

Presumptive Transfer

(Revised 08/08/25)

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Related Policies

Additional information can be found in the following policies:

- Child and Family Team Meetings
- Child Specific Letter (CSL)
- Electronic Record Management System (ERMS)
- Email Policy
- Interagency Placement Committee (IPC) Meeting
- Making and Managing STRTP Placements
- Mental Health Treatment and Services
- No Wrong Door for Mental Health Services Referral Required for All Children in a Newly Open Case
- Out of County Placements
- Regional Center Placement Policy

Forms

The following forms are referenced in this policy:

- 04-757 BHS Placement Notification form
 - 04-24p Consent for Examination and Treatment of a child (English and Spanish)
 - 04-24C Order authorizing medical examination and treatment
 - 04-750 Notification of Out-of-County Placement and PT of Specialty Mental Health
 - 04-751 PT Waiver Request
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Forms (cont.)

- 04-752 Notification of P T Waiver Determination
 - 04-753 Notification of P T (CWS/CMS Template)
 - 04-754 Declaration of Service
 - 04-755 PT of Specialty Mental Health Services (SMHS) Brochure- informational brochure for Child and Family Team Members
 - 04-756 PT Special Matter Order (SMO)- Authorizing the disclosure of information between the HHSA, COSD, and the County of Residence County (COR) Mental Health Plan (MHP)
 - JUV-273 Request for Judicial Review of Decision on Waiver of Presumptive Transfer and Order
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Resources

The following tools are in Resources:

- Presumptive Transfer Process (Flow Chart I)
 - Presumptive Transfer Waiver Process (Flow Chart II)
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Background

Presumptive Transfer (PT) of Specialty Mental Health Services (SMHS) was established by Assembly Bill 1299 (September 25, 2016) to ensure foster youth and non-minor dependents (NMDs) up to age 21 receive timely mental health care when living outside their county of jurisdiction.

Starting July 1, 2017, the social worker (SW) must transfer the Medi-Cal benefit for foster youth and NMDs to the county where the youth lives (County of Residence - COR) to ensure access to mental health services. This process is known as Presumptive Transfer. When a youth is placed OOC in a home-based placement, PT will always occur unless a legal party to the case requests a waiver that is approved by the Office of Child Safety (OCS) and/or the Juvenile Court. See [Presumptive Transfer Waivers](#).

The policies and procedures below explain the steps that need to occur prior to sending the 04-753 Notification of Presumptive Transfer to another county when:

- a waiver is not requested
- a waiver is requested
- establishing and approving a waiver
- sending case records and mental health documents after a notification of PT has been provided to the COR for the youth/NMD

On September 18, 2022, Assembly Bill 1051 shifted the responsibility for the arrangement and payment of SMHS to the County of Jurisdiction (COJ) instead of the COR when a child/youth is placed in Out-of-County (OOC) Short Term Residential Treatment Facility (STRTP), Community Treatment Facility (CTF), and Group Homes. The changes to AB 1051 went into effect July 1, 2024.

There are two exceptions to this rule:

- 1 When the case plan for the foster child specifies that the child **will transition to a less restrictive placement in the same county as the facility** in which the child has been placed, or
 - 2 When the placing agency determines, as specified, that the **child will be negatively impacted if responsibility for providing or arranging for specialty mental health services is not transferred to the same county as the facility** in which the child has been placed.
-

**Background
(cont.)**

[Refer to section: Out-of-County Presumptive Transfer when youth is placed in STRTP/CTF/Group Home section for further detail.](#)

Definitions

The following table defines terms used in this policy:

Term	Description
Behavioral Health Assessment (BHA)/Mental Health Assessment	A comprehensive psychosocial assessment document that includes presenting problems, relevant mental health history, risk factors, pertinent family information, and a clinical formulation where a formal diagnosis is stated and an appropriate plan for treatment is outlined.
Behavioral Health Services (BHS)	BHS is a division of the County of San Diego's (COSD) Health and Human Services Agency (HHSA) that provides a continuum of mental health and alcohol and other drug services for children, youth and families, adults, and older adults. BHS is the Mental Health Plan (MHP) division of the COSD HHSA.
Child and Family Team (CFT)	A CFT is comprised of the youth, the family and their formal and informal support system, who are working with them toward their successful transition out of the Office of Child Safety.
County of Jurisdiction (COJ)	The county whose juvenile court holds jurisdiction of the dependency case.
County of Residence (COR)	The county where the youth is placed/resides.
Legal Parties	Legal Parties, in this policy, refers to a youth, parent(s) with parental rights, a youth's attorney, and a tribal representative.
Medi-Cal Eligibility Data System (MEDS)	MEDS is a computer system that is used for a variety of eligibility and reporting functions specific to Californians receiving Medi-Cal benefits.
Mental Health Plan (MHP)	An entity that enters into a contract with the Department of Health Care Services to provide or arrange and pay for SMHS. Each county in the state of CA has a county MHP.

**Definitions
(cont.)**

Term	Description
Organizational Providers (Org Providers)	Community Based agencies (contractors) and county operated sites that provide behavioral health treatment services through the county's MHP.
Point of Contact (POC)	A POC for PT has been designated for CFWB, Juvenile Probation, and BHS. Each county has identified points of contact to facilitate and streamline PT communication. The CFWB POC is the policy analyst listed at the bottom of this file.
Presumptive Transfer (PT)	A prompt transfer of the responsibility for the provision of, or arranging and payment for SMHS from the county of jurisdiction to the county in which the foster child, youth, NMD resides when they are placed in a home based placement (FFA, Relative/NREFM Placements/SILPs for NMDs).
Specialty Mental Health Services (SMHS)	Medi-Cal term to define a class of therapeutic services made available to Medi-Cal recipients who are identified as needing such services in order to address significant problems with living. These services include individual, group and family psychotherapy, rehabilitation, targeted case management, collateral services, and Therapeutic Behavioral Services (TBS).
Waiver of Presumptive Transfer	<p>A waiver of presumptive transfer allows the county of jurisdiction to provide SMHS for a youth who is placed in a county in the State of California that is outside of the county of jurisdiction in a home based placement. When a waiver is approved, provisions, arrangement, and payment of SMHS remain with the COJ.</p> <p>NOTE: Waivers are only applicable for home-based placements. OOC STRTPs/Group Homes/CTFs do not apply.</p>

**Mental
Health
Assessments**

On July 12, 2024 the California Department of Social Services (CDSS) published All County Letter (ACL) 24-34 which requires that all children/youth with a newly open case with the Office of Child Safety (OCS) must have a referral to their Mental Health Plan (MHP) within 3 business days of case opening. The County of San Diego's MHP is Behavioral Health Services (BHS). [See No Wrong Door Special Notice for further information.](#)

Policy

Whenever a child is placed in a home-based setting outside San Diego County but within California, a Presumptive Transfer (PT) must occur unless a waiver is filed or the child/youth is placed in an Out-of-County (OOC) Short-Term Residential Therapeutic Program (STRTP).

The Presumptive Transfer process begins with a Child and Family Team (CFT) meeting. If there are no objections, the Social Worker (SW) is responsible for coordinating the transfer of Specialty Mental Health Services (SMHS) to the County of Responsibility (COR). This includes ensuring that the child's Medi-Cal is updated to reflect the appropriate county. The SW can email FC-Clerical to verify the child's Medi-Cal Number (CIN), issue date, and MEDS code.

Once the child's MEDS code is confirmed to match the COR, the SW must submit the following forms within three days of placement outside of the County of Jurisdiction (COJ):

- 04-753 Notification of Presumptive Transfer
- 04-24 Consent for Examination and Treatment of a Child
- 04-756 Special Matter Order Authorizing the Release of Information

These forms must be sent to the COR Mental Health Plan (MHP) via encrypted email.

The following sections of this policy provide a detailed, step-by-step guide on completing the process based on specific circumstances.

Whenever a youth moves from the COJ to another county in the state of CA, Notification of Presumptive Transfer (04-753) is always sent regardless if there is a waiver or not and regardless of if the waiver is approved or denied in order to alert the COR that a youth is residing outside of their COJ and who is arranging and paying for SMHS.

Sending Notification of PT Without a Waiver

When a child is in a home-based placement, Notification of Presumptive Transfer must occur within three days of placement. The table below shows the steps for sending a Presumptive Transfer Notification (04-753) when a waiver is not requested.

Step	Action Taken by SW
1	<ul style="list-style-type: none">• Convene a CFT meeting to discuss Out-of-County Placement and Presumptive Transfer (PT).• During the CFT meeting, explain the requirements of presumptive transfer and the exceptions for a waiver to the team.• Provide the following to the team members:<ul style="list-style-type: none">○ 04-755 PT brochure○ 04-750 Presumptive Transfer Letter○ 04-751 Waiver Request form (04-751)• Share all the same information separately with any legal party not present at the CFT meeting.

**Sending
Notification
of PT
Without a
Waiver
(cont.)**

Step	Action Taken by SW						
2 (cont.)	<p>In consultation with the CFT, a decision is made to move the youth to another County within the State of CA.</p> <p>REMINDER: The Out-of-County Placement policy noticing requirements must be reviewed and followed in addition to the PT policies outlined here before the placement can occur.</p>						
3	<p>Within 3 business days of the CFT meeting for parties not present at the meeting and at least 14 days prior to the placement, send a PT brochure (04-755), Notification of Out of County Placement and PT Letter (04-750), and a Waiver Request form (04-751) as described in the table below:</p> <table border="1"> <tr> <th>Provide 04-755, 04-750 and 04-751 to...</th><th>By...</th></tr> <tr> <td>Parent</td><td> <ul style="list-style-type: none"> Mail to last known address OR Personal delivery by the SW. </td></tr> <tr> <td>Youth over the age of 10</td><td> <ul style="list-style-type: none"> Mail to last known address OR Personal delivery by SW </td></tr> </table> <p>The 04-750 explains:</p> <ul style="list-style-type: none"> the reasons for the out of county placement how to object to the out of county placement the requirements of presumptive transfer exceptions needed for a waiver, and how to make a waiver request. <p>The 04-751 provides all parties an opportunity to file a waiver.</p> <p>NOTE: Waivers must be returned to the SW within 7 calendar days from the date of the decision to place the youth out of county.</p>	Provide 04-755, 04-750 and 04-751 to...	By...	Parent	<ul style="list-style-type: none"> Mail to last known address OR Personal delivery by the SW. 	Youth over the age of 10	<ul style="list-style-type: none"> Mail to last known address OR Personal delivery by SW
Provide 04-755, 04-750 and 04-751 to...	By...						
Parent	<ul style="list-style-type: none"> Mail to last known address OR Personal delivery by the SW. 						
Youth over the age of 10	<ul style="list-style-type: none"> Mail to last known address OR Personal delivery by SW 						
4	<p>Fill out a PT Declaration of Service (04-754) and upload to CWS/CMS and Electronic Record Management System (ERMS)</p>						
5	<ul style="list-style-type: none"> If no party disputes the youth's out-of-county placement or requests a waiver, go to Step 6. (Legal representatives have 7 calendar days to object to the Presumptive Transfer). 						

Sending Notification of PT Without a Waiver (cont.)

Step	Action Taken by SW
5 (cont.)	<ul style="list-style-type: none"> • If the out of county placement is disputed: <ul style="list-style-type: none"> ○ the Juvenile Court will hold a hearing no later than 5 days after the objection and prior to the move. ○ PT is put on hold until the placement decision is approved by the court. ○ Once court approves the out of county placement, go to Step 6. • If the placement decision is not disputed, but a waiver is requested to prevent presumptive transfer, refer to the section in this policy for sending: <ul style="list-style-type: none"> ○ Process for Making a CFWB Determination on a Waiver and Sending Notification of PT after a CFWB Process for Judicial Review of a Waiver and Sending Notification of PT after a Judicial Determination on a Waiver.
6	<ul style="list-style-type: none"> • Complete 04-753 thoroughly and accurately, including Section D. SW can email FC-Clerical (this email is only for foster care children/youth) to obtain: <ul style="list-style-type: none"> ○ Medi-Cal CIN-BIC# and issue date ○ verification that the youth's address in MEDS is accurate, and ○ verification that the residency code in MEDS matches the county of residence. • Provide 04-753 to office/program PT expert for review, tracking, and entering Special Project Code (SPC). If no PT expert is identified, send it to PA listed at the bottom of this policy. <p>NOTE: It takes approximately 30 days for eligibility to update the residency code once a child moves out of County.</p>

To finalize the PT process, the SW or PT expert identified in the offices or PA listed at the bottom of this policy will complete the following steps.

STEP	Action Taken by SW
1	<p>Review 04-753 for accuracy and completeness. Ensure all section of the form are accurately filled out, including Section D.</p> <p>Reminder: For verification of youth's Medical Number/CIN Number, MEDS code and Issue Date email eligibility to FC-clerical.</p>
2	Turn on the PT or the Waiver of PT Special Project Code in.
3	<p>In the CWS/CMS database:</p> <ul style="list-style-type: none"> • Open the child's case. The screen should default to the Identification tab (green). • Click on Special Project page. • Click on the (+) button in the Special Project grid.

Sending Notification of PT Without a Waiver (cont.)

Step	Action Taken by SW
3 (cont.)	<ul style="list-style-type: none"> Select the appropriate SPC from the Special Project Name drop-down list. Enter the Start Date for the SPC
4	<ul style="list-style-type: none"> Find the Presumptive Transfer Point of Contact (POC) in the county of residence by visiting the CDSS PT POC Website: County Points of Contact (ca.gov) Send to the COR POC, the following documents via encrypted email, (see Email Policy) within 3-business days of placement change and clearly indicate in the subject line "Notification of Presumptive Transfer": <ul style="list-style-type: none"> Notification of Presumptive Transfer (04-753) Signed Consent to Treat (04-24) SMO (04-756)
5	<p>Track on PT spreadsheet that 04-753 was sent.</p> <p>NOTE: Contact PA at the bottom of this policy for access to the PT spreadsheet.</p>
6	<p>After sending to the OOC POC, email the following forms to Optum css_sd@optumhealth.com for tracking purposes and clearly state in the subject line "Notification of Presumptive Transfer":</p> <ul style="list-style-type: none"> 04-753: Notification of Presumptive Transfer 04-756: Special Matter Order 04-24P/C: Consent to Treat <p>NOTE: Do not share Optum's email address with other counties or organizations – this is for internal CWS staff only.</p>

For all youth and NMDs **who are currently placed out of county, but PT has not yet occurred**, the SW will complete the items listed above **and** complete the PT process at least 10 days prior to the youth/NMD upcoming status review hearing and document the transfer or waiver in the court report.

The MHP in the COR is required to:

- accept PT for any youth residing in their county,
- accept a behavioral health assessment (BHA) or mental health assessment, if one was completed for the youth prior to the youth moving out of county.

NOTE: The MHP in the COR may update or conduct a new assessment if clinically indicated, but updates or new assessments may not delay the COR from setting up timely SMHS for the youth.

Presumptive Transfer Waivers

The purpose of PT is to provide children and youth in foster care who are placed outside of their county of jurisdiction with access to Specialty Mental Health Services (SMHS) in a timely manner. However, if any [legal party](#) does not agree that it is the youth's best interest to transfer the provision of, or arrangement and payment of SMHS to the county of residence, a waiver to block PT can be requested if:

- BHS can contract and provide SMHS within 30 days **and**
- one or more of the following exceptions is met:

**Presumptive
Transfer
Waivers (cont.)**

- The transfer would negatively impact mental health services being provided to the child/youth or delay access to services provided to the foster child.
- The transfer would interfere with reunification efforts documented in the individual case plan.
- The out of county placement is expected to last less than 6 months.
- The foster child's residence is within 30 minutes of travel time to their current SMHS provider in the County of San Diego (e.g. Youth is placed in Temecula and is already receiving TERM therapy with a provider in Fallbrook).

NOTE: These presumptive transfer waivers do not apply to STRTP, Group Homes, or CTFs.

**Overview of PT
Process When a
Waiver is
Requested**

When CFWB or any legal party wants a waiver of PT, CFWB must contact BHS to determine if BHS has an existing contract or can establish a contract to provide SMHS for the youth within 30 days.

If a legal party requests a waiver, the decision to approve or deny the waiver is made by CFWB with input from the CFT. However, if any member of the CFT disagrees with the CFWB determination on the waiver, judicial review can be requested. If judicial review is requested, then a juvenile court judge's decision on the waiver will be the final determination on the waiver.

If legal parties agree with the CFWB determination on a waiver follow steps in [Process for making a CFWB determination on a Waiver and Sending Notification of PT after a CFWB Determination on a Waiver](#).

If legal parties don't agree with the CFWB determination on a waiver and judicial review is requested, follow steps in [Process for Judicial Review of a Waiver and Sending Notification of PT after a Judicial Determination on a Waiver](#).

**CFWB
Determination
on a Waiver**

If a waiver was not discussed and/or agreed upon by all [legal parties](#) at the first CFT meeting, or a waiver is received by the SW within 7 calendar days after the decision was made to place the youth out of county, the table below explains the steps that must occur:

Step	Action Taken by SW
1	Upon receipt of an 04-751 the SW will submit a referral for a CFT meeting within 3 days and will: <ul style="list-style-type: none">• discuss the waiver and,• discuss the waiver with the youth's attorney if the attorney is not present at the CFT meeting.
2	Make a decision to approve or deny the waiver based on input from the CFT and the youth's attorney.

**CFWB
Determination
on a Waiver
(cont.)**

STEP	Action Taken by SW												
3	<p>Will provide all legal parties a 04-752 Notification of Presumptive Transfer Waiver Determination and a JUV-273 Request for Judicial Review of Decision on Waiver of Presumptive Transfer and Order at the CFT meeting. For any parties not present at the CFT meeting, the table below describes how to provide these documents:</p> <table border="1"> <thead> <tr> <th>Provide 04-752 and JUV-273 to...</th><th>By...</th></tr> </thead> <tbody> <tr> <td>Parent</td><td> <ul style="list-style-type: none"> • Mail to last known address, or • Personal delivery by the SW </td></tr> <tr> <td>Youth over the age of 10</td><td> <ul style="list-style-type: none"> • Mail to last known address, or • Personal delivery by SW </td></tr> <tr> <td>Youth's Attorney</td><td> <ul style="list-style-type: none"> • Email, or • Personal delivery by SW </td></tr> <tr> <td>Juvenile PO</td><td> <ul style="list-style-type: none"> • Email • Personal delivery by SW </td></tr> <tr> <td>Tribal Representative</td><td> <ul style="list-style-type: none"> • Mail, • Personal delivery by SW or, • Encrypted email (see Email Policy). </td></tr> </tbody> </table> <p>NOTE: The 04-752 provides written notification of the CFWB decision to approve or deny a waiver. The JUV-273 provides all legal parties an opportunity to request a juvenile court judge to review the waiver request, the CFWBS decision on the waiver, and to make a judicial finding to approve or deny the waiver</p>	Provide 04-752 and JUV-273 to...	By...	Parent	<ul style="list-style-type: none"> • Mail to last known address, or • Personal delivery by the SW 	Youth over the age of 10	<ul style="list-style-type: none"> • Mail to last known address, or • Personal delivery by SW 	Youth's Attorney	<ul style="list-style-type: none"> • Email, or • Personal delivery by SW 	Juvenile PO	<ul style="list-style-type: none"> • Email • Personal delivery by SW 	Tribal Representative	<ul style="list-style-type: none"> • Mail, • Personal delivery by SW or, • Encrypted email (see Email Policy).
Provide 04-752 and JUV-273 to...	By...												
Parent	<ul style="list-style-type: none"> • Mail to last known address, or • Personal delivery by the SW 												
Youth over the age of 10	<ul style="list-style-type: none"> • Mail to last known address, or • Personal delivery by SW 												
Youth's Attorney	<ul style="list-style-type: none"> • Email, or • Personal delivery by SW 												
Juvenile PO	<ul style="list-style-type: none"> • Email • Personal delivery by SW 												
Tribal Representative	<ul style="list-style-type: none"> • Mail, • Personal delivery by SW or, • Encrypted email (see Email Policy). 												
4	Complete PT Declaration of Service (04-754) for the 04-752 and JUV-273 and upload to CWS/CMS and send to ERMS.												
5	<p>If all legal parties are in agreement with the CFWBS decision to approve or deny the waiver, the SW will complete a 04-753 Notification of Presumptive Transfer</p> <p>NOTE: For Section D, SW can email FC-Clerical.HHSA@sdcounty.ca.gov (this email is only for foster care children/youth) to obtain:</p> <ul style="list-style-type: none"> • Medi-Cal CIN-BIC# and issue date 												

**CFWB
Determination
on a Waiver
(cont.)**

Step	Action Taken by SW
5 (cont.)	<ul style="list-style-type: none"> • verification that the youth's address in MEDS is accurate, and • verification that the residency code in MEDS matches the county of residence. <p>Keep in mind that it takes approximately 30 days for eligibility to update the residency code once a child moves out of County.</p>

To finalize the PT process, the SW or PT expert identified in the offices or PA listed at the bottom of this policy will complete the following steps.

Step	Action
1	<p>Review 04-753 for accuracy and completeness. Ensure all section of the form are accurately filled out, including Section D.</p> <p>Reminder: For varication of youth's Medical Number/CIN Number, MEDS code and Issue Date email eligibility to FC-clerical.</p>
2	Turn on the PT or the Waiver of PT Special Project Code in.
3	<p>In the CWS/CMS database:</p> <ul style="list-style-type: none"> • Open the child's case. The screen should default to the Identification tab (green). • Click on Special Project page. • Click on the (+) button in the Special Project grid. • Select the appropriate SPC from the Special Project Name drop-down list. • Enter the Start Date for the SPC
4	<ul style="list-style-type: none"> • Find the Presumptive Transfer Point of Contact (POC) in the county of residence by visiting the CDSS PT POC Website: County Points of Contact (ca.gov) • Send to the COR POC, the following documents via encrypted email, (see Email Policy) within 3-business days of placement change and clearly indicate in the subject line "Notification of Presumptive Transfer": <ul style="list-style-type: none"> ○ Notification of Presumptive Transfer (04-753) ○ Signed Consent to Treat (04-24) ○ SMO (04-756)
5	<p>Track on PT spreadsheet that 04-753 was sent.</p> <p>Note: Contact PA at the bottom of this policy for access to the PT spreadsheet.</p>
6	<p>After sending to the OOC POC, email the following forms to Optum for tracking purposes and clearly state in the subject line "Notification of Presumptive Transfer":</p> <ul style="list-style-type: none"> • 04-753: Notification of Presumptive Transfer • 04-756: Special Matter Order <p>NOTE: Do not share Optum's email address with other counties or organizations – this is for internal CWS staff only.</p>

Judicial Review of Waiver

Once CFWB makes a determination on the waiver, all [legal parties](#) have an opportunity to request judicial review by submitting a JUV-273 to the Juvenile Court.

If judicial review is requested, the SW will follow the steps described in the [Process for Judicial Review of a Waiver and Sending Notification of PT after a Judicial Determination on a Waiver](#).

Once the court makes a decision, the court's decision will be considered the final determination.

REMINDER: Whenever a youth moves from the COJ to another county in the state of CA, Notification of Presumptive Transfer (04-753) is always sent regardless if there is a waiver or not and regardless of if the waiver is approved or denied in order to alert the COR that a youth is residing outside of their COJ and who is arranging and paying for SMHS.

Sending Notification of PT After a Judicial Determination on a Waiver

The table below explains the steps that are to occur when any [legal party](#) submits a request for judicial review of waiver. If a request is made for a judicial review, the court may set a Special Hearing.

Step	Who	Action
1	SW	Submit an Addendum report to the court. The Addendum will include: <ul style="list-style-type: none">the steps followed by the SW to provide notification of PT and process to file a waiver (04-750 and 04-751).the steps to provide notification of PT Waiver Determination and process to request judicial review (04-752 and JUV-273).youth's placement information and reasons for out-of-county placement.information regarding who initially requested a waiver and exceptions they claimed apply.information regarding discussion of waiver request with CFT.basis for SW's decision to approve or deny waiver request.
2	Juvenile Court Judge	Approve or deny the waiver. The court's decision will be considered the final determination on the waiver.
3	SW	If the waiver is approved. STOP and follow the mental health referral process similar to a local youth. See Mental Health Treatment and Services Policy . If the waiver is denied continue to step 3:
3	SW	Complete the 04-753 and provide to office/program PT expert for review, tracking, and entering SPC. If no office/program expert is assigned contact PA at the end of this policy.

Sending Notification of PT After a Judicial Determination on a Waiver (cont.)

Step	Who	Action
3 (cont.)	SW	<p>NOTE: To complete the 04-753 Section D, the SW can email FC-clerical (this email is only for foster care children/youth) to obtain:</p> <ul style="list-style-type: none"> • Medi-Cal CIN-BIC# and issue date • verification that the youth's address in MEDS is accurate, and • verification that the residency code in MEDS matches the county of residence. <p>Keep in mind that it takes approximately 30 days for eligibility to update the residency code once a child moves out of County.</p>
4	Office/ Program PT Specialist/CFWB PA	<ul style="list-style-type: none"> • Review 04-753 for accuracy and completeness • Turn on the PT or the Waiver of PT Special Project Code in CWS/CMS: <ul style="list-style-type: none"> ○ Open the child's case. The screen should default to the Identification tab (green). ○ Click on Special Project page. ○ Click on the (+) button in the Special Project grid. ○ Select the appropriate SPC from the Special Project Name drop-down list. ○ Enter the Start Date for the SPC • Find the Presumptive Transfer Point of Contact (POC) in the county of residence by visiting the CDSS PT POC Website: County Points of Contact (ca.gov) • Send to the COR POC, the following documents via encrypted email, (see Email Policy) within 3-business days of placement change and clearly indicate in the subject line "Notification of Presumptive Transfer": <ul style="list-style-type: none"> ○ Notification of Presumptive Transfer (04-753) ○ Signed Consent to Treat (04-24) ○ SMO (04-756) • Track on PT spreadsheet that 04-753 was sent. <p>NOTE: Contact PA at the bottom of this policy for access to the PT spreadsheet.</p>
5	Office/ Program PT Specialist/CFWB PA	<p>After sending to the OOC POC, email the following forms to Optum for tracking purposes and clearly state in the subject line "Notification of Presumptive Transfer":</p> <ul style="list-style-type: none"> • 04-753: Notification of Presumptive Transfer • 04-756: Special Matter Order • 04-24P/C: Consent to Treat <p>NOTE: Do not share Optum's email address with other counties or organizations – this is for internal CWS staff only</p>

Behavioral Health/Mental Health Assessments After PT has been Accepted by COR

The chart below describes the actions of the MHP in the COR, depending on whether a Behavioral Health/Mental Health Assessment is needed at the time of PT. The SW can request for an additional assessment to be completed by the MHP in the COR.

If	Then
a Behavioral Health Assessment or Mental Health Assessment was not completed prior to the youth moving to an out of county placement, and the youth had a positive mental health screening,	the MHP in the COR will conduct an assessment and set up services based on the outcome of that assessment.
a Behavioral Health Assessment or Mental Health Assessment was completed prior to the youth moving to an out of county placement,	<ul style="list-style-type: none"> the MHP in the COR will use the most current assessment to set up mental health services. However, if clinically indicated, the MHP in the COR may update or complete a new assessment at a later date. Updating or completing a new assessment cannot delay establishing and paying for SMHS for any youth who meets medical necessity criteria.

NOTE: According to ACL 24-35, all youth who have an open case with CFWB OCS or Probation qualify for SMHS via Medi-Cal.

Out-of-County Presumptive Transfer when Youth is Placed in STRTP/CTF

When a youth is identified as needing an Out of County Short Term Residential-Treatment Facility (STRTP) or Community Treatment Facility (CTF), staff will follow the following steps:

Steps	Who	Action
1	SW	<ul style="list-style-type: none"> Explore placement options and/or placement preservation services. Schedule a CFT Meeting to discuss placement options. Submit the 04-27 STRTP Screening Assessment to the IPC Coordinator if moving forward with STRTP placement. <p>See Interagency Placement Committee Meeting Policy for IPC case presentation steps.</p>
2	IPC	<ul style="list-style-type: none"> Reviews IPC referral Considers the IPC case presentation Approves or denies for STRTP placement. <p>If approved go to step 3.</p>

**Out-of-County
Presumptive
Transfer when Youth
is Placed in
STRTP/CTF (cont.)**

Step	Who	Action
3	SW	<ul style="list-style-type: none"> Following IPC decision, notify placement unit of youth's approval for STRTP placement. <p>Note: If OOC STRTP is needed, assigned SW will need to obtain Court authorization to place OOC prior to placement.</p>
4	Placement SW	<p>Consider local STRTP placements first.</p> <p>If a San Diego STRTP accepts placement, STOP.</p> <p>Once an OOC STRTP Placement has been identified:</p> <ul style="list-style-type: none"> Ask SW if an exception applies, if yes, go to step 5 If no exception applies, go to step 7 <p>NOTE: If the placement (in-county or out of county) is a non-contracted STRTP/CTF, a Child Specific Letter (CSL) will be needed. Please refer to CSL Policy. If the minor is to be placed in a regional center vendorized placement, please refer to Regional Center Placement Policy.</p>
5	SW	<p>Identify which exception applies:</p> <ol style="list-style-type: none"> Will the child/youth transition to a less restrictive placement in the same county as the facility in which the child has been placed? <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> Will the child be negatively impacted if responsibility for providing or arranging for specialty mental health services is not transferred to the same county as the facility in which the child has been placed? <ul style="list-style-type: none"> Schedule a Child and Family Team (CFT) meeting to discuss the use of the exception identified. Contact PT PA to discuss exceptions and provide date and time for the CFT meeting. Ensure that the reason an exception applies is documented in the CFT Action Plan.
6	PT PA	<ul style="list-style-type: none"> Contact OOC BHS to discuss exception. If there is mutual agreement on using an exception: <ul style="list-style-type: none"> Send Presumptive Transfer packet (04-753, consent to treat form and 04-756) Follow steps in Process for Sending Notification of PT. If OOC STRTP does not agree, go to step 7

**Out-of-County
Presumptive
Transfer when Youth
is Placed in
STRTP/CTF (cont.)**

Steps	Who	Action
7	Placement SW	<ul style="list-style-type: none"> Ask SW if the following is needed: <ul style="list-style-type: none"> Psychiatry services Day Treatment/Rehabilitation Services (a necessary service to address a specific mental health need, which may not be available at the STRTP) Therapeutic Behavioral Service (TBS) Notify the BHS POC of the OOC placement by emailing the BHS Placement Notification form. <p>NOTE: If the above services are required, an amendment to the current SCA with the OOC STRTP will be necessary to ensure proper payment.</p>
8	BHS POC	<p>Coordinate with Optum and the identified STRTP to agree to a Single Case Agreement (SCA) or use a Memorandum of Understanding (MOU) to arrange payment.</p> <p>NOTE: If STRTP agrees to the payment mechanism, BHS will notify the CFWB Team (including the PT Policy Analysts, and the placement worker) of the SCA denial or acceptance.</p>
9	Placement SW	<ul style="list-style-type: none"> If SCA is declined, continue placement search efforts If the SCA is accepted, the OOC STRTP must submit necessary documents to the BHS POC/Optum and respond promptly to Optum emails to avoid placement delays and payment issues. <p>NOTE: The child will remain in their County of Jurisdiction (COJ) until the STRTP agrees to the SCA and submits necessary documentation. Full execution of the SCA is not required prior to placement, as this process may take up to 30 days.</p>
10	Optum	<ul style="list-style-type: none"> Send Single Case Agreement to OOC STRTP once completed Once signed, a copy will be sent to BHS POC
11	BHS POC	<ul style="list-style-type: none"> Notifies placement social worker, and STRTP/PT Policy Analysts of the signed Single Case Agreement.

**Out-of-County
Presumptive
Transfer when Youth
is Placed in
STRTP/CTF (cont.)**

Steps	Who	Action
12	SW	<ul style="list-style-type: none"> • Completes 07-65 and send to Registrar • Provides notification to all parties and submits the necessary court documents to secure Court Approval for the child's placement in the accepted STRTP. • Notifies placement team when child is placed to complete the CSL. <p>NOTE: See Making and Case Managing STRTP Placements- Section Court Approval.</p>
13	Registrar	<ul style="list-style-type: none"> • Completes SOC158A • Send placement paperwork (including 07-65) to FC Eligibility.
14	SW	<ul style="list-style-type: none"> • If there are any changes in OOC placement (emergency or routine) immediately notify BHS POC of upcoming change. • Reinitiate process from Step 1.

**Information-Sharing
AFTER Notification
of PT has Occurred**

Once the MHP in the COR acknowledges receipt of the Notification of PT, the SW will send additional information needed for the MHP to establish appropriate services for the child/youth using the 04-756 Special Matter Order (SMO).

NOTE: If a final determination on a waiver was **approved**, the SW won't send any additional information.

**Behavioral/Mental
Health Assessments
after PT has been
Accepted by COR**

If a **waiver doesn't apply** (either one was not filed or it was denied) the SW may share the following items:

- Signed copy of mental health consent to treat (04-24P, 04-24C)
- Copy of JUV-220 and JUV-223 (if applicable)
- available mental health records,
- case records, such as court reports
- the case plan

**Process for Providing
PT Information
Packet to the MHP in
COR**

The **PT Information Sharing Table** below describes which documents are included in the presumptive transfer packet and explains the process for sharing this information. If a waiver is approved no information is shared.

**Process for Providing
PT Information
Packet to the MHP in
COR (cont.)**

Step	Who	Action
1	MHP in COR	Acknowledge receipt of PT Notification (04-753), Consent to Treat (04-24) and SMO (04-756).
2	SW	<ul style="list-style-type: none"> Email a copy of JUV220 and JUV223 (if applicable) via encrypted email to the COR POC. Provide COR POC a copy of the assessment and mental health records via encrypted email, if available.
3	MHP in COR	<ul style="list-style-type: none"> Must accept assessment provided and set up services. Provide SW the contact information for service provider in COR. NOTE: MHP in COR may complete a new assessment later, if clinically appropriate.
4	SW	Establish contact with the mental health provider in COR, request treatment plans, treatment plan updates, and coordinate CFT Meetings.

**Role of the Child and
Family Team**

All CFWB youth with an out of home placement have a CFT meeting (see Child and Family Team Meetings). Teaming can be done through a formal Child and Family Team meeting and informally via regular team member communication. A CFT is a group of individuals that includes the child or youth, family members, professionals, natural community supports, and other individuals identified by the family who are invested in the child, youth and family's success. The CFT shares responsibility to assess, plan, intervene, monitor, and refine services and support overtime. Recommendations concerning placement, services, and supports should be discussed within the CFT process.

For children residing outside San Diego County, it is strongly encouraged that their out-of-county mental health provider participate in the Child and Family Team (CFT) and attend CFT meetings.

Discussions regarding presumptive transfer must occur with the CFT. These discussions need to include:

- requirements of presumptive transfer
- anticipated length of placement
- whether presumptive transfer of SMHS would benefit the youth for home-based placements
- if PT supports Family Reunification efforts
- an explanation of waiver qualifications and process
- If either [PT exception](#) applies for STRTP or CTF.

Role of the Child and Family Team (cont.)

NOTE: If an exception applies, it is highly encouraged that the OOC MHP be invited to participate in the CFT meeting. Staff should contact PA listed at the end of this policy and see step 5 of [Out-of-County Presumptive Transfer when youth is placed in STRTP/CTF](#).

Youth attorneys and investigators are not mandatory members of CFT's. Although attorneys/investigators do not typically attend CFT meetings, there may be instances when attendance by an attorney/investigator does occur. If an attorney is identified as a natural support who will be present for the child, youth, nonminor dependent and/or family, it is important s/he does not ask questions for the purpose of fact-finding related to the court process or to create some legal advantage on behalf of the client. If the attorney does attend the CFT meeting, then PT noticing will be shared with them along with all other CFT members. If the youth's attorney is not at the CFT meeting, separate noticing for the attorney will need to occur.

The SW is responsible to ensure CFT meetings are convened for youth in out of county placements. SWs can coordinate these CFT meetings by contacting CFT meeting facilitators. See [CFT policy](#).

Documenting Presumptive Transfer

The SW must document PT and waivers of PT in the following areas:

- CWS/CMS contacts
- Mental and Emotional Status section of all court reports
- CFT Summary (04-445)
- Case plans
- Any addendums where there are new recommendations for placement or services since the last report to the Court
- Case Notes/Transfer Notes/Closing Summaries.

Documentation should include:

- Date of PT
 - Date of waiver determination (if applicable)
 - BHS has verbally or in writing agreed to enter into a contract with a SMHS provider within 30 days of the waiver decision and has demonstrated the ability to deliver timely SMHS directly to the youth placed out of county in a home-based placement.
 - BHS started the Single Case Agreement (SCA) with the OOC STRTP or Community Treatment Facility (CTF) and the date it is finalized.
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Ending PT When a Youth Returns to San Diego County

The table below explains the process for undoing PT when a youth returns to live in San Diego County after PT was established in another county.

Step	Who	Action
1	SW	Complete sections A, C, and E on the 04-753 and provide the form to their office/program PT liaison. If no liaison is identified, send to the PA at the end of this document.

Ending PT When a Youth Returns to San Diego County (cont.)

Step	Who	Action
2	Office/ Program PT expert or CFWB PA	<ul style="list-style-type: none">• Review 04-753• Turn off SPC for PT<ul style="list-style-type: none">○ Open the child's case. The screen should default to the Identification tab (green)○ Click on Special Project page○ Click on the (+) button in the Special Project grid○ Select the appropriate SPC from the drop down list○ Enter the End Date for the SPC.
3	SW	Email (via encrypted email) the 04-753 to the MHP POC in COR and to Optum. NOTE: Do not share Optum's email address with other counties or organizations – this is for internal CFWB staff only.
4	SW	Document ending PT in a contact and case note in CWS/CMS.

Points of contact (POC)

Each county within the state of California has established and published on their website a POC who can provide information and help facilitate communication regarding Presumptive Transfer cases.

The County of San Diego has identified the following points of contact:

CFWB: Policy Analyst

Juvenile Probation: Supervising Probation Officer

BHS: Utilization Management Supervisor

HIPAA Requirements

All information shared electronically with MHPs outside of San Diego County, must be sent through encrypted email (see Email Policy). All parties must comply with Health Insurance Portability and Accountability Act (HIPAA) of 1996 requirements and all applicable Federal and State regulations promulgated from HIPAA when making presumptive transfers, providing notifications, and requesting information regarding dependent youth.

Please click on encrypt email prior to sending documents to out of county MHP.

SET Values

PT is a key component of Safety Enhanced Together (SET) and aligns with the following SET values:

- [Value 1](#): building shared understanding and agreement through family engagement; ensuring the child/youth's voice is gathered/represented at every meeting to inform key decisions on well-being
 - [Value 2](#): consistent communication and information sharing; and seeking and creating opportunities for biological families, kinship, and resource families to communicate and work together for the child/youth's best interests
 - [Value 3](#): continual focus on children's well-being, while they are in our care
 - [Value 4](#): maintaining open communication and transparency with families and community partners.
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