_the_Jurisdictio.htm](#)
- [0300-312.05, WIC 241.1 Joint Assessment Protocol](#)
WIC 241.1 Joint Assessment Protocol 0300-312.05 | Revision Date: 07/01/14 Overview This policy guide provides instruction on how CSWs are to complete the Welfare and Institutions Code (WIC) 241.1 Joint Assessment Court Report. It provides information on how a Multidisciplinary Team (MDT) will assess, determine, and recommend a status to the juvenile court when a youth is under the dual supervision of DCFS and Probation.
[Dual_Supervision_DCFS_Pr.htm](#)
- [1000-501.30, Dependency Investigation DI Assignment Criteria](#)
Dependency Investigation (DI) Assignment Criteria 1000-501.30 | Revision Date: 07/01/14 Overview This policy guide reviews the procedures for assigning cases for Dependency Investigation prior to the Jurisdictional hearing and in other case situations requiring assignment of a Dependency Investigator (DI CSW).
[DI_Assignment_Criteria.htm](#)
- [0100-510.50, Children in Group Home Care](#)
Children in Group Home Care 0100-510.50 | Revision Date: 07/01/14 Overview This policy guide outlines the steps to take when placing a child six (6) years old or younger in group home care and the group home assessment requirement for children/youth residing in group home care longer than one year.
[Placing_Children_Six_Yea.htm](#)
- [0600-500.05, Multidisciplinary Assessment Team \(MAT\) Assessments and Meetings](#)
Multidisciplinary Assessment Team (MAT) Assessments and Meetings 0600-500.05 | Revision Date: 07/01/14
[Multidisciplinary_Assess.htm](#)
- [0070-548.10, Disposition of Allegations and Closure of Emergency Response Referrals](#)
Disposition of Allegations and Closure of Emergency Response Referrals 0070-548.10 | Revision Date: 07/01/14
[Disposition_of_Allegatio.htm](#)
- [0070-520.10, Safely Surrendered Babies SSB](#)
Safely Surrendered Babies (SSB) 0070-520.10 | Revision Date: 07/01/14 Overview This policy guide provides guidelines for the safe surrender of babies including the process for taking referrals, reporting temporary custody, and what to do if a parent re-claims the child within the 14 day time period.
[Safely_Surrendered_babie.htm](#)
- [0070-548.05, Emergency Response Referrals Alleging Abuse In Out of Home Care Regarding Children Who Are Under DCFS Supervision](#)
Emergency Response Referrals Alleging Abuse In Out-of-Home Care Regarding Children Who Are Under DCFS Supervision
[Emergency_Response_Refer.htm](#)
- [0000-500.05, Fast Track to Permanency \(FTP\)](#)

Conducting an Advanced Search

DCFS Child Welfare Policy Manual
Child Safety • Permanency • Effective & Caring Services

disposition Find All

Home | **Advanced Search**

Contents Glossary

DCFS Policy Guides/Forms - ADVANCED Search

You can perform a search for **DCFS Policy Guides** or **Forms** by:

- Content Search - Search by Keywords or Exact Phrases inside each document (e.g., collateral contacts, case plan, DCFS 280, etc.)
- Search by Category (e.g., Adoptions, Court related Issues, etc.)

Forms are **ONLY** accessible internally to DCFS staff. If you have any questions about any policy please send your question to our Policy section by sending an email to Policy@dcfs.lacounty.gov. For helpful search tips, click [here](#).

1 - 10 of 17 results sorted by [[date](#) | [relevance](#) | [category](#) | [title](#)]

Policy / Forms Name	Category
0080-518.05, Fast Track to Permanency (FTP) Follow procedures for completing the Jurisdiction/ Disposition Report if the recommendation is no-reunification, include the following in the Jurisdiction/ Disposition Report: Documentation of how the case meets FTP criteria.	Case Planning
Children Under the Indian Child Welfare Act (ICWA) If unsuccessful to keep the Indian family together in order "Reasonable Efforts." Contact the qualified...	Additional Information
(SSB) detention reports, and jurisdiction/ disposition Case."	Assessments and Person Responses
Title 22 Approval Standards ing Title 22 Approval Standards. Removal of a ring Refer to the following table when a positional hearing: Child's Situation	In Home Out of Home Care

Content Search

disposition Go

One or More Search terms
 All search terms
 Exact Phrase

Search by Category

All
All
CWS Handbook
DCFS Forms

Advanced Search

Allows the user to conduct a more detailed search, every document that contains a specific word(s) entered in the content search box will appear in the search results.

- One or more search terms** – Searches all keywords/terms entered (prepositions are eliminated and stem are included)
- All Search Terms** – Searches all keywords/terms entered regardless of order (Content must contain all keywords/terms and stem are included.)
- Exact Phrase** – Searches the "exact phrase" entered.

Advanced Search by Policy or Form

Search Tip: Select one category to limit search results.

- For a policy search, select CWS Handbook.**
- For a forms search, select DCFS Forms.**

Retrieving Policy using the Menu and Accessing Policy Sections

The screenshot displays the 'Child Welfare Policy Manual' website. The header includes the D-C-F-S logo and the title 'Child Welfare Policy Manual' with the tagline 'Child Safety • Permanency • Effective & Caring Services'. A search bar is located in the top right corner. The main navigation menu on the left lists various categories, with 'Assessments & In-Person Responses' selected. Under this category, 'E.R. Referrals and Clearances' is chosen, and 'CACI Hearings' is highlighted. The main content area shows the 'Child Abuse Central Index (CACI) Hearings' page, which includes an overview, a table of contents, and a version summary. A red arrow points from the 'CACI Hearings' link in the table of contents to the 'CACI Hearings' link in the left-hand menu.

Child Abuse Central Index (CACI) Hearings
0070-548.18 | Revision Date: 07/01/14

Overview
This policy guide provides staff with guidelines on responding to and conducting **Child Abuse** Central Index (CACI) Hearings.

TABLE OF CONTENTS

- Policy
 - Gomez v. Saenz
 - Grievance Review Officer
 - Challenges to a Child Abuse Central Index (CACI)
 - Grievance Review Hearings
 - Grievance Review Records
- Procedure
 - Responding to a Known or Suspected Child Abuser Who Disputes a CACI Submission
 - CSW Responsibilities
 - SCSW Responsibilities
 - Responding to a Request for a Grievance Hearing
 - Chief Grievance Review Officer Staff Responsibilities
 - Conducting a Grievance Hearing
 - Chief Grievance Review Officer Staff Responsibilities
 - Chief Grievance Review Officer Responsibilities
 - Responding to Changes Made to the CACI
 - Chief Grievance Review Officer Staff Responsibilities
- Approvals
- Helpful Links
 - Forms
 - Referenced Policy Guides
 - Statutes

Version Summary
This policy guide was updated from the 03/05/12 version, as part of the Policy Redesign, in accordance with the DCFS Strategic Plan.

1. First select a category, e.g. **Assessments & In-Person Responses**
2. Next select a subcategory, e.g. **E.R. Referrals and Clearances**
3. Finally, click on the desired policy to view, e.g. **CACI Hearings**.
4. Once the Table of Contents for the selected policy appears, click on the link representing the policy section you would like to view.

Printing a Section within a Policy

The screenshot displays the DCFS Child Welfare Policy Manual website. The page title is "Child Abuse Central Index (CACI) Hearings" with a revision date of 07/01/14. A "Print Section" pop-up window is open, listing various sections of the policy with radio buttons for selection. The "Gomez v. Saenz" section is selected. The pop-up window has "Print" and "Cancel" buttons. A red line connects the "Print Section" button in the top right of the page to the "Print" button in the pop-up window.

DCFS Child Welfare Policy Manual
Child Safety • Permanency • Effective & Caring Services

Search Find All Home | Advanced Search

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Completion the BCIA 8583
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Family Code Section 3027 Referrals
Interviewing the Alleged Victim at Sch
Joint Response with PHNs
Probate 1513 Referrals
Taking Children into Temporary Cust
WIC 329 Referrals
E.R. on Open DCFS Cases

Home
Assessments & In-Person Responses > E.R. Referrals and Clearances > CACI Hearings

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Print Section | Print Entire Policy

Print Section

- Gomez v. Saenz
- Grievance Review Officer
- Challenges to a Child Abuse Central Index (CACI) Referral
- Grievance Review Hearings
- Grievance Review Records
- Responding to a Known or Suspected Child Abuser Who Disputes a CACI Submission
- Responding to a Request for a Grievance Hearing
- Conducting a Grievance Hearing
- Responding to Changes Made to the CACI
- Forms
- Referenced Policy Guides
- Statutes

Print Cancel

back to top ^

1. Click Print Section
2. From the pop-up window, select the section of the policy you would like to print