

Los Angeles County Department of Children and Family Services



CHILD WELFARE SERVICES
DISASTER RESPONSE PLAN



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Acronyms

CDSS California Department of Social Services

CSW Children’s Social Worker

CWS/CMS Child Welfare Services/Case Management System

DCFS Department of Children and Family Services

DOC Department Operations Center

DPSS Department of Public Social Services

GIS Geographic Information Systems

ICPC Interstate Compact Placement of Children

OEM Office of Emergency Management

PCVL Potential Child Victim List

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Children and non-minor dependents in the probation system must also be included in the plan. County plans must be amended annually to include Child Welfare Services (CWS) Disaster Response Plans.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16) and Welfare and Institutions Code Section 16500.1(c)(1). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for CWS children, Probation children, non-minor dependents, including non-minor dependents residing in foster care, out-of-county placements, children placed in or out of California through the Interstate Compact on the Placement of Children (ICPC), out-of-state non-minor dependents under county care or supervision who are displaced or adversely affected by a disaster:
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Essential Function:	1. Identification and location process of CWS children, Probation children, non-minor dependents, including those in probation residing in foster care, out-of-county placements, ICPC children, and out-of-state non-minor dependents who may be displaced
Process Description:	<ul style="list-style-type: none"> • Geographic Information Systems (GIS) will produce a “Potential Child Victim List” (PCVL) from the existing Child Welfare Services/Case Management System (CWS/CMS) database. • Creation of the PCVL will require utilization of specific “Shape Files” or identified zip codes which must be obtained from local or state entities or by use of a qualified and approved mapping service(s). • A list will be developed and information will be downloaded into an existing Information Technology Services (ITS) Division Server. The database information can be accessed by creating a link which will permit all CWS/CMS users to obtain information on their respective caseloads. • Children’s Social Workers (CSW’s) will attempt to contact caregivers by telephone to determine safety status of child/children in their care and damages sustained, if any, to the home or facility. • CSW’s will document information received in case record. • CSW’s will attempt to conduct a home visit, if unable to reach caregiver by telephone. • CSW’s will complete, if possible, home visit to determine status of children and damage to home, if any. • CSW’s will report status of children contacted to the Supervising Children’s Social Worker (SCSW). • CSW’s will continue to contact children and homes by telephone or in person until the status of all children in caseload is known.

- CSW's will continue to update SCSW with current status reports of children in caseload.
- CSW's will confer with SCSW, as necessary, on circumstances and status of children and homes.
- CSW's will report any serious injuries or deaths to children in caseload.
- CSW's will respond to requests, as directed, to perform other emergency related activities which may be required of the Division, Agency or County.
- CSW's will report to their SCSW's any unusual situation or circumstances encountered as a result of emergency.
- In the event minor children become displaced from parent or caregivers and immediate identification is not available due to age or severe medical condition, information regarding children's identities consisting of pictures and general descriptions can be obtained from the KidPix Photo ID Program. KidPix is a computer-based program that allows DCFS staff to upload photographs of children and youth into the computer and be disseminated throughout the affected local area shelters, hospital and medical triage. Additionally, the assistance of the media (i.e., radio, television) can be used to distribute the information in an effort to locate and reunite children with parents and/or caregivers.
- CSW's will utilize the established National Information System Typing Tool which has a list of translators to assist in the communication process when and where applicable.
- Although officials will make every effort to maintain evacuated individuals in a safe area as close as possible to the evacuated area, DCFS will work closely with all emergency entities to determine the location of shelters to ensure continued communication and assist in identifying children that may be located at these shelter sites.
- DCFS will work closely with Department of Public Social Services (DPSS), American Red Cross, local, state and federal officials to obtain the locations of evacuees and take all steps to ensure the identity, safety and re-unification of children and caregivers.

	<p><u>Probation Department</u></p> <p>DCFS and the Probation Department (Probation) have an MOU in place that identifies and specifies areas of mutual aid, types of services, and other appropriate information that shall be shared between the two agencies regarding minors to adequately meet the minor’s needs. DCFS and Probation shall comply with the provisions of WIC Section 827 and WIC Section 10850. When a minor is transferred from DCFS to Probation or from Probation to DCFS, information about the minor’s medical, mental health and educational status can be obtained from the appropriate worker from each department. DCFS and Probation do not share supervision of the minors. Once a minor has been transferred to Probation, they (Probation) will maintain all case information regarding the minor in their database and will ensure the minor’s safety and status during and after an event.</p> <p>The Probation Department will follow their internal departmental protocols and procedures.</p>
Essential Function:	2. Communication Process with Child Care Providers
Process Description:	<ul style="list-style-type: none"> • In the event of a disaster, communication with caregivers will be critical to determine the safety status of both child and caregiver. • The Department maintains a comprehensive database of information on all caregivers that consists of name, telephone number, address and name of children and caregivers. • When necessary, this information will be extracted and provided to CSW’s or designated staff to assist in determining the safety status and the reuniting process of children and caregivers. • When caregivers are impacted by a disaster, they are instructed to inform their CSW’s of their status and whereabouts. • In the event caregivers cannot contact their CSW’s, they are instructed to call the Child Protection Hotline (CPHL) at 1-(800) 540-4000 and the information will be relayed to the

	<p>CSW's.</p> <ul style="list-style-type: none"> • If communication is limited during a disaster, alternative communication will be necessary (i.e., texting, short wave radios, faxes). • If CSW's are unable to reach the home or facility by telephone or other means as listed above, a visit to shelters may be necessary. • After communication has been established and CSW's determine if injuries and/or deaths have occurred, these findings must be reported to the Children and Family Services Departmental Operations Center (DOC). <ul style="list-style-type: none"> ○ The information will be relayed immediately to management and the Child Fatality Section within four (4) hours after it has been obtained. • The Probation Department will follow their internal departmental protocols and procedures. <p>Note: The status of <u>all</u> children should be recorded and noted in case record, even if determined that they are safe and their home is free of damage and in no imminent danger.</p>
	<p>3. Identification of Evacuation Procedures – Event known in advance</p>
<p>Process Description:</p>	<ul style="list-style-type: none"> • Wild fires usually erupt in areas that do not have immediate impact on the public. In such cases, first responders can give advance notice to the potentially affected areas. • Flooding waters and mudslides are other disasters that usually occur with some prior knowledge and notification from officials. • In the event of an evacuation that is known in advance, all evacuation procedures will be under the control of local, state or federal entities (first responders). When time permits, the Department will make every attempt to identify all children and caregivers in the affected areas. All appropriate steps will be taken to fast-track the displaced parties into local area shelters. This will require continued collaboration with the American Red Cross, local, state and federal officials.

	<ul style="list-style-type: none"> • An established communication is in place to maintain a continued link between CSW's and caregivers in the event of a disaster. Caregiver and child information has been incorporated into the CWS/CMS database to maintain information which can be distributed when needed. • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	4. Identification of Evacuation Procedures – Event not known in advance
Process Description:	<ul style="list-style-type: none"> • Safety is always the number one priority and ranks at the top of the list of concerns for children under the care of DCFS. Every effort is made to ensure that each child's welfare is protected to the best of our ability at all times. <p>County Employees as Disaster Service Workers</p> <ul style="list-style-type: none"> • According to California Government Code, Sections 3100-3102, "all public employees are hereby declared to be disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law." • For purposes of the government code, "Disaster Service Workers" includes all public employees and all volunteers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district, excluding aliens legally employed. • It is expected that all employees will cooperate in providing necessary services in the event of an emergency/disaster. All employees shall be required to provide necessary services when directed by agency management. This includes use of employees for critical, sub-critical and essential functions which are the responsibility of the agency. • It is the exclusive right of the County to make all decisions of a managerial or administrative character, including, but not limited to the nature and extent of services to be performed, the method, means and personnel by which the county's operations are to be conducted and other decisions, as may be necessary, to organize and operate the county in the most efficient manner and in the best interest of all the citizens of the county.

	<ul style="list-style-type: none"> • It is the exclusive right of the county to make all decisions in directing its employees including, but not limited to scheduling work for staff, requesting overtime approval and classification of Departmental positions. • Employees should be made aware of these provisions. They should also be informed that their assignment in times of emergency/disaster might be in an area other than their assigned division or program. Assignments will be made by management and/or supervisory staff based on the greatest need in any of the given Agency's emergency/disaster functions. • The Probation Department will follow their internal departmental protocols and procedures. Evacuation will be made only when necessary and after appropriate levels of security are in place.
Essential Function:	5. Identification of shelters
Process Description:	<ul style="list-style-type: none"> • The Emergency Disaster Services Section will maintain continued communication with DPSS as the lead department to acquire shelter locations. A master list of caregivers/children potentially affected by the disaster will be created for identification purposes. Information will be distributed to appropriate CSW's and contact will be made to ensure the safety of all. • The Emergency Disaster Services Section will maintain continued communication with the Los Angeles County Office of Emergency Management (OEM) to acquire shelter locations as they are established. A master list of potential caregivers/children under care will be created for identification purposes. Information will be distributed to appropriate CSW's and subsequent contact will be made to acquire the status of all. • DCFS will continue to maintain and update a current list of all existing shelters within the impacted areas. • The Probation Department will follow their internal departmental protocols and procedures.

	<ul style="list-style-type: none"> • DCFS and Probation will not co-locate minors in shelters. • If identification of a minor is required to assist Probation with any minor that was previously under the supervision of DCFS, DCFS will share appropriate information and identification information acquired from DCFS' KidPix database with Probation.
Essential Function:	6. Parental Notification Procedures
Process Description:	<ul style="list-style-type: none"> • CSW's and volunteers will utilize all means of available communication to notify caregivers in the event of caregiver/child separation due to the disaster. Communication will consist of U.S. Mail, Internet, telephone (landline/cell phone), courier and other means that may be available due to emergency limitations. • DCFS will work closely with DPSS, American Red Cross, local, State and Federal Officials to obtain the locations of evacuees and take all steps to ensure the identity, safety and re-unification of children and caregiver. • CSW's and volunteers will utilize all means of available communication to notify caregivers in the event of caregiver/child separation due to event. Communication will consist of US Mail, internet, telephone (landline or cell phone), courier and/or other means available. • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	7. Alternative Processes for Providing Continued Services
Process Description:	<ul style="list-style-type: none"> • All alternative services available will be utilized to provide continued services to children under care and those that may come under DCFS care due to a disaster. The alternative services may include shelter care supervision, providing minor children direct care, assisting DPSS with identification and distribution of special clothing and other financial needs of victims. • The Probation Department will follow their internal departmental protocols and procedures.

Essential Function:	8. Staff Assignment Process
Process Description:	<ul style="list-style-type: none"> • Geographic Information Services (GIS) will produce a “Potential Child Victim List” (PCVL) from the existing Child Welfare Services/Case Management System (CWS/CMS) Database. • Creation of the PCVL will require utilization of specific “Shape Files” or identified zip codes that must be obtained from local or state entities or by use of a qualified and approved mapping services. • A list will be developed and information will be downloaded into an existing Information Technology Services (ITS) Division server. The database information can be accessed by creating a link which will permit all CWS/CMS users to obtain information on their respective caseloads. • CSW’s will attempt to contact caregivers by telephone to determine the status of child/children in their care and damage sustained, if any, to the home or facility. • CSW’s will document information received in case record. • CSW’s will schedule home visit, if unable to reach caregiver by telephone. • CSW’s will complete, if possible, home call to determine status of children and damage to home, if any. • CSW’s will report status of children successfully contacted to supervisor. • CSW’s will continue to contact children and homes by telephone or in person until the status of all children in caseload is known. • CSW’s will continue to update SCSW’s with current status reports of children in caseload. • CSW’s will confer with SCSW’s, as necessary, on circumstances and status of children and homes. • CSW’s will report any serious injuries or deaths to children in caseload.

- CSW's will respond to requests, as directed, to perform other emergency related activities which may be required of the Division, Agency or County.
- CSW's will report to supervisor any unusual situation or circumstances encountered as a result of the emergency.
- CSW's will contact each caregiver to obtain the status of each child and report the information to their respective supervisor and/or manager.
- In the event minor children become displaced from parents or caregivers and immediate identification is not available due to age, or severe medical condition, information regarding children's identities consisting of pictures and general descriptions can be obtained from the KidPix Photo ID Program. KidPix is a computer based program that allows DCFS staff to upload photographs of children and youth into the computer and be disseminated throughout local area shelters, hospitals and field treatment sites. Additionally, the assistance of the media (i.e., radio, television) can be used to distribute the information in an effort to locate and reunite children with parents and or caregivers.
- CSW's will utilize the established National Information System Typing Tool, which has a list of translators to assist in the communication process when and where applicable.
- Although officials will make every effort to maintain evacuated individuals in a safe area as close as possible to the impacted area, DCFS will work closely with all emergency entities to determine the location of shelters to ensure continued communication and assist in identifying children that may be located at these shelter sites.
- DCFS will work closely with DPSS, American Red Cross, local, State and Federal Officials to obtain the location of evacuees and take all steps to ensure the identity, safety and re-unification of children and caregiver.
- In the event of an evacuation that is known about in advance, all evacuation procedures will be under the control of local, State or Federal Entities (first responders). When time permits, the Department will make every attempt to identify all children and caregivers in the impacted areas. All appropriate steps will be taken to track the displaced parties to local

	<p>area shelters by continued collaboration with the American Red Cross, local, State and Federal Officials.</p> <ul style="list-style-type: none"> • An established communication System is in place to maintain a continuous link between CSW's and caregivers in the event of a disaster. Both Caregiver and Child information has been incorporated into the CWS/CMS database to maintain information which is distributed when needed. • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	9. Workload Planning
Process Description:	<ul style="list-style-type: none"> • Depending on the nature and extent of the disaster, the Department will activate the DOC. At a minimum, the Senior Deputy Director, Senior Disaster Services Analyst and other Administrative staff (to be determined by the Senior Deputy Director) will report to the DCFS DOC to initiate a response to the disaster/emergency event. • Subsequent to a disaster event, Emergency Disaster Services Section will activate the DOC to establish communication, gather information and assist in the response phase, recovery phase and to mitigate existing child safety and Caregiver issues. • DCFS Children Hotline and Command Post Section will continue to operate if possible. In the event of a Main Hotline Office Location failure which renders this location unusable, alternative locations have been established and will be activated within minutes to continue the uninterrupted process of receiving emergency calls. • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	10. Alternative Locations for Operations
Process Description:	The following DCFS sites will be utilized as alternate work sites due to building damage, inaccessible routes, lack of communication (telephones), utility outage, gas or water leaks, etc...

	<p><u>Alternate Locations</u></p> <ul style="list-style-type: none"> • 725 South Grand Avenue, Glendora, California 91740 (Glendora Regional Office) • 12440 West Imperial Highway, Norwalk, California 90650 (Norwalk Imperial Center) • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	11. Orientation and Ongoing Training
Process Description:	<ul style="list-style-type: none"> • DCFS Training Section provides orientation training to new staff on emergency preparedness and the responsibilities of each as it relates the Disaster Service Worker Program. OEM and DHR have developed an on-line Disaster Service Worker Training Module which will allow all staff to be trained in the overall National Information Management System (NIMS) and disaster response protocol. • The DCFS Emergency Disaster Services Section will continue to provide emergency preparedness training to staff in an effort to increase their emergency preparedness levels at home and in the workplace. • The Probation Department is responsible for ensuring all of their staff completes the mandatory DSW Training Module developed by OEM and DHR. Probation will be responsible for any training specific to their programs and responsibilities.
CWS Disaster Response Criteria B:	Respond, as Appropriate, to new CWS cases in areas adversely affected by a disaster and provide services in those cases:
Essential Function:	1. Investigation Process
Process Description:	<ul style="list-style-type: none"> • If communication exists, ongoing service will remain available by DCFS to receive notification of child abuse, child safety, child abandonment, etc... DCFS Command Post will continue to dispatch necessary staff to effectively respond to the needs of children in distress. • CSW's will continue to receive specialized training on how to handle investigations in adverse conditions and how to ensure their personal safety while in the performance of required duties. • Subsequent to a disaster event, the Emergency Disaster Services Section will activate the

	<p>DOC to initiate a response to the disaster/emergency event.</p> <ul style="list-style-type: none"> • DCFS Child Protection Hotline (CPHL) and Emergency Response Command Post (ERCP) will continue to operate. If the main CPHL office location is affected and cannot operate under normal conditions during the event, alternative locations have been established and will be activated in a timely manner to continue the uninterrupted process of receiving emergency calls. • The Probation Department will follow their internal departmental protocols and procedures and adhere to the existing MOU between Probation and DCFS.
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	Shelter Care Managers and/or American Red Cross personnel are to notify DPSS staff, if present, of the displaced minor (s). DPSS will notify the DCFS hotline staff of the displaced minor (s). If DCFS Emergency Response Staff is present at the shelter, they will make proper arrangements to take the displaced minor (s) under care of DCFS after all reunification efforts have failed.
Essential Function:	3. Implementation process for providing new services
Process Description:	<ul style="list-style-type: none"> • New child safety “referrals” will continue to be generated when possible during a disaster. ERCP CSW’s will continue to provide needed services to the public when possible. • Case documentation will continue with existing tools and when existing tools are not available, workers will resort to the manual documentation and storage process. All confidential material will continue to be handled with established procedures to ensure the privacy of both child and caregiver. • If conventional communication does not exist, alternative communication will be utilized to provide the above services. These communication methods may consist of CWIRS radios, couriers and other methods available. • When available, cell phones and laptops with Wi-Fi connectivity will be issued to CSW's for continued communication and uploading and downloading of data from CWS/CMS.

	The Probation Department will follow their internal departmental protocols and procedures
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	<ul style="list-style-type: none"> • In the event minor children become displaced from parent or caregivers and immediate identification is not available due to age or severe medical condition, information regarding children’s identities consisting of pictures and general descriptions can be obtained from the KidPix Photo ID Program. KidPix is a computer-based program that allows DCFS staff to upload photographs of children and youth into the computer and be disseminated throughout the affected local area shelters, hospital and medical triage. Additionally, the assistance of the media (i.e., radio, television) can be used to distribute the information in an effort to locate and reunite children with parents and/or caregivers. • DCFS Staff immediately makes an attempt to locate, identify and arrange for legitimate/valid reunification of minor(s) with parent or guardian. • If reunification is not possible, the minor’s status should be brought to immediate attention of law enforcement. • If law enforcement is not available, every effort should be made to relocate/transport minor to the nearest disaster reception center and or disaster shelter. • Disaster reception staff must be made aware that minor is separated form parent or guardian. • Disaster reception staff/Shelter Care Managers/American Red Cross Staff is trained in the proper procedures of insuring the care and safety of displaced minors. Further attempts are to be conducted at the shelter to make legitimate/valid reunification of minor with parents. • American Red Cross and DCFS will use all available resources to attempt reunification, such as American Red Cross Safe and Well database, the National Center for Missing and Exploited Children website, etc... • CSW’s will utilize the established National Information System Typing Tool which has a list of translators to assist in the communication process when and where applicable.

	<ul style="list-style-type: none"> • Although officials will make every effort to maintain evacuated individuals in a safe area as close as possible to the evacuated area, DCFS will work closely with all emergency entities to determine the location of shelters to ensure continued communication and assist in identifying children that may be located at these shelter sites. • DCFS will work closely with Department of Public Social Services (DPSS), American Red Cross, local, state and federal officials to obtain the locations of evacuees, and take all steps to ensure the identity, safety and re-unification of children and caregivers.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	<p>Interstate Compact on the Placement of Children (ICPC Liaison) – Supervising Child Social Worker (SCSW):</p> <p>California is a Decentralized State. CDSS delegated the functions associated with Interstate Compact on the Placement of Children to its counties. Each County has an ICPC Liaison who processes placement requests in relatives homes, foster homes and adoptive homes. The ICPC Liaison who handles Adoptions is located in the Adoptions Division. All other placement requests are handled by staff assigned to the Out of County Services Unit. The ICPC Liaison is responsible for ensuring compliance, communication and cooperation between sending and receiving states by serving as an official link or connection between DCFS staff and Compact Administrators of each State. The ICPC Liaison also has a supervisory responsibility that gives them the authority to make changes/agreements necessary to ensure the two States Departments complete a given task such as approval/denial of home study requests received, (0100-525.10 (Rev. 02/10) PAGE 4 of 21) authorization of placements, notification of disruption of placements and request for removals, etc...</p> <p>Regional ICPC Coordinator – Child Social Worker (CSW):</p> <p>The ICPC Coordinator is responsible for explaining the ICPC process to DCFS staff and ensuring that all required documentation is received from the DCFS Primary CSW and the Court for the processing of ICPC placement requests. The ICPC Coordinator also conducts home studies at prospective relative’s homes to determine the suitability for the</p>

placement of dependent children from other states.

Group Home Placements

Family Code Section 7911.1, requires a County Multidisciplinary Team Assessment and placement recommendation for dependents of California Juvenile Courts for whom an out-of-state Group Home Placement is proposed. Family Code Section 7911(b) requires that all out-of-state Group Homes accepting California Children, meet all California Group Home licensing standards.

All ICPC correspondence pertaining to non adoption cases for children placed in family homes must be processed and controlled by the DCFS Out-of-County Services Unit, at 1933 So. Broadway, Los Angeles, CA 90007. For out-of state Group Home Placements: The CDSS Out-of-State Placement Policy Unit (OSPP) is contacted to initiate the certification process and submission of the following to: CDSS, 744 P Street, MS 8-12-90, Sacramento, CA., 95814. (916) 651-8100, Fax (916) 651-8144, <http://www.childsworld.ca.gov> ICPC@dss.ca.gov. You will need to provide the following:

1. The facility name, address, telephone number, and contact person.
2. The county placement worker's name, address, fax and telephone numbers.
3. Note whether the facility is profit or non-profit (No state or federal funding may be used for placements in out-of-state for profit facilities).
4. If there is a specific child awaiting placement, the child's name, date of birth, and juvenile court status.

No child shall be placed in an out-of-state Group Home prior to CDSS/OSPP approval and certification

After the above items are submitted, OSCU will contact the facility to assess and determine if the facility is eligible to be certified, willing to apply for CDSS certification, comply with California group home licensing laws and standards, in addition to complying with their own states laws and standards, and whether they are in good standing with the licensing authorities of the state in which it is located and whether the facility is for profit or non profit.

The Role of the Courtesy Supervision Worker

The Child Welfare Caseworker assigned to supervise a child placed in the receiving State shall complete a written supervision report at least once every ninety (90) days

following the date of the receipt of the ICPC 100B by the receiving State's Central Compact Office notifying the receiving state of the child's placement in the receiving State. The report should be sent to the DCFS Out-of-County Services Unit, at 1933 So. Broadway Los Angeles, CA 90007. The report shall include the following:

- The date and location of each face-to-face contact since the past supervision report was completed.
- A summary of the child's current circumstances, including a statement regarding the on-going safety and well-being of the child.
- If the child is attending school, a summary of the child's progress including grades and attendance.

NOTE: The receiving state must supervise a child pursuant to an approved placement under Article III (d) of the ICPC if supervision is requested by the sending State. Supervision must include face-to-face visits with the child at least once each month and beginning no later than 30 days from the date on which the child is placed, or 30 days from the date on which the receiving state is notified of the child's placement, if notification occurs after placement. A majority of visits must occur in the child's home. Face-to-face visits must be performed by a Child Welfare Caseworker in the receiving state.

Supervision must continue until:

- The child reaches age of majority or is legally emancipated
- The child's adoption is finalized
- Legal custody of the child is granted to a caregiver or a parent and jurisdiction is terminated by the sending State
- The child no longer resides at the home approved for placement of the child pursuant to Article III (d) of the ICPC
- Jurisdiction over the child is terminated by the sending state (0100-525.10 (Rev. 02/10) PAGE 6 of 21)
- Legal guardianship of the child is granted to the child's caregiver in the receiving state
- The sending State requests in writing that supervision be discontinued and the receiving State concurs.

Existing procedure requires all child welfare personnel to call designated pre-established emergency numbers in the event of a disaster. This system (the Red Phone) was implemented in

	<p>the mid 1990's. These emergency numbers are located in each DCFS Regional Office. In the event of a catastrophic condition, DCFS staff have been instructed to call the appropriate numbers in order to receive information on the condition of their work location, information on reporting to regular work location and or alternative location if necessary.</p> <p>The Probation Department will follow their internal departmental protocols and procedures</p>
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	<ul style="list-style-type: none"> • CSW's will utilize the established National Information System Typing Tool which has a list of translators to assist in the communication process when and where applicable. • Although officials will make every effort to maintain evacuated individuals in a safe area as close as possible to the evacuated area, DCFS will work closely with all emergency entities to determine the location of shelters to ensure continued communication and assist in identifying children that may be located at these shelter sites. • DCFS will work closely with Department of Public Social Services (DPSS), American Red Cross, local, state and federal officials to obtain the locations of evacuees and take all steps to ensure the identity, safety and re-unification of children and caregivers. <p><u>Probation Department</u></p> <p>DCFS and the Probation Department (Probation) have an MOU in place that identifies and specifies areas of mutual aid, types of services, and other appropriate information that shall be shared between the two agencies regarding minors to adequately meet the minor's needs. DCFS and Probation shall comply with the provisions of WIC Section 827 and WIC Section 10850. When a minor is transferred from DCFS to Probation or from Probation to DCFS, information about the minor's medical, mental health and educational status can be obtained from the appropriate worker from each department. DCFS and Probation do not share supervision of the minors. Once a minor has been transferred to Probation, they (Probation) will maintain all case information regarding the minor in their database and will ensure the minor's safety and status during and after an event.</p>

Essential Function:	3. Determine likelihood of reunification and steps towards reunification
Process Description:	<ul style="list-style-type: none"> • With the use of new technology i.e., social networks along with the databases that already exist (KidPix, Safe and Well, etc...) the likelihood of reunification is attainable. • Available information and pictures can be input into these databases, in order to assist with the reunification processes and verifications of valid reunifications
Essential Function:	5. Assess and make a determination within 30 days
Process Description:	<ul style="list-style-type: none"> • Intake units follow policy and procedures for assessing and determining the course of action to follow if a minor still displaced after 30 days of being accepted into DCFS' System.
CWS Disaster Response Criteria D:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	<p>In the event of an emergency or disaster, maintaining communication is the top priority.</p> <p style="text-align: center;">Onsite Facility/Building/District Manager or Designee</p> <ul style="list-style-type: none"> • Depending on the location of emergency/disaster area, Facility/Building/District Manager, or designee (i.e., employee who lives close to office area), will travel to office, if safe to do so, and determine the extent of damages and whether or not the office is safe for occupancy. • If applicable, they will note any specific damage on the Initial Damage Assessment Report. • They will determine if telephones, computers, fax, and other equipment, essential for agency/division functions, are operational. • They will determine if utilities (water, electric, heat, air conditioning) are operational. • In collaboration with the Regional Administrator, they will decide if the building is safe or unsafe for occupancy and provide this information to staff.

- They will post a sign at the site advising staff and clients of the location for the alternate work location due to damages.
- Existing procedure requires all child welfare personnel to call designated pre-established emergency numbers in the event of a disaster. This system (the Red Phone) was implemented in the mid 1990's. These emergency numbers are located in each Regional Office. In the event of a catastrophic condition, staff has been instructed to call the appropriate numbers to receive information on the condition of their work location and information on reporting to regular work location and or alternative location if necessary.

Emergency Disaster Services Section

The Department's Emergency Disaster Services Section will conduct emergency management services as follows:

- Utilize every means necessary to gather critical data on each event
- Work in collaboration with Geographic Information Services in the development and distribution of the Potential Child Victim List
- Assist in the information distribution process on all disaster events to DCFS staff, OEM and CDSS
- Receive and process critical information on the status of the Department's work sites and assist in the "Business Recovery" Process
- Receive and process information on services being provided by first responders to potential victims of the disaster
- Assist in identifying/analyzing problems/complaints and recommend solutions which help to mitigate the issues
- DCFS' ERCP will continue to respond to "referrals" generated as a result of emergency calls

	<p>to the CPHL</p> <ul style="list-style-type: none"> • ER supervisors and appropriate ER managers will coordinate services to the public and information sharing • The administrative section of the ERCP/CPHL will coordinate, control and authorize all information necessary to be shared with other agencies • Probation will follow their internal departmental protocols and procedures. • DCFS and Probation shall comply with WIC Section 827 and WIC Section 10850 to ensure information is obtained on minors transferred between the two agencies
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	<ul style="list-style-type: none"> • If the conventional telephone system is available, this tool will be used as a means of two-way communication between caseworkers and other essential child welfare personnel who are displaced because of a disaster. • If the conventional telephone service is not available alternative communication (cell phones, fax lines, the media) will be used accordingly until conventional communication systems are reestablished. • DCFS has developed a Confidential Roster which consists of home, cell and office telephone numbers of DCFS Executive Management Personnel and Management Personnel who oversee critical operations with DCFS. This telephone tree information will be utilized when necessary to locate and communicate with needed personnel in the event of a disaster. • Probation will follow their internal departmental protocols and procedures.
Essential Function:	3. Communication structure – contracted services
Process Description:	<ul style="list-style-type: none"> • DCFS is in the process of developing a plan which can be used by Program Managers to ensure that all contractors continue to function as required under the terms and conditions of

	<p>their contract in the event of a disaster.</p> <ul style="list-style-type: none"> • Probation will follow their internal departmental protocols and procedures.
Essential Function:	4. Communication process when all normal channels are unavailable.
Process Description:	<p>When normal channels of communication are not available, DCFS' Management, Emergency Disaster Services and Public Relations will work diligently with available radio, television and other communication entities to release public services information to DCFS staff, volunteers and the public.</p> <ul style="list-style-type: none"> • Probation will follow their internal departmental protocols and procedures.
Essential Function:	5. Communication frequency
Process Description:	<ul style="list-style-type: none"> • A Special communication frequency can be utilized with the use of CWIRS radios. This communication device will be used when conventional communication methods are unavailable to relay emergency information to CSW's responding to field cases in impacted areas. This information will be relayed to emergency responders (i.e., law enforcement, fire, and the OEM). • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	6. Communication with media
Process Description:	<p style="text-align: center;">PUBLIC INFORMATION OFFICER (PIO)</p> <p>The Public Information Officer (PIO) is the official spokesperson for the Agency. The PIO responds to media calls after consulting with the Director or designee. Requests from the media for public information should be referred to the PIO. Inquiries from the public requiring general information on agency operations can also be handled by the PIO. Requests for more detailed or program-specific information will be referred to the Director or their designee.</p>

	Probation will follow their internal departmental protocols and procedures.
Essential Function:	7. Communication with volunteers
Process Description:	<ul style="list-style-type: none"> • Not Applicable • The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the DEAF (TDD)
Process Description:	<ul style="list-style-type: none"> • DCFS has an established toll-free numbers to be utilized by the public, law enforcement and all other mandated reporters. The communication line has TDD capability established.
CWS Disaster Response Criteria E:	Preserve Essential Program Records:
Essential Function:	1. Record preservation process
Process Description:	<ul style="list-style-type: none"> • All normal and confidential records will continue to be maintained. When new records are generated during a disaster and power is available, the normal CWS/CMS electronic archival process will continue in the preservation of vital information. If power is not available, records will be generated manually and maintained in “hard copy” format. All “hard copy” information will be stored in a locked and secured area to preserve the confidentiality of case information. • Probation will follow their internal departmental protocols and procedures.
Essential Function:	2. Use of off-site back-up system
Process Description:	<ul style="list-style-type: none"> • DCFS’ Business Information Services Division in conjunction with the Internal Services Department has developed and implemented electronic backup services for all of the Department’s electronic files. In the event of a disaster, existing “off site” data storage

	backups are located in Orange County, California.
CWS Disaster Response Criteria F:	Coordinate services and share information with other states and counties; include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the ICPC occurs with both the sending state and CDSS:
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	<ul style="list-style-type: none"> • Development of the necessary resources and relationships requires significant training and interaction. Emergency information sharing and data exchange across local, regional, tribal, national and international organizations in the public and private sectors will continue to be processed in a mock format to ensure effectiveness and quality of services during and after a disaster. • While the vast majority of adoptions handled by DCFS fall into either the attached or unattached categories, as a public child welfare agency, DCFS also has roles and responsibilities in adoption cases that do not involve children in the dependency system. • The purpose of the Interstate Compact on the Placement of Children (ICPC) is two-fold. The first priority is to protect the child. While the sending state retains jurisdiction over the child, the authority of the court to provide social work services stops at the state border. ICPC extends the authority of the sending state’s court to the receiving state. Once the child is placed out-of-state, that state evaluates and monitors the placement and provides progress reports for the sending state. <p><u>ONGOING PROCESS FOR PLACEMENT DURING A CRISIS EVENT</u></p> <p>Los Angeles County’s ICPC will generate an access report utilized to identify ICPC courtesy supervision of children in Los Angeles County. This report contains the placement information, child’s name, age and address. Los Angeles County’s ICPC will notify the state of origin ICPC Administrator on the status of the ICPC supervised children.</p> <p>The type and scope of the emergency situation that has occurred will dictate the type of responses required. As soon as possible, business will continue regular operations and all job functions shall be covered. Caution will be used to ensure that children are not placed in an</p>

affected area until the crisis is over and the area is secure from any and all possible safety hazards.

SUSPENSION OF PLACEMENT SERVICES DURING A CRISIS EVENT

In the event that the Governor of California declares a state of emergency in a particular area, the affected County ICPC coordinator will notify their counterparts in other states of the crisis situation involving children placed in California through the ICPC program. It will be the responsibility of DCFS Regional Administrator/Division Chief or designee to suspend placement services.

Identifying information and location of children can be accessed in the automated CWS/CMS system. The Los Angeles County ICPC requires when certifying and approving foster/relative caregiver, that those caregivers provide emergency contact information for both in state and out-of-state. The caregiver must specify where they will go and how they can be contacted if they must evacuate or become homeless following a disaster. Emergency plans submitted by caregivers will be maintained and will be reviewed at the time of the annual reassessment and/or monthly visits.

The Los Angeles County ICPC Liaison (supervisor) would handle all communication regarding out-of-state placements. ICPC reviews and facilitates applications for travel and placements of children entering and leaving the state.

Care providers are instructed to call the Los Angeles County Child Protection Hotline at 1-(800) 540-4000 to report on their situation and/or to request additional assistance during the crisis. They may also leave messages to be contacted and that information can be provided to the appropriate person.

Out-of-state events will continue to be monitored on a daily basis by DCFS Disaster Services as they occur. When an event is of a catastrophic level, DCFS Disaster Services Section will work in collaboration with DCFS GIS to develop a list of minors that may be impacted by the event. If there are potential risks to minor(s) in the affected areas, a confidential link is provided for each respective CSW to review, according to their caseload, and immediate contact is attempted and/or made to determine the status of the minor located in various out-of-state placements.

	The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	2. Mental health providers
Process Description:	<p>A. The Department of Mental Health (DMH) administers a number of programs for adults and children. The services are directly provided at the local level by counties and their contract providers. The Crisis Counseling Program has supported short-term interventions with individuals and groups experiencing psychological trauma due to disasters. These interventions involve the counseling goals of assisting disaster survivors in understanding their current situation and reactions, mitigating additional stress, assisting survivors in reviewing their options, promoting the use of or the development of coping strategies, providing emotional support, and encouraging linkages with other individuals and agencies that may help survivors recover to their pre-disaster level of functioning. While always cognizant of those with special needs, the thrust of the Crisis Counseling Program, since its inception, has been to serve people responding normally to an abnormal experience.</p> <p>B. An established procedure requires DMH to provide applicable services to any and all victims of a disaster upon request. Subsequent to a disaster, special locations will be designated to administer needed services for clients/victims.</p> <p>C. DCFS Office of Medical Director has the authorization to approve services to clients as needed. If the level of services required is beyond the resources of the Department, it may become necessary to acquire additional assistance from other providers.</p> <p>D. A Memorandum of Understanding (MOU) may be developed between the two departments (DCFS and DMH) to clarify the details and responsibilities of each department when services are needed in a crisis.</p> <p>E. The type of services that may be necessary during a crisis event may be, but are not limited to, the services indicated in bullet A in this section.</p> <p>F. DCFS Office of Medical Director will coordinate all mental health services and information in a limited and restrictive communication network during a crisis event.</p>

	G. The Probation Department will follow their internal departmental protocols and procedures.
Essential Function:	3. Courts
Process Description:	<p><u>COURT SERVICES</u></p> <p>During a crisis event, DCFS court staff will continue to provide information to the entities listed as follows if normal communication is available:</p> <ol style="list-style-type: none"> 1. Superior Court 2. DCFS Juvenile Court Services <p><u>OUTSIDE AGENCIES</u></p> <p>Maintain contact and coordinate services with the following outside agencies:</p> <ul style="list-style-type: none"> • American Red Cross, Local Chapter San Gabriel Pomona Valley Chapter 430 Madeline Drive Pasadena, CA 91105 (626) 799-0841 • Los Angeles County Disaster Hotline 1-(800) 980-4990 • Interstate Compact on the Placement of Children (ICPC) Unit (213) 765-7260 ICPC cases involve wards of the court from other states under courtesy supervision of Los Angeles County, and/or cases involving children under Los Angeles County supervision placed out-of-state • DCFS - Department Operations Center (213) 739-6491 (Red Phone) Contact for reporting instructions in the event of a major disaster.

	<p style="text-align: center;"><u>IN-HOUSE CONTACTS</u></p> <ul style="list-style-type: none"> • Los Angeles County Sheriff’s Department (LASD) Cynthia Hernandez (323) 307-2186 <ul style="list-style-type: none"> ○ Building Emergency Coordinator ○ Principal Emergency Coordinator for Edelman Children’s Court. • DCFS - Juvenile Court Services Building Emergency Coordinator Guy Trimarchi, Children Services Administrator III (323) 526-6840 <ul style="list-style-type: none"> ○ Edelman Children’s Court Representative for Countywide Disaster Services Plan; ○ Coordinates Evacuation Plan for Juvenile Court Services DCFS personnel; and ○ Maintains master list for DCFS staff (accounts for staff present on location). • DCFS - Juvenile Court Services, Shelter Care Section Building Emergency Coordinator MiHee Yang, Supervising Social Worker (323) 526-6778 <ul style="list-style-type: none"> ○ Edelman Children’s Court Representative for Countywide Disaster Services Plan; ○ Coordinates Evacuation Plan for Juvenile Court Services, Shelter Care Section; and ○ Maintains master list for DCFS Shelter Care staff and children on location.
Essential Function:	4. Federal Partners
Process Description:	<ul style="list-style-type: none"> • All necessary services and information sharing during a disaster will be coordinated by the DCFS’ Emergency Disaster Services Section and the Chief Executive Office. Designated staff will be assigned to communicate the Department’s needs for services and all required information will be submitted upon request or as required on an on going basis. • Probation will follow their internal departmental protocols and procedures.

Essential Function:	5. CDSS
Process Description:	<ul style="list-style-type: none"> • The goal of CDSS is to serve, aid and protect the needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence. • All necessary services and information sharing during a crisis event will be coordinated by the DCFS' Emergency Disaster Services Section and the Chief Executive Office. Designated staff will be assigned to communicate the Department's need for services and all required information will be submitted upon request or as required on an ongoing basis.
Essential Function:	6. Tribes
Process Description:	<ul style="list-style-type: none"> • Indian Child Welfare Act (ICWA) is a federal law that seeks to keep American Indian children with American Indian families. Congress passed ICWA in 1978 in response to the alarmingly high number of American Indian children being removed from their homes by both public and private agencies. The intent of Congress under ICWA was to "protect the best interests of American Indian children and to promote the stability and security of Indian tribes and families." • An American Indian tribe shall have jurisdiction exclusive as to any state over any child custody proceeding involving an Indian child who resides or is domiciled within the reservation of such tribe, except where such jurisdiction is otherwise vested in the state by existing Federal law. Where an American Indian child is a ward of a tribal court, the tribe shall retain exclusive jurisdiction, notwithstanding the residence or domicile of the child. • Parent and/or child must be a member or eligible for membership to a federally recognized tribe or a member of the American Indian community. Approval by the program is required, prior to case transfer. • Probation will follow their internal departmental protocols and procedures. DCFS' American Indian Unit can assist Probation when necessary.

Essential Function:	7. Volunteers
Process Description:	<p>Coordinating services and sharing information with other states during a crisis event will mainly be provided by DCFS staff and not volunteers.</p> <p>The Probation Department will follow their internal departmental protocols and procedures.</p>