

PLACEMENT INFORMATION CHANGE NOTICE

- AUTHORITY:** Sections 727 and 903.5 Welfare and Institutions Code
Board of Supervisors Resolution 85-1654
- RESCINDS:** Procedure Manual Item 2-6-204, dated 12/04/18
- FORMS:** Placement Information Change Notice (Electronic Form)
- PURPOSE:** To notify those concerned of a change in the youth's placement status. The completed Placement Information Change Notice (PIC) form will indicate youth's change of address or location and will also authorize payment for board and care.

I. GENERAL INFORMATION

- A. The **PIC** will be completed in every case where a youth has been removed from the physical custody of the parent(s) or guardian and
1. Is placed.
 2. Is replaced (restart/reopen).
 3. Is removed from foster care.
 4. Changes address from one facility to another.
- B. Additionally, a **PIC** is to be completed when:
1. Payment changes from Probation to the Department of Social Services.
 2. Payment changes from DSS to Probation.
 3. A rate change occurs at the facility where the youth is placed.
- C. A **PIC** will also need to be completed when a Non-Minor Dependent (NMD) is placed in a Short Term Residential **Therapeutic** Program (STRTP), Resource Family home, Supervised Independent Living Placement (SILP), or Transitional Housing Placement (THP) and any move thereafter.

II. PROCEDURE

- A. The Placement Officer will initiate a movement within the Placement Management System (PMS) any time a placement youth moves from one location to another. PMS will automatically generate a Placement Information Change Notice, and will populate fields within the form. Only the placement movement change (same date facility to facility) will populate in correct sequence. Other movements clerical will edit and fill in.

1. **The Placement Officer will also enter the PIC movement into the Start/Stop log which is overseen by clerical.**
- B. Clerical will review the **PIC** and make any necessary changes. On the date of the change, an electronic version of the **PIC** will be sent to FCAPP (SSA Data Entry Technician) in order to receive the State ID number and assigned ET worker on new cases. Subsequent Notices after the initial start will be sent to FCAPP to receive the case assigned ET. The Placement Information Change Notice form will then be printed and forwarded to the assigned Placement Officer.
- C. The Placement Officer will review the form and then initial. The initialed form will then be returned to clerical for distribution.
- D. Clerical will forward initialed copies to the assigned Social Services Foster Care ET, Placement Officer, Social Services Independent Living Program, placement facilities and to various counties along with the Out of County Placement Notice. Copies will also be kept in the youth's informal Soc File maintained by clerical staff and in the youth's Placement file maintained by the assigned DPO.
- E. The movement of the youth or Non-Minor Dependent should be reflected in PMS the day the youth or Non-Minor Dependent is placed or the day a change in the rate is made. "Stops" should be submitted the first working day after closing out the bed.

REFERENCES:

Procedures:	2-6-201	Juvenile Placement Referral Process
	2-6-202	Out-of-Home Residence or Vacations for Juveniles
	2-6-206	Expenditure of Funds for Medical, Transportation, and Clothing Needs of Minors in Foster Homes and Group Homes
Policies:	A-1	Policy, Procedure, and the Law
	F-2	Recommendations to the Court for Dispositions/Sentencing Out-of-Home Placement or Commitment for Minors
	F-3	Temporary Placement for Minors, Foster Home Placements with County Employees

G. Garcia

APPROVED BY: