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## **Division 31, Reasonable Candidate, EIRRC, and Title IV-E Pre-Placement Case Plans**

### **509.1 PURPOSE AND SCOPE**

To provide services, for youth at risk of removal from the home or are in Foster Care (non-parent/guardian placement, foster home, group home and residential treatment facility), through assessed needs that are outlined in a case plan.

### **509.2 APPLICABILITY**

Applies only to Juvenile Field Service officers.

### **509.3 POLICY**

To prepare a case plan for all youth, under Probation Supervision, who are at-risk of, or have been removed from the home by order of the Juvenile Court.

### **509.4 OVERVIEW**

Pursuant to federal and state regulations, a case plan that is conduct and strengths-and-needs based shall be initiated at the time an intake referral is received by the Probation Department. Therefore, case plans shall be completed by all officers handling Informal Supervision (WIC 654 and 654.2) cases, Deferred Entry of Judgment (WIC 790) cases, Formal Probation (WIC 602) cases, Truancy (WIC 601) cases and WIC 725(a) cases. Guidelines also require that the case plan be a separate and distinct document from the Court Report. Only the Division 31 case plan shall be attached to all dispositional court reports and/or review hearing reports submitted to court. It is not necessary to attach the Pre-Placement Case Plan (PPCP) to court reports.

In order to increase accuracy and timeliness and to reduce workload, when completing Division 31 Case Plans the Probation Officer shall use the youth's eighteenth birthday as the hearing/ send date in PCMS. When completing the PPCP, the Probation Officer shall use the date that is six months from the current completion date. This will enable the Probation Officer to edit the document as needed to ensure that the case plans are updated in accordance with the youth's treatment needs as well as meeting compliance mandates. The Probation Officer will also document in the Probation Case Management System (PCMS) activities node when a Division 31, Evaluation of Imminent Risk Reasonable Candidacy (EIRRC), and Title IV-E Pre-Placement Case plan have been completed.

### **509.5 NON-FOSTER CARE CASES**

#### **509.5.1 IN-CUSTODY CASES**

The assigned Probation Officer shall:

- Complete the EIRRC and a PPCP as soon as the initial investigation interview and San Diego Risk and Resiliency (SDRRC) have been completed. Ensure that all sections of

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the PPCP and the Signature Page signed by the youth, parent, Probation Officer and Supervising Probation Officer are complete.

- Place a copy of the EIRRC and Pre-Placement Case Plan in the case file under the Division 31/SDRRC tab.

#### **509.5.2 OUT-OF-CUSTODY CASES**

The assigned Probation Officer shall:

- Complete the EIRRC and a PPCP as soon as the initial investigation interview and SDRRC have been completed. Ensure all sections of the Pre-Placement Case Plan and the Signature Page signed by the youth, parent, Probation Officer and Supervising Probation Officer are complete.
- For Informal Supervision cases, prepare a Pre-Placement Case Plan within thirty (30) days of initiation of the WIC 654 contract.
- Place a copy of the EIRRC and Pre-Placement Case plan in the case file.

Note: Cases resulting in dispositions without a Social Study being ordered, still require an EIRRC and a Pre-Placement Case Plan be completed as soon as the initial investigation interview and SDRRC has been completed. The Adjudication Pending Probation Officer shall transfer the case to the appropriate Supervision Unit with a "Pre-Placement Case Plan Interoffice Communication" sheet on the front cover of the case file. The assigned Supervision Probation Officer shall then complete the EIRRC and the Pre-Placement Case Plan.

#### **509.6 FOSTER CARE CASES**

The Federal definition of a candidate for foster care is a child at "imminent" or "serious" risk of removal when placement in foster care is the planned arrangement. In order for the child or youth to be considered a candidate for foster care, the Probation Department must be involved for the specific purpose of either removing the child or youth from the home or referring them to services, such that if the services are unsuccessful, the plan is to remove the child or youth from the home and place him/her into foster care. In this case, a foster care placement is considered to be one that is licensed or approved and qualifies for Title IV-E reimbursement. This licensing or approval requirement includes placement with family members.

#### **509.6.1 IN-CUSTODY CASES**

The assigned Probation Officer shall:

- Prepare a Division 31 case plan prior to thirty (30) calendar days of the initial removal date (the date youth was booked into Juvenile Hall) or by the date of the disposition, whichever comes first.
- Complete the Health and Education, Assessment of Youth, Family Assessment, Other Information, Case Plan sections (pages 1 – 5) and the Signature Page.
- Attach the completed portion of the case plan (pages 1 – 5 and the Signature Page) to the dispositional or review hearing court report.
- Place a copy of the case plan (pages 1 – 10) in the case file.

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#### 509.6.2 OUT-OF-CUSTODY CASES

The assigned Probation Officer shall:

- Prepare a Division 31 case plan by the date of the disposition.
- Complete the Health and Education, Assessment of Youth, Family Assessment, Other Information, Case Plan sections (pages 1 – 5) and Signature Page.
- Attach the case plan to the dispositional or review hearing court report.
- Place a copy of the case plan (pages 1 – 10) in the case file.

#### **509.7 CASE PLAN EXCEPTIONS**

Case plans will not be required under the following circumstances:

- (a) Counsel and Close cases;
- (b) Probation to the Court cases;
- (c) Termination of Probation cases;
- (d) Inter-program transfers (i.e. from Supervision to Gang Suppression Unit);
- (e) A case wherein the Probation Officer has not had any contact with or was unable to supervise the youth (i.e. runaway).

#### **509.8 CASE PLAN UPDATES**

A. An updated case plan is required under the following circumstances:

1. No more than six (6) months from the date of the last case plan update.
2. Whenever significant changes occur with the youth and/or family.
3. Reassessment of the youth's case plan due to a new offense.
4. Reassessment of the youth's case plan due to a probation violation when there is an escalation of services.

B. Pre-Placement Case Plan reviews must be completed at least every six months when the youth remains a "reasonable candidate." Requirements for the six month review remain constant with that of the initial review in that all sections are to be revisited and updated based on the youth's needs and strengths. New signatures from the youth, parent, Probation Officer and Supervising Probation Officer are also required. Once the PPCP is signed by the Supervising Probation Officer, the Probation Department may claim Title IV-E reimbursement for eligible services.

C. Failure to revise the case plan in the required time frame terminates Title-IV-E claiming eligibility for any pre-placement preventative activities until a new plan is in effect.

D. If a change in circumstance occurs with a non-eligible youth, complete the EIRRC evaluation tool and proceed with a new case plan.

E. If a change in circumstance occurs with an eligible youth suggesting that he/she is no longer at imminent risk, services to that youth are no longer eligible for Title IV-E reimbursement.

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Note: Home Supervision/Electronic Surveillance Program and Short Term Commitment times are not considered escalation of services.

#### 509.8.1 CASE PLAN UPDATE EXCEPTIONS

A six-month update will not be required for:

- (a) Courtesy Supervision cases;
- (b) Compliance Bank cases.

#### **509.9 PREPARING A DIVISION 31 CASE PLAN**

The following procedures shall be used to prepare each heading of the San Diego County Juvenile Probation Division 31 Case Plan:

##### 509.9.1 PAGE ONE

- A. DPO/Date: Enter the assigned Probation Officer's name and the assessment date under the appropriate division.
- B. Select One:
  - 1. Initial Assessment – to be used for the first Probation interview with the youth and parent/guardian.
  - 2. Periodic Review – to be used for six-month updates.
  - 3. Reassessment – to be used for cases wherein an escalation of services will be recommended or for any new charges.
- C. Select One:
  - 1. Informal Probation – to be used for assessments of WIC 654 and WIC 654.2 cases.
  - 2. Termination – a case plan is not required if the recommendation is for termination of probation.
  - 3. Wardship – to be used when recommending formal probation wardship (WIC 601/602) or continuation of wardship.
- D. Date of Removal: Enter the date of the youth's first continuous removal from the home for the current petition. The removal date shall coincide with the youth's booking date in Juvenile Hall, not the arrest date. If the youth was not removed from the home enter "N/A" (Not applicable).
- E. Date of Disposition: Enter the date of the youth's disposition hearing, probation violation hearing or hearing wherein Foster Care will be the Probation Officer's recommendation.
- F. Youth's Name/ Date of Birth/ Address/ Identification Number/ Telephone Number/ Ethnicity/ Language: Verify the accuracy of the youth's name, date of birth, current address, Individual Identification number, telephone number, ethnicity and primary language. This information will automatically be entered when the case plan is completed in the PCMS system.
- G. Previous Sustained Charges: List the youth's prior true findings for the current wardship.
- H. Current Charges: List the charges noted on the current WIC 601/602 petition.

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- I. Family Information: Enter the information related to the youth's immediate family including all siblings. If there are more siblings to be noted beyond the space allows, check "Yes" to refer the Court to the attached dispositional report. Portions of this section will automatically be entered when the case plan is completed in the PCMS system. Verify that the information is accurate.

#### 509.9.2 PAGE TWO AND PAGE THREE

#### A. Health and Education, Assessment of Youth:

##### 1. Health and Education

- (a) If medical information was not received, enter the date the information was requested, from whom the information was requested and by whom.
- (b) Enter the family physician's name, address, phone number and date of the youth's last visit.
- (c) Enter the family dentist's name, address, phone number and the date of the youth's last visit.
- (d) Note any medical issues relating to the youth.
- (e) Enter all of the medications taken by the youth. Note if the youth's immunizations are current and whether immunization records are attached or have been requested.
- (f) If school information was not received, enter the date the information was requested, from whom the information was requested and by whom.
- (g) Enter the school name, address, youth's current grade level and current grade point average. The school and grade level will automatically be entered when the case plan is completed in the PCMS system. Verify it is accurate.

##### 2. Assessment of Youth

- (a) Place a check mark next to the issues that apply to the youth under the "Category" section and note any supporting information on the "Comment" section. Use "Other" for issues not listed in the "Category" section.

#### B. Family Assessment, Relatives who might be able to provide a home for the youth if necessary, Other Information, Comments and Notes:

1. Family Assessment: Place a check mark next to the issues/risks and the family strengths that apply to the family. Use "Other" for issues not listed in the risk/issues and family strengths section.
2. Relatives who might be able to provide a home for the youth if necessary: This section is only applicable to Foster Care cases. Indicate the name, address and telephone number of any relatives who are willing to provide a home for the youth.
3. Other Information
  - (a) If restitution is an issue in the case, enter the restitution amount and whether the youth was referred to a class or program relative to victim awareness. If the victim restitution amount is unknown, enter "TBD" (To Be Determined).

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- (b) Check the box if a Child Protective Services record inquiry was made and indicate any other services the family has received in the past.
- (c) Note whether the youth is a parent and is in need of assistance with parenting issues.
- (d) In the Juvenile Justice Accountability/Special Probation Conditions section, enter any conditions of probation that are not considered general or standard.
- (e) Comments and Notes: Use this section for any additional information or additional space needed for the previous sections.

#### 509.9.3 PAGE FOUR: CASE PLAN

Enter the youth's name and date of birth on the top line. Enter the date the youth was removed from the home (if applicable), the date of the disposition hearing and the date the case plan was completed. The youth's name and date of birth will automatically be entered when the case plan is completed in the PCMS system.

#### A. Overall goal

- 1. Choose the first selection if the recommendation is for the youth to remain home with the parent/legal guardian.
- 2. Choose the second selection if the recommendation is for foster care.
- 3. The third option is only to be used by the Placement Unit.

#### B. Youth, Parent, Guardian, Foster Parent, Probation Officer, Provider: Enter the responsible party's code for each corresponding column:

- 1. "Who is responsible" - enter who is responsible for facilitating the service objective.
- 2. "For Who" - enter for whom the service is geared
- 3. "Service or Referral" - enter the specific information relative to the service or referral
- 4. "Date Ref/Services" - enter the month and year that the youth or parent/guardian was referred for services
- 5. "Projected Completion" - enter the date of the six-month case plan review for Foster Care cases and the date of the one-year case plan review for Non-Foster Care cases
- 6. "Date Completed" - enter the date of the six-month case plan update wherein the service objective was completed by the youth or the parent/guardian

#### C. The caseworker shall advise the parent/guardian of available adoption counseling services and enter the date of advisement.

#### D. The projected date of completion for all case plan objectives shall be the date of the six-month case plan review.

Note: Stop at this point. Pages six (6) through nine (9) of the San Diego County Juvenile Probation Case Plan shall be completed by the assigned Probation Officers in the Placement Unit. Proceed to the Signature Page (page 10).

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#### 509.9.4 PAGE 10: SIGNATURE PAGE

- A. Juvenile Probation Department Case Plan Acknowledgement. The caseworker shall advise the parent/guardian of available adoption counseling services and check “Yes” that the parent/guardian was advised.
- B. For the projected date of completion for case plan objectives, enter the six-month case plan review date for Foster Care cases and the one-year case plan review date for Non-Foster Care cases.
- C. For the completion of probation services, enter the one-year case plan review date.
- D. For the projected date that the child will be returned to the parent, enter the one-year case plan review date.
- E. Enter the youth’s name, Individual Identification number, date of birth and disposition date. This information will automatically be entered when the case plan is completed in the PCMS system. Verify that the information is accurate.
- F. Have the youth and parents/guardians sign and date the case plan.
- G. Note whether a copy of the case plan was given to the parent/guardian.
- H. Enter the reason if the parent/guardian was not available for the case plan completion.
- I. Enter the date and the reason if the parent/guardian declined to sign the case plan.
- J. The caseworker and their respective supervisor shall sign and date the case plan. This information will automatically be entered when the case plan is completed in the PCMS system. However, the caseworker and the supervisor shall still sign and date the case plan.

#### **509.10 EVALUATION OF IMMINENT RISK AND REASONABLE CANDIDACY (EIRRC)**

##### 509.10.1 DOCUMENTING CANDIDACY

All youth who are the subject of a 602 petition will be assessed with the “Evaluation of Imminent Risk and Reasonable Candidacy” tool. The evaluation tool is a “checklist” that will assist in accurately identifying why and how a child or a youth is considered a candidate for removal from parental custody. If the child or youth is clearly identified as a candidate, then a Case Plan must be developed which documents that the plan for the child or youth is placement into foster care unless preventive services are provided and effective.

A child or youth is not a candidate for foster care when the planned out-of-home placement for the child or youth is an arrangement outside of foster care, such as a detention facility, psychiatric facility, or any otherwise unlicensed or unapproved placement setting. However, if placement in a detention facility for a youth otherwise planned for out-of-home foster care placement results from the youth’s commission of current delinquent action, that youth remains an eligible candidate if the detention does not result in a change in the youth’s out-of-home placement plan upon the youth’s release from detention.

Case carrying and investigating Probation Officers are to complete an Evaluation of Imminent Risk and Reasonable Candidacy (EIRRC) for all their assigned cases.

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#### 509.10.2 COMPLETING THE EIRRC (FORM J105)

- A. Enter the youth's name, Probation ID number, date of birth and the date the assessment was completed.
- B. Enter whether the youth is under the age of 18. If not under 18, the youth cannot be considered a reasonable candidate.
- C. Enter whether the youth is subject of a WIC 602 petition. If not subject of a WIC 602 petition, the youth cannot be considered a reasonable candidate.
- D. Document issues that support finding that the family is in need of support services by checking the boxes in the grid labeled A-H. If not applicable, check "Does not apply." Delinquency, substance abuse, criminal behaviors are not in or of themselves a reason the child is at imminent risk of foster care placement. There must be accompanying family related issues.
- E. Based on the issues documented in grids A-H, determine whether the youth could be at imminent risk of removal and placement in foster care. Check the appropriate box in A-H and subsequent criteria boxes regarding reasonable candidacy.
- F. Document services that may be needed in order for the child to safely remain in the home.
- G. Document what source documents were used for the evaluation.
- H. The caseworker and their respective supervisor shall sign the EIRRC form.

#### 509.10.3 PRE-PLACEMENT CASE PLAN (FORM J106) - TITLE IV-E REASONABLE CANDIDATE

When using the Pre-Placement Case Plan to reduce factors related to reasonable candidacy, the Probation Officer must identify in the case plan the services that will necessitate removal of the child or youth from the home unless they are satisfactorily addressed.

As a result, the Pre-Placement Case Plan shall contain all of the following elements:

- Description of circumstances including but not limited to behavioral issues that place the child or youth at imminent risk of removal from the home absent the indicated services. This cannot be solely a list of problems, but must include why these issues will result in out-of-home placement if services are not provided. This will include behavioral issues and obstacles related to the parents or guardian.
- Types of services needed for the child or youth to remain safely in his/her home. This must include any services aimed at the parents or guardians.
- Statement that absent the effectiveness of services, foster care is the planned arrangement for the child or youth and identify the type of planned placement setting.

A youth may be placed in-home and under juvenile supervision and be provided services both formally and informally and not be a Title IV-E candidate. However, when a subsequent change or an emerging issue results in his/her imminent or serious risk of removal from the home and placement in foster care, the Probation Officer shall document the change in candidacy status by completing the "Evaluation of Imminent Risk and Reasonable Candidacy" document and the case



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plan. Once all required parties have signed the Case Plan, the Title IV-E administrative costs for allowable activities are reimbursable to the Probation Department.

All Juvenile Probation Officers must complete the Title IV-E Pre Placement Case Plan for all youth regardless of reasonable candidacy status.

- A. Enter data: Youth's name, Date of Birth, Date Case Plan Completed (date case plan was completed and final signature by supervisor is entered), and reason for case plan (initial or six month review).
- B. Indicate whether case plan is for Reasonable Candidate or Non-Reasonable Candidate. (Skip to Strengths section if youth is Non-Reasonable Candidate).
- C. Complete documentation of imminent risk (document issues and services needed in narrative form).
- D. Overall goal must be a definitive statement that absent effective services, the case plan is to remove the youth for placement in a foster/group.
- E. Document youth and family strengths.
- F. Identify planned Placement Option if Preventative Services are not effective. Identify potential relative placements early to avoid detention in Juvenile Hall and/or type of group home placement should it become necessary.
- G. Complete SMART case plan objectives, identify for whom, the services/referrals/or activities, date of referral for services, projected completion date (use reasonable timeframe) and actual date completed.
- H. Enter the projected date for completion of all case plan objectives (use exact date).
- I. Enter Probation Officer duties.
- J. Document is signed by youth, parent or guardian, probation officer and supervisor (case plan is not complete nor eligible for reimbursement under Title IV-E until the supervisor signature is on document).
- K. Record time spent on claimable activities in the same month that Title IV-E determination is documented in the chart at the end of the case plan.

#### Probation Officer Responsibilities:

- Face to Face visits monthly with youth and parent/guardian. Focus on safety, case plan progress, success of services and terms and conditions of probation.
- Document visits to include date seen, who seen, where seen, case plan progress, and changes that could impact reasonable candidate status.

#### 509.10.4 PRE-PLACEMENT CASE PLAN (FORM J106) TITLE IV-E NON-REASONABLE CANDIDATE

- A. Enter data: Youth's name, Date of Birth, Date Case Plan Completed (date case plan was completed and final signature by supervisor is entered), and reason for case plan (initial or six month review).

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- B. Indicate whether case plan is for Reasonable Candidate or Non-Reasonable Candidate. (Skip to Strengths section if youth is Non-Reasonable Candidate).
- C. Complete documentation of imminent risk (document issues and services needed in narrative form).
- D. Overall goal must be definitive statement that absent effective services the case plan is to remove youth and foster/group home is the plan.
- E. Document youth and family strengths.
- F. Identify planned Placement Option if Preventative Services are not effective. Identify potential relative placements early to avoid detention in Juvenile Hall and/or type of group home placement should it become necessary.
- G. Complete SMART case plan objectives, identify for whom, the services/referrals/or activities, date of referral for services, projected completion date (use reasonable timeframe) and actual date completed.
- H. Enter the projected date for completion of all case plan objectives (use exact date).
- I. Enter Probation Officer duties.
- J. Document is signed by youth, parent or guardian, probation officer and supervisor (case plan is not complete nor eligible for reimbursement under Title IV-E until the supervisor signature is on document).
- K. Record time spent on claimable activities in the same month that Title IV-E determination is documented in the chart at the end of the case plan.

#### Probation Officer Responsibilities:

- Face to Face visits monthly with youth and parent/guardian. Focus on safety, case plan progress, success of services and terms and conditions of probation.
- Document visits to include date seen, who seen, where seen, case plan progress, and changes that could impact reasonable candidate status.