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

**Effective Date:** May 23, 2001  
**Current Revision Date:** September 19, 2018

**Number:** K-0209

## **Placement Change Notification**

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<b>Purpose</b>	To provide guidelines when completing a change of placement for a child or non-minor dependent (NMD) in out-of-home care and for using CFS form <i>Placement Information Change (PIC) (F063-28-301)</i> .
<b>Approved</b>	This revised policy was approved by Anne Bloxom, Director of CFS. <i>Signature on file.</i>
<b>Most Recent Revision</b>	<p>This revision of the Policy and Procedure (P&amp;P) incorporates new internal CFS guidelines addressing:</p> <ul style="list-style-type: none"><li>• Expanded use of the <i>Placement Information Change (PIC) Notice (F063-28-301)</i></li><li>• Additional guidance for clerical staff on drop down selections in CWS/CMS</li><li>• Instruction on completion of the PIC form for Trial Visit/CRISP</li><li>• Guidance on Temporary Leave/Respite/Bed Hold situations</li><li>• Instruction on when to use the <i>Foster Care Application (FCAPP) Information (F063-28-307)</i></li></ul> <p><b>Note:</b> Substantial revisions were made to the <i>PIC</i>, <i>FCAPP</i>, and <i>PIC Supplement (F063-25-566)</i> forms to reflect RFA terminology, changing practice, and new requirements.</p>
<b>Background Information</b>	Placement-related funding is managed by the Foster Care Eligibility (FCE) program. Funding for placement is drawn from numerous sources determined by the specific details of the case. FCE navigates the appropriate funding stream, which may be impacted

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by changes to placement or by changes in case status (e.g., parental rights terminated, U.S. residency status, etc.). Once the appropriate funding source is determined, FCE arranges payment to the placement.

The *Placement Information Change (PIC) Notice (F063-28-301)* alerts FCE Eligibility Technicians (ETs) of case updates which impact funding, alter funding sources, avoid overpayments, etc.

The *PIC Notice* also provides case information to Unit Clerks and support staff, so that information in the child welfare database (i.e., CWS/CMS) or case file can be updated timely and accurately.

A *PIC Notice* may also be distributed to specific CFS programs and other involved parties (e.g., minor's attorney) to provide updates and trigger their involvement, when applicable.

Two related forms, the *Foster Care Application (FCAPP) Information (F063-28-307)* and the *Placement Information Change (PIC) Supplement (F063-25-566)*, are also described in this policy.

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## Definitions

**Placement Episode:** A Placement Episode is the time between a child's entry into out-of-home care and exit from out-of-home care. It begins when a child is removed from the care of the parent/guardian and ends when the child returns to the full custody of the parent/guardian (e.g., FM) or when the case closes (e.g., emancipation/aging out, death, adoption finalization, etc.). A child may have several different placements during one Placement Episode.

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## POLICY

### **PIC Requirements: Changes to Placement**

A *PIC Notice (F063-28-301)* will be updated and completed by the social worker, or designee (e.g., supervisor, Unit Clerk, IPT, etc.) if appropriate, each time a child or NMD moves from one placement to another or there is a change in placement circumstance.

A. **Initial Notification:**

Prior to processing the *PIC Notice (F063-28-301)*, the social worker must notify Foster Care Eligibility (FCE) of a placement change or change in placement circumstance. This initial notification will stop payment to the placement and will be completed **as soon as possible but no later than 24 hours** after the placement change or change in placement

circumstance. The social worker will complete the initial notification by calling the placement hotline or completing and emailing a *Placement Coordination Stop Payment Memo (F063-29-61)*.

The placement hotline is available 24 hours a day at (714) 704-8407. The caller will provide:

- Child/NMD's name
- Child/NMD's date of birth
- Date of change
- Change action (i.e., What occurred?)
- Caller's name, program, and phone number

B. **PIC Notice:**

Once the initial notification has been completed, a *PIC Notice (F063-28-301)* must be completed by the social worker (or designee, if appropriate) and routed by the unit clerk within **five calendar days** of the date of the placement change or change in placement circumstance.

**Note:** The mandatory initial notification, either by telephone call to the placement hotline or completion of the *Placement Coordination Stop Payment Memo (F063-29-61)*, does not replace the requirement to complete the *PIC Notice (F063-28-301)*.

**When to Use a PIC**

A completed *PIC Notice (F063-28-301)* is required under the following circumstances:

A. **Change or end of placement:**

When a child/NMD **changes** or **exits** any type of placement, the *PIC Notice* ends payment for the placement to avoid overpayment and, when applicable, starts the process to provide payment for a new placement.

B. **Change to a caregiver's information:**

The *PIC Notice* provides updates regarding the caregiver's location and identity, including changes which may impact the source of funding.

C. **Changes to case status, dependency, or jurisdiction:**

Certain changes to a child/NMD's case (including jurisdiction, legal findings, program participation, or status of the child/NMD) require a *PIC Notice* to end payment or alter the appropriate funding source, as applicable.

D. **NMD-specific changes:**

While many changes captured on the *PIC Notice* apply to both minor children and NMDs, certain changes apply only to NMDs due to placement types and specialized funding available only to NMDs.

E. **Temporary Leave/Respite/“Bed Holds”:**

The *PIC Notice* provides information when there is an interruption in placement. Reference the “Temporary Leave/Respite/Bed Hold” Policy section below for the special considerations regarding temporary absences.

[Attachment 1—When to Complete a PIC Notice](#) provides a list of specific circumstances requiring a *PIC Notice* (F063-28-301).

For additional details regarding how *PIC Notice* information is interpreted and integrated into the child welfare database, refer to:

- [Attachment 2—PIC Drop-Down Guide for Unit Clerks/IPTs](#)
- [PIC Matrix for Diversion/ER](#)
- [PIC Matrix for All Other Placements](#)

Refer to the “When to use a FCAPP instead of a PIC” and “PIC Supplement” Policy sections below to clarify when to use these forms.

**Trial Visits/  
CRISP**

When a child is placed with a parent on a Trial Visit or Conditional Release Intensive Services Plan (CRISP), a *PIC Notice* (F063-28-301) is required both:

- At the beginning of the Trial Visit/CRISP, to signal a placement change

**–And–**

- At the end of the Trial Visit/CRISP, either to signal the status change to Family Maintenance (FM) and end the Placement Episode or the child returning to placement if the Trial Visit/CRISP fails

**Temporary  
Leave/Respite/  
Bed Hold**

A Temporary Leave (also known as a Temporary Absence, Temporary Hold, or Bed Hold) is used when there is a temporary absence from a placement, including but not limited to the following circumstances:

- Respite
- Medical or psychiatric hospitalization
- AWOL / runaway
- Incarceration

A Respite episode may not exceed 14 consecutive days. Respite episodes exceeding 72 hours require Deputy Director or designee approval. For additional guidance regarding Respite, see CFS P&P [Respite Care \(K-0212\)](#).

Other Temporary Leaves (e.g., hospitalization, AWOL, incarceration) cannot exceed 14 days in the *same calendar month*.

- **Example 1:** A Temporary Leave beginning on the 20<sup>th</sup> of one month, cannot extend beyond the 14<sup>th</sup> of the *next* month
- **Example 2:** A Temporary Leave beginning on the 2<sup>nd</sup> cannot extend beyond the 16<sup>th</sup> of the *same* month

If the child/NMD does not return to the **same** placement *and* return **within** this timeframe, it is no longer considered a Temporary Leave and is instead a change in placement.

Temporary Leaves require two *PIC Notice (F063-28-301)* forms to be submitted to:

- Initiate the Temporary Leave
- And–**
- End the Temporary Leave

A determination may be required as to whether to continue or suspend payment to the primary caregiver while the child/NMD is temporarily absent from placement. This determination is documented on the *PIC Notice* and should be based on the circumstances of the case and in consultation between the social worker, supervisor, and program manager, as applicable.

**Note:** If the temporary leave exceeds 14 days in the same calendar month *or* if the child/NMD does not return to the same placement, all funding provided to the primary caregiver from the beginning of the temporary leave must be paid via County Funds, see CFS P&P County Funds Requests (H-0119).

**PIC  
Processing  
and Routing**

Upon receipt of a completed *PIC Notice (F063-28-301)* from the social worker (or designee, if appropriate), the Unit Clerk will review the *PIC Notice* for completion and accuracy, notify the ET assigned to the child's case, and route per the instructions detailed on the *PIC Notice* form.

**When to Use  
a FCAPP  
Instead of  
a PIC**

The *Foster Care Application (FCAPP) Information (F063-28-307)* is used instead of the *PIC Notice (F063-28-301)* to open or reopen a case with FCE and assign an Eligibility Technician (ET) for eligibility determination and management.

A *FCAPP (F063-28-307)* is required for a child/NMD under the following circumstances:

- Initial placement following initial removal from parent (i.e., "A" status cases)
- First Step placement following initial removal from parent (i.e., "A" status cases)
- NMD re-entry (NMD must be in an approved placement)
- Placement following a failed FM
- A child/NMD is placed after exceeding a *full calendar month*:
  - At OCFC
  - Hospitalized (medical or psychiatric)
  - AWOL/ runaway
  - In Juvenile Hall

**Example:** If a child is placed at OCFC on February 22<sup>nd</sup>, then a *full calendar month* will end on March 31<sup>st</sup>.

**PIC  
Supplement**

The social worker (or designee, if appropriate) must complete a *Placement Information Change (PIC) Supplement (F063-25-566)* under the following circumstances:

- Placement in a new placement home not found in CWS/CMS
- An address change by the caregiver (except Small Family Homes)
- An address change by a Resource Family with or *without* a child currently placed in the home
- Change of Facility Type for an existing placement home
- Change of FFA information (e.g., license number, caregiver changes FFA affiliation)
- Interstate Compact on the Placement of Children (ICPC)

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## REFERENCES

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### Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—When to Complete a PIC Notice](#)
- [Attachment 2—PIC Drop-Down Guide for Unit Clerks/IPTs](#)
- [CWS/CMS Data Entry Standards—Ending Foster and Non-Foster Care Placements/Placement Episodes](#)
- [CWS/CMS Data Entry Standards—Temporary Leaves](#)
- [CWS/CMS Data Entry Standards—Trial Visits & Conditional Release \(CRISP\)](#)
- [CWS/CMS Data Entry Standards—Generating and Viewing Documents in a Case](#)
- [CWS/CMS Data Entry Standards—Create a New Placement Using ResMan](#)
- [CWS/CMS Data Entry Standards—Generating SOC 158A](#)
- [CWS/CMS Data Entry Standards—Placement Home Change of Address and/or Facility](#)

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### Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.

- [PIC Matrix for Diversion/ER](#)
- [PIC Matrix for All Other Placements](#)
- [CFS P&P Respite Care \(K-0212\)](#)

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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
Placement Acco	F063-25-106

**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
<a href="#">Placement Information Change (PIC) Notice</a>	F063-28-301
<a href="#">Foster Child's Data Record and AFDC-FC Certification</a>	SOC 158A
<a href="#">Placement Information Change Supplement</a>	F063-25-566
<a href="#">Foster Care Application (FCAPP) Information</a>	F063-28-307
<a href="#">Placement Coordination Stop Payment Memo</a>	F063-29-61

**Brochures**

Brochures to distribute in conjunction with this policy may include:

Brochure Name	Brochure Number
None.	

**PROCEDURE**

**Actions** The following actions should be completed when the circumstances of a placement or case require a PIC or FCAPP.

Staff Responsible	Step	Action
<b>Social Worker (or designee, if appropriate)</b>	1.	Within 24 hours of placement change or change in placement circumstance, call the placement hotline (at [714] 704-8407) or complete <i>Placement Coordination Stop Payment Memo (F063-29-61)</i> , per PIC Requirements Policy section above.
	2.	Create pre-populating <i>PIC Notice (F063-28-301)</i> in the child's case in CWS/CMS, according to policy above. (See <a href="#">CWS/CMS Data Entry Standards—Generating and Viewing Documents in a Case</a> for computer instructions.)



3. Complete *PIC Notice (F063-28-301)*.

**Exception:** Substitute the *FCAPP (F063-28-307)* form for the *PIC Notice (F063-28-301)* as appropriate per the FCAPP Policy section above.

**Note:** Complete and submit *PIC Supplement (F063-25-566)*, as necessary.

4. Email to Unit Clerk.

5. Save to database.

**Unit Clerk**

6. Receive completed *PIC Notice (F063-28-301)* from social worker (or designee, if appropriate).

7. Review for completion. Obtain additional information from social worker, if necessary.

8. Print a copy to be filed. (If multiple siblings are included on the PIC, make a copy for each sibling's file.)

9. If multiple siblings are included on the PIC, upload the PIC into CWS/CMS for each individual child's case.

10. Email per routing instructions detailed on the form.

11. Update CWS/CMS using information provided on the PIC.

**Note:** End the Placement (but not the Placement Episode) when a child changes caregivers/facilities. Only end the Placement Episode if the child is exiting out-of-home care (e.g., return to parent's custody under FM or case closed).

[Attachment 2—PIC Drop-Down Guide For Unit Clerks/IPTs](#) provides guidance on translating the drop-down terms on the PIC form to the drop-down options available in CWS/CMS for Placement Change Reason, Placement Episode Termination Reason, and Facility Type.

As necessary, refer to [CWS/CMS Data Entry Standards—Creating a New Placement Using ResMan](#) and [CWS/CMS Data Entry Standards—Placement Home Change of Address and/or Facility](#).

12. Create SOC158A to initiate payment for new caregiver, if needed.

Refer to [CWS/CMS Data Entry Standards—Generating the SOC 158A](#).

13. Obtain social worker's signature on SOC158A, then make a copy.
  14. Send original SOC158A to ET.
  15. File copies of *PIC Notice (F063-28-301)*, *PIC Supplement (F063-25-566)*, and *SOC158A on Placement Acco (F063-25-106)* of service file.
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## LEGAL MANDATES

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None.

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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:

July 21, 2006  
April 29, 2008  
September 10, 2010  
October 5, 2010