

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 04: Ongoing Case Management/Practice

Item 023: California Regional Centers Liaison (CVRC)

Suggested changes send to: [DCFS Quality Assurance](#)

Issued: August 25, 2010

References: ACL 08-54, ACL 09-17, SB 84

Replaces Issue: New

Ongoing Case Management/Practice: Training Material

Introduction

In order to serve the extraordinary needs of developmentally disabled and delayed children who are in an open case with the Department of Social Services (DSS), Child Welfare Division, the position of a California Regional Center Liaison has been created. The Liaison will act as the Child Welfare representative to the Regional Center. The Liaison will serve as an adjunct case manager to all dual agency children under the age of 3 years who have been made eligible for Early Intervention Services or Prevention Program Services through the Regional Center, and dependent children of all ages who have been diagnosed with a qualifying Disability under the Lanterman Act who have been made eligible for Regional Center services. The Regional Center Liaison is also responsible for all referrals made to the Regional Center on children who have been detained or arraigned by the Fresno County Juvenile Court, and will also attend meetings in regard to these dual agency children. The assigned DSS Liaison is Cathleen Grant. She can be contacted via e-mail.

Definitions

Dual Agency Child-A dual agency child is a child in a foster care home, a child in adoptive placement, or adopted from the foster care system, who receives AFDC-FC or AAP benefits and who is concurrently a consumer of California Regional Center services due to a developmental disability, as defined by the Lanterman Act, and/or children receiving services under the California Early Start Intervention Services Act.

California Regional Center-A California Regional Center is an agency that provides evaluations, assessments, case management, and services for individuals with developmental disabilities who are residents of the State of California.

Lanterman Act- The Lanterman Developmental Disabilities Act (AB 846), also known as the Lanterman Act, is a California law, initially proposed by Assembly Member Frank D. Lanterman in 1973 and passed in 1977, that gives people with developmental disabilities the right to services and supports that enable them to live a more independent and normal life.

SB 84- In 2007, the California Legislature passed SB 84 (Chapter 177, Statutes of 2007), which requires the CDSS and the Department of Developmental Services (DDS) to report semiannually to the Legislature data collected on the number and nature of supplement to the rate requests. This is a supplemental rate for dual agency children.

Referral Process

All referrals to a State Regional Center for DSS children will be made by the Liaison in accordance with submission procedures agreed upon by DSS and the Regional Center. Upon submission of the referral, the Liaison will log it in to the tracking database and begin to track the referral. The database will include the status of all referrals made to a State Regional Center. The Liaison will inform the Social Worker of the date and time of all Intake Assessments, once they are scheduled by the Regional Center. Once the results of the Intake appointment are known, the Liaison will contact the Social Worker and inform them of the results.

Documentation

Upon receipt of communication from the Regional Center regarding the initiation of a case for a dependent child, the Liaison will:

- Inform the ongoing Social Worker that a Regional Center case has been opened for the child.
- Inform Eligibility and Foster Parent Resources that a Regional Center case has been opened for the child. This notification will include the specific eligibility date and the eligibility status.
- The Liaison will be assigned secondary status in the Child Welfare Services/Case Management System (CWS/CMS) case data system.
- The Liaison will update the Health and Education Passport (HEP) to reflect the services received.
- If the Regional Center case opened on behalf of a child is an Early Intervention case, the Liaison will specify in the HEP that the child's eligibility for services will be re-determined prior to the child's third birthday, and will specify that date.
- If a Regional Center case has been opened because the child has received a qualifying diagnosis under the Lanterman Act the Regional Center Liaison will update the HEP to reflect the child has been clinically diagnosed as having a disability.
- Upon receipt of communication from the Regional Center regarding the termination of a case for a dependent child the Liaison will:
 - Inform the Social Worker that the child's Regional center case will be closing.
 - Inform Eligibility and Foster Parent Resources of the specific termination date and reason for termination.
 - The Liaison will update the HEP and end the secondary assignment in CWS/CMS.
 - In the event that DSS wishes to appeal the termination of a Regional Center case, the Liaison will be responsible for initiating and handling the appeal.
 - If the child is found to be ineligible for Regional Center services, the Liaison will: Inform the Social Worker, and update the HEP, indicating that the child participated in an intake assessment with the Regional center, the date of the assessment, and that the child was found ineligible.

Correspondence

- The Liaison receives all written correspondence from the Regional Center regarding dual agency kids.
- The Liaison keeps a copy and distributes original correspondence to the current Social Worker.
- The Liaison will maintain copies of all denials and closures so that these can be provided if the originals are misplaced.

Case Management

- On behalf of the DSS, the Liaison will attend Individual Program Plan (IPP), Individual Family Service Plan (IFSP) and Individual Educational Plan (IEP) meetings regarding dual agency children. The Liaison will also inform the primary Social Worker of any meetings so they have the option of attending.
- Prior to IFSP and IEP meetings, the Liaison will make every attempt to identify the Educational Representative and will make every attempt to assure the Educational Representative is available to attend the meeting. If the Educational Representative is not able to attend, the Liaison will attempt to acquire their signature after the meeting is held, to avoid a disruption in services.
- The primary Social Worker will inform the Liaison of any Team Decision-Making, IEP, Permanency Planning Panel, Permanency Team Meeting, Emancipation Conference, or staffing regarding a dual agency child.
- The Liaison will be responsible for including all Regional Center Personnel in DSS staffings regarding dual agency children on their caseloads.
- The Liaison will be available to make face to face contacts on dual agency children. The Liaison will enter a narrative in CWS/CMS.

Inter-Agency Relations

- The Liaison will be available to Regional Center staff to: Answer questions regarding any dual agency children, explain the different functions of DSS, provide the status of a child's case with the Fresno County Juvenile Court, provide contact information for the current Social Worker, the child's parents, and/or the Educational Representative when necessary.
- The Liaison will be available to DSS staff to: Answer questions regarding the California Regional Centers, provide the status of the child's case with the Regional Center, and provide the contact information for the current Regional center case manager.

Emancipation Process

- By the 17th birthday of a dual agency child, the primary Social Worker must consult with the Liaison and the Eligibility Worker regarding the status of the child's Social Security application.

- The primary Social Worker for all dual agency children will consult with the child's Regional Center worker regarding the child's options following emancipation, prior to the emancipation process.
- The primary Social Worker will include the Liaison and the Regional Center worker for a dual agency child in all Emancipation staffings.

SB 84 Determinations and Reporting

- The Liaison will handle all of the requests and determinations regarding supplements to the dual agency rate as provided by SB84.
- The Liaison is responsible to complete for quarterly statistical reporting regarding SB84 supplements to the State.