

DSS Policy and Procedure Guide	
Division 03: Child Welfare	Chapter 05: Placement
Item 025: SB 163 Wraparound Roles and Responsibilities	
Suggested changes send to: DSS PSOA Mailbox	Issued: February 13, 2024
References: Senate Bill (SB) 163; All County Information Notices (ACIN) I-28-99 and I-52-15 ; CDSS Wraparound website ; UC Davis California Wraparound Standard website ; California Wraparound Standards ; PPG 45-02-006 and PPG 46-02-003	Revisions in Red Replaces Issue: August 30, 2017

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Preamble

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy and Introduction

The California Department of Social Services (CDSS) describes Wraparound as a strengths-based planning process that occurs in a team setting to engage with children, youth, and their families. Wraparound shifts focus away from a traditional service-driven, problem-based approach to care and instead follows a strengths-based, needs-driven approach. The intent is to build on individual and family strengths to help families achieve positive goals and improve well-being. Wraparound is also a team-driven process. From the start, a child and family team is formed and works directly with the family as they identify their own needs and strengths. The team develops a service plan that describes specific strategies for meeting the needs identified by the family. The service plan is individualized, with strategies that reflect the child and family's culture and preferences. California Wraparound is intended to allow children to live and grow up in a safe, stable, permanent family environment. For children and families in the foster care system, the Wraparound process can:

- Enhance strengths by creating a strength-based intervention plan with a child and family team;
- Promote youth and parent involvement with family voice, choice, and preference;
- Use community-based services;
- Create independence and stability;
- Provide services that fit a child and family's identified needs, culture, and preferences;
- Create one plan to coordinate responses in all life domains; and
- Focus on achieving positive goals.

In addition, Wraparound services in California are to be high-fidelity Wraparound services. This is a Wraparound program that operationalizes the principles, phases, and key elements that are the foundation of the Wraparound process.

Wraparound Principles:

1. Family Voice and Choice
2. Strengths-Based
3. Individualized
4. Natural Supports
5. Community-Based
6. Culturally Respectful and Relevant
7. Teams-Based
8. Collaboration
9. Outcomes-Based
10. Persistence

Wraparound Phases:

1. Engagement
2. Plan Development
3. Implementation
4. Transition

Wraparound Key Elements:

1. Program/Practice
2. Facilitative Organizational

Youth considered eligible for Wraparound are either:

1. Transitioning from a Short-Term Residential Therapeutic Program (STRTP) to a home based setting;
2. Transitioning home to their parent; or
3. At risk of entering a STRTP placement.

In addition the following criteria must be met:

1. There is a family member/relative, legal guardian or potential provider(s) who is open to strength-based, family-centered planning; and
2. Child must be California Welfare and Institutions Code (WIC) 300, 601, 602, and/or Adoption Assistance Program (AAP) eligible.

Purpose

To delineate the roles and responsibilities of the Case Managing Social Worker (CM SW) and **clerical support** in facilitating the enrollment of youth into the Wraparound program in addition to and supporting the partnership between the DSS and the contracted providers.

Procedure

Referral Process

CM SW Responsibilities

Consult with the **Child and Family Team (CFT)** regarding the appropriateness of referring the child/youth for Wraparound services.

Consult with the CFT regarding the possible inclusion of additional supportive services. For example, increasing therapy appointments to 2x per week as opposed to 1x per week.

Initiate and engage the family and care provider in discussion regarding Wraparound services.

Focus the initial discussion of the Wraparound process on the additional voluntary resources that Wraparound can provide.

Conduct a Wraparound Prescreening.

- The Wraparound Prescreening is an opportunity for the family to get more information regarding the Wraparound program and process to decide if they are interested in receiving services. The purpose is to discuss available Wraparound services.

Complete the [SB 163 Referral and Recommendation form](#).

- The referral is to be completed and emailed to the [SB163 Office Assistant \(OA\)](#) prior to the Wraparound Prescreen.

Present the youth's case to the Interagency Placement Committee (IPC).

Interagency Placement Committee (IPC)

The CM SW shall present the youth's case to the Interagency Placement Committee (IPC). The role of the presenter is to act as the child/family advocate, and to provide sufficient, specific information to allow the IPC members to make a knowledgeable recommendation.

- The CM SW will speak to the child/family's ability and desire to reunify, and/or to get the child/youth to a less restrictive care level.
- The CM SW shall speak to the safety needs of the child/youth, family and community if reunified/moved to a lower level of care.

The presentation shall include:

- Supports and strengths of the child and family, to include community supports and involved professionals (CASA, therapist, teacher, and others).
- Reunifying family, siblings, and other potential support person.
- Placement history
- Court orders
- School issues
- Behavior/treatment issues
- Child's criminal/probation history
- Discussion of why the referring CM SW believes this child/youth is appropriate for the SB163 Wraparound Program.

Required attachments are:

- Child and Adolescent Needs and Strengths (CANS) and therapeutic plan of care.
- Copy of current IEP or other special education documentation.
- Most recent court orders.
- Any CFT, Team Decision Making (TDM), or staffing notes.
- Referral history.

SB163 OA Responsibilities

Maintain the CWS SB163 mailbox.

Schedule IPC presentations.

Email the IPC agenda to members of the IPC prior to each IPC meeting.

Email the wraparound packets needed for IPC to the IPC committee prior to each IPC meeting.

Notify the CM SW of the date/time of the IPC meeting to present the youth to the committee.

Notify the CM SW of the outcome of the IPC decision no later than the next business day.

Email child's therapist notifying them if a child was approved for wraparound and request that required forms be sent to the contracted service provider.

Complete and email enrollment emails to eligibility.

Update wraparound logs and CWS/CMS to reflect a child's enrollment into wraparound services.

Import and route safety plans, CANS, discharges and other documents sent to the CWS SB163 email from the contracted service provider to the CMSW and CM Social Work Supervisor (SWS).

For out of county wraparound services, complete and submit a 65 and memo to the CM SW and CM SWS for signature and approval.

File and upload monthly CFT notes into CWS/CMS.

Contracted Service Provider Responsibilities

Assign a Clinician to contact the family upon acceptance into the Wraparound Program.

On-Going Wraparound Process

Upon acceptance to the program the youth will be assigned to a Wraparound Team with a contracted service provider.

The Wraparound Team shall consist of the:

- Youth, family and care provider;
- Supports identified by the youth and family (such as extended family, friends, clergy, teachers, mentors, etc.);
- Assigned staff within the contracted service provider agency; and
- DSS CM SW, treating mental health clinician, FFA SW, and any other relevant service providers.

CM SW Responsibilities

Participate in the initial Wraparound Team meeting. (CM SW's presence is expected, except in rare cases in which attendance would significantly delay the process due to scheduling conflicts.) The initial Team meeting should include the following:

- Facilitate family engagement
- Creation of the safety plan
- Provide information on Departmental mandates, when applicable
- Participate in the creation of the Individual Child and Family Plan (ICFP).
- The CM SW shall attend the Child and Family Team meeting in which the ICFP is created. If the CM SW cannot attend, they should meet with the team facilitator in order to review the plan and sign it.

- Incorporate the ICFP into the Child Welfare Services Case Plan in order to ensure that efforts made to meet ICFP goals can be applied to case plan goals as well to recommended Court Orders.

At least once per month, attend the weekly Wraparound Child and Family Team meeting in order to ensure continued involvement and support of the Wraparound Team process and to provide information regarding the Department's mandates.

Include the Wraparound Team in other meetings regarding the client's case such as CFT's, TDM meetings, Transition Conferences, etc. Participation of the Wraparound Team in these meetings helps DSS meet the goals of ICC.

Provide ongoing support for the wraparound services the youth receives by addressing barriers and convening regular CFT's.

Reviewing monthly progress notes.

Keep the Wraparound Team facilitator informed of any pertinent developments and placement changes.

Review discharge summaries to ensure efforts were made to engage the youth in services to meet the intensive mental health needs of the youth.

After six months and nine months of services, in collaboration with the CM SWS and CFT, assess the effectiveness of Wraparound services and discuss whether services are still needed and/or appropriate.

After twelve months of services, program manager consult required to discuss the effectiveness of Wraparound services and review the ICFP.

Thereafter every three months a program manager consult is required to discuss the family's progress and possible discharge date.

SB163 OA Responsibilities

Ensure any enrollment or discharge dates are entered into CWS/CMS.

Provide enrollment and discharge documents to eligibility in order for eligibility to update reimbursement to the careprovider.

Contracted Service Provider Responsibilities

Within 5 business days of the family's acceptance into the Wraparound program, the service provider will meet with the family to review the Wraparound process and roles and to create a Safety Plan. A copy of the Safety Plan will be provided to the CM SW.

Within 5 business days of the family's first face-to-face meeting, the Wraparound team will meet to review the Safety Plan and to conduct the first CFT Meeting.

The contracted service provider will provide ongoing support that is consistent with the family's individualized needs that will include any or all of the following:

- Weekly or Bi-Weekly **Wraparound Child and Family Team Meetings**
- Development of the ICFP
- Individual meetings between the child/youth and a Family Specialist to work towards ICFP goals to occur a minimum once per week.
- Individual meetings between the care provider and the Family Partner
- Individual or family therapy with Clinician as needed or as court ordered.

Wraparound Graduation/Discharge Process

If after one year of Wraparound services provided to the child/youth, their behavior stays the same or worsens, the **Wraparound** Child and Family Team will determine whether or not Wraparound should continue, as well as if other services should be attempted.

If the **Wraparound** Child and Family Team determine that the goals of the ICFP are nearing accomplishment, the Child and Family Team will create a discharge plan where services are gradually lessened and end.

Out of county referrals

CM SW Responsibilities

For youth in need of Wraparound services who are placed out of county, the CM SW will:

- Email the CWS MH Referrals inbox and request assistance.
 - Explore what types of services can be provided through presumptive transfer.
- Contact the assigned contract analyst for Wraparound, who will develop the contract that the DSS and out of county Wraparound provider agree to.
- Sign and approve 65's completed by the SB163 in a timely manner. Provide the 65 to the CM SWS for completion of the 65 process.

SB163 OA Responsibilities

Complete and route 65's for CM SW and CM SWS signature and approval.

Log 65's into the wraparound tracking logs.