

Placement

Effective Date:	07/09/26
Revised Date:	07/09/26
Issuing Authority: Chief Probation Officer	

906.1 PURPOSE:

To establish guidelines for the documentation and supervision of youth ordered to placement under W&I 602 Wardship or W&I 450 Transition Jurisdiction.

906.2 DEFINITIONS:

Placement Youth: A ward of the Court ordered placed under W&I 602 wardship or W&I 450 transition jurisdiction.

Non-Minor Dependent (NMD): A client over the age of 18 who has a placement order. The placement order can be either W&I 602 wardship or W&I 450 transition jurisdiction.

W&I 450 Transition Jurisdiction Clients: A placement youth who was previously placed under W&I 602 wardship and has a placement order under W&I 450 transition jurisdiction. These clients are not subject to terms and conditions.

Extended Foster Care (AB12): A program within the Child Welfare System that provides services to enhance independence to qualified current and former foster youth between the ages of 18 and 21.

Missing 602 wards: Clients who are absent (commonly referred to as AWOL- absent without leave), or absent themselves from care shall be considered missing: (a) Any client whose whereabouts are unknown to the Probation Department, or (b) any client who leaves the approved placement and refuses to return to placement, even though the whereabouts of the client are known to the Probation Officer (PO).

Foster Care: 24-hour care and supervision to a youth/NMD who has been placed by a child-placing agency, including Probation and County child welfare services in one of the following types of foster homes: a licensed foster family home, a licensed small family home, a family home certified by a licensed foster family agency for its exclusive use, an approved foster family home, a licensed group home for children, resource family home, or a home pursuant to a court order or voluntary placement agreement.

Placement Transfer Checklist: A document checklist that must be completed by the referring Probation Officer.

JV-220 Form: A California judicial consent application regarding psychotropic medication.

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Short-Term Rehabilitative Therapeutic Program (STRTP): A residential program where youth can be provided specialty mental health services to address specific treatment goals.

Significant Incident Report: A report generated by an STRTP notifying the Probation Department about an incident.

Transitional Housing Placement Plus Foster Care (THPP+FC): A transitional housing placement created for Extended Foster Care/AB12 NMDs (ages 18-21), which provides housing and support while training the NMD to increase independence.

Supervised Independent Living Placement (SILP): A living arrangement for Extended Foster Care/AB12 NMDs (ages 18-21) who are developmentally ready to live independently (e.g., room and board, a room with a relative, living with a non-related family member or supportive adult, etc.).

Transitional Independent Living Plan (TILP): A written plan that describes the emancipation preparation services that have been/will be provided to the youth, the course youth will take to better prepare for emancipation, and the youth's emancipation readiness.

Independent Living Skills Program (ILP): Provides training, services, and benefits to assist current and former foster care youth in achieving self-sufficiency before and after leaving the foster care system.

Inter-Agency Placement Committee (IPC): A multi-agency, multi-disciplinary team that serves to support children/youth/NMDs with significant behavioral, emotional, medical, and/or developmental needs through a screening process whereby treatment and placement needs are determined.

241 Committee: A multi-agency, multi-disciplinary team that convenes initially when a youth appears to come within the description of both Section 300 and Section 602, to determine which status will serve the best interests of the youth and the protection of the community. The committee establishes guidelines for a coordinated and collaborative approach for facilitating the exchange of relevant information, resolving youth and family issues, providing appropriate services, and making recommendations to the Court.

Commercial Sexual Exploitation of Children (CSEC): The sexual trafficking of a youth/NMD where anything of value (food, clothing, shelter, payment, etc.) is given to a youth/NMD or received by another person for the performance of any sexual act.

Sex Trafficking Victim: An individual subject to the recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act, or a victim of a "severe form of trafficking in person," in which a commercial sex act is included by force, fraud or coercion, or in which the person induced to perform the act is under 18 years of age.

906.3 GUIDELINES:

- A. Refer to All County Letters that provide current guidelines regarding the supervision of Foster Care youth.

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- B. When applicable, refer to the JV 220 – Court Application for Psychotropic Medication for Youth procedure for compliance with W&I 739.5 regarding psychotropic medication.

906.3 RESPONSIBILITIES:

I. Placement Support Staff:

- A. Create an Aid to Families with Dependent Children (AFDC) packet and submit it to fiscal.
- B. Create placement referral packets and send packets to the prospective STRTPs selected by the unit supervisor or their designee.
- C. Review incoming files for completeness of placement forms.
- D. Notify the Foster Care Eligibility Worker regarding the placement change when the youth is AWOL/missing.
- E. Document location efforts in the Contact Notebook of the Child Welfare Services/ Case Management Services (CWS/CMS) system.
- F. Update the CWS/CMS database with monthly information provided by POs and/or STRTPs and upload applicable documents.
- G. Process documents such as court reports and bench warrants.

II. Placement Coordinator:

- A. For youth detained and awaiting placement:
 - 1. Contact the youth three (3) times within the first thirty (30) days and monthly thereafter.
 - 2. Submit a two-week Non-Appearance Review (NAR) to advise the Court of the youth's placement status.
 - 3. Set the Pre-Permanency Planning Hearing (PPH) at the time of the first NAR.
 - 4. Follow up with prospective STRTPs regarding pending placement referrals.
 - 5. Contact the assigned Juvenile Detention and Assessment Center (JDAC) to schedule a pre-placement interview with the referred STRTPs.
 - 6. Submit court reports for scheduled Court hearings.
 - 7. Prepare a referral packet and present the youth's case to the Inter-Agency Placement Committee (IPC) for placement approval.
 - 8. Coordinate with the Department of Behavioral Health (DBH) designee for the qualified individual assessment referral process.
 - 9. Review referrals for qualified individual assessment and submit the document to the DBH designee.
- B. For youth accepted by an STRTP:

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1. Complete a placement packet for the STRTP which shall include:
 - (a) Court documents
 - (b) School records
 - (c) ID documents
 - (d) Health information forms
 - (e) Signed consent forms
 - (f) Notices regarding the youth's rights
 - C. Contact the youth (via telephone or in-person) and read their placement terms to them.
 - D. Submit and obtain the "Medical Release to Placement" clearance from the JDAC.
 - E. When the "Medical Release to Placement" clearance is returned, and the youth is cleared for release to placement:
 1. Schedule the youth's release to placement.
 2. Coordinate the mode of travel and placement travel arrangements.
 3. Notify the youth's parent or guardian of program acceptance. Provide the telephone number of the STRTP as well as the assigned probation officer's name and telephone number.
 4. Prepare and submit the "Placing" NAR, advising the Court that the youth was screened and accepted by the named STRTP and the date the youth will be transported. Ensure the NAR indicates the youth was read their placement terms.
 5. If a youth is placed out of County, send a W&I 740 notification to the receiving County's Probation Department.
 - F. If a youth is accepted by an out-of-state STRTP, prepare a referral packet and present the youth's case to the Interstate Compact on the Placement of Children (ICPC) committee for an out-of-state placement approval.
- III. Placement Probation Officer:
- A. Review the case file and case plan.
 - B. Contact the youth in person during the first thirty (30) days of placement, and monthly thereafter, to ensure treatment goals are being met.
 - C. Refer youth 15½ or older with placement orders to the Independent Living Skills Program (ILP) and ensure orientation and a Transitional Independent Living Plan (TILP) are completed for each youth.
 - D. Participate in Child and Family Team Meetings (CFTM) as required and additional CFTMs as needed.

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- E. Contact the youth when they are involved in a significant incident or sustain an injury.
- F. Submit reports for scheduled Court hearings.
- G. Submit monthly statistical reports regarding ILP progress, Mental Health, monthly face-to-face contacts, and monthly parental contacts to the Placement Support Staff.
- H. Coordinate with the placement at least ninety (90) days before the youth's anticipated graduation to ensure the youth is on track to meet placement graduation requirements.
- I. Program Completion:
 - 1. Complete the Change in Foster Place document and graduation court packet.
 - 2. Submit a referral for Wraparound Aftercare supervision.
 - 3. Provide aftercare supervision based on current legal requirements if applicable.
 - 4. For youth who are unable to return home:
 - (a) Continue efforts to locate a fit and willing relative caregiver.
 - (b) Refer youth under the age of 18 to Children and Family Services and the 241 committee.
 - (c) Refer youth who meet AB12 eligibility requirements to the AB12 Probation Officer.
 - (d) Complete the required paperwork before the youth's scheduled exit date from placement to transfer the eligible youth to the AB12 Probation Officer.
 - 5. Complete the graduation packet detailing the youth's progress in placement.

Missing From Care W&I 602—Placement Youth:

- A. Complete the following actions immediately or within 24 hours from receipt of information that a youth or NMD is missing from care and document in CE:
 - 1. Follow up with STRTP to verify the youth has not returned to the facility.
 - 2. Obtain a Significant Incident Report from the STRTP.
 - 3. Conduct efforts to locate the missing youth.
 - 4. Review prior information on the youth and contact individuals who may know the youth's whereabouts.
 - 5. Notify the prior parent/guardian of the missing youth, attorney, Indian custodians, CASA, and any sibling over the age of 10 who is also a foster dependent. Request any information they may have on the youth's whereabouts.

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6. Generate a Bench Warrant.
 7. Complete a Change in Foster Place document and submit it to the Eligibility Worker and Placement Support Staff.
 8. If it is reasonably believed the youth has experienced or is at risk of experiencing child sexual exploitation, report the details to the National Center for Missing and Exploited Children online or by calling 1-800-THE-LOST (1-800-843-5678).
- B. If an Indian child, youth must also reference All County Letters (ACL) 24-18 for Active Efforts information and service delivery.

Returning to Care W&I 602—Placement Youth:

- A. When the youth is returned to care and/or detained:
1. Interview and assess the immediate needs of the youth:
 - (a) Assess the need for medical care and/or public health nurse consultation to rule out injuries, illness, or other medical conditions and seek medical care as needed.
 - (b) Evaluate the need for mental health services and contact the appropriate agency when needed.
 - (c) Evaluate the need for law enforcement assistance due to known or suspected victimization, exploitation, exposure to or participation in criminal activity, etc., and contact the appropriate agency as needed.
 - (d) Assess the factors that contributed to the youth running away and respond to these factors appropriately. Respond to those factors identified in subsequent placements, to the extent possible. Reference ACL 19-26 and 22-100 if the child returns within 14 days of closing the placement, actively preserving the placement and no 14-day notice has been issued.
 2. Determine the youth's experiences while absent from care, including whether the youth is a possible victim of commercial sexual exploitation, and where and with whom they may have stayed.
 3. Assess placement needs:
 - (a) Determine if replacement or alternate future arrangements are more appropriate.
 - (b) To provide continuity in placement, contact the previous caregiver, and determine if there is a willingness to have the youth returned to their home, and if it is suitable and safe for the youth.

IV. AB12 Probation Officer:

- A. Review new AB12 case files and create an AB12-specific case plan.
- B. Contact the NMD (in person) during the first (30) thirty days of placement for AB12 orientation, and once a month thereafter to provide support and review monthly progress.

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- C. Submit reports for all scheduled Court Reviews: Appearance Reviews, Attorney Only, AB12 Review hearings.
- D. Review eligible clients on Placement caseloads.
- E. Conduct transitional conferences with prospective clients.
- F. Provide THPP+FC applications when applicable and guide youth through the process.
- G. Submit completed applications and risk propensity documents to providers.
- H. Complete a Change in Foster Place document and submit it to the Eligibility Worker and Placement Support Staff when a change of setting (THPP+FC, SILP, in-custody, whereabouts unknown) for the purpose of funding.

Missing From Care NMDs under W&I 450 Transition Jurisdiction:

- A. Complete the Change in Foster Place document as soon as possible and submit it to the Eligibility Worker and Placement Support Staff.
- B. Contact the appropriate authorities if competency issues exist or if there is reasonable suspicion that the NMD is a victim of harm or foul play.
- C. Immediately notify the THPP-FC provider of the NMD's missing status if the NMD is placed in a THPP-FC setting.
- D. Attempt to locate the NMD whose whereabouts are unknown and document the efforts to locate the NMD in CE and reports given to the Court.
- E. Immediately report suspected commercial sexual exploitation to the appropriate authorities for entry into the National Crime Information Center (NCIC) and the National Center for Missing and Exploited Children (NCMEC).

Returning to Care NMDs under W&I 450 Transition Jurisdiction:

- A. When the NMD is returned to care and/or detained:
 - 1. Interview and assess the immediate needs of the NMD:
 - (a) Assess the need for medical care and/or public health nurse consultation to rule out injuries, illness, or other medical conditions and assist the NMD to seek medical care as needed.
 - (b) Evaluate the need for mental health services and contact the appropriate agency when needed.
 - (c) Evaluate the need for law enforcement assistance due to known or suspected victimization/exploitation, exposure to or participation in criminal activity, etc., and contact the appropriate agency as needed.
 - 2. Assess the factors that contributed to the NMD running away and respond to these factors appropriately.
 - 3. Determine the NMD's experiences while absent from care, including whether the NMD is a possible victim of commercial sexual exploitation, where and with whom they may have stayed.

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4. Assess future needs and assist in the reentry process.
- B. Termination of transition jurisdiction for NMD:
 1. If the NMD's whereabouts continue to remain unknown, submit a Non-Appeal Review (NAR) packet advising the Court of reasonable efforts made to locate the NMD.
- V. Placement Monitor:
 - A. Address complaints regarding programs.
 1. Conduct internal fact-finding investigations regarding all allegations of abuse or mistreatment while youth are in Placement and complete the initial complaint and review form.
 2. Provide information and status updates to the Supervising Probation Officer, Division Director, and Deputy Chief Probation Officer.
 - B. Review California Department of Social Services records to ensure programs remain in good standing and are appropriate for youth.
 - C. Serve as a liaison between Probation and STRTPs.
 - D. Obtain program information on prospective STRTPs and determine if they are appropriate for use with San Bernardino County Probation youth.
 1. Coordinate in-person visits to determine if they will meet state licensing mandates and remain in compliance.
 - E. Complete the Incident Report Tracking Log when a youth is listed in a significant incident.
 - F. Participate in a regular discussion of any significant deficiencies identified regarding placements.
 1. Address any deficiencies with STRTP providers.
 2. Recommend corrective direction to STRTPs as appropriate.
- VI. Intake PO:
 - A. If a placement youth is located and placed in detention, with or without new charges:
 1. Schedule a Detention Hearing within 48 hours of being detained.
 2. Notify the parent/guardian and defense attorney of the detention hearing.
 3. Contact the assigned PO for their recommendation for the Detention Report.
- VII. Supervising Probation Officer (SPO):
 - A. Review the case file and ensure the requisite paperwork is in the file or has been requested.
 - B. Select the appropriate placement(s) that best meet the youth's needs.

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- C. Notify support staff to send referrals to the selected STRTPs.
- D. Review significant incident documents generated by the Placement Monitor for appropriate action.