

SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM PLACEMENT

- AUTHORITY:** California Assembly Bill 403 (Chapter 773, Statutes of 2015)
 California Code of Regulations, Title 9, Chapter 11
 California Child Welfare Services, Division 31, Section 300
 CDSS Interim Licensing Standards Version 3.1
 CDSS Title 22 Licensing Regulations
 Welfare and Institutions Code Sections 361.2(e)(9), 727(a)(4)(E), 11462.01
 California Department of Social Services All County Letter 17-14, 17-122
- RESCINDS:** New
- FORMS:**
- | | |
|--|---|
| Child and Family Team (CFT) Plan | F063-25-806 (R11/17) |
| Juvenile Placement Case Plan | Electronic Format |
| Interagency Placement Committee (IPC)/
Referral for STRTP Placement | F063-25-826 (R418) |
| Second Level Review Form | (Attachment A) |
| Short-Term Therapeutic Residential
Program (STRTP) Tracking Form | (Attachment B) |
| JV 535 | https://www.courts.ca.gov/documents/jv535.pdf |
| JV 535(A) | https://www.courts.ca.gov/documents/jv535a.pdf |
| JV 536 | https://www.courts.ca.gov/documents/jv536.pdf |
| Placement Facilities Active Referral List | https://www.cdss.ca.gov/inforesources/continuum-of-care-reform/short-term-residential-therapeutic-program |
- PURPOSE:** To standardize the procedure in identifying the role and responsibility of a deputy probation officer (DPO) when placing a youth in a Short-Term Residential Therapeutic Program (STRTP) and monitoring compliance related to therapeutic intervention services.

I. BACKGROUND INFORMATION

- A. Under the Continuum of Care Reform, an STRTP is intended to serve youth/non-minor dependents (NMD) who are in need of a level of care and supervision that cannot be met in a family-like setting and who are not in need of inpatient services, such as a psychiatric hospital or community treatment facility. An STRTP provides specialty mental health services to Medi-Cal standards and integrated programming designed to address barriers which youth/NMD can overcome and transition back to a home-based family setting.
- B. Some STRTPs have specialized treatment programs such as: commercially sexually exploited youth; sex offenders; youth affiliated with or impacted by a gang; LGBTQ+; pregnant/parenting; substance abuse and independent living skills.

II. GENERAL INFORMATION

- A. Prior to the court making a determination on vesting placement for a youth, a Child

and Family Team (CFT) meeting will take place to formulate a CFT plan and a placement case plan to identify potential behavioral and mental health concerns and determine the necessity for an STRTP placement. It will also address the duration of the treatment and the transition plan to achieve permanency.

1. Generally, the youth's placement case plan must be completed within 30 days of removal from the home/arrest or by the dispositional date, whichever comes first. The case plan is a living document and shall be updated as appropriate, but minimally prior to each calendared periodic review (where it is attached for the court's consideration).
- B. Once a youth/NMD's case is deemed appropriate for an STRTP placement, an Interagency Placement Committee (IPC) meeting will take place. An IPC is a multi-agency team which takes into consideration the recommendation of the CFT team. The IPC screening process includes a review of available assessments/evaluation, treatment information and other relevant information regarding the youth's history, current services and needs to determine if the youth/NMD is eligible for STRTP placement.
1. Placement conditions consist of the following:
 - a. The youth/NMD does not require inpatient care in a licensed health facility.
 - b. The youth/NMD has been assessed as requiring the level of services provided in a STRTP.
 2. And one or more of the following apply:
 - a. Meets the medical necessity criteria for Medi-CAL specialty mental health services.
 - b. Assessed as seriously emotionally disturbed or IEP assesses a youth/NMD to be emotionally disturbed.
 - c. Requires emergency STRTP placement as determined by a licensed mental health professional.
 - d. Assessed pursuant to WIC 4096 as requiring a level of service provided by an STRTP.
- C. For youth ages 13 and up, a second level review should be completed at the 12-month mark when the existing out-of-home order for STRTP is still in effect and has not been vacated. Further, a second level review is completed every six months for youth 12 years of age or younger who are placed in an STRTP. The Chief Probation Officer or a designee will review the case and determine if continued STRTP placement of the youth is appropriate.
- D. It is the responsibility of the DPO to oversee that core services, administered by an STRTP, are provided to the youth/NMD. Inquiries will be made to their well-being as it pertains to the following: nourishment, hygiene, social/familial interaction, extracurricular activities, educational participation, and therapeutic

engagement. The DPO will maintain an open communication with the case manager, assigned therapist, and STRTP staff to monitor the Needs and Services Plan, and when appropriate, the transitional services to a less restrictive family-based environment.

III. PROCEDURES

A. STRTP Admission Process

1. An initial CFT meeting shall take place with team members consisting of family relative, non-related extended family member (if applicable), a mental health representative, a department of education liaison, CFT facilitator and the assigned DPO. The meeting will identify behaviors impacting the youth's ability to function at a lower level of care, and factors necessitating consideration for placement in an STRTP and conduct a family finding engagement session.
 - a. CFT facilitator will conduct the CFT meeting and prepare the following documents.
 - (1) A CFT Plan
 - (2) A placement case plan
 - (3) An Interagency Placement Committee Referral (IPCR) form
 - b. Once a youth has received a suitable placement order by the court, documents will be submitted to a placement supervisor as part of the IPC review panel.
2. An IPC team meeting will take place to determine if the youth's case dynamics meet the criteria for an STRTP placement.
 - a. For dual supervision, representatives from SSA, HCA and Probation will meet to determine eligibility based on placement conditions.
 - b. For probation-only involved youth, a probation supervisor and an HCA representative will meet to determine eligibility.
 - c. Once approved, the documents will be placed in the youth's case file.
3. After a case is approved by the IPC team, the Placement Unit will convene to determine an appropriate STRTP for the youth/NMD. The assigned placement DPO will review and discuss case dynamics with the review panel to identify an ideal STRTP from the monitor's Placement Facilities Active Referral List.
 - a. After discussion, the most appropriate STRTPs will be identified for admission consideration.

4. STRTP Placement Referral

- a. The assigned DPO will arrange to have the selected STRTP coordinator interview the youth for placement.
- b. The DPO will prepare an admission packet for the STRTP upon acceptance into the program.
 - (1) The packet will consist of the following:
 - (a) Admission Request Letter
 - (b) Minute Order indicating a placement order
 - (c) Placement Suitability Report
 - (d) IPC Referral form
 - (e) Initial CFT case plan
- c. Once the youth is accepted for placement, the DPO will coordinate transportation for the youth.
- d. For STRTPs outside of Orange County, the DPO must notify the county of residence's Health Care Agency of the youth's placement via the presumptive transfer process.

5. Declined Placement Referrals

- a. The STRTP providers are not required to accept any specific youth/NMD for placement; however, the expectation is for the provider to have the ability to serve individual youth with challenging and complex needs, including those whose needs are just below an inpatient health facility level of care.
- b. If the referral is declined, the STRTP shall submit within three business days from the decision, written documentation of the reason why the referral was declined.
- c. In cases where an STRTP provider demonstrates a pattern of not accepting placements of youth/NMD that meet the placement criteria, a placement supervisor may opt to report the declined placement referral to the California Department of Social Services (CDSS) in accordance with CDSS STRTP guidelines.
- d. A review process may be initiated in conjunction with a CDSS representative to determine if technical assistance is needed for the STRTP to consider the needs of placement youth/NMD.
 - (1) Contact Statewide Children's Residential Program, Orange County Local Unit at [REDACTED] or Southern California Regional Offices at [REDACTED]

- (2) The Placement supervisor may use a tracking form for denied placement. The form may be forwarded to CDSS at [REDACTED]

6. A 14-day Removal Notice

- a. Once a youth is admitted into an STRTP, but it is determined the service needs of the youth are beyond the capability of the STRTP, a 14-day removal notice will be provided to the DPO.
- b. Prior to a 14-day removal notice, an Emergency CFT meeting shall take place to identify the youth's needs and an action plan to potentially avoid a placement disruption, which may include:
 - (1) Increased therapy sessions with licensed clinician.
 - (2) Formulation of a Mental Health Treatment Plan.
 - (3) Appointment to review psychotropic medication, if applicable.
 - (4) Other services provided such as Therapeutic Behavioral Services or increased group sessions.
 - (5) Determine if the STRTP staff were informed of the changes to the treatment plan.
 - (a) The DPO is to consider if the STRTP was addressing the youth's underlying mental health issues which may have manifested in inappropriate behavior.
- c. If a 14-day removal notice is still given, the notice must be accompanied by a signed statement by a licensed mental health clinician as to why the STRTP was not able to meet the needs of the youth.
 - (1) The STRTP must provide a transitional treatment and safety plan for the youth to avoid continuum of care disruption to another placement location.
 - (2) A placement supervisor may request technical assistance from the CDSS to preserve placement.
 - (a) Contact Statewide Children's Residential Program, Orange County Local Unit at [REDACTED] or Southern California Regional Offices at [REDACTED]
 - (b) A review process may be initiated in conjunction with a CDSS representative to determine if a technical assistance call is needed for the STRTP to consider

the needs of placement youth.

- (c) The Placement Supervisor may use a tracking form (see attachment E) for a 14-day removal notice. The form may be forwarded to CDSS at [REDACTED]
- d. To avoid placement disruption, the DPO will make a concerted effort to place the youth in another STRTP prior to considering bringing the youth into custody.

7. Second Level Review

- a. The DPO will complete the Second Level Review process if after a 12- month period, the youth's case plan continues to be placement in an STRTP.
- b. The Second Level Review process is completed every six months for youth 12 years of age or younger who are placed in an STRTP.
 - (1) The DPO will submit the Second Level Review form (see attachment D) and a copy of the most recent case plan for review and approval to the juvenile supervision division director or designee.

B. Monitoring STRTP Core Services

- 1. The placement monitor will determine if an STRTP follows the County of Orange contractual agreements; however, it is important for the DPO to be familiar with the core services that are provided by an STRTP and monitor their administration:
 - a. Individual therapy
 - b. Group Therapy
 - c. Family Therapy
 - d. Substance abuse services
 - e. Crisis intervention
 - f. Case management
 - g. Psychiatric evaluation
 - h. Psychotropic medication management
- 2. It is the responsibility of the DPO to alert the placement monitor of any concerns observed during required monthly visits with youth placed in an STRTP.
 - a. The youth must receive face-to-face monthly visits by the DPO in a private setting with the majority being in the youth's residence,

- regardless of placement location.
- b. Monthly contact is also required with the parent/guardian/caregiver depending on the youth's current reunification status.
3. When determined in a CFT collaboration or identified in the Needs and Services Plan, the DPO will ascertain that the youth is provided the following additional services:
 - a. Therapeutic Behavioral Services
 - b. Crisis Stabilization
 - c. Day Rehabilitation
 4. The STRTP is responsible for enrolling the youth in court-ordered programming not provided in-house. For example:
 - a. AIDS/HIV awareness classes
 - b. AIDS testing
 - c. Outpatient drug treatment
 5. The DPO is to monitor that an STRTP provides educational support for the youth.
 - a. The youth/NMD is enrolled into a local school, school of origin, or private program within three days of placement.
 - (1) An STRTP has three business days to notify the DPO, if any obstacles prevent the youth's enrollment.
 - (2) If applicable, Individualized Education Plan (IEP) assessment and follow-up special education services through development and implementation shall be provided.
 - b. Generally, the youth's parents are the Educational Rights Holder (ERH) and are responsible for overseeing the youth's educational support services and interventions; however, when a parent is unavailable, the DPO will provide an ERH designation.
 - (1) An ERH can be a caregiver, close family friend, an adult sibling or CASA.
 - (2) Once an ERH has been identified, then JV forms 535, and 535A will be submitted to the court.
 - (3) If an ERH is not identified, an educational surrogate parent can be assigned from the school district of the STRTP of residence.

- (a) The DPO will submit a JV 536 form to identify the surrogate parent.
 - (b) If the youth leaves the assigned school district, a new surrogate parent would need to be identified and appointed at the new school district.
 - c. The STRTP is to monitor school attendance, performance, credits earned, and attend meetings as needed (i.e. IEP).
 - d. Provide tutoring services and school homework supervision as needed.
6. The youth/NMD is provided medical screening, physical/dental examinations.
- a. The STRTP must complete examinations within the first 30 days of placement.
 - b. Thereafter, physicals are conducted yearly, and a dental examination is every six months.
7. The STRTP is to provide CFT meetings for the youth/NMD, family, extended relatives to provide support.
- a. STRTP will coordinate a CFT meeting at least every 90 days to reassess level of care, mental health, and supportive services.
8. The STRTP is to arrange and allow for visits with family, support services at the home and in the community in accordance with the youth's reunification plan.
9. The youth/NMD will be provided with interactive life skills activities, training and mentoring to develop and build skills necessary for self-care and self-sufficiency.
- a. Independent Living Program services
 - b. Fiscal management
 - c. Cooking
 - d. Household cleaning and laundry
 - e. Usage of transportation
10. The STRTP is to obtain essential documents.
- a. California Driver's License or Identification Card
 - b. Social Security card or birth certificate

- c. Medi-Cal card
11. The STRTP will provide a reasonable and prudent parent standard for youth to participate in extracurricular and social activities in consideration of the youth's Needs and Services Plan and in collaboration with the youth's assigned DPO.
12. The assigned DPO is to determine the youth is receiving additional services and support related to clothing, personal needs, food, assigned chores, and allowances.
- a. Ensure a youth is allotted a clothing allowance on a monthly basis no less than seventy-five dollars.
 - b. Ensure the youth has a minimum of a three-day supply of clothing upon placement.
 - c. Ensure the youth is furnished with personal care items.
 - d. Hygiene supplies.
 - e. Fresh clean towels, mattress pads, pillows, sheets, and blankets.
 - f. Ensure the youth receives an adequate and balanced diet.
 - g. Access to a one-week supply of nonperishable foods.
 - h. Access to a two-day supply of fresh perishable foods.
 - i. Each youth shall receive a weekly allowance based on age and the weekly allowance rate.
 - j. Provide transportation to school, court, and appointments as needed.

REFERENCES:

Procedures	2-6-209	Child and Family Team Meetings
	2-6-213	Presumptive Transfer

G.Garcia

APPROVED BY:



STEVEN J. SENTMAN
CHIEF PROBATION OFFICER
TELEPHONE: (714) 569-2000
1055 N. MAIN STREET, 5TH FLOOR
SANTA ANA, CA 92701
MAILING ADDRESS:
P.O. BOX 10260
SANTA ANA, CA 92711-0260

MEMORANDUM

DATE:
TO:
CC:
FROM:
SUBJECT: SECOND LEVEL REVIEW

The youth has remained in out of home care and placed in an STRTP for:

- longer than six months (for youth ages 12 and younger)
- longer than one year (for youth ages 13 and older)

Describe the services that are being provided for the youth and the reasons that the youths case plan goals necessitate the youth remain in his/her current placement:

Barriers that have led to the youth remaining in STRTP care for longer than one year.

The likely date that the youth will no longer require STRTP care:

(e-sign SPO name)
Division Director

(e-sign SPO date)
Date

