



CHAMBERS OF
MICHAEL NASH
PRESIDING JUDGE

JUVENILE DIVISION
The Superior Court
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August 7, 2012

TO: All Juvenile Court Judicial Officers
Department of Children and Family Services (DCFS)
Probation Department (Probation)
All Interested Individuals and Entities

FROM: Michael Nash, Presiding Judge 
Los Angeles Juvenile Court

SUBJECT: REPORT ON PLACEMENT CHANGE

The following memo shall apply to all the listed placement changes which occur beginning September 1, 2012. It does not apply to youth who fall within the scope of AB 12/212.

All too frequently, the placements of children and youth under the jurisdiction of the Delinquency Court and/or the Dependency Court changes. This protocol is designed to cover the movement of a child/youth from any one of the following on the list to another on the list:

1. Home
2. Home of relative
3. Foster home
4. Group home¹

Whenever one of the above placement changes is made, Probation or DCFS, whichever is the placing agency, shall file a report with the child/youth's court of record within three court days. The report shall either be a separate report or shall be contained within a WIC 387, WIC 777 or similar report if such is filed, whichever is sooner. It shall include the following information:

1. What is the new placement and where is it?

¹ This only applies to movements from group home to group home. A separate memo will cover movements to group homes from other placements.

2. What is the reason for the change?
3. Was there a TDM prior to the change? If not, why not? If so, who was present?
4. Has the youth's personal property, including pets, been moved to the new placement? If not, what is the reason? What was used to move the youth's property, i.e., suitcase, plastic bag?
5. Was the child/youth given an opportunity to say goodbye and exchange contact information with friends/important adults from the current placement, school or neighborhood?
6. If the child/youth is being administered medication, including psychotropic medication, has a supply of the medication traveled with the child/youth so that there is no interruption of the medication regimen?
 - Has the new caregiver been fully informed of the medication regimen and been given a copy of the psychotropic medication authorization form?
 - What is the name of the caregiver responsible for administering and monitoring the medication?
 - Has the new caregiver been given the name and contact information of the treating physician and informed whether or not there are upcoming appointments?
 - Will a change of physician be necessary?
7. Will the placement change necessitate a school change? If so, why?
 - What impact, if any, will the school change have on school credits?
 - What arrangements have been made to enroll the child/youth in a new school? Are there any barriers to the transfer?
 - Is the child/youth in agreement with the school change?
 - Did the holder of education rights agree to the school change?
 - Has the old school been notified of the transfer?
 - Have the school records, including any IEP's been given to the new school? Will the new school continue to implement the IEP? Or will a new IEP be necessary and has it been scheduled?
8. If the child/youth is in counseling, will counseling continue with the counselor? If a new counselor is required, what arrangements are being made to initiate counseling with a new counselor? If the child/youth did not want to change counselors, were any efforts made to maintain treatment with the current counselor? If a change must occur, is there a transition plan? Does the new counselor have contact information for the old counselor?
9. What is the plan for maintaining any other services/treatment that the child/youth is receiving? Does the new service provider(s) have contact information for the old service provider(s)?

10. Has the new caregiver been given a copy of the child/youth's health/ education passport?
11. Has the new caregiver been informed of the child/youth's school status, health status, counseling and other services status? Does the new caregiver have all the information necessary for the continuation of Medi-Cal services? Has the caregiver been given a copy of the youth's TILP if one exists?
12. State the names of the Probation Officer or Social Worker who have provided the above information. State the name(s) of the individual(s) who have received the information and the relationship or status vis-à-vis the child/youth.
13. Was the child's attorney notified of the placement change in accordance with WIC 16010.6(a)?
14. If the placement change resulted in separation from a sibling(s), was the sibling (s) and the sibling's attorney(s) notified in accordance with WIC 16010.6(b)? What plan is in place for sibling contact and or visitation?
15. Who else has been informed of the placement change?
 - Parent(s) or guardian(s)
 - Involved relative(s)
 - Involved non related extended family member(s)
16. Has the new caregiver been informed of the next court date and whether the child/youth needs to appear in court?

Each department, DCFS and Probation, shall file the report in the appropriate court of record along with copies for the attorneys of record to be immediately distributed by the court officer in each courtroom. After reviewing the report, the judicial officer, on his or her own motion, may order, or any of the parties may request, and the court shall allow, the matter to be placed on calendar to be heard on any issues raised by the report.

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