

Regional Placement Staff

(Revised 12/07/18)

[Forms](#)

[Description](#)

[Responsibilities](#)

[Support and Assistance for Resource Parents](#)

[Placement Support for Children Identified as American Indian](#)

[Working with Regional Staff](#)

[Regional Specific Responsibilities](#)

[Alignment with SET](#)

Forms

The following forms are referenced in this file:

- 04-83 Therapeutic Behavioral Services Referral
- 04-275 Agency/Caregiver Placement Agreement
- 07-65 Placement Information and Payment Authorization (CWS/CMS Template)
- 07-224 Statement of Relationship
- [ARC 1](#) Statement of Facts Supporting Eligibility for the Approved Relative Caregiver (ARC) Funding Option Program (Part One)
- [ARC 1A](#) Rights, Responsibilities, and Other Important Information
- [CW 2218](#) Rights, Responsibilities and Other Important Information for the California Work Opportunity and Responsibility to Kids (CalWORKs) Program (Non-needy Caretaker Relative with Relative Foster Child)
- [CW 2219](#) Application for California Work Opportunity and Responsibility to Kids (CalWORKs) (Non-Needy Caretaker Relative with Relative Foster Child)
- SOC 156 Agency Foster Parent Agreement (CWS/CMS Template)

Description

Each region has Placement Staff who assist SWs with the appropriate placement of children and assist caregivers with placement issues. Regions are unique and provide support to regional SW staff and caregivers by working collaboratively as a team to ensure children are placed in stable, familiar, and safe placements. Placement Units differ in the support and duties, in an effort to meet the differing needs of their regions.

NOTE: CWS Programs such as Adoptions, San Pasqual Academy (SPA), and CARE, do not have placement units.

Responsibilities

Placement Staff work to support a positive relationship with resource parents such as licensed foster parents, approved Relative/Non-Related Extended Family Members (NREFM), and caregivers approved under Resource Family Approval (RFA) within their regions, and serve as a support to SWs pertaining to placement issues.

**Responsibilities
(cont.)**

Placement staff duties may include:

- Locate licensed foster and RFA home placements.
- Collaborate with foster home licensing/RFA workers to correct any needed deficiencies.
- Clear licensed foster and RFA homes through the Placement Coordinators Office (PCO) during business hours and with the Emergency Shelter Care Unit (ESCU) after hours.
- Complete the 07-65 within one business day of placement, if and when placements are arranged by Placement Staff.
- Screen Relative/NREFM (potential Resource Family Applicants) for potential referral to the Emergency Resource Family Approval (RFA) Unit or refer to the RFA Standard Unit
- Liaison to the RFA Units
- Monitor the status of all referrals sent to the RFA Units
- Daily monitoring of children in need of placements.
- Participate in daily PCC call-in for children at PCC in an effort to stay in compliance with the 10-day emergency shelter care requirement.
- Attend the Virtual Assessment Team meeting (see NEST) to assist in problem-solving when SWs in their region have exhausted all placement options for the presenting situation.
- Attend the Virtual Case Consultation (VCC) meeting for all removals and/or petitions on youth over the age of 14.
- Assist in coordinating meeting with psychiatric hospital and ESCU when a child is discharged for mental health issues.
- Expedite the release of border asylum children with appropriate designated caregivers by conducting background checks and facilitating their release.
- Attend and/or facilitate Child Family Team Meetings (CFT)
- Assess the Level of Care (LOC)
- Quality Parenting Initiative (QPI) duties
- Complete applicable placement paperwork with caregiver, if and when placements are arranged by placement staff, such as.
 - ARC 1 and ARC 1A
 - CW 2218 and CW 2219
 - 07-224
 - SOC 156
 - 04-275.
- Divert the placement of children into PCC.
- Work with the ESCU to place children currently at PCC into a licensed foster home or RFA home
- Conduct background checks for adults having significant contact with a dependent child (when adult is not attached to the RFA home).
- Train regional staff regarding placement procedures and issues.
- Educate regional staff about resources that are available to prevent removing children from foster and/or RFA homes.
- Liaison with foster care eligibility staff to resolve payment issues.
- Complete Reassessments for the families that remain under Relative Home Approval.
- Support the Indian Specialty Unit (ISU) for placement of children identified as American Indian.

NOTE: Placement Units differ in responsibilities and may include members of the Child Family Team (CFT), QPI Ambassadors and LOC team.

Support and assistance for Resource parents

Support and Assistance to Resource Parents by Placement Staff include:

- Attend foster/resource parent support groups.
- Coordinate resources to assist resource parents and prevent placement disruptions.
- Attend QPI meetings to help resolve concerns between the Agency and the resource parent.
- Be a support to the resource parent.
- Coordinate resources to assist resource parents
- Provide support to prevent placement disruptions.
- Develop additional regional placement resources.
- Act as liaison between CWS and Family Resource Staff (FRC) when there are placement/payment concerns.
- Engage in QPI duties by supporting resource parents (i.e. phone calls to check on their well-being, identify supports, etc.)
- Make referrals to services needed to help stabilize placements, such as the Comprehensive Assessment and Stabilization Services (CASS) and Therapeutic Behavioral Services (TBS).

Placement support for children identified as American Indian

Identified placement staff from Residential and North Coastal/North Inland provide the following support to the ISU in the placement of children identified as American Indian:

Collaborate with tribes for the placement of Indian children in Tribally Approved Homes (TAH)

- Work with tribal social workers in completing evaluations for tribally approved homes.
- Complete criminal background assessments for relatives and non-related extended family members seeking placement and request for exemptions or waivers when needed from PSPM.
- On occasion, tribes will also ask for assistance in completing buildings and grounds assessments.

Working with regional staff

Regional placement staff will:

- Educate and train regional staff regarding placement procedures and issues.
 - Educate regional staff about resources that are available to prevent placement disruptions from foster/resource homes.
 - Act as a liaison between resource parents and social workers, problem solving when there are placement concerns.
 - Regularly check in with the primary SW and regional family finding worker to identify any potential relatives/NREFM's for children placed in a foster/RFA home.
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Regional specific responsibilities

The following regional placement units provide the following additional support and services:

Region	Services
Residential Services	<ul style="list-style-type: none">• Screen, develop and attend Interagency Placement Committee (IPC) Meetings• Receive and distribute residential packets• Assist in answering questions for group home inquiries• Facilitate communication between regions and FFA.• Screen all VAT and VCC calls• FFA's and Group Homes/STRTP Liaison• Assist in Dual Status Cases and Out of State Group Home placement• Attend Probation IPC• Member of Group Home/STRTP and FFA Contractor's Meeting.
North Coastal/ North Inland	<ul style="list-style-type: none">• Children Assessment Network North (CANN)<ul style="list-style-type: none">○ Coordinate intake and change of placement of children coming into custody.○ Supply needed paperwork for children coming into custody (placement papers, Medi-Cal, consents, etc.).○ Work closely with CANN Staff when there are law-enforcement entries in terms getting referrals generated, assigned PSW responding to CI, etc.○ Arrange for placement and transportation of children to identified placement or PCC.
Adoptions Program	Adoptions Placement Coordinator/Adoption SW will: <ul style="list-style-type: none">• Look for adoptive families• Send RFA referrals• Complete placement paperwork.

Alignment with SET

This file aligns with SET [Value #2](#): Collaborative Partnerships With Kinship and Resource Families to support kinship and resource families to continue to expand their knowledge and to exhibit clearly defined, respectful working relationships with kinship and resource families.
