FOR YOUR INFORMATION

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-firendly 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@dcfs.lacounty.gov. If you experience technical problems while navigating the new website, please email Policy Website Webmaster.

Conducting a Basic Search

D·C·F·S **Child Welfare Policy Manual**
Child Safety • Permanency • Effective & Caring Services

Basic Search
Basic Search Tips:
1. **Search by policy number, or**
2. **Search by one keyword to limit search results.**

📄 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 |

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

Conducting an Advanced Search

DCFS

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

📄 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 |

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 117 results sorted by [date | **relevance** | category | title]

1   2   3   4   5   6   7   8   9   10   Next>>

Policy / Forms Name	Category
0080-5x8.05, 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
...dren Under the Indian Child Welfare Act (ICWA) ...unsuccessful to keep the Indian family together in ...der "Reasonable Efforts." Contact the qualified...	Additional Infor...
... (SSB) ...detention reports, and jurisdiction/**disposition** ...r Case."	Assessments a... Person Respon...
...ng Title 22 Approval Standards ...ng Title 22 Approval Standards. Removal of a ...ring Refer to the following table when a ...spositional 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.

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

Advanced Search by Policy or Form
Search Tip: Select one category to limit search results.
1. For a policy search, select CWS Handbook.
2. For a forms search, select DCFS Forms.

Retrieving Policy using the Menu and Accessing Policy Sections

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

1. Click Print Section

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