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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

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**Effective Date:** February 1, 1985  
**Current Revision Date:** September 6, 2019

**Policy No.:** I-0203

## **Child Health and Disability Prevention Program**

**Purpose** To provide guidelines for referral of children and Non-Minor Dependents (NMDs) in out-of-home placement for preventative health services under the provisions of the Child Health and Disability Prevention (CHDP) Program.

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**Approved** This policy was approved by Anne Bloxom, CFS Director. *Signature on file.*

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**Most Recent Revision** This revision of the Policy and Procedure (P&P) incorporates:

- Updated health assessment and dental referral/examination periodicity schedules for children and NMDs in out-of-home care per All County Letter (ACL) 17-22. These schedules were adopted from the Bright Futures Schedule for Health Assessments and CHDP/Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Periodicity Schedule for Dental Referrals which went into effect July 1, 2016
- Reference to recently implemented Child and Family Team (CFT) guidelines
- Removal of reference to Team Decision Making (TDM)
- Revision to include applicability to NMDs
- Replacement of procedure section into newly created attachment, Attachment I—Guidelines for Providing CHDP Referral

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**Background** CHDP is a health promotion, disease and disability prevention program aimed at providing services to low income infants, children, and youth (under 21 years of age). CHDP oversees the screening and follow-up requirements of the federally mandated Early and

Periodic Screening, Diagnosis, and Treatment (EPSDT) program. CHDP provides periodic preventative health assessments, which now incorporate the recommendations of Bright Futures/American Academy of Pediatrics (AAP), and assists with obtaining diagnostic and treatment services for medical, dental, and mental health problems identified during the health assessment. This may include assistance with scheduling appointments with CHDP providers and providing information on transportation services.

Components of the CHDP health assessment include:

- Health history
- Physical examination
- Developmental assessment
- Psychosocial evaluation
- Nutritional assessment
- Dental assessment
- Vision and hearing tests
- Tuberculosis test
- Laboratory tests
- Immunizations
- Referral for any needed diagnosis

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## Definitions

### **CHDP Equivalent Medical and Dental Examinations:**

Preventative health services that include the requirements specified on the CHDP Periodicity Schedule provided by a non-CHDP medical professional.

**CHDP Periodicity Schedule:** A schedule of the minimum frequency at which health assessments will be provided, according to age group.

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## POLICY

### **General Guidelines**

All children and NMDs in out-of-home placement will receive regular CHDP or CHDP equivalent medical and dental examinations, and any necessary follow-up treatment.

**Note:** Prior to a child/NMD receiving any medical/dental care or treatment, proper consent must be obtained. Refer to CFS P&P [Consent for Medical Care and Physical Examination \(I-0206\)](#) for

guidelines on obtaining consent for medical care for children. For NMD's, refer to the "Non-Minor Dependents (NMDs)" Policy section below for further information.

**Eligibility**

All children and NMDs in out-of-home placement are eligible for Medi-Cal health care and Denti-Cal dental coverage, including regular CHDP physical examinations. CHDP health and dental assessments will be conducted in accordance with the [CHDP Bright Futures Schedule for Health Assessments](#) and the [CHDP/EPSDT Periodicity Schedule For Dental Referrals](#).

**Non-Minor Dependents (NMDs)**

Pursuant to Welfare and Institutions Code (WIC) §303, NMDs retain all legal decision making authority as an adult. Per All County Letter (ACL) 17-22E, this decision making authority includes the right to privacy regarding medical conditions, and the right to consent to medical and dental care.

ACL 17-22E further states that while NMDs are entitled to receive medical and dental care with the frequency provided by CHDP periodicity schedules, they must consent and agree to receive the medical and dental care, and to the frequency at which care is received.

NMDs must provide consent before medical and dental information can be obtained, shared, or added to the Health and Education Passport (HEP) summary. Per CFS P&P [Extended Foster Care \(J-0101\)](#), information regarding medical care that occurred after the NMD's 18<sup>th</sup> birthday will only be included in a court report with the NMD's written consent. The NMD's written consent to share information may be obtained using *Authorization for Release of Information (F063-25-228)*.

NMDs will be provided information and CHDP referrals directly (not to the caregiver) as detailed within this P&P and will be informed of their right to consent to receiving medical and/or dental care. NMD's will be referred directly to the provider to sign consent for medical and/or dental care.

For further guidance on NMD's rights and responsibilities, refer to CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#) and CFS P&P [Extended Foster Care \(J-0101\)](#).

**Referral Process**

All children and NMDs in out-of-home placement will be referred for CHDP services utilizing *CHDP Referral (PM 357)*.

A *CHDP Referral (PM 357)* will be completed for every child/NMD upon:

- Initial placement
- All subsequent placements
- Annually for continuing placements

A. **Initial and Subsequent Placements:**

Within 30 days of the date of a child's/NMD's initial out of home placement, and for all subsequent placements, the placing Senior Social Worker (SSW) will:

1. Provide a copy of the CHDP Brochure (PUB 183) to the child's caregiver or NMD, as applicable.
2. Advise the child's caregiver or NMD, as applicable, of the following:
  - The Orange County Health Care Agency (HCA) can assist with:
    - Locating a CHDP provider
    - Scheduling an appointment
    - Providing information on transportation services
  - If CHDP services are requested, an Orange County HCA/CHDP Public Health Nurse (PHN) will contact the child's caregiver or NMD, as applicable, to coordinate services
3. Complete *CHDP Referral (PM 357)* including documenting the acceptance or refusal of a referral to a CHDP medical provider, scheduling, and transportation assistance.
4. Submit the completed *CHDP Referral (PM 357)* to the placing SSW's assigned Information Processing Technician (IPT), regardless of whether the child's caregiver or NMD, as applicable, declined a referral to a CHDP medical provider, scheduling, or transportation assistance.

The placing SSW's assigned IPT will:

- a. Enter the date *CHDP Referral (PM 357)* was signed by the child's caregiver or NMD, as applicable into the child's/NMD's Placement

Notebook on the ID page in Child Welfare Services/Case Management System (CWS/CMS).

- b. If CHDP services are requested by the child's caregiver or NMD, as applicable, check the appropriate box in "CHDP Program" in the child's/NMD's Placement Notebook on the ID page in CWS/CMS.
- c. Forward the completed *CHDP Referral (PM 357)* in a **sealed** envelope placed within a pony envelope to the County HCA/CHDP program office.

Refer to [Attachment 1—Guidelines for CHDP Referral for further guidance](#).

**B. Continuing Placements:**

When a child/NMD remains in the same out-of-home placement for a year or more, the assigned SSW will complete the same requirements as outlined in the "Initial and Subsequent Placements" section above. On an annual basis:

1. Submit the updated and completed *CHDP Referral (PM 357)* to the assigned IPT for processing.
2. *CHDP Referral (PM 357)* information will be entered by the assigned IPT into the child's/NMD's Placement Notebook on the ID page in CWS/CMS once every 12 months from the start of the placement.
3. All ongoing or updated medical and dental information will be entered by the assigned HCA/CHDP Foster Care PHN in CWS/CMS every six months to coincide with the Status Review hearing.

**Note:** Medical and dental information on behalf of a NMD will be entered into CWS/CMS only with the consent of the NMD. Refer to the "Non-Minor Dependents (NMDs)" Policy section above for further information.

Refer to [Attachment 1—Guidelines for CHDP Referral for further guidance](#).

For further information on the collection, documentation, and data entry of health information for children/NMDs in out-of-home care, refer to CFS P&P [Health and Education Passport \(I-0403\)](#), and [CWS/CMS Data Entry Standards—Health and Education Passport](#).

**Dental Referral** All children in out-of-home placement, age one years or older, and NMDs will receive a dental examination within 30 days of initial placement, and once every six months thereafter. The dental screening component of the CHDP health assessment is not a substitute for an examination by a dentist. The child/NMD will be referred separately to a dentist.

**Note:** NMD's must provide consent for any medical or dental examinations. Refer to the "Non-Minor Dependents (NMDs)" Policy section above for further information.

**Follow Up Requirements**

The assigned SSW will:

- A. Follow up with the child's caregiver or NMD, as applicable to verify that CHDP or CHDP equivalent medical and dental examinations have been completed:
  - No later than 30 calendar days after the date of initial placement
  - And-
  - Within the time schedules noted in [CHDP Bright Futures Schedule for Health Assessments](#) and the CHDP/EPSDT Periodicity Schedule For Dental Referrals
- B. Coordinate with the HCA/CHDP Foster Care PHN to arrange any necessary treatment determined as a result of a CHDP periodic medical or dental examination within 120 days of the initial request for the CHDP periodic examination pursuant to 17 California Code of Regulations (CCR) § 6850.

**Note:** NMD's must provide consent for any medical or dental examinations. Refer to the "Non-Minor Dependents (NMDs)" Policy section above for further information.

**Placement Out-of-County**

CHDP services are available to children and NMDs in out-of-home placement in other counties. Every local health department in California has a CHDP program.

For children/NMDs placed out-of-county in an out-of-home placement, the placing SSW will:

- A. Provide information on the CHDP Program to the child's caregiver or NMD, as applicable, and complete *CHDP Referral (PM 357)*, as previously outlined in "Referral Process" policy section above.
- B. Complete CalOptima *Notice of Out-of-County Placement (F063-28-265)*.
- C. Submit the completed *CHDP Referral (PM 357)* and CalOptima *Notice of Out-of-County Placement (F063-28-265)* to the assigned IPT for processing.

For more detailed information on out-of-county placements, refer to CFS P&P [Out-of-Home Placement \(K-0208\)](#) and CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#).

For notification requirements and payment for, arrangement, and provision of Specialty Mental Health Services (SMHS) on behalf of a child/NMD placed out-of-county, refer to the [Presumptive Transfer Desk Guide](#) contained on the [CFS Desk Guides and Protocols](#) page of the CFS Intranet.

#### **Placement Out-of-State (ICPC)**

The federal EPSDT program provides preventative health services for children and NMDs in placement outside of California. Every state has an EPSDT program; however, the name of the program varies from state to state.

**Note:** The provision of placement and supervision services through ICPC for NMDs placed out-of-state is at the discretion of the receiving state. If an ICPC request is not accepted, CFS remains responsible for supervision and supporting the NMD in locating appropriate services, including EPSDT preventative health services in that state. Refer to CFS P&P [Interstate Compact on the Placement of Children \(ICPC\) \(K-0502\)](#) and CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#) for further guidance.

Pursuant to CFS P&P [Interstate Compact on the Placement of Children \(ICPC\) \(K-0502\)](#), prior to a child's/NMD's placement out-of-state, the assigned SSW will:

- A. Forward the *Federal Medicaid (Title IV-E) Eligibility/Ineligibility and Medical/Financial Plan (F063-25-246)*, to the AFDC Foster Care Eligibility Technician (ET) for determination of federal (Title IV-E) eligibility for Medicaid in the state where the child will reside.

If eligible, the ICPC Coordinator in the receiving state will instruct the child's caregiver or NMD, as applicable on obtaining Medicaid coverage.

If not eligible, the child/NMD will retain California Medi-Cal coverage for medical, dental, and vision services obtained in the receiving state.

- B. Obtain from the social worker in the receiving state who is providing supervision, on a monthly or quarterly basis, written reports documenting the child's/NMD's ongoing medical and dental care. File the reports on the *ICPC/Out-of-State Acco (F063-25-1113)* in the child's/NMD's service folder, document in CWS/CMS as appropriate, and include the information in court reports.

**Note:** Medical and dental information on behalf of a NMD will be entered into CWS/CMS and/or documented in a court report only with the consent of the NMD. Refer to the "Non-Minor Dependents (NMDs)" Policy section above for further information.

**Family  
Maintenance  
(FM) Court**

CHDP medical and dental services are available for families who qualify for Medi-Cal, and for families with incomes at or below 200% of the Federal Income Guidelines, as outlined in *CHDP Brochure: Medical & Dental Health Check-Ups (PUB 183)*.

For children returned to their parent/guardian under FM Court supervision, the assigned SSW will:

- A. Schedule a Child and Family Team (CFT) meeting prior to the start of the Trial Visit. For further guidance on CFT meetings, refer to CFS P&P [Child and Family Teams \(D-0314\)](#).
- B. At the CFT meeting, advise the parent/guardian of their responsibility to provide the child with medical coverage within 30 days of return home.
- C. Follow up with the parent/guardian after 30 days to verify the child's medical coverage.

**Voluntary  
Placements**

For direction on medical care for children in Voluntary Placements, refer to the "Medical Information" policy section of CFS P&P [Voluntary Placements \(K-0901\)](#).



<b>Filing</b>	<p>Pursuant to CFS P&amp;P <a href="#">Case Filing (E-0102)</a>, completed forms will be filed as follows:</p> <ul style="list-style-type: none"> <li>• <i>CHDP Referral (PM 357) on the Medical Acco (F063-25-1115)</i></li> <li>• <i>CalOptima Notice of Out-of-County Placement (F063-28-265) on the Placement Acco (F063-25-106)</i></li> <li>• <i>Federal Medicaid (Title IV-E) Eligibility/Ineligibility and Medical/Financial Plan (F063-25-246) on the ICPC/Out-of-State Acco (F063-25-1113)</i></li> </ul>
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## REFERENCES

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<b>Attachments and CWS/CMS Data Entry Standards</b>	<p>Hyperlinks are provided below to access attachments to this P&amp;P and any CWS/CMS Data Entry Standards that are referenced.</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachment 1— Guidelines for Providing CHDP Referral</a></li> <li>• <a href="#">CWS/CMS Data Entry Standards—Health and Education Passport</a></li> </ul>
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<b>Hyperlinks</b>	<p>Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.</p> <ul style="list-style-type: none"> <li>• CFS P&amp;P <a href="#">Case Filing (E-0102)</a></li> <li>• CFS P&amp;P <a href="#">Consent for Medical Care and Physical Examination (I-0206)</a></li> <li>• CFS P&amp;P <a href="#">Extended Foster Care (J-0101)</a></li> <li>• CFS P&amp;P <a href="#">Health and Education Passport (I-0403)</a></li> <li>• CFS P&amp;P <a href="#">Interstate Compact on the Placement of Children (ICPC) (K-0502)</a></li> <li>• CFS P&amp;P <a href="#">Non-Minor Dependent (NMD) Placements (J-0102)</a></li> <li>• CFS P&amp;P <a href="#">Out-of-Home Placement (K-0208)</a></li> <li>• CFS P&amp;P <a href="#">Child and Family Teams (D-0314)</a></li> <li>• CFS P&amp;P <a href="#">Voluntary Placements (K-0901)</a></li> <li>• <a href="#">CHDP Bright Futures Schedule for Health Assessments</a></li> <li>• <a href="#">CHDP/EPSDT Periodicity Schedule For Dental Referrals</a></li> <li>• <a href="#">Recommendations for Preventative Pediatric Health Care- Bright Futures/American Academy of Pediatrics</a></li> <li>• <a href="#">Presumptive Transfer Desk Guide</a></li> </ul>
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**Other Sources** Other printed references include the following:

None.

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## FORMS

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**Online Forms** Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
None.	

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**Hard Copy Forms** Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. ***For reference purposes only***, links are provided to view these hard copy forms, where available.

Form Name	Form Number
<a href="#">CHDP Referral</a>	PM 357
<a href="#">CalOptima Notice of Out-Of-County Placement</a>	F063-28-265
<a href="#">Federal Medicaid (Title IV-E)</a>	F063-25-246
<a href="#">Eligibility/Ineligibility and Medical/Financial Plan</a>	

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**CWS/CMS Forms** Forms that may **only** be obtained in CWS/CMS are listed below. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Health and Education Passport	OHCHPEP REV

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**Brochures** Brochures to distribute in conjunction with this policy may include:

Brochure Name	Brochure Number
<a href="#">CHDP Brochure: Medical &amp; Dental Health Check-Ups</a> (English) (also available in <a href="#">other languages</a> )	PUB 183
<a href="#">CHDP Brochure: Medical &amp; Dental Health Check-Ups</a> (Spanish)	PUB 184

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## LEGAL MANDATES

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[California Department of Social Services \(CDSS\) Manual of Policies and Procedures, Division 31 Section 31-075](#) outlines requirements for case documentation for the provision of informational materials regarding the CHDP Program.

[CDSS Manual of Policies and Procedures, Division 31 Section 31-206](#) outlines requirements for inclusion of CHDP or equivalent preventative health services in each child's Case Plan.

[CDSS Manual of Policies and Procedures, Division 31 Section 31-405](#) outlines requirements for providing CHDP information to the out-of-home caregiver, and provides the time frame in which initial medical and dental examinations must be completed.

[California Code of Regulations, Title 17, Sections 6800–6850](#) Articles 1–4 provides definitions of CHDP and health assessments, details eligibility for services and reimbursement, and outlines required CHDP services.

[California Code of Regulations, Title 22, Section 51184](#) provides definitions relating to the EPSDT Program.

[Welfare and Institutions Code §303](#) acknowledges a Non-Minor Dependent (NMD) retains all legal decision making authority as an adult.

[All County Information Notice 1-82-05](#) and [CHDP Program Letter 04-13](#) provide guidelines for utilization of periodic preventative health and dental services for foster children in out-of-home care

[All County Information Notice 1-82-08](#) provides guidelines for data entry procedures of CHDP health assessments (or CHDP equivalent) and dental assessments into CWS/CMS.

[All County Letter 79-69](#) provides guidelines from federal regulations (Code of Federal Regulations, Part 441) for EPSDT/CHDP services to foster children in out-of-home care.

[All County Letter 17-22](#) provides that the CHDP Bright Futures Schedule for Health Assessments and the CHDP/EPSDT Periodicity Schedule for Dental Referrals, both effective July 1, 2016, apply to children and NMDs in foster care and supercede the previous periodicity schedules utilized by the CHDP program.

[All County Letter 17-22E](#) Clarifies that although NMDs are entitled to receive medical and dental care with the frequency provided by CHDP periodicity schedules, NMDs retain legal rights as an adult to consent to medical and dental care, as well as to the frequency at which that care is received.

[Health and Safety Code Sections 124025-124110](#) address standards for CHDP programs at the state level and for operation at the local level.

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## **REVISION HISTORY**

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Since the Effective Date of this P&P, and prior to the Current Revision Date, the following revisions of this P&P were published:

June 3, 2010