



Department of Social Services Policy and Procedure Guide

Division No: 3–Child Welfare Effective Date: 5/12/2010
Chapter No: 9–Licensing
Item No: 6– Appraisal/Needs and Service Plan (LIC 625) at the Time of Placement

POLICY: All Fresno County care providers will be provided with an Appraisal/Needs and Service Plan (LIC 625) at the time of placement.

PURPOSE: Pursuant to the State of California, Community Care Licensing regulations admission agreements require a Needs and Service Plan be completed at time of placement. The Needs and Service Plan is to identify individual needs, develop a service plan for meeting those needs and notifying the care provider of any dangerous tendencies of the child(ren) being placed.

REFERENCE: Title 22, Division 6, Chapter 9.5, Regulation code 89468, 625 & 6252; Title 22, Division 6, Chapter 8.8, Regulation code 88068.1; Title 22, Division 6, Chapter 5, Regulation code 84066.1

PROCEDURE:

I. PLACEMENT REQUEST

- A. Whenever it is known that a child(ren) will need to be placed, the assigned case managing social worker will complete a Request for Fresno County Foster Home Request for Initial Placement (6028) (Attachment A)/Foster Parent Request (6252) (Attachment B) and initiate an Appraisal/Need and Service Plan (LIC625) (Attachment C) for each child.
(<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC625.PDF>)
- B. The LIC625 must include the following:
1. Dangerous tendencies of the child being placed in care.
 2. Identification of the child's needs.
 3. Background information (history, emotional, behavioral and physical problems, functional limitations, and their functional capabilities.
 4. Socialization.

Submitting Party/Division Manager/
Program Manager

– Lauri Moore 5/5/10

Name Date

Deputy Director's Approval

– Andrea Sobrado 5/5/10

Name Date

Director's Approval

– Catherine A. Huerta 5/12/10

Name Date

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- 5. Objective/Plan.
- 6. Method of evaluating progress.

- C. The 6028/6252 and the LIC625 will be submitted to the Foster Parent Resources (FPR) unit using current Department of Social Services (DSS) procedures and assigned to a FPR social worker.

II. PLACEMENT MATCH

- A. Using the 6028/6252 and the LIC625, the assigned FPR social worker will begin searching for a care provider that will best meet the needs of the child(ren).

III. AT TIME OF PLACEMENT

- A. When a child(ren) is placed in a Fresno County foster home, the assigned case managing social worker will review the LIC625 with the care provider, obtain their verbal consent to the plan and have the care provider sign the LIC625.
- B. If the Fresno County foster home requires any amendments or modifications that need to be made to the LIC625, it must be completed and signed by the assigned case managing social worker and the foster parent within 14 days of the date of placement.
- C. If the Fresno County foster home care provider states or is unwilling to sign the LIC625, the child can not be placed and FPR must be notified immediately to continue looking for placement.
- D. If a child(ren) is placed with a Foster Family Agency (FFA) or a Group Home Agency, the signed LIC625 will be given to the agency social worker at time of placement. The FFA social worker will have 30 days to review the LIC625, sign and return a copy to the assigned case managing social worker to be filed in the service case.
- E. Modifications that are made to the LIC625 by a FFA or a group home shall not be implemented until written approval has been obtained from the DSS assigned case managing social worker.
- F. The Fresno County foster parent, FFA, certified foster parent and group home representative will file the LIC 625 in the Child's(ren) Folder.
- G. The DCFS assigned case managing social worker is to receive and file a copy of the signed LIC 625 in the service case.

IV. ONGOING NEEDS AND SERVICE PLAN

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- A. The LIC625 can be modified/updated on an as needed frequency, but it must be modified/updated at least annually. Best case practice would be to update the LIC625 quarterly.
 - B. The assigned case managing social worker will be responsible for assess the LIC625 upon each monthly contact, and update as changes occur.
 - C. If a child(ren) is placed with a Foster Family Agency (FFA) or a Group Home Agency, the agency social worker will be responsible for updating the LIC625.
- V. LACK OF LIC 625
- A. When a Licensing Program Analyst visits the home of the caregiver and discovers the LIC625 has not been completed, the licensing analyst shall issue a notice of deficiency to the licensee. The notice of deficiency will be documented on the Facility Evaluation Report (LIC 809). The date, time and regulation violated and what the correction plan is, will be noted on the LIC809.
 - B. The Licensing Analyst will email the assigned case managing social worker and their supervisor along with the Licensing supervisor advising them that the LIC 625 was not completed and request completion of LIC 625 within 30 days.
- VI. ATTACHMENTS
- A. Request for Fresno County Foster Home Request for Initial Placement (6028)
 - B. Foster Parent Request (6252)
 - C. Appraisal/Needs And Services Plan version 1 (LIC 625)
 - D. Appraisal/Needs And Services Plan ER (LIC 625)
 - E. Appraisal/Needs And Services Plan version 2 (LIC 625)

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