

Procedural Guide

0600-530.00

PUBLIC HEALTH NURSE (PHN): ROLES AND RESPONSIBILITIES AND SECONDARY ASSIGNMENT IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM

Date Issued: **03/26/12** Effective date **04/09/12** (NOTE: This will allow time for SCSW to inform their CSWs of this new Procedural Guide.)

New Procedural Guide Release

Revision of Existing Procedural Guide dated

Revision Made: NOTE: Current Revisions are Highlighted

Cancels:

DEPARTMENTAL VALUES

This Procedural Guide supports the Department's efforts to ensure the outcomes of improved child safety and reduced timelines to permanency as well as, improving the health and safety of a child by making easy the smooth and timely assignment of Public Health Nurses to referrals and cases.

WHAT CASES ARE AFFECTED

This Procedural Guide is applicable to all new and existing referrals and cases.

OPERATIONAL IMPACT

The Department of Children and Family Services (DCFS) utilizes PHNs from the Department of Public Health/ Health Care Program for Children in Foster Care (DPH/HCPFC) and DCFS. The PHNs work in collaboration with the Children's Social Worker (CSW) to facilitate appropriate health care services for children under the supervision of DCFS.

ROLE OF THE HCPCFC PUBLIC HEALTH NURSES

The role of the HCPCFC PHN working within DCFS is to coordinate appropriate health care services for children in out of home care under the supervision of the Court. The PHN works as a consultant to the CSW to assist with the coordination of health care services for children placed in:

- Relative/Non relative Extended Family Member Homes
- Foster Family Homes
- Foster Family Agency (FFA) Certified Homes
- Small Family Homes
- Group Homes
- Tribal Court-Specified Homes
- Adoptive Home Not Finalized
- Legal Guardian's Home with open Court Jurisdiction
- ER Referrals where the child has been detained

These PHNs also provide comprehensive health care consultations to CSWs and Probation Officers to prevent illness and to promote and maintain the health of children and youth in foster care. Services provided by the PHN include, but are not limited, to the following:

- Serve as a bridge between foster families, CSWs, probation officer(PO) and health care providers in order to facilitate referrals to health care providers;
- Enhance the quality and cost effectiveness of health care services by coordinating primary and specialty health care needs in a timely manner;
- Identify chronic physical, developmental, dental and mental health conditions of children;
- Evaluate and prioritize caseload according to the PHN Practice Manual guidelines;
- Assist the CSW and PO in obtaining additional services necessary to educate and support caregivers in providing services to children with special needs
- Collect health information to determine appropriate referrals and services needed for the child and to expedite timely referrals for medical, developmental, dental, and mental health services;
- Review and assess medical, dental, developmental and mental health care documents to identify appropriate health care needs and enter information into Child Welfare System Case Management System (CWS/CMS);
- Participate in critical incident and child fatality meetings by providing follow-up reports and retrieving relevant documentations;
- Coordinate medical services for medically fragile children:

- Review and assess medical records to assist in making F-Rate eligibility recommendation;
- Participates in joint home, office, school and hospital visits, as needed;
- Provide weekly written updates to a hospital log regarding the status of hospitalized children placed in out-of-home care;
- Provide education to caregivers, community providers and CSW about the role of the HCPCFC PHN Role and medical topics requested;
- Participates in multidisciplinary team meetings as needed to establish a plan of care;
- Identify and search for appropriate health care services and community resources to meet the health care needs of the child;
- Collaborate with community agencies, health care programs and caregivers to maintain children's continuity of care;
- Evaluate the health status of the children in out-of-home care by:
 - Reviewing collected medical data.
 - Actively review and update the Health and Education Passport (HEP) based on medical information obtained from providers;
- Review E-mHub exam results, documenting information in the Health Passport, and helping in coordinating necessary medical follow-up. See Procedural Guide 0600-500.00, Utilization of Medical HUBS
- Complete a Nurse to Nurse Report (N2N) of the children's health care coordination status when transferring a case to another HCPCFC or DCFS PHN.

ROLE OF DCFS PUBLIC HEALTH NURSES (PHNs)

DCFS PHNs are responsible for responding to requests for PHN consultations from CSWs on all children living with a biological parent (ER referrals, VFM, FM), VFR, Kin-Gap, Voluntary PP, Non-Court Probate and PAS cases.

ER Referrals:

- Consult with ER CSWs as part of Joint Response Referral (JRR) process during the investigative phase for ER referrals on children with known or suspected medical or developmental problems.
- A consultation consists of a discussion/conversation with CSW about the child's medical/developmental problems and may also include:
 - Review of medical records with the CSW;

- Joint face to face visit with CSW in home, office, school or hospital consultation with medical providers to obtain and clarify child's medical condition,
- Documenting medical information into the Health Notebook in CWS/CMS,
- Providing recommendations about the child's medical/developmental needs
- Assisting in coordination of necessary medical follow-up. See Procedural Guide 0070-560.05, Joint Response Referral.

Open VFM, FM, VFR, and Non-Court Probate cases:

- Consult with CSWs for children with known or suspected medical/developmental conditions under DCFS supervision using the JRR process.

Critical Incidents and Child Fatalities:

- PHN responsibilities include:
 - Assisting in obtaining current and past medical information on the focus child and siblings;
 - Consult with medical providers regarding the child's medical condition;
 - Obtaining medical information on the siblings/other children residing in the home;
 - Conducting a joint home visit with the CSW to assess the medical/developmental needs of the focus child and other children residing in the home,
 - Assisting in coordinating appropriate and necessary medical services for children.
 - Providing a written summary medical report to DCFS Medical Director.

Multidisciplinary Meetings:

- Participate in TDMs and/or other multidisciplinary team conferences for children with known/suspected medical/developmental conditions.

Hub referrals:

- Review E-mHub exam results, documenting information in the Health Passport, and helping in coordinating necessary medical follow-up. See Procedural Guide 0600-500.00, Utilization of Medical HUBS.

Hospitalized children:

- Provide weekly tracking and monitoring updates to DCFS PHNS and CSW in order to: provide current updates, assess the child's readiness for timely hospital discharge, assess and ensure that all necessary services are in place to facilitate timely discharge.
- Conduct joint home visit with CSW post hospitalization to assess for caregivers capacity to meet the child's ongoing medical needs, continuity of care and assist in coordinating necessary medical care follow-up. See Procedural Guide 0600-505.20, Medical Hospitalization and/or Discharge of DCFS-Supervised Children.

Children with Special Health Care Needs:

- Review medical records for children with serious and or chronic medical and developmental conditions to provide PHN follow-up.
- Assess the child's medical condition for Medical Case Management Services Unit transfer criteria and to determine eligibility for F-rate criteria. See Procedural Guide 0600-513.10, Medical Case Management Services (MCMS) Unit: Intake/Transfer Criteria and Transfer Procedures.

SCAN/Forensic Examinations:

- Review and document forensic exam findings in the Health Notebook; clarify and explain findings and results to CSW as needed. Assist in coordinating medical follow up appointments, as needed.

Post-Adoption and Kin-ship cases:

- Review medical information to determine eligibility for F-rate benefits. See Procedural Guide 0900-522.11, Specialized Care Increment (SCI) - F-Rate.

Trainings:

- Provide trainings to CSW Academy trainees on the role of the PHN. Provide F-rate training to Foster Parents/Relative Caregivers

Procedures

A. WHEN: MAKING A SECONDARY ASSIGNMENT FOR A PUBLIC HEALTH NURSE

The following procedures are for DCFS and HCPCFC PHNs:

- PHNs will be assigned to a referral/case on CWS/CMS as a secondary.
- PHNs or their supervisors are the only ones that can add the PHN name as a secondary
- PHNs will "End Date" their secondary case assignment in CWS/CMS prior to transferring a case to another PHN.
- PHNs will complete a Nurse to Nurse Report prior to transferring a case

HCPCFC PHN Responsibilities

1. Prior to assigning themselves as a secondary the PHNs will:
 - a) Determine the case status based on HCPCFC PHN caseload assignment

guidelines.

- b) Consult with PHNS if unable to determine if case belongs to his/her caseload assignment or unit.
2. Upon receiving a consultation from the CSW or SCSW the PHNs will assign themselves as a secondary. See Attachment 1 at the end of this Procedural Guide, for instruction on how to make a secondary assignment.
3. Assign yourself as secondary when temporarily covering for another HCPCFC PHN.
4. End date your secondary assignment only when:
 - Transferring a case to a HCPCFC or DCFS PHN;
 - Working on a case/referral while temporarily covering for another HCPCFC PHN. End date your secondary assignment as soon the required data entry has been completed in CWS/CMS.

NOTE: A Secondary Assignment for the Health Care Program for Children in Foster Care (HCPCFC) PHNs is defined as a HCPCFC PHN or their supervisor assigning them(selves) as a secondary on a referral/case to allow the CSW to identify the PHN assigned to the case/referral.

DCFS PHN/DCFS Supervising PHN Responsibilities

DCFS PHNs are responsible for responding to requests for PHN consultations from CSWs on all children living with a biological parent (ER referrals, VFM, FM) and VFR cases. For more details see pages 4 and 5 of this Procedural Guide

Secondary assignments can be made by either the DCFS PHN or their Supervisor.

- Assign yourself as a Secondary on CWS/CMS under the following situations:
 - Upon receipt of DCFS 5646-1, Public Health Nurse Consultation Request, from either from the CSW or the SCSW.
 - Upon receipt of a N2N report from a PHN.
 - Upon receipt of any medical documents for children in their caseload
 - Upon receipt of critical incidents, child fatalities and media alerts in their caseload
 - On all hospitalized children in their caseload
 - As assigned by PHNS or Nurse Manager

See Attachment I for instructions on how and when to end date a Secondary Assignment.

- PHN will end date themselves as Secondary assignment when: A case is transferred to another PHN, or Upon completion of review and documentation of all available medical/dental/developmental problems that requires PHN follow-up.

See Attachment I for instructions on how to end date a Secondary Assignment.

APPROVAL LEVELS

Section	Level	Approval
A.	None	

OVERVIEW OF STATUTES/REGULATIONS

None

LINKS

California Code <http://www.leginfo.ca.gov/calaw.html>
Division 31 Regulations <http://www.cdss.ca.gov/ord/PG309.htm>
Title 22 Regulations <http://www.dss.cahw.net.gov/ord/PG295.htm>

RELATED POLICIES

Procedural Guide 0070-560.05, Joint Response Referral
Procedural Guide 0070-524.10, Assessment of Failure to Thrive
Procedural Guide 0080-505.20, Health and Education Passport (HEP)
Procedural Guide 0600-500.00, Utilization of Medical HUBS
Procedural Guide 0600-505.20, Medical Hospitalization and/or Discharge of DCFS-Supervised Children
Procedural Guide 0600-513.10, Medical Case Management Services (MCMS) Unit: Intake/Transfer Criteria and Transfer Procedures
Procedural Guide 0900-522.11, Specialized Care Increment (SCI) - F-Rate

FORM(S) REQUIRED/LOCATION

HARD COPY None

LA Kids: **DCFS 5646-1**, Public Health Nurse Consultation Request

CWS/CMS: Assignment Page
 Health Notebook

SDM: None

Attachment I

CWS/CMS Assignment Page

Assigning a PHN as a **Secondary** Assignment

The screenshot shows the 'Client Services' application window. At the top is a menu bar with 'File', 'Edit', 'Search', 'Action', 'Associated', 'Attach/Detach', 'Window', 'Help', and 'Toolz'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Assignment Grid:** A table with columns: ID, Caseload, Responsibility, Start, End, and Role Type. It contains four rows of assignments. A '+' button is located to the left of the grid.
- Responsibility:** Radio buttons for 'Primary', 'Secondary', and 'Read Only'. The 'Secondary' option is selected.
- Assignment Destination:** Radio buttons for 'CWS Staff' and 'Out Of State'. 'CWS Staff' is selected.
- Details:** Fields for Start Date (07/20/2005), Start Time (03:40pm), End Date, End Time (: am), and Role Type (Public Health Nurse).
- CWS Staff:** Fields for County (Los Angeles), Office (DCFS Headquarters), Unit (Beth Ellison's ASFA Unit - Annual), and Caseload (AT13S0246).

At the bottom of the window, a status bar shows 'Ready' and 'Case [Chapman, Aaliya D.]'.

Steps to assign a Public Health Nurse as a Secondary Assignment:

1. Click the "+" button in the Assignment Grid
2. Change the Option button from "Primary" to "Secondary" in the Responsibility box.
3. Select "Public Health Nurse" from the Role Type drop down menu in the Details box.
4. Select "Office of the Medical Director" from the CWS Office drop down menu in the CWS Staff box.
5. Select "Nurse Supervisor Unit Name" from the Unit drop down menu
6. Select "Nurse File Number" from the Caseload dropdown menu.
7. Click on "File" then "Save to Database" to update and save your work.

Steps to End Date a PHN **Secondary** Assignment:

The screenshot shows the 'Client Services' application window. The 'Assignment' grid is visible, with the second row (AT13S0246) highlighted in yellow. The 'End' column for this row is also highlighted. A red arrow labeled '1' points to this row. Below the grid, the 'Details' panel is open, showing the 'End Date' dropdown menu set to '07/20/2005'. A red arrow labeled '2' points to this dropdown. At the top left of the application window, the 'File' menu is highlighted. A red arrow labeled '3' points to the 'File' menu.

ID	Caseload	Responsibility	Start	End	Role Type
1	GL00S7207	Primary	09/23/2004 01:05pm		
2	AT13S0246	Secondary	07/20/2005 03:40pm		Courtesy Supervision Worker
3	L406S9056	Secondary	10/12/2004 11:43am		Eligibility Worker
4	R293S7207	Secondary	10/2/2004		Eligibility Worker

Responsibility
 Primary Secondary Read Only

Assignment Destination
 CWS Staff Out Of State

Details
 Start Date: 07/20/2005
 Start Time: 03:40pm
 End Date: [dropdown]
 End Time: : am
 Role Type: Courtesy Supervision Worker

CWS Staff
 County (or State of California): Los Angeles
 CWFS Office: DCFS Headquarters
 Unit: Beth Ellison's ASFA Unit - Annual
 Caseload: AT13S0246

Staff Person: [text box]
 Phone Number: [text box] Ext: [text box]

Ready Case [Chapman, Aalyha D.]

1. Click on and highlight the **Secondary** line in the Assignment box grid. (end dating Public Health Nurse Secondary Assignment in this example)
2. Click on the **End Date** dropdown menu. A calendar will open. Select and click the date you wish to end the Secondary Assignment.
3. Click on **File** and then **Save to Database**