

## 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 08/02/2016
- 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 Placement Information Change Notice 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 Placement Information Change Notice 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 Placement Information Change Notice will also need to be completed when a Non-Minor Dependent (NMD) is placed in a **Short Term Residential Treatment 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.**

- B. Clerical will review the Placement Information Change Notice and make any necessary changes. **On the date of the change, an electronic version of the Placement Information Change Notice 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 **and attached ward card** when appropriate. 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

J. Burgett

**APPROVED BY:**