

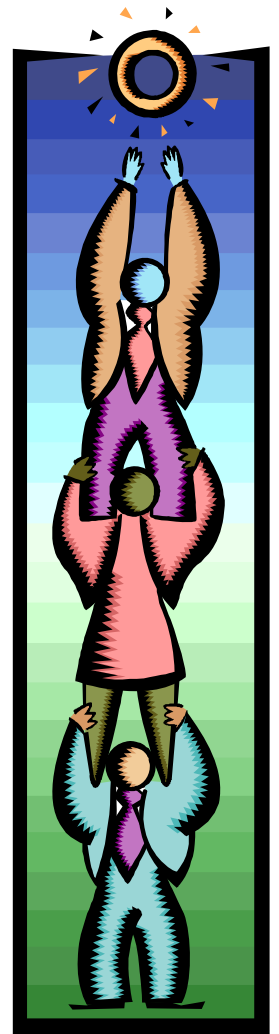
**Los Angeles County  
Department of Children and Family Services  
& Department of Public Social Services**

**LINKAGES: A Service Partnership to Strengthen Families**

**Linkages Training for DCFS (Child Welfare) Children's Social Workers**

**Learning Objectives:** *Participants attending this training will:*


1. Recognize the connection between poverty and child maltreatment.
2. Value DPSS and DCFS working together to improve family stability and well-being.
3. Learn about the DPSS resources for families
4. Understand the role of the Linkages GAIN Services Worker (GSW) position co-located at DCFS.
5. Understand the role of the Linkages GSWs in the GAIN Regions.
6. Know key components of the Linkages partnership:
  - Linkages GSW co-located in DCFS attends 'priority' Team Decision (TDM) meetings and provides case consultations outside TDM meetings.
  - DCFS screens families for potential eligibility for CalWORKs or General Relief.
  - Integrating DPSS expertise into Family Preservation Multi-Disciplinary Case Planning Committee (MCPC) meetings.
  - DCFS families with a Family Reunification plan who are on CalWORKs at time children are removed may continue to receive CalWORKs services through GAIN.
  - Outreach to homeless CalWORKs families who have a DCFS court/voluntary Family Maintenance case plan.



# Linkages Training for CSWs and DPSS Partners

## LINKAGES: A Service Partnership to Strengthen Families

### Agenda

Opening Remarks – Lesson Benefits	
Poverty and maltreatment – What’s the Connection?	
Overview of Linkages	
Overview of DPSS programs and services	
What does Linkages look like in LA County? The Five Protocols	
Putting Linkages into practice Co-location of Linkages GAIN Services Worker: <ul style="list-style-type: none"><li>• DPSS Expertise in TDM Meetings</li><li>• Case Consultations Outside TDM meetings</li></ul> DCFS 5122 Screening Tool/Referral Form Family Preservation Service Coordination Family Reunification (AB 429) Service Coordination Homeless Outreach	
Closing remarks and evaluation	

# What is Linkages?

**Linkages is an interdepartmental partnership to address the common barriers that limit parents' ability to parent and their ability to work.**

For example, supportive services offered to parents by CalWORKs to promote their ability to work, such as domestic violence treatment, substance abuse assessment and treatment, mental health services and child care are also services that can help parents work toward improving family functioning and reducing child risk—the goals of child welfare. Tighter coordination between programs can also streamline case plan expectations, synchronize timelines or lift sanctions to help families meet case goals more effectively.

Los Angeles County's Linkages initiative is being designed to address the needs of these families from both prevention and intervention perspectives. The key goals of Linkages are:

- √ **Linkages Prevention Goal:** To ensure that families who are not currently connected to the resources of DPSS, but could be, are provided an expedient method to access DPSS programs.
- √ **Linkages Intervention Goal:** To ensure families who are dually involved in both CalWORKs and child welfare services have the opportunity to maximize resources and coordinate case planning to provide a safe and stable home for their children while working toward economic self-sufficiency.

*The overlap between these service populations along with the strong connection between poverty and maltreatment create the impetus for DCFS and DPSS to enhance service coordination.*

**Linkages consists of the following 5 protocols** to strengthen families and meet these goals for children and families:

- **Co-location of DPSS Linkages GAIN Services Workers (GSWs) at DCFS:**
  - **DPSS expertise at TDMs:** for priority cases, Linkages GSWs participate in or contribute their expertise in Team Decision Making (TDMs) Meetings; and
  - **Case consultations:** Co-located Linkages GSWs provide case consultations on mutual cases outside their participation in TDMs .
- **Connecting eligible families to DPSS programs:** DCFS screens families for potential eligibility to DPSS programs.
- **Service coordination for Family Preservation/CalWORKs families:** Integrate DPSS expertise into Family Preservation Multi-Disciplinary Case Planning Committee (MCPC) meetings.
- **Service coordination for Family Reunification/CalWORKs families (AB 429):** DCFS families on CalWORKs at the time children are removed for placement can continue to receive services through CalWORKs/GAIN.
- **Homeless Protocol:** Outreach to homeless CalWORKS families who have an open DCFS Court/Voluntary Family Maintenance case.

Rev.6/7/10

# Linkages

## A Service Partnership to Strengthen Families

### Why is Linkages Important?

Child Welfare Services is charged with keeping children safe from maltreatment and abuse. The welfare program, CalWORKs, is responsible for providing income assistance and employment preparation services to help unemployed parents achieve self-sufficiency. In most California counties, including Los Angeles County, there is a large overlap of children and families who are clients of both systems. Historically, there has been little coordination, communication or resource sharing between these programs, despite the large number of clients in common. Los Angeles has the added challenge of being one of two counties in the state that does not house child welfare and CalWORKs/Welfare-to-Work within the same agency.

Los Angeles is the most populous and diverse county in California with one of the highest costs of living in the U.S.

- Nearly half of LA County's children (1.2 million) live in low-income families that experience economic stress, with about 600,000 families without sufficient income to meet their most basic needs.
- Poverty is concentrated among children of color. Latino children, for example, represent 59% of the child population, but account for 72% of all children in poverty.
- The rates of CWS and CalWORKs involvement vary with ethnicity, but generally, African American children in Los Angeles County are overrepresented in the foster care system, in the child welfare system, among child abuse victims and among the poor.

*In 2002, about 45% of DCFS children in Los Angeles County were on CalWORKs at some point during the year.*

### Linking Poverty and Child Maltreatment

Research has found that factors such as parental stress from economic hardship can detrimentally affect parenting behaviors and result in neglect and abuse. (Shook 1999; Courtney, Piliavin and Power 2001; Paxson & Waldfogel 1999), and that increased poverty rates correspond to a rise in child maltreatment rates (Paxson & Waldfogel, 2001).

### The Problem of Multiple Case Plans

1. In addition to struggling with poverty and the possible or actual removal of their children, parents who are involved in both systems face the complexity of negotiating two bureaucracies with often conflicting requirements, goals and timeframes.
2. DCFS and DPSS offices are typically in different locations, adding scheduling and transportation challenges.
3. Clients must negotiate with separate workers for each system—workers who typically do not communicate with each other and who may actually be working to achieve incompatible goals.

# Mission, Vision and Guiding Principles

## Los Angeles County Linkages

The Linkages Planning Committee developed and received stakeholder acceptance of the following mission, vision and guiding principles for the Linkages effort:

### Mission Statement

Within the County's mission "To enrich lives through effective and caring services," the mission of Linkages for Los Angeles County is:

*Working together to strengthen families, ensure child safety, promote well-being and sustain self-sufficiency.*

### Vision

The vision for Linkages in Los Angeles County is:

*A seamless network of services and supports built on the strengths of the community to help families become stronger, safer and more stable resources for their children.*

### Guiding Principles

Based on values and goals for the East San Fernando Valley Family Support Center<sup>1</sup> and the principles of Family Support<sup>2</sup> the following principles guide Linkages:

- Families are treated with respect in every encounter they have with the child welfare and income maintenance systems.
- Families can easily access a broad range of services to address their needs, build on their strengths and achieve their goals.
- There is no "wrong door": wherever a family enters the system is the right place.
- Families receive services tailored to their unique situations and needs.

<sup>1</sup> Adapted from September 2003 East San Fernando Valley Family Support Center Business Plan, pp. 8-9

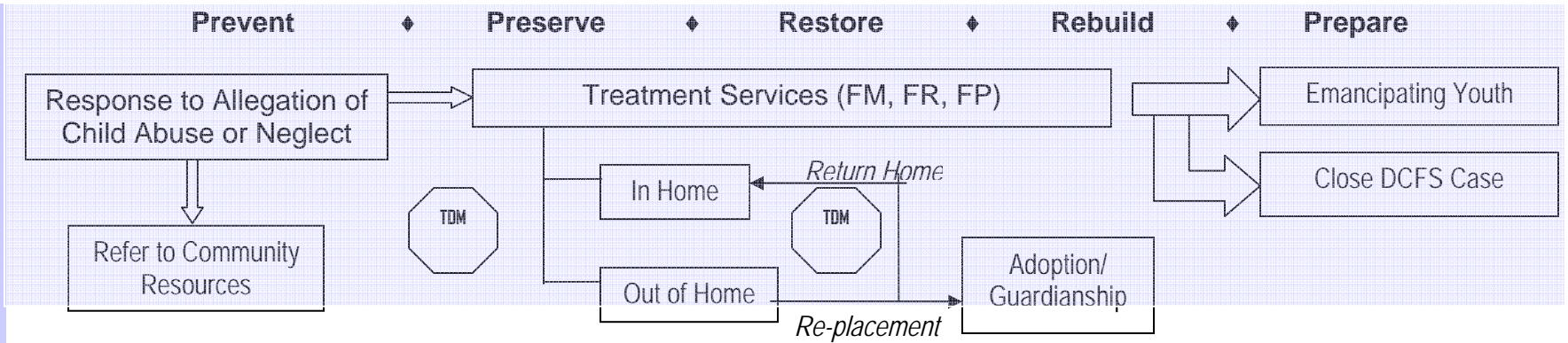
<sup>2</sup> Adapted from Family Support America's "Principles of Family Support", [www.familysupportamerica.org](http://www.familysupportamerica.org)

- Service providers and advocates involve families in the process of determining service plans and proactively provide families with coordinated and comprehensive information and resources.
- Linkages affirms and strengthens families' cultural, racial, and linguistic identities and enhance their ability to function in a multi-cultural society.
- Linkages acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- In supporting families and communities, DCFS and DPSS work seamlessly with public and private providers, community-based organizations and other community partners.
- Linkages demonstrates the values of strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive, efficient, professional and accountable service interventions.
- DCFS, DPSS and their partners work together to optimize the sharing of information, resources and best practices while also protecting the privacy rights of families.
- DCFS, DPSS and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- DCFS, DPSS and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- Linkages embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, the success of Linkages should ultimately be judged by whether it helps achieve the county's five outcomes for children and families: good health, safety and survival, economic well-being, social and emotional well-being, education and workforce readiness.

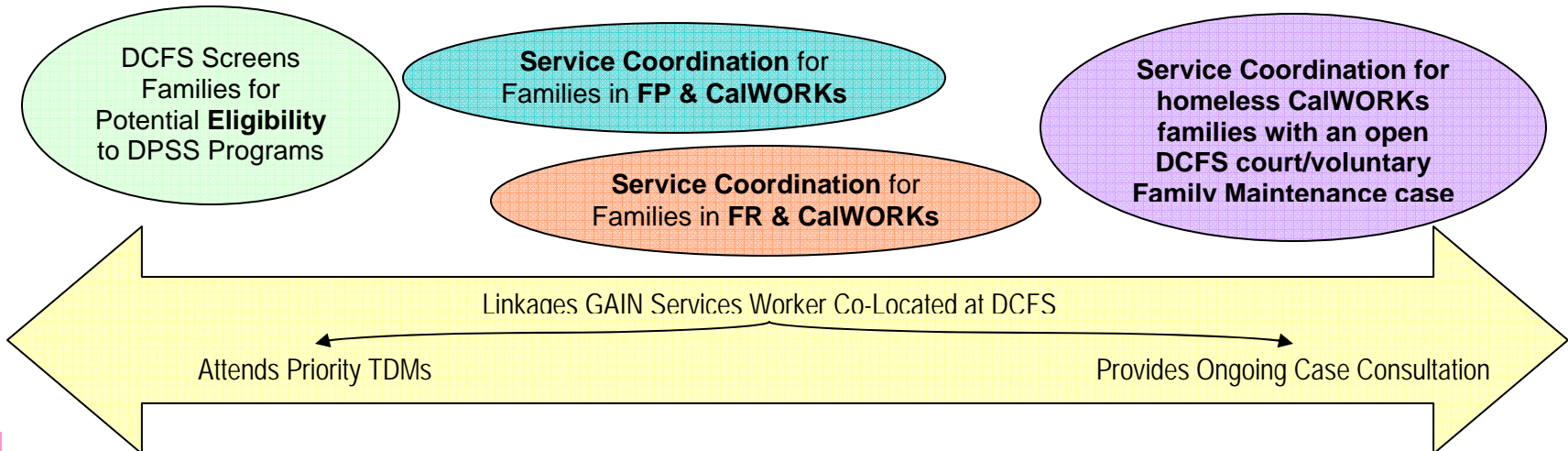


# Linkages at a Glance

## DCFS Case Flow



## Linkages Protocols



## DPSS Resources

**CalWORKs (Cash Assistance) for:**

- Parents with children at home
- Relative caregivers (needy or non-needy)
- Emancipated youth with children

**General Relief (Cash Assistance) for:**

- Adults with no children (GR)

**Welfare to Work (GAIN) Services:**

- Substance Abuse Services
- Domestic Violence Services (Counseling and Legal Services)
- Mental Health Services
- Service Coordination with DCFS (Family Preservation/Reunification)
- Child Care
- Transportation

Icons include a dollar sign, a red cross (Medi-Cal), a grocery bag (CalFresh), and a house (Housing Assistance). An illustration shows two people shaking hands.

Rev 8.16.11



Department of Public Social Services...  
**HOW CAN OUR PARTNERSHIP HELP FAMILIES?**

**California Work Opportunity and Responsibility to Kids (CalWORKs)\***

CalWORKs (formally known as AFDC) provides temporary financial assistance and employment focused services to families with minor children. Other services provided through CalWORKs are:

- Homeless Assistance (HA) Program
- Rental Assistance (RA) Program
- Emergency Assistance to Prevent Eviction (EAPE) Program
- Moving Assistance (MA) Program
- Visit DPSS Homeless Services Web Page at:



[http://www.ladpss.org/dpss/homeless\\_case\\_mgmt/default.cfm](http://www.ladpss.org/dpss/homeless_case_mgmt/default.cfm)

**Greater Avenue for Independence (GAIN)\***

GAIN provides employment focused services to CalWORKs participants, to help them prepare for and find employment. Employment services include, employment workshops, supervised job search, vocational assessment, vocational training, remedial education, and work experience. Post-Employment Services are also available to full-time employed participants to assist them retain employment, provide them with continued education and/or skills upgrade, and help them move toward economic self-sufficiency.

GAIN services also include Family Preservation and Family Reunification services. Additionally, participants are assisted with supportive services as follows:

- Ancillary/Work-Related Expenses
- Transportation Expenses
- Child Care Expenses
- Specialized Supportive Services: Domestic Violence; Mental Health; Substance Abuse

**General Relief (GR)\***

GR is a program that assists temporary financial assistance to needy adults who are ineligible for State or Federal Assistance. Emancipated foster youth or a parent from whom all children have been removed could also qualify for GR.

**General Relief Opportunities for Work (GROW)\***

GROW provides employment and training services to assist employable GR participants obtain employment and achieve economic self-sufficiency. GROW services mirrors services provided through GAIN.

**Public Access Telephone Numbers**

<b>Department of Public Social Services (DPSS) Central HELP Line</b> (Connects the public with programs and services offered by DPSS.)	877 - 481-1044
<b>Domestic Violence Services</b>	800 - 978-3600
<b>Mental Health Services</b>	800 - 854-7771
<b>Substance Abuse Service</b>	800 - 564-6000



## LINKAGES GAIN SERVICES WORKER ROLE

### The co-located Linkages GAIN Services Worker (GSW) will:

- ❖ Be physically co-located full-time at designated Department of Children and Family Services (DCFS) office, and report to a GAIN Services Supervisor.
- ❖ Participate in *priority* Team Decision Making (TDM) Meetings. *Priority TDM = Case mutual to both DPSS & DCFS, family potentially eligible to CalWORKs, and/or caretaker relative potentially eligible to CalWORKs.*
- ❖ Serve as a resource to Children's Services Workers (CSWs).
- ❖ Provide case consultation to CSWs on individual cases and DPSS programs & services.
- ❖ Serve as a liaison to DCFS/DPSS staff to facilitate connection between CSWs and CalWORKs/GAIN workers for ongoing service coordination.
- ❖ Refer CalWORKs/GAIN participants to their case-carrying worker for appropriate GAIN/Welfare-to-Work (WtW) services, including Specialized Supportive Services (SSS). Make direct referrals to SSS (mental health, substance abuse, domestic violence) and negotiate/sign GAIN activity agreement for participants needing immediate services.
- ❖ Assess participant's current WtW/GAIN plan and determine if additional services should be added so child(ren) can remain safely in the home.
- ❖ Initiate Family Reunification/AB 429 notification referral to DPSS with input from CSW/Supervising CSW.
- ❖ Provide CalWORKs Eligibility Worker (EW) relevant information to facilitate benefits coordination between the CSW and EW.
- ❖ Provide case carrying GSW relevant information to facilitate ongoing service coordination between the CSW and GSW, if an open DPSS case exists.
- ❖ Consult with the DCFS Liaison from DPSS District offices or GAIN Regions as needed.
- ❖ Contact GAIN Scheduling Clerk to register participants in GAIN as appropriate.
- ❖ **TDMs:** Screen family/caretaker relative for potential eligibility to CalWORKs, General Relief, Food Stamps, and/or Medi-Cal, if no existing DPSS case.
- ❖ **Outside TDMs:** Screen family/caretaker relative for potential eligibility to Food Stamps and/or Medi-Cal, if no existing DPSS case.



### The co-located Linkages GSW will NOT:

- ❖ Become the assigned worker for any DCFS case.
- ❖ Become clerical support for CSWs.
- ❖ Be the assigned CalWORKs/GAIN worker while serving as the Linkages GSW.
- ❖ Have the capacity to accompany Emergency Response (ER) CSWs on initial contact referrals.

Rev. 09/03/09

**Linkages GAIN Services Worker  
Information Request Form**

<b>Date of Request:</b> 08/01/11		<b>DCFS Office:</b> Santa Fe Springs	
<b>CSW Name:</b> John Doe		<b>Select One:</b>	
<b>CSW Phone #:</b> (562) 999-9999		<input type="checkbox"/> Emergency Response CSW	
<b>Cubicle #:</b> 419		<input checked="" type="checkbox"/> Family Maintenance & Reunification CSW	
<b>Case Name:</b> Jane Doe		<b>Case # (if applicable):</b> 999999	<b>DOB:</b> 01/01/01
<b>Participant Telephone Number:</b> (562) 999-9999			<b>Child's Name &amp; DOB:</b> Baby Doe 01/01/10, Baby Doe 2 02/02/11

Type of Information Requested (select all that apply)		
<input type="checkbox"/> CalWORKs (Family Cash Aid) <input type="checkbox"/> Homeless <input type="checkbox"/> CalFresh (formerly known as Food Stamps)	<b>GAIN Program (select all that apply):</b> <input checked="" type="checkbox"/> Mental Health/Substance Abuse/Domestic Violence <input checked="" type="checkbox"/> CSW & GAIN GSW Service Coordination For: <input type="checkbox"/> Family Preservation <input checked="" type="checkbox"/> Family Reunification <input type="checkbox"/> Family Maintenance (DCFS Pomona & SF Springs Only) <input type="checkbox"/> Other Welfare-to-Work Activity (Job Search, Training, education) <input type="checkbox"/> Child Care/Transportation/Ancillary/Work-Related Expenses	<input type="checkbox"/> General Relief (Adult Cash Aid)  <input type="checkbox"/> Food Stamps  <input type="checkbox"/> Medi-Cal

CSW Urgent Request
<b>Explain the reason for urgent request, including any deadlines, court dates, etc., to determine the level of urgency in responding:</b>  <b>Information Needed By:</b> 08/15/11. This request is urgent due to upcoming court date.

CSW Question
LEADER print out indicates Jane Doe has a CalWORKs case open and she is in critical need of Mental Health services and is also looking for a job. DCFS developed a voluntary Family Reunification case plan. She does not have money to pay for mental health counseling. Please assist

**THIS SECTION IS FOR DPSS LINKAGES GSW'S DISPOSITION ON THIS REQUEST**

<b>Response to CSW Question:</b>  Ms. Jane Doe is eligible for GAIN services. I spoke with Ms. Doe's GAIN Services Worker (GSW), Mr. Joe Dang at (562) 888-8888, who scheduled her for an appointment on 08/09/11 @ 3:00 pm to sign contracts for a referral to the needed services. The GSW will schedule Ms. Doe for services close to home and will also assist her with job search services. Please inform Ms. Doe of her 8/9 appointment with the GSW. Please contact her GSW as noted above for ongoing service coordination on this case.
<b>Intervention with the family as a result of this request submitted (check all that apply):</b> <input type="checkbox"/> DCFS 5122 Referral for Food Stamps/Medi-Cal for: <input type="checkbox"/> Family w/ children <input type="checkbox"/> Non-Needy Caretaker <input type="checkbox"/> Needy Caretaker  <b>TO DPSS District Office:</b> _____ <input type="checkbox"/> CalWORKs Sanction/Penalty Lifted (coordinated with PT & EW to have sanction/penalty lifted, includes but not limited to DA sanction/penalty) <input type="checkbox"/> GAIN Sanction Lifted (coordinated with PT & GSW/EW to have PT's sanction lifted) <input checked="" type="checkbox"/> Service/Case Coordination on Mutual Case (e.g., DCFS and WTW plan coordinated, registered PT into GAIN to access services) <input checked="" type="checkbox"/> Family Preservation (FP) (e.g., provided GAIN FP information, facilitated connection between CBL/CSW/FP Agency and GSW) <input checked="" type="checkbox"/> DCFS 5230 AB 429/Family Reunification (FR) GAIN Referral (e.g., Initiated FR referral to GAIN, facilitated connection between CSW and FR GSW) <input type="checkbox"/> GN 6380 – Family Maintenance (FM) (e.g., Initiated FM referral to GAIN, facilitated connection between CSW and FM GSW) <input type="checkbox"/> Housing Assistance (e.g., referral to DPSS administered programs, provided housing/homeless program information) <input type="checkbox"/> Assistance with CalWORKs Case (e.g., case transfer closer to home, coordination to add child/spouse to CalWORKs case, assisted PT have aid restored, assisted in resolving Medi-Cal issues) <input type="checkbox"/> DPSS Info/Resource Referral (e.g., provided DPSS worker information to CSW and/or participant, provided CSW and/or participant information on GAIN/CalWORKs – ancillary/work-related expenses, transportation, and child care.)

CalWORKs Information		GAIN Information	
<b>Dist. Office:</b> 40	<b>EW File #/Phone #:</b> Joe Doe (562) 444-4444	<b>Region:</b> VI	<b>GSW File #/Phone #:</b> Joe Dang (323) 333-3333
<b>Linkages GSW:</b> Linkages GSW		<b>Date of Response:</b> 08/4/11	

Rev. 05/24/11

**Linkages GAIN Services Worker  
Information Request Form**

Date of Request: 08/01/11		DCFS Office: Santa Fe Springs	
CSW Name: John Doe		Select One: <input checked="" type="checkbox"/> Emergency Response CSW <input type="checkbox"/> Family Maintenance & Reunification CSW <input type="checkbox"/> Dependency Investigator	
CSW Phone #: (562) 999-9999 Cubicle #: 419		Case # (if applicable): 9999999	DOB: 01/01/01
Case Name: Jane Doe		Child's Name & DOB: Baby Doe 01/01/10, Baby Doe 2 02/02/11	
Participant Telephone Number: (562) 999-9999			
Type of Information Requested (select all that apply)			
<input type="checkbox"/> CalWORKs (Family Cash Aid) <input type="checkbox"/> Homeless <input checked="" type="checkbox"/> CalFresh (formerly known as Food Stamps)	GAIN Program (select all that apply): <input type="checkbox"/> Mental Health/Substance Abuse/Domestic Violence <input type="checkbox"/> CSW & GAIN GSW Service Coordination For: <input type="checkbox"/> Family Preservation <input type="checkbox"/> Family Reunification <input type="checkbox"/> Family Maintenance (DCFS Pomona & SF Springs Only) <input type="checkbox"/> Other Welfare-to-Work Activity (Job Search, Training, education) <input type="checkbox"/> Child Care/Transportation/Ancillary/Work-Related Expenses		<input type="checkbox"/> General Relief (Adult Cash Aid) <input checked="" type="checkbox"/> Food Stamps <input type="checkbox"/> Medi-Cal

CSW Urgent Request
Explain the reason for urgent request, including any deadlines, court dates, etc., to determine the level of urgency in responding:  Information Needed By: <u>N/A</u>

CSW Question
I screened Family for potential eligibility for CalWORKs via the DCFS 5122 and the family is not potentially eligible. Is the family potential eligible for Food Stamps and Medi-Cal.  I am attaching the pre-populated DCFS 5122 screening form for your use.

**THIS SECTION IS FOR DPSS LINKAGES GSW'S DISPOSITION ON THIS REQUEST**

<b>Response to CSW Question:</b> I screened the Doe family and found the family to be potentially eligible for CalFresh and Medi-Cal. The family was given the DCFS 5122 referral and referred to the office noted below.
<b>Intervention with the family as a result of this request submitted (check all that apply):</b> <input checked="" type="checkbox"/> DCFS 5122 Referral for Food Stamps/Medi-Cal for: <input checked="" type="checkbox"/> Family w/ children <input type="checkbox"/> Non-Needy Caretaker <input type="checkbox"/> Needy Caretaker
<b>TO DPSS District Office:</b> <u>Norwalk District #40</u>
<input type="checkbox"/> <b>CalWORKs Sanction/Penalty Lifted</b> (coordinated with PT & EW to have sanction/penalty lifted, includes but not limited to DA sanction/penalty) <input type="checkbox"/> <b>GAIN Sanction Lifted</b> (coordinated with PT & GSW/EW to have PT's sanction lifted) <input type="checkbox"/> <b>Service/Case Coordination on Mutual Case</b> (e.g., DCFS and WTW plan coordinated, registered PT into GAIN to access services) <input type="checkbox"/> <b>Family Preservation (FP)</b> (e.g., provided GAIN FP information, facilitated connection between CBL/CSW/FP Agency and GSW) <input type="checkbox"/> <b>DCFS 5230 AB 429/Family Reunification (FR) GAIN Referral</b> (e.g., Initiated FR referral to GAIN, facilitated connection between CSW and FR GSW) <input type="checkbox"/> <b>GN 6380 – Family Maintenance (FM)</b> (e.g., Initiated FM referral to GAIN, facilitated connection between CSW and FM GSW) <input type="checkbox"/> <b>Housing Assistance</b> (e.g., referral to DPSS administered programs, provided housing/homeless program information) <input type="checkbox"/> <b>Assistance with CalWORKs Case</b> (e.g., case transfer closer to home, coordination to add child/spouse to CalWORKs case, assisted PT have aid restored, assisted in resolving Medi-Cal issues) <input type="checkbox"/> <b>DPSS Info/Resource Referral</b> (e.g., provided DPSS worker information to CSW and/or participant, provided CSW and/or participant information on GAIN/CalWORKs – ancillary/work-related expenses, transportation, and child care.)

CalWORKs Information		GAIN Information	
Dist. Office:	EW File #/Phone #:	Region:	GSW File #/Phone #:
Linkages GSW: Linkages GSW		Date of Response: 08/4/11	

Rev. 05/24/11

# Team Decision Meetings

**PURPOSE:** To make immediate decision regarding child's placement.

**CORE VALUES:**

- Every child deserves a family
- Every family needs the support of the community
- Public child welfare agencies need community partners

**WHEN TO SCHEDULE:**

- Before any placement or re-placement occurs
- Before any initial court hearing in cases of imminent risk of removal
- Prior to reunification
- At 3 and 6 months in care for case planning purposes

**GOAL OF THE MEETING:**

Team, including family, seeks consensus decision regarding placement that protects child and preserves or reunifies family.

**DISTINCTIVE ELEMENT:**

Held for EVERY placement-related decision faced by EVERY family served by public child welfare agency.

**DECISION RESPONSIBILITY:**

Agency maintains responsibility if consensus regarding placement issue cannot be achieved.

**Who may attend a TDM meeting?**

- Parents/Family Members/Caregivers
- People who support the family
- Social Workers/Supervisors
- Community Representatives, including family advocates
- Service Providers
- TDM Facilitator
- DPSS CalWORKs/GAIN Worker
- Others identified by the family or Social Worker

**Why include a GAIN/Welfare-to-Work Worker in a TDM meeting?**

Through collaboration between DCFS and DPSS at TDM meetings, families can benefit from increased access to supportive services, coordination of services for families involved in both child welfare and public assistance, and mitigation of barriers to economic stability that may exist. Planned and purposeful involvement of a DPSS GAIN/Welfare-to-Work worker in TDM meetings helps families in becoming self-sufficient, ensures the safety of their children and, ultimately, allows them to be better able to provide for their families.

**When is a co-located Linkages GAIN Services Worker asked to attend a TDM meeting?**

The co-located Linkages GAIN Services Worker (GSW) is asked to attend a TDM meeting when a family is identified as having an open CalWORKs case or when the family does not have an open DPSS case but has been determined to be potentially eligible for CalWORKs.

### **Which type of case is a PRIORITY for the co-located Linkages GSW to attend the TDM?**

1. Families who have an open case with both DCFS and CalWORKs (mutual clients).
2. Families who are potentially eligible for CalWORKs.
3. Relative caregivers who are potentially eligible for CalWORKs.

### **How does DCFS ask for DPSS involvement at a TDM?**

1. TDM Facilitator will contact the co-located Linkages GSW when a priority case is scheduled for a TDM.
2. The TDM Facilitator provides the TDM Referral Form (**DCFS 174**) to the co-located Linkages GSW of the identified case.
3. The Linkages GSW confirms the CalWORKs and GAIN status of the family.
4. DCFS worker explains to the family the benefits of having the Linkages GSW attend the TDM and requests the family's permission for the Linkages GSW to attend.

### **What is the co-located Linkages GSW role during the TDM?**

The role of a co-located Linkages GSW during the TDM may include, but is not limited to the following:

- Assess needs and eligibility for DPSS services as part of the plan for the child(ren) to remain safely in the home.
- Consult with the CSW prior to, or following, a TDM to provide information about the individual's/family's DPSS case information (e.g., household composition, sanction status)
- Assess the need to change the current Welfare-to-Work (WtW) plan to ensure parents are able to comply with DCFS' requirements for the child(ren) to remain safely in the home.
- Discuss the availability of GAIN Specialized Supportive Services (Substance Abuse, Mental Health and Domestic Violence Services).
- Provide referrals to GAIN Specialized Supportive Services and negotiate GAIN participation agreements, as appropriate.
- Inform participants about Supportive Services available during their GAIN activities (child care, transportation, ancillary/work related expenses).
- Assist CSWs in referring potentially eligible clients to DPSS programs, as appropriate.
- Identify CalWORKs Family Reunification service coordination eligibility, if applicable and notification to DPSS when they are eligible to the services.
- Link CSWs to case carrying GAIN GSW for ongoing case coordination on mutual cases.
- Link CSWs to case-carrying Eligibility Workers to coordinate cash assistance.

### **What forms are needed?**

- Team Conference Understanding of Confidentiality – completed and signed at the beginning of TDM by all parties
- TDM Daily Log – completed by LGSW
- TDM Action Plan – completed by CSW and entered into TDM database



**Los Angeles County  
Department of Children and Family Services**

**Team Conference  
Understanding of Confidentiality**

**Family Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Welcome to the Team Conference concerning the above family. We are glad you are able to join us. This meeting is being held today for parents, family members, family support, invited community members and DCFS staff. We are here to decide on a plan to protect, place or provide for the children, and, if possible, preserve and/or reunite the family.

We may be discussing some sensitive issues and ask that you respect the family's right to privacy. It is important that you agree to abide by the rules of confidentiality. Information about minor children is confidential by law. Anything discussed during the meeting must not be repeated, either directly or indirectly, outside of the meeting, except by DCFS staff and service providers in the course of implementing the plan and reporting to the court. Information on mandated reporting will be provided to you.

**Parents:** By signing below, you agree to allow the participants listed below to remain in your meeting.

All Non-DCFS Participants: By remaining in the meeting and signing below, you agree to keeping confidential all information discussed at this Conference. Please sign your name and indicate your relationship to the family below. Thank you.

<b>Name</b>	<b>Relationship</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____



**Family Centered Conference Referral Form**

**CSW Instructions:**

1. Complete Page 1 only
2. Submit to SCSW for Approval
3. Submit to Scheduler

Date of Referral	Case Name	Referral/State No.	Court # (if applicable)
CSW	CSW Phone	Office	
SCSW	SCSW Phone	SDM Attached <input type="checkbox"/> Yes <input type="checkbox"/> N/A	CIMH/MHST Included <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary language of Conference	Service Component <input type="checkbox"/> ER <input type="checkbox"/> Voluntary <input type="checkbox"/> Court	Domestic Violence <input type="checkbox"/> Yes <input type="checkbox"/> No	Security Needed <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Conference <input type="checkbox"/> FGDM <input type="checkbox"/> PPC <input type="checkbox"/> RMP <input type="checkbox"/> TDM <input type="checkbox"/> Transitional Conference			

Has the family had a Conference before?  Yes  No If yes, what type and when?

**Primary Purpose/Concerns for the conference:**

---

**Child Information (please indicate if attending)**

Child's Name	DOB/Age	Current Placement	Is Child Detained?	Detention Date	MCAL	MCAL Provider
1	/		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	/		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	/		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	/		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	/		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Caregiver Information**

Name	Address	Phone Number	Relationship	Willing participant?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
School Name	Location	Phone Number		

**Family/ Extended Family, Community Support, Service Providers to be invited (include providers already involved):**

Name	Address	Phone Number	Relationship	Willing participant?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Service Providers, DCFS Staff/Resources to be invited**

<input type="checkbox"/> ISW CSW/SCSW	<input type="checkbox"/> PHN	<input type="checkbox"/> RUM	<input type="checkbox"/> Adoptions/P3	<input type="checkbox"/> Wrap/SOC
<input type="checkbox"/> Voluntary Services	<input type="checkbox"/> DMH	<input type="checkbox"/> YDS	<input type="checkbox"/> Educ. Liaison	<input type="checkbox"/> Service Provider/Caregiver
<input type="checkbox"/> Parenting	<input type="checkbox"/> Counseling	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> DPSS	
<input type="checkbox"/> Drug/Alcohol	<input type="checkbox"/> Probation	<input type="checkbox"/> Fam. Pres.	<input type="checkbox"/> Other	

SCSW'S Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

DCFS 174 (Rev. 05/2009) **NOTE: This is a 4 page document but only Page 1 is provided to illustrate how a LGSW is requested for a TDM meeting.**



# “Evaluation Depends on Good Data” Using Special Projects Codes to Track Linkages “Linkages - Screened for DPSS Assistance”

## Introduction

In California, both federal legislation (ASFA) and state legislation (AB 636) have brought about increased effort to document client outcomes in child welfare. The tools developed to measure child welfare outcomes can also be utilized to measure the client outcomes that result from Linkages coordinated services provided through the partnership between DCFS and DPSS.

## Special Projects

Using the Special Projects field in the Child Welfare Services/Case Management System (CWS/CMS) allows tracking of Linkages clients and evaluating the outcomes of Linkages service delivery. The Special Projects field in CWS/CMS is an optional field that counties can use to enter a particular code to identify a special population of clients. As part of tracking Linkages outcomes in relation to the child welfare outcomes stipulated in AB 636 measures, three different Linkages Special Projects will be utilized. They are:

1. Linkages - Screened for DPSS Assistance
2. Linkages – Mutual Client
3. Linkages - AB 429 FR CalWORKs

## Special Project Code: “Linkages - Screened for DPSS Assistance” (CWS/CMS Screen)

The screenshot shows the 'Special Project' section of the CWS/CMS interface. It includes a table with columns for Special Project Name, Start Date, End Date, and County. Below the table is a form with dropdown menus for Special Project Name, Start Date, End Date, and County, and a text field for Description. Five callouts provide instructions:

1. Open Existing Referral or Case
2. Click on Special Projects
3. Click on Plus Sign
4. In drop down menu, select “Linkages - Screened for DPSS Assistance”
5. Enter start date as date DCFS 5122 form given to client.

## Special Project Code: “Linkages - Screened for DPSS Assistance”

Definition: DCFS determined family to be potentially eligible for CalWORKs/General Relief and referred client to DPSS office for an expedited intake process.

### Who enters the code:

- Designated Clerical staff collects the DCFS 5122 forms (Page 1) deposited by DCFS staff in the “5122 In-Box.”
- **DCFS 5122, Page 1: If any box other than the “Info Only’ box is marked under the section ‘Results of Screening Family’, Clerical staff updates CWS/CMS with the “Linkages – Screened for DPSS Assistance” Special Projects Code and enters the date the referral was given to the client.**
- Returns hardcopy to case file.

### Steps:

1. The “Linkages - Screened for DPSS Assistance” Special Project code can be accessed from either the Case or Referral sections in CWS/CMS. For closed referrals in ER, the code “Linkages - Screened for DPSS Assistance” shall be accessed from the Referral section of CWS/CMS. For CPS referrals that become cases in ER and other cases in ongoing service units, the code shall be accessed from the Case section of CWS/CMS.
2. From the Case or Referral sections in CWS/CMS click on the “Special Projects” tab and click on the plus sign.
3. In the drop down menu under Special Projects Name select “Linkages - Screened for DPSS Assistance”.
4. Click on the “Start Date” box and enter the date when parents were provided the DCFS Form 5122.
5. If the case or referral is closed before their CalWORKs application is approved, then enter an end date to reflect the DCFS closure date. If the case becomes open to both CalWORKs and child welfare service, enter an end date for “Linkages - Screened for DPSS Assistance” Special Project code and see parts A and B for how to update the code.

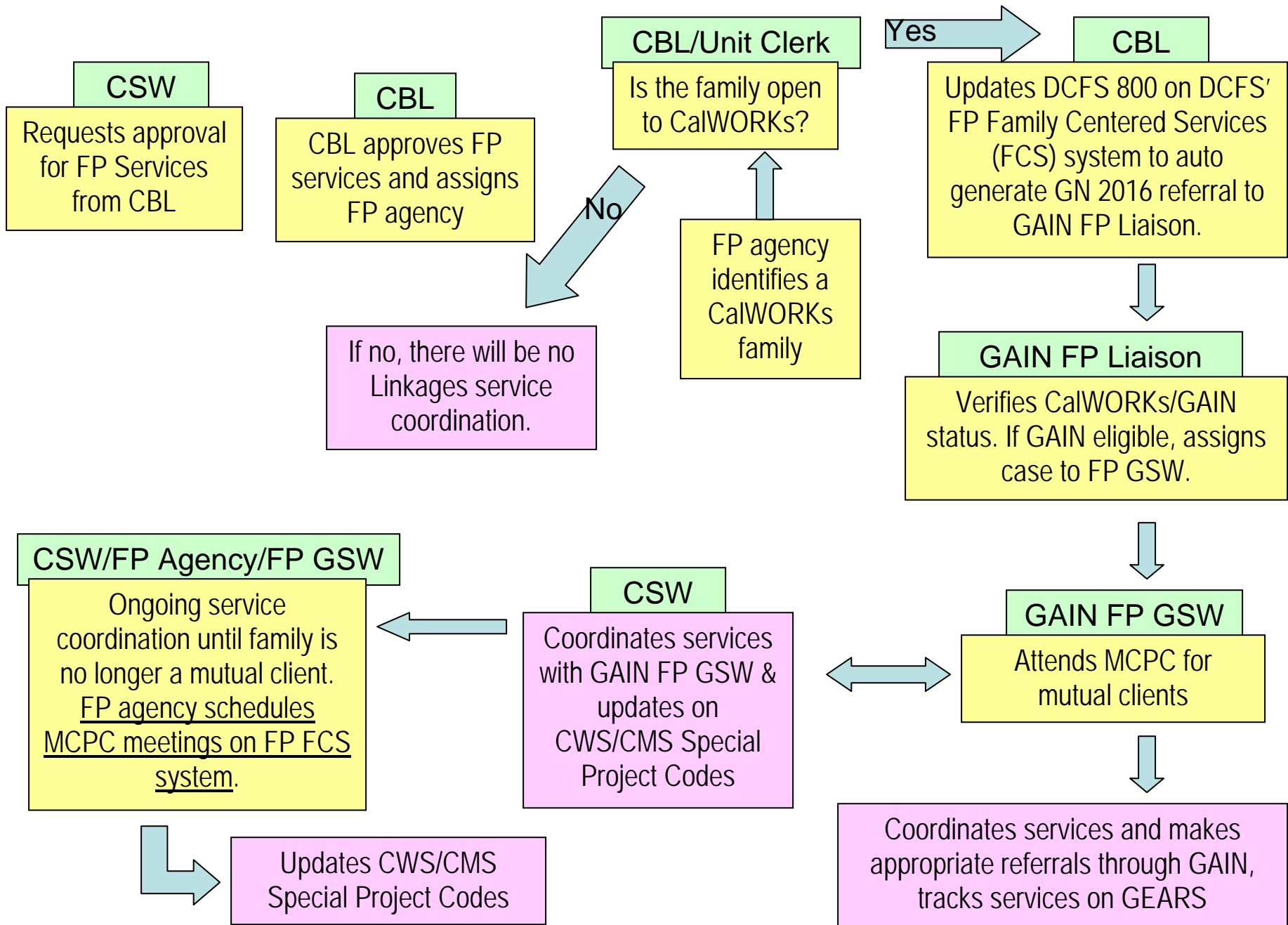
# Coordinating Services for Participants with a DCFS Family Preservation (FP) Plan: Procedures Role & Responsibilities



What Happens?	When Does It Happen?	Who Does It?
<p>1. Determine <i>early</i> if family has an open CalWORKs case – AND - re-confirm at point of referral to FP services.</p>	<ul style="list-style-type: none"> <li>▪ At assignment of child abuse/neglect referral to DCFS, check CalWORKs case status</li> <li>▪ When DCFS Children’s Social Worker (CSW) submits the case to the DCFS Community Based Liaison (CBL) for FP approval, re-checks CalWORKs case status.</li> <li>▪ When DCFS CBL approves FP and assigns referral packet to an FP Agency, indicate CalWORKs status on the DCFS 800. <b><u>If CalWORKs is open</u></b>, also inputs the LEADER case number.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Search Attach Assign Merge Specialist (SAAMS) Clerk</li> <li>▪ DCFS CSW with assistance of Unit Clerk</li> <li>▪ DCFS CBL with assistance from Unit Clerk (for LEADER access as needed).</li> </ul>
<p>2. Promote accurate updating of CalWORKs status on DCFS 800 on FP FCS system, to notify DPSS of a CalWORKs participant with FP case plan.</p>	<ul style="list-style-type: none"> <li>▪ When CBL approves FP services &amp; assigns case to FP agency for a CalWORKs parent on DCFS’ Family Centered Services (FCS), a referral (GN 2016) is automatically generated to the GAIN FP Liaison.</li> <li>▪ Automatic email generated to GAIN FP Liaison, GAIN FP GSW, assigned FP Agency, CBL, assigned CSW and GAIN FP Manager of potential Linkages case.</li> <li>▪ Within 3 business days of receiving FP referral, GAIN FP Liaison processes GN 2016 on FCS system indicating if the parent will be eligible for services through GAIN. <ul style="list-style-type: none"> <li><u>If parent is eligible for GAIN (Welfare-to-Work) Services:</u> <ul style="list-style-type: none"> <li>➢ GAIN case is assigned to the FP GSW;</li> <li>➢ DCFS CSW forwards copy of the DCFS 802 to FP GSW;</li> <li>➢ FP agency schedules the Multi-Disciplinary Case Planning Committee (MCPC) meeting on FCS system;</li> <li>➢ Automatic email generated to GAIN FP GSW, FP agency, assigned CSW, CBL, FP Liaison/GSS, and GAIN FP Manager.</li> </ul> </li> <li><u>If parent is NOT eligible for GAIN services</u>, the reason for ineligibility is posted on the FCS system.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ CBL</li> <li>▪ DCFS FCS System</li> <li>▪ GAIN FP Liaison/GSS</li> <li>▪ GAIN FP GSW</li> <li>▪ DCFS CSW</li> </ul>
<p>3. Tighter ongoing service coordination on mutual (Linkages) cases. GAIN FP Liaison, CBL, DCFS Region Linkages Coordinator work together as needed.</p>	<ul style="list-style-type: none"> <li>▪ <u>If parent is GAIN eligible, the parent is considered a Linkages case.</u></li> <li>▪ FP agency schedules the MCPC on FCS system.</li> <li>▪ Automatic email generated to GAIN FP GSW, FP Agency (IHOC), assigned CSW, CBL, FP Liaison/GSS, and GAIN FP Manager.</li> <li>▪ GAIN FP GSW attends initial/subsequent MCPC meetings.</li> <li>▪ FP Agency &amp; GAIN FP GSW share case plan updates &amp; progress regularly.</li> <li>▪ As needed, GAIN FP Liaison, CBL, and DCFS Region Linkages Coordinator facilitate resolution of communication issues between DCFS/DPSS case carrying worker and/or FP Agency.</li> <li>▪ Service coordination occurs at MCPC meetings, prior to any Review Hearing, at termination of FP services and any other time as needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FP Agency Liaison</li> <li>▪ DCFS FCS System</li> <li>▪ FP GSW &amp; FP Agency Liaison</li> <li>▪ FP Liaison</li> <li>▪ CBL</li> <li>▪ DCFS Region Linkages Coordinator</li> </ul>
<p>4. Consistent tracking of FP Linkages cases on CWS/CMS.</p>	<ul style="list-style-type: none"> <li>▪ Post initial MCPC meeting on Linkages cases, select the “Linkages mutual client” Special Project Code” &amp; enter start date (MCPC meeting date) on CWS/CMS.</li> <li>▪ When CSW terminates FR services or when the case stops being a mutual case (CalWORKs terminates), update the “Linkages- mutual client” Special Project Code with an end date.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSW</li> </ul>

Rev. 08.16.11

# Family Preservation Service Coordination Process Flow



COUNTY OF LOS ANGELES - DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
**FAMILY CENTERED SERVICE REQUEST - SERVICE AUTHORIZATION (PAGE 1 OF 2)**

*The Safety of A Child is our First Priority*

**A. ACTION** (Check New Referral -or- Update Case)

NEW REFERRAL REQUEST #: \_\_\_\_\_ Request Date: \_\_\_\_\_

FAMILY PRESERVATION  ALTERNATIVE RESPONSE  Skid Row  PFF

REFERRED FOR: STATE ID/ SERIAL#: \_\_\_\_\_

CHILD LAST \_\_\_\_\_ FIRST \_\_\_\_\_ CWS/CMS CASE # \_\_\_\_\_  
 FAMILY LAST \_\_\_\_\_ FIRST \_\_\_\_\_ CWS/CMS REFERRAL # \_\_\_\_\_

UPDATE CASE FOR: FP NUMBER: \_\_\_\_\_ -or- STATE ID/ SERIAL#: \_\_\_\_\_

EXTEND SERVICES  TERMINATION Date: \_\_\_\_\_ Case Closure Reason Code: \_\_\_\_\_  CHANGE (Indicate Chg in Section C,D or E)

TRANSFER (TRANSFER \_\_\_\_\_ Out of AGENCY: \_\_\_\_\_ Into AGENCY: \_\_\_\_\_)

**B. SERVICE TYPE/ASSIGNMENT** (To be completed by Community -Based Liaison (CBL))

EFFECTIVE DATE: \_\_\_\_\_ AGENCY: \_\_\_\_\_  
 Duration:  1 MONTH  2 MONTHS  3 MONTHS  6 MONTHS

*Service Type:*

FAMILY PRESERVATION:  BASE RATE  TRANSITIONAL SERVICES

Other Family Centered Services:  FAMILY SUPPORT  TIME-LIMITED RE-UNIFICATION

ADD/REMOVE Agency:  ADD\* (Complete Section C. with ADD Agency)  REMOVE\* (When Adding/Removing, provide Agency & Effective Date)

ASSIGNMENT CORRECTION (i.e. Correcting Effective Dates, etc., and Specify Instructions in Comments Section Below)

COMMENTS:  CORRECT EFFECTIVE DATE(s) EFFECTIVE DATE: \_\_\_\_\_

**C. PRIMARY CAREGIVER**  CHANGE  ADD FAMILY LOCATION  REMOVE FAMILY LOCATION EFF. DATE: \_\_\_\_\_

LAST NAME	FIRST NAME	ETHNICITY	DOB	LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH <input type="checkbox"/> OTHER
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NO.		RELATIONSHIP(S) TO CHILDREN		
OTHERS (ADULTS IN HOME)				

**D. CASE INFORMATION**  CHANGE EFF DATE: \_\_\_\_\_

CASE LAST NAME	CASE FIRST NAME	ETHNICITY	DOB	LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH <input type="checkbox"/> OTHER
CSW LAST NAME	CSW FIRST NAME	CSW FILE NO.		
CSW PHONE NO.	CSW FAX NO.	SPA	OFFICE	
SCSW LAST	SCSW FIRST	SCSW PHONE NO.		
CBL LAST NAME	CBL FIRST NAME	CBL PHONE NO.	CBL FAX NO.	

**E. CHILD INFORMATION**  CHANGE EFF DATE: \_\_\_\_\_

LAST NAME	FIRST NAME	DOB	M/F	OPEN DCFS	REMOVE
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



COUNTY OF LOS ANGELES - DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
**FAMILY CENTERED SERVICE REQUEST - SERVICE AUTHORIZATION (PAGE 2 OF 2)**  
*The Safety of A Child is our First Priority*

CASE NAME: \_\_\_\_\_ REQUEST #: \_\_\_\_\_ or STATE ID/SERIAL#: \_\_\_\_\_

**F. OTHER INFORMATION**

GAIN <input type="checkbox"/> YES <input type="checkbox"/> NO	CALWORKS <input type="checkbox"/> YES <input type="checkbox"/> NO	WORKER NAME: _____ FILE NO: _____	PHONE: _____ OFFICE LOCATION: _____
REFERRAL BEING MADE TO: <input type="checkbox"/> PREVENT PLACEMENT <input type="checkbox"/> FACILITATE REUNIFICATION <input type="checkbox"/> ADOPTIVE PLACEMENT <input type="checkbox"/> COURT ORDERED			
REFERRAL INITIATED BY: <input type="checkbox"/> ERCP <input type="checkbox"/> ER <input type="checkbox"/> DI <input type="checkbox"/> FM <input type="checkbox"/> FR <input type="checkbox"/> PP <input type="checkbox"/> ADOPT			
COURT STATUS: <input type="checkbox"/> NONE <input type="checkbox"/> PRE-ADJUDICATION <input type="checkbox"/> POST-ADJUDICATION <input type="checkbox"/> POST-DISPOSITION <input type="checkbox"/> LEGAL GUARDIANSHIP <input type="checkbox"/> ADOPTION			

**G. PLEASE DESCRIBE THE PRESENTING PROBLEMS/AREAS OF CONCERN** (Comments, Maximum 500 characters)

**H. PLEASE DESCRIBE THE FAMILY STRENGTHS** (Comments, Maximum 500 characters)

**I. PRELIMINARY ASSESSMENT OF SERVICES NEEDED IN ADDITION TO IN-HOME COUNSELING:**

<input type="checkbox"/> Auxiliary Funds	<input type="checkbox"/> Teaching/Demonstrating Homemaker	<input type="checkbox"/> Employment Training Services
<input type="checkbox"/> Parent Self-Help	<input type="checkbox"/> Substance Abuse Treatment	<input type="checkbox"/> Housing
<input type="checkbox"/> Parent Training	<input type="checkbox"/> Child Care	<input type="checkbox"/> Mental Health Services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Drug Testing	<input type="checkbox"/> Education
<input type="checkbox"/> Substitute Adult Role-Model	<input type="checkbox"/> Motel - Emergency Housing	<input type="checkbox"/> Special Education
<input type="checkbox"/> Health Care	<input type="checkbox"/> Counseling (Out of Home)	<input type="checkbox"/> Other
<input type="checkbox"/> Income Support Services	<input type="checkbox"/> Developmental Services	
<input type="checkbox"/> Physical Development Services		

**J.  GOALS or  OUTCOMES or  TERMINATION NOTES or  DENIAL REASON** (Comments, Maximim 500 characters)

**TERMINATION - Code / Reason for Case Closing** (This Code is used in section A for a TERMINATION Action)

1 - Successful Family Preservation	5 - Case Never Activated	9 - Suitable Placement (Probation)
2 - Successful Family Reunification	6 - Court Terminated Services	10 - Case Closed within 30 Days
3 - Family Moved from Area	7 - Case Closed for Administrative Reasons	11 - Case Created in Error
4 - Family Refused Services/Dropped Out	8 - Child Detained/Arrested	12 - AWOL
		13 - Successful ARS

**K. SIGNATURES**

CSW SIGNATURE	DATE	CBL SIGNATURE	DATE
SCSW SIGNATURE	DATE	ARA / FP PROGRAM MANAGER SIGNATURE	DATE

76F 104S DCFS 800 REV 02/16/06

**FAMILY PRESERVATION PROGRAM (FPP)/PARTNERSHIP FOR FAMILIES (PFF)  
 CONSENT TO RELEASE AND EXCHANGE INFORMATION**

1. Case Name	2. Case Number
3. Parent's/Guardian's Names <i>(if different from Case Name)</i>	4. Date of Birth
5. Parent's/Guardian's Names <i>(if different from Case Name)</i>	6. Date of Birth
7. Name(s) of Children	8. Date(s) of Birth
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____

**9. CONSENT STATEMENT**

I/we understand that as a necessary part of my/our participation in the Community Based Program (FPP/PFF), the agencies involved must have access to records pertaining to my/our family. Therefore, I/we give permission to the Department of Children and Family Services (DCFS) to release, disclose, and/or exchange information about myself and my child(ren) listed above with a Community Based Agency and the participating agencies which may include, but are not limited to: the Departments of Health Services, Mental Health, Public Social Services and Education. This consent includes both written and oral communication about social, medical, developmental, psychological, educational, behavioral and other individual and family issues.

This signed consent form will remain in effect for the duration of my/our family's participation in the ~~FP~~ program.

10. Signature of Parent(s) Guardian(s)	11. Date of Signature
_____ _____	_____ _____
12. CSW's Signature	13. Date of Signature
<input type="checkbox"/> FP _____ <input type="checkbox"/> PFF _____ <input type="checkbox"/> Other _____	_____ _____

DCFS 802 (REVISED 7/1/05)

## Consentimiento para Revelar y Cambiar Información

1. Nombre del Caso	2. Número del Caso
3. Nombre de Padre(s) / Madre(s) o Guardianes <i>(Si es diferente al Nombre del Caso)</i>	4. Fecha de Nacimiento
5. Nombre de Padre(s) / Madre(s) o Guardianes	6. Fecha de Nacimiento
7. Nombre(s) de Niño(s) y Niña(s)	8. Fecha(s) de Nacimiento
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
<p><b>9. DECLARACIÓN DE CONSENTIMIENTO PARA REVELAR INFORMACIÓN</b></p> <p>Yo/nosotros entiendo/entendemos que cómo una parte necesaria de mi/nuestra participación en la Agencia de Programa Comunitarias, las agencias involucradas tienen que tener acceso a los archivos pertinentes a mi/nuestra familia. Por lo tanto, yo/nosotros le damos nuestro permiso al Departamento de Servicio para Niños y Familias (DCFS) para revelar, divulgar, y/o intercambiar información sobre mi persona y mi niño(s)/niña(s) los antes mencionados con la Agencia de Programa Comunitaria y las agencias participantes que pueden incluir, pero no son limitadas a los Departamentos de: Servicios de Salud, Salud Mental, Servicios Sociales Públicos y de Educación. Este consentimiento incluye tanto la comunicación por escrito como la comunicación oral pertinente a los asuntos sociales, médicos, de desarrollo, psicológicos, educativos, de compartimiento u otros asuntos individuales o familiares.</p> <p>Este consentimiento firmado continuará vigente durante la participación de mi familia en el programa.</p>	
10. Firma de Padre(s) / Madre(s) o Guardianes	11. Fecha de Firma
_____	_____
_____	_____
12. Firma del Trabajador Social para Niños	13. Fecha de Firma
_____	_____
<input type="checkbox"/> FP _____	
<input type="checkbox"/> PFF _____	
<input type="checkbox"/> Otro _____	

DCFS 802 (REVISED 7/1/05)

Identification of a Participant with Family Preservation Program Needs

TO: DPSS Family Preservation Liaison: GAIN Office Name & Address:
Name: Phone: Fax: Email:

FROM: [ ] Dept. of Children and Family Services (DCFS) Community Based Liaison (CBL)
[ ] Family Preservation Agency: Name: Phone: Fax:

RE: Participant Name: Case Number: DOB: Date Referred to Family Preservation Agency by DCFS:

Table with 3 columns: Servicing Family Preservation Agency, DCFS Children Social Worker (CSW), and rows for Name, Office, Telephone #, Fax #.

The above named participant has been identified as a CalWORKs participant with Family Preservation (FP) Program services needs. Please ensure the case is assigned to the Specialized Supportive Services FP GAIN Services Worker (GSW) within three (3) business days and that FP Program activities in the participant's FP case plan are evaluated for inclusion in their Welfare-to-Work plan.

- [ ] Multi-Disciplinary Case Planning Committee (MCPC) Pending: The MCPC meeting is not yet scheduled; 2nd GN 2016 will be initiated by the FP agency.
[ ] The next scheduled MCPC meeting is as follows: Date: Time: Location:

The above information [ ] confirms a previously pending MCPC meeting or [ ] reschedules a MCPC meeting.

Name (print) & Signature of CBL/FP Representative Phone Number Date

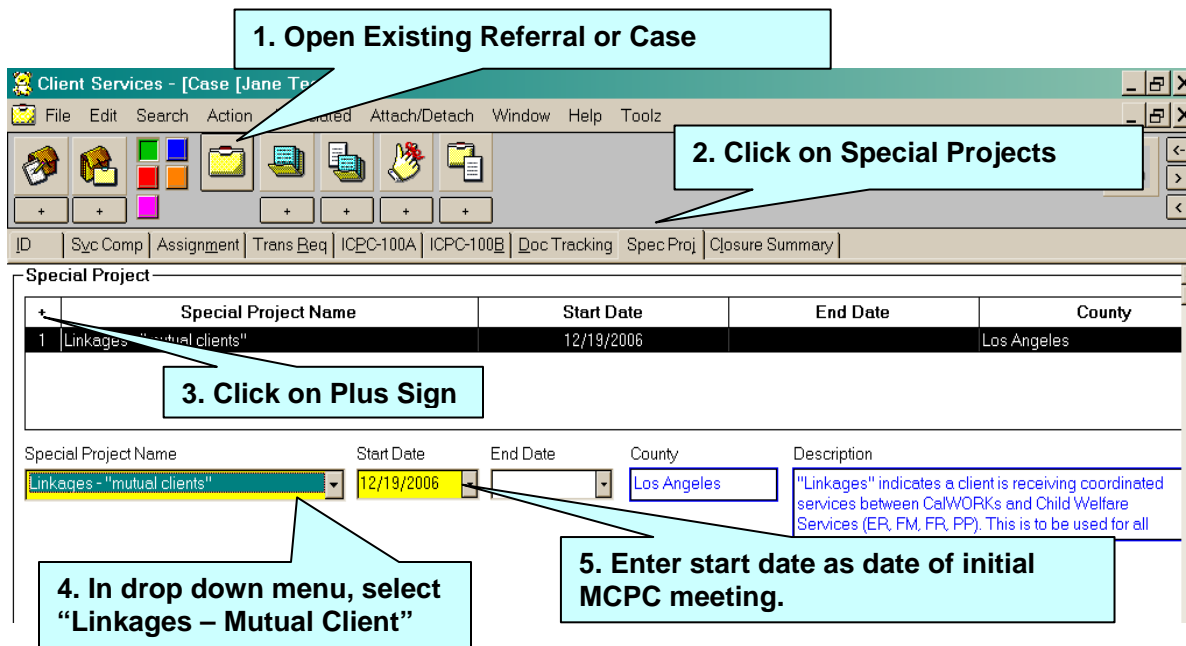
DPSS Use Only

Date GN 2016 Received: Date GN 2016 Returned to DCFS:
[ ] Participant is not eligible to GAIN/FP services because
[ ] Participant is eligible to GAIN/FP services
[ ] Participant may be eligible upon [ ] sanction being lifted or [ ] volunteering for PTL services.
[ ] Participant's CalWORKs application pending. Will provide FP eligibility notification by
[ ] Participant is exempt but may request to volunteer for services
[ ] Participant is eligible for GAIN Cal-Learn services with:
Case Assigned to FP GSW File #: Email:
FP GSW Name: Phone #: Fax #:
[ ] Participant belongs to Region GN 2016 forwarded to the FP Liaison on with a copy to the CBL noted above.

GN 2016 (rev 10-02-08Ver2)



## Using Special Projects Codes to Track Linkages Mutual Client: Family receiving service coordination between Child Welfare Services & CalWORKs



**Definition:** "Linkages" indicates a client is receiving coordinated services between CalWORKs and Child Welfare Services (Emergency Response, Family Maintenance, Family Preservation or Permanency Planning). The "Linkages - Mutual Client" Special Project codes is only to be used for all mutual clients where both DCFS & DPSS case workers are coordinating services for the family, except for Family Reunification/AB 429 clients.

### Who enters the code:

CSW updates Special Project Code in CWS/CMS when FP mutual case is confirmed by DPSS GAIN FP Liaison; CSW updates again when FP services end.

### Steps for Family Preservation Mutual Clients:

1. CSWs shall enter the special projects code "Linkages - Mutual Client" when DPSS confirmed the client to be eligible for GAIN services and initial service coordination happens with DPSS GAIN FP GSW, which occurs at initial Multi-Disciplinary Case Planning Committee (MCPC) meeting –OR- via telephone if FP GSW is unable to attend initial MCPC meeting.
2. The "Linkages - Mutual Client" Special Project code can be accessed from the Case section in CWS/CMS.
3. From the Case management section in CWS/CMS click on the "Special Projects" tab and click on the plus sign.
4. In the drop down menu under Special Project Name select "Linkages - Mutual Client".
5. Click on the "Start Date" box and enter the date.
6. Upon closing the child welfare case or the case becoming an AB 429 case after removal of children or upon receiving information about CalWORKs case closure, enter an "End Date".

# Coordinating Services for Participants with a DCFS Family Reunification (FR) Plan: Procedures Role & Responsibilities



What Happens?	When Does It Happen?	Who Does It?
<p>1. Determine <i>early</i> if family has an open CalWORKs case – AND - re-confirm at FR decision points.</p>	<ul style="list-style-type: none"> <li>▪ At assignment of child abuse/neglect referral to DCFS, check CalWORKs case status.</li> <li>▪ Following detention hearing re-confirm CalWORKs case status for court FR cases</li> <li>▪ When voluntary placement agreement signed, re-confirm CalWORKs case status for voluntary FR cases</li> </ul>	<ul style="list-style-type: none"> <li>▪ Search Attach Assign Merge Specialist (SAAMS) Clerk</li> <li>▪ DCFS CSW Unit Clerk</li> </ul>
<p>2. Co-located Linkages GAIN Services Worker (GSW) initiates referral to DPSS of a family potentially eligible to CalWORKs FR service coordination via the DCFS 5230 form.</p>	<ul style="list-style-type: none"> <li>▪ Within 1 business day of court minute order or voluntary placement, DCFS Supervising Children’s Social Worker (SCSW) requests LEADER printout from Unit Clerk to verify the family’s CalWORKs status:                             <ul style="list-style-type: none"> <li>➢ <u>If CalWORKs is open</u>, provides minute order or voluntary placement agreement and LEADER printout to co-located Linkages GSW.</li> <li>➢ <u>If CalWORKs is not open</u>, it is not a mutual case – not a Linkages case.</li> </ul> </li> <li>▪ Co-located Linkages GSW verifies the parent’s eligibility to GAIN services and notifies the DCFS Children’s Social Worker (CSW) as follows:                             <ul style="list-style-type: none"> <li>➢ <u>If parent is GAIN eligible</u>, parent may receive CalWORKs FR service coordination through GAIN and processes DCFS 5230. Linkages GSW completes DCFS 5230 form in consultation with CSW. DCFS 5230 initiated to <u>CalWORKs and GAIN</u>.</li> <li>➢ <u>If parent is not GAIN eligible</u>, parent not eligible for CalWORKs FR service coordination through GAIN and DCFS 5230 is not processed. Linkages GSW completes DCFS 5230 and <u>CalWORKs only</u>.</li> </ul> </li> <li>▪ Within 3 business days of receiving DCFS 5230 form, GAIN FR GSW contacts assigned CSW to begin service coordination for the parent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DCFS SCSW</li> <li>▪ Co-located Linkages GSW</li> <li>▪ DCFS CSW</li> </ul>
<p>3. Tighter service coordination between DCFS and DPSS. TDM meetings for open CalWORKs cases are a priority for co-located Linkages GSW to attend.</p>	<ul style="list-style-type: none"> <li>▪ Prior to TDM meeting for FR/AB 429 family, TDM Facilitator/CSW/Unit Clerk check for CalWORKs status.</li> <li>▪ <u>If CalWORKs is open</u>:                             <ul style="list-style-type: none"> <li>➢ TDM Facilitator &amp; CSW invite co-located Linkages GSW to attend TDM meeting.</li> <li>➢ CSW and GAIN FR GSW initiate service coordination to mutually agree on the referrals (e.g., mental health, substance abuse, domestic violence, employment services) each will make.</li> <li>➢ CSW &amp; GAIN FR GSW share case plan updates and progress regularly.</li> </ul> </li> <li>▪ Service coordination occurs at TDMs, prior to each Review Hearing, at termination of FR services and any other time as needed.</li> <li>▪ DCFS Linkages Coordinator/GAIN FR Liaison facilitates resolution of any communication issues between GAIN CSW and GAIN FR GSW as needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ TDM Facilitator</li> <li>▪ CSW</li> <li>▪ GAIN FR GSW</li> <li>▪ FR Liaison/GSS</li> <li>▪ DCFS Linkages Coordinator</li> </ul>
<p>4. Consistent tracking of FR/AB 429 families in CWS/CMS.</p>	<ul style="list-style-type: none"> <li>▪ When CSW receives copy of DCFS 5230 indicating FR referral to DPSS was processed, CSW updates CSW/CMS with “Linkages – FR AB 429” Special Project Code with a start date.</li> <li>▪ When CSW terminates FR services, CSW enters end date for “Linkages – FR AB 429” Special Project Code.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSW</li> </ul> <p style="text-align: right;">Rev. 8.22.11</p>



# Family Reunification (AB 429) Service Coordination Process Flow



Minute Order

**ER SCSW/Unit Clerk**

Confirms family's CalWORKs status, open case?

Yes

**ER SCSW/Unit Clerk**

Requests co-located Linkages to verify parent's CalWORKs status & eligibility to GAIN services.

No

If no CalWORKs open, there will be no Linkages service coordination

**Co-Located Linkages**

If parent is not eligible to CalWORKs FR service coordination, initiates DCFS 5230 ONLY to CalWORKs FR Liaison with copy to CSW.

If parent is eligible to CalWORKs FR service coordination, initiates DCFS 5230 to CalWORKs & GAIN FR Liaisons with a copy to CSW.

Consults with CSW prior to initiating the DCFS 5230 GAIN, to initiate service coordination

**CSW/FR GSW**

Ongoing service coordination with GAIN FR GSW until FR is terminated or family is no longer mutual case

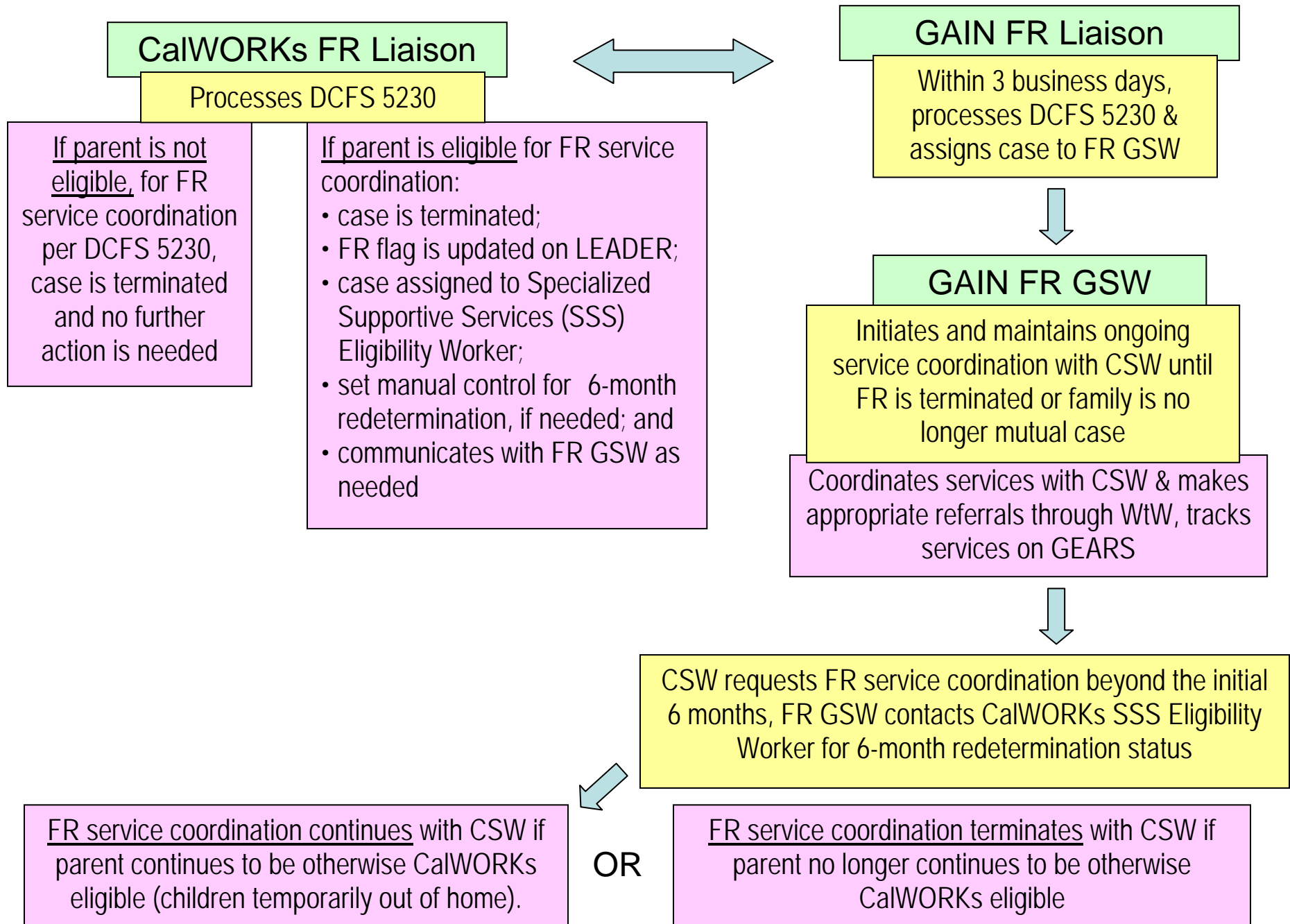
**CSW**

Updates CWS/CMS with "Linkages - FR/AB 429 Special Project Codes" upon initial service coordination w/ GAIN FR GSW

Updates CWS/CMS Special Project Codes with end date.

Continues on next page

# Family Reunification (AB 429) Service Coordination Process Flow (continued)



**AB 429 - FAMILY REUNIFICATION (FR)  
NOTIFICATION GRAM TO DPSS GAIN SERVICES WORKERS**

This form is initiated by the DPSS Linkages GAIN Services Worker (LGSW) in consultation with the DCFS Children's Social Worker (CSW) for new referrals. The Disposition Section and Parts I & II are completed by the LGSW. Part III is always completed by the DCFS CSW when informing DPSS of FR termination or requesting an extension.

**DCFS 5230 Disposition by the LGSW:**

- Referral processed as noted below.
- Referral not processed; parent not eligible (e.g., undocumented adult, SSI recipient, etc.) to FR because: \_\_\_\_\_

	<b>Attention: CalWORKs District Office</b>	<b>Attention: GAIN Region</b>
Office Name/Number:		
FR Liaison:		
Phone #:		
Email:		

**Disposition By LGSW:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART I (Please print)**

MOTHER'S NAME (Last, First, M.I.)	CASE NUMBER	MOTHER'S PHONE #	MOTHER'S DOB
SELECT ONLY ONE: <input type="checkbox"/> All the children <u>listed below</u> were removed from the home. <input type="checkbox"/> Partial removal, not all the children were removed. <u>Only the child(ren) listed below</u> were removed from the home.			
CHILD'S NAME	DATE OF BIRTH	CHILD'S NAME	DATE OF BIRTH
CHILD'S NAME	DATE OF BIRTH	CHILD'S NAME	DATE OF BIRTH
CHILD'S NAME	DATE OF BIRTH	CHILD'S NAME	DATE OF BIRTH

**PART II (Please print)**

DCFS 5230 (Rev. 12/09/09Ver2)

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Date: \_\_\_\_\_

This is to advise you that on \_\_\_\_\_ the above-cited child(ren) were detained/removed from the home of their parent(s) and it is the plan of the Department of Children and Family Services to provide Family Reunification Services to the family. I am requesting that your Family Reunification (FR) Liaison or FR GSW contact me within 3 business days to develop a coordinated service plan pursuant to Welfare and Institutions Code Section 11203.

The plan should include \_\_\_\_\_ hours/week of DPSS GAIN activities.

**The DPSS GAIN activities/services that are recommended/needed are:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Domestic Violence Services for: | <input type="checkbox"/> Job Club/Job Search           | <input type="checkbox"/> Transportation                                |
| <input type="checkbox"/> Legal Services                  | <input type="checkbox"/> Vocational Assessment         | <input type="checkbox"/> Ancillary/Work-Related Expenses               |
| <input type="checkbox"/> Counseling Services             | <input type="checkbox"/> Education/Training            | <input type="checkbox"/> Child Care (If not all children were removed) |
| <input type="checkbox"/> Substance Abuse Services        | <input type="checkbox"/> Learning Disability Screening | <input type="checkbox"/> Other:  |
| <input type="checkbox"/> Mental Health Services          |  |  |

Name & Title (CSW): \_\_\_\_\_ e-mail: \_\_\_\_\_

DCFS Office Name & Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

DCFS 5230 (Rev. 12/09/09Ver2)

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**PART III (Please print) This section is completed by CSW for FR termination or extension only.**

Date: \_\_\_\_\_

This is to advise you that the Dependency Court ordered the termination of Family Reunification Services effective \_\_\_\_\_ . The court ordered the child(ren) to be placed as follows:

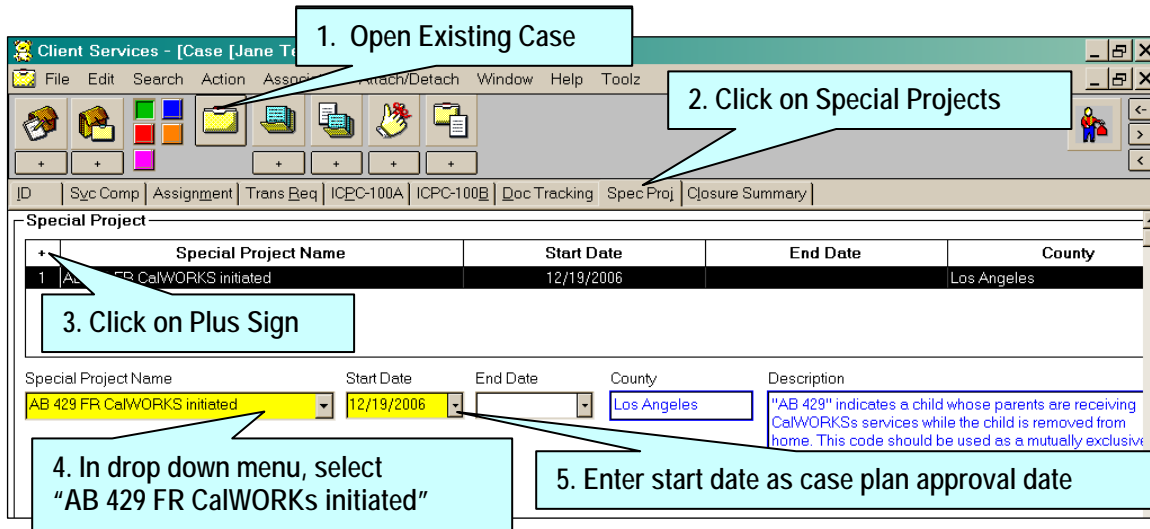
Child's Name _____	<input type="checkbox"/> Home of Parent	<input type="checkbox"/> Into a Permanent Plan
Child's Name _____	<input type="checkbox"/> Home of Parent	<input type="checkbox"/> Into a Permanent Plan
Child's Name _____	<input type="checkbox"/> Home of Parent	<input type="checkbox"/> Into a Permanent Plan
Child's Name _____	<input type="checkbox"/> Home of Parent	<input type="checkbox"/> Into a Permanent Plan
Child's Name _____	<input type="checkbox"/> Home of Parent	<input type="checkbox"/> Into a Permanent Plan
Child's Name _____	<input type="checkbox"/> Home of Parent	<input type="checkbox"/> Into a Permanent Plan

Extension Request for FR Services: The Dependency Court ordered the family continue to receive FR Services. Please contact me within 6 business days to develop a coordinated FR service plan.

Name & Title (CSW): \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

# “Evaluation Depends on Good Data” Using Special Projects Codes to Track Linkages “Linkages - AB 429 FR CalWORKs”



**Definition:** “Linkages - AB 429 FR CalWORKs” Special Projects Code indicates all children aided on a CalWORKs case were removed from the home and the parent is GAIN eligible. This code should only be used for this category of clients.

**Who enters code:**

CSWs shall enter the special projects code “Linkages - AB 429 FR CalWORKs” for a Family Reunification (FR) service case plan and DPSS has confirmed the parent is GAIN eligible to CalWORKs FR service coordination.

**Steps:**

1. From the Case management section in CWS/CMS click on the “Special Projects” tab and click on the plus sign.
2. In the drop down menu under Special Projects Name select “Linkages - AB 429 FR CalWORKs”.
3. Click on the “Start Date” box and enter the case plan approval date.
4. Upon reunification of the child(ren) with the parent(s) or termination of FR services for other reasons, enter the end date using the FR services termination date.

**FAQ – FREQUENTLY ASKED QUESTIONS  
AB 429 Family Reunification Services**

**What is AB 429?**

Assembly Bill (AB) 429 from legislation enacted several years ago in California, permits parents to continue to receive CalWORKs Family Reunification (FR) service coordination. This means access to CalWORKs services after cash aid terminates for the family due to the removal of the child(ren) from the home. Even though CalWORKs terminates for these families, parents may receive CalWORKs services through Greater Avenues for Independence (GAIN)/Welfare-to-Work (WtW) for up to 180 days after removal if it is determined the services are necessary for a court/voluntary FR plan with the Department of Children and Family Services (DCFS). Parents eligible for these services are those who were eligible to GAIN/WtW services prior to the termination of their CalWORKs case.

Prior to the passage of AB 429, CalWORKs aid and all GAIN/WtW services were terminated when the child(ren) were removed from the home. Now DCFS Children's Social Workers (CSWs) should collaborate with GAIN/WtW workers to coordinate services and incorporate the GAIN/WtW case plan activities (see services below) in the DCFS case plan activities, to establish a case plan appropriate to the family's needs in conjunction with the investigation for the Jurisdictional/Disposition hearing. In addition, the case-carrying CSWs and GAIN Services Workers (GSWs) should maintain ongoing contact with each other to monitor and assess the parent's compliance and progress with the case plan.

**Why are enhancements to FR/AB 429 needed?**

We believe many families qualify for CalWORKs FR service coordination through GAIN/WtW; however, very few families have the opportunity of maximizing the resources available to them so it is critical: 1)to identify these families early; and 2)for CSWs/GAIN GSWs to communicate with each other for parents who are eligible. Linkages is an opportunity to improve service integration between Child Welfare and CalWORKs/GAIN through enhanced client identification, case plan coordination and resource sharing for families being served by both departments. Although integration of GAIN/WtW service plan into the Child Welfare case plan has been in effect since May 2003, enhancements were made due to Linkages in order to improve safety and economic stability outcomes for families involved in both CalWORKs and Child Welfare Services.

**What services are available for FR/AB 429 families through CalWORKs FR Service Coordination?**

- Substance Abuse services
- Mental Health Services
- Domestic Violence Services
- Clinical Assessment
- Job Search/Job Club
- Education/Skills Training
- Vocational Assessment
- Vocational Training
- Work Experience
- Learning Disability Screening
- Work/School Related Expenses
- Transportation

**What role will the co-located Linkages GSW in FR/AB 429 cases?**

The Linkages GSWs co-located at DCFS will: 1)initiate referrals from DCFS to DPSS of CalWORKs families with a court/voluntary FR/AB 429 case plan in place; 2)participate in Team Decision Making (TDM) meetings for CalWORKs families to assess service needs; 3)link DCFS CSW to the GAIN GSW to connect the family to services available through GAIN; and 4)act as an advocate for the family to resolve any CalWORKs/GAIN sanctions or other case issues. Additionally, they will assist with re-establishing lines of communication and coordination between case-carrying CSWs and GAIN FR GSWs so both case workers monitor and assess the parent's compliance and progress as part of the coordinated DCFS FR and GAIN/Welfare-to-Work case plans.

**When is collaboration between the CSW and GAIN FR GSW critical?**

It begins upon receiving the initial referral via the DCFS 5230 initiated by the Linkages GSW co-located at DCFS, followed by communication between CSW and GAIN FR GSW to begin service coordination. Then, ongoing communication is critical to ensure current activity progress is available prior to each status review hearing and update respective case plans as needed, and to collaboratively resolve issues with either program that may impede the family's progress or well-being. Also, the CSW consults with GAIN FR GSW and/or co-located Linkages GSW prior to any TDM meeting scheduled for the family to determine if the case circumstances warrant co-located Linkages GSW to attend the TDM.



# Linkages Training for CSWs & DPSS Partners

## LINKAGES: A Service Partnership to Strengthen Families

To Learn More About Linkages and Related Topics

### Websites:

Child and Family Policy Institute of California website: [www.cfpic.org](http://www.cfpic.org)

*Background information about Linkages, video stream of Linkages orientation video, Linkages planning guide, and tools and materials produced by other counties who have already put Linkages into practice.*

California Center for Research on Women and Families: [www.ccrwf.org](http://www.ccrwf.org)

*Historical documents about the evolution of Linkages in California; concept papers on key components of Linkages implementation such as Confidentiality, Data Systems and Coordinated Case Planning.*

Working Together for Children and Families: Where TANF and Child Welfare Meet

Jill Duerr Berrick, Laura Frame, Jodie Langs, Lisa Varchol

Journal of Policy Practice

<http://www.ingentaconnect.com/content/haworth/jpp;jsessionid=2g4fog8xexrv6.victoria> ,

Volume 5, Numbers 2-3, 19 July 2006 , pp. 27-42(16)

[http://peerta.acf.hhs.gov/uploadedFiles/working\\_together.pdf](http://peerta.acf.hhs.gov/uploadedFiles/working_together.pdf)

### Articles:

Courtney, M., Piliavin, I., Dworsky, A., & Zinn, A. (2001). Involvement of TANF families with child welfare services. Paper presented at Association of Public Policy Analysis and Management Research Meeting. Washington, D.C., November 2, 2001.

Ehrle, J., Scarcella, C.A., & Geen, R. (2004). Teaming up: Collaboration between welfare and child welfare agencies since welfare reform. Children and Youth Services Review, 26, 265-285.

Frame, L. (2005). Where poverty and parenting intersect: The impact of welfare reform on caregiving. In J.D. Berrick & B. Fuller (Eds).

Frame, L., & Berrick, J.D. (2003). The effects of welfare reform on families involved with public child welfare services: Results from a qualitative study. Children and Youth Services Review, 25(1-2), pp. 113-138.

Ovwigo, P., Leavitt, K., & Born, C. (2003). Risk factors for child abuse and neglect among former TANF families: Do later leavers experience greater risk? Children and Youth Services Review, 25 (9-10), 139-163.

U.S.D.H.H.S. (2002). Child maltreatment 2002. Washington, D.C.: Children's Bureau; (1996) Results of the third national incidence study on child maltreatment in the U.S. Washington, D.C. National Center on Child Abuse and Neglect.

Wells, K., & Guo, S. (2003). Mothers' welfare and work income and reunification with children in foster care. Children and Youth Services Review, 25(3), 203-224.