

**Los Angeles County  
Department of  
Children and Family Services**

**CSEC Tracking System**  
Utilization Training for  
DPOs/SDPOs





Los Angeles County  
Department of Children  
and Family Services

# WELCOME



## OBJECTIVES:

Purpose of CSEC Tracking System  
Learn how to use/navigate CTS  
Know how to troubleshoot



In order to ensure the successful management and monitoring of the CSEC Advocacy Services program, a CSEC Advocacy Services platform was developed to:

- Streamline the review, monitoring and tracking of referrals and Advocacy agency deliverables and Advocacy Services activities to ensure quality control
- Establish a systematic and reliable way of tracking and monitoring program goals and outcomes for youth receiving Advocacy Services to support continuous quality improvement efforts
- Establish a mechanism by which to pull down monthly management and outcome reports to assess agency progress in meeting outcome areas related to safety, permanency, well-being, all of which require various calculations that are programmed in CTS
- Move away from using multiple excel worksheets and centralize data into one electronic system.

## Purpose of CTS for DPOs:

- The CSEC Tracking System will allow CTS users to create referrals in the system.
- The automated platform will eliminate manual process and will allow CSW to monitor and track the referral.

**Probation uses CTS to do the following:**

1. Initiate and submit CSEC Advocacy Referrals for youth who are at-risk or victims of CSE
2. View Client Summary and forms/reports completed by the CSEC Advocate assigned to youth (read Only)
3. Review, Approve/Reject:
  - Advocacy Plans
  - Termination Reports
  - Restoration Fund Requests
  - Extension Requests
4. View all youth on DPO caseload currently assigned to Advocacy Services, along with the Advocacy Agency and Advocate assignment
5. Search for history of prior CSEC Advocacy Services provided to a youth and youth currently assigned to Advocacy Services
6. Obtain Management Reports



### CSWs/DPOs are authorized to:

- i. View Client Summary, all the forms and reports (read only) submitted by Advocacy Agency
- ii. Submit CSEC Advocacy Referrals
- iii. Approve/Reject:
  - Advocacy Plan
  - Termination Report
  - Restoration Fund Request (Phase II)
  - Extension Request (Phase II)

### SCSWs/SDPOs are authorized to:

- i. View Client Summary, all the forms and reports (read only) submitted by Advocacy Agency
- ii. Approve/Reject:
  - CSEC Advocacy Referrals
  - Termination Report
  - Restoration Fund Request (Phase II)
  - Extension Request (Phase II)

### CTU Probation Administration is authorized to:

- i. View Client Summary, all the forms and reports (read only)
- ii. Add/Remove user(s) (*Probation admin, DPO, & SDPO*)
- iii. Approve/Reject:
  - CSEC Advocacy Referral
  - Auxiliary Funds Request
  - Restoration Funds Request
  - Extension Requests
- iv. Generate management reports



### Advocacy Agency Administrators are authorized to:

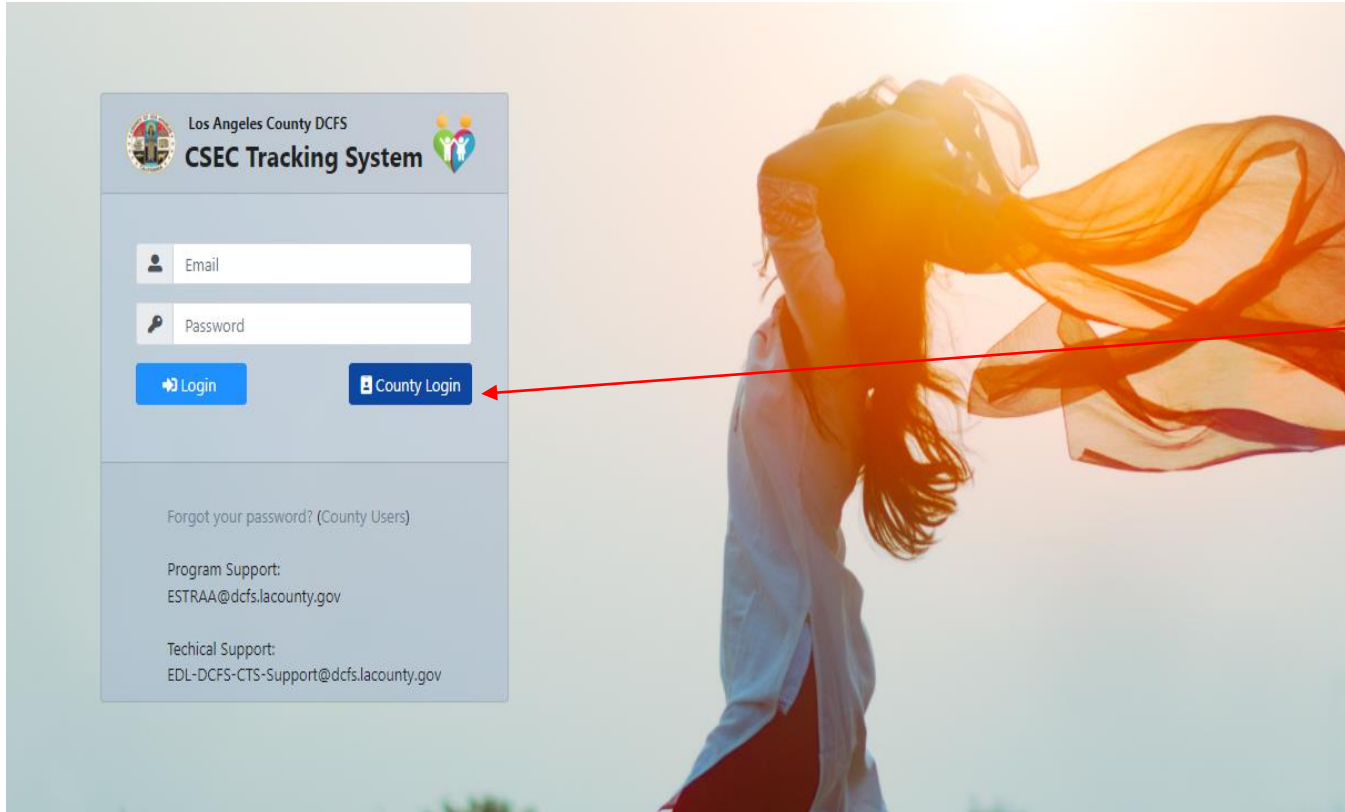
- ✓ View listing of all referrals assigned or pending for assignment to an Advocate
- ✓ Assign referrals to Advocates
- ✓ View existing caseload with referral assignment date, lead agency, and overdue alerts
- ✓ View Client Summary, all the forms and reports (read only)
- ✓ View, process, and submit Master Activity
- ✓ Add/edit CTS users and their role
- ✓ View Management Reports to support CQI efforts

### Advocates are authorized to:

- ✓ View listing of assigned referrals, with lead County agency, Task Alerts/Overdue Alerts, Client Summaries
- ✓ Document Advocacy Activities on CTS
- ✓ Create/Submit deliverables through CTS
- ✓ Receive notices for approvals and rejections by DCFS/Probation
- ✓ Upload documents onto CTS
- ✓ Receive updated information on newly assigned DCFS staff and current placement information



# CSEC Tracking System (CTS) For the DPO



### LOGIN:

- Click the “County Login” button to enter The CSEC Tracking System (no need to enter username and password)

### **Forgot Password?**

Click the “(County Users)” to reset password.

## DPO Home Page includes:

- **Search:** Allows DPO to search youth that are in the CSEC CTS database
- **Assignment Listing:** Displays all *CSEC victims/at-risk of CSEC* youth on DPOs caseload.

To generate a referral:

First click on  
“**Create Assignment**”

Los Angeles County DCFS  
CSEC Tracking System Home

DPO Name Logout

Search

Referral #:  PDJ #:

Youth Last Name:  Youth First Name:

Youth DOB:   Status: Non-Closed

Search Clear

Assignment Listing + Create Assignment Total: 17

Assignment #	Referral #	CPH Referral Date	Referral Name	Youth Name	PDJ #	Status	Agency	
1	10363	Information removed due to confidentiality.						

After you click on  
“Create Assignment”,  
this **Assignment  
Detail** box will pop-  
up.

Enter all information  
in all fields

Click on “**Save &  
Create Referral**”

### Assignment Detail

* Referral #:	<input type="text"/>	<input type="button" value="Q"/>	* Initial Referral Date:	<input type="text"/>	<input type="button" value="Calendar"/>	
* Referral Name:	<input type="text"/>			* Youth Name:	<input type="text"/>	
* DOB:	<input type="text"/>	<input type="button" value="Calendar"/>	Age:	<input type="text"/>	* Language:	<input type="text"/>
* PDJ #:	<input type="text"/>					



Los Angeles County  
Department of Children  
and Family Services

**CSEC Advocacy Services Referral pops up**  
DPO can Save/Submit “CSEC Advocacy Referral” after filling all required fields and signing by clicking on **“Sign”** button and then **“Submit”** button.

CSEC Advocacy Referral

Assignment #: 13514 Status: New

Date of Referral: [dropdown]

Lead Agency:  DCS  Probation  Other Separation Case:  Yes  No

**Section I: Type of Referral**

First Responders: Police (PRP), Fire (FF) and CSDF Advocacy Services (for cases not referred coming to MASH attention via the PRP)

Child Welfare: Probation (PRP) because city or youth already receiving CSEC Advocacy Services. For PRP response services only, complete Sections I and II only.

CSEC Advocacy Services (for youth or case cases that have been identified as a victim or at risk of CSO)

Other: Medical, Technical Support

Documented advocacy services with  youth and/or  parent if applicable and they agreed to receive services.  Yes  No

**Section II: Case Information**

Youth Name: [text] DOB: [date] Age: [text]

Language: [text]

POB: [text]

DPO Name: [text] DPO Contact #: [text]

DPO Email: [text]

SDPO Name: [text] SDPO Contact #: [text]

SDPO Email: [text]

Attorney Name: [text] Attorney Contact #: [text]

Attorney Email: [text]

**Section III: Youth's Current Whereabouts**

(IN ORDER TO REFERR TO ADVOCACY SERVICES, THE YOUTH CURRENTLY RESIDES OR STAYS TEMPORARILY IN A COUNTY)

Whereabouts: [dropdown] Name: [text]

Caregiver Name: [text] Relationship/Title: [text]

Address: [text]

Contact #: [text] Email: [text]

**Section IV: Current Service Component**

Probation: [dropdown]

**Section V: Reason for Referral**

At Risk of CSO  Victim of CSO

**Mark all of the indicators that are present (mark as many that apply):**

- Youth runs away or frequently leaves their residence or placement for extended periods of time (overnight, days)
- Youth engages in periods of homelessness, e.g. living on the street or couch surfing
- Youth runs or engages in emergency or temporary situations (e.g. runaway shelter, food, medical care)
- Youth has health care or attendance issues (including frequent or prolonged absences or absences)
- Youth presents a significant change in appearance, e.g. dress, hygiene, weight
- Youth shows signs of physical trauma/abuse
- Youth has fallen, swayed or tripped, including being treated in someone's property (i.e. house, room, "television to money", etc., "trippy")
- Youth has reported or suspected being or treated for pregnancy or STD
- Youth is being involved in drug & alcohol use
- Youth has health problems or complaints related to poor nutrition or irregular access to meals
- Youth has substance abuse issues that interfere with functioning
- Youth engages in sexual activities that cause harm or place them at risk of victimization
- Youth spends time where exploitation is likely to occur
- Youth has knowledge that suggests involvement in exploitation (i.e. "the life", "the game", "tricks/trick", "tricks")
- Youth is contacted by people who are exploited or who buy or sell sex
- Youth has provocative images of themselves on social media or phone
- Youth has had a victim bookmaker (i.e. trading, car flip, flipping, etc.)
- Using affection
- Youth has a romantic, inappropriate or non-consensual relationship with an older, dominating "boy/girl"
- Youth uses substances they obtained over the internet, including via peer-to-peer or buy/sell/trade sites
- Youth receives or has access to unexplained money, credit cards, bank fees, gifts, drugs, alcohol, transportation
- Youth has several cell phones or their cell phone number changes frequently
- Youth has a history of sex for money or material goods, including text or dealer for themselves or someone else, e.g. child, family, partner
- Youth is watched, filmed or photographed in a sexually explicit manner
- Youth has a history of sexual exploitation

Was a CSEC allegation called in to the Child Protection Hotline?  No  Yes Date of last CSEC referral: [date]  YES (REQUIRED)

Describe how the youth came to the attention of DCS/Probation: [text]

Describe current family dynamics/family involvement: [text]

**Section VI: Signatures**

DPO Name: [text] Date: [date] [Sign]

[Back] [Cancel] [Save] [Submit]

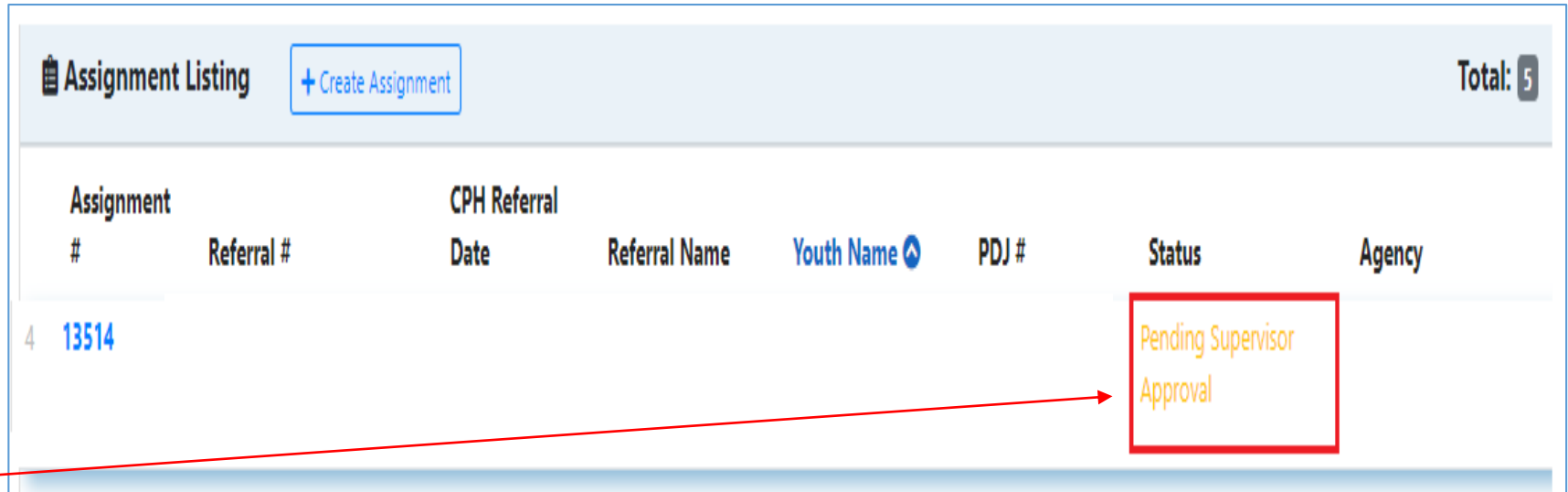
# CSEC Tracking System

## Submitting an Advocacy Services Referral

# CSEC Tracking System

## Submitting an Advocacy Services Referral

When the DPO submits a referral to the SDPO, it will display on “**Assignment Listing**” with the status of “**Pending Supervisor Approval**”



Assignment Listing [+ Create Assignment](#) Total: 5

Assignment #	Referral #	CPH Referral Date	Referral Name	Youth Name	PDJ #	Status	Agency
4	13514					Pending Supervisor Approval	



**Once the DPO submits the CSEC Advocacy Services Referral, it goes to the Supervisor and Probation CSEC Administration for review/approval.**

**If approved:**

- If the SDPO approves, the referral goes to Probation CSEC Administration for review/approval/rejection.
- If Probation CSEC Administration approves, referral is assigned to an Advocacy Agency, who will then assign an Advocate to the referred youth.
  - DPO will receive an assignment alert via e-mail once Probation CSEC Administration has assigned the referral to an Advocacy agency.

**If not approved:**

If the referral is rejected by the SDPO, it will be sent back to the DPO for modifications. DPO will receive an e-mail alert that referral was rejected.

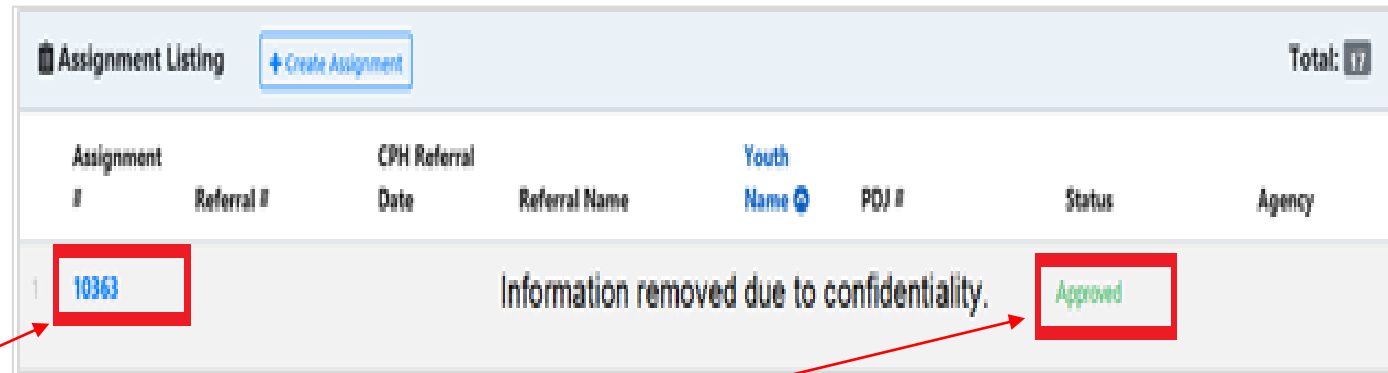
*What is my Supervisor is not available to review/approve?*

*If your Supervisor is on vacation/on leave, the DPO can submit the referral to another who has the SDPO role. DPO will need to inform the substitute SDPO via e-mail/call that a referral needs to be reviewed/signed.*

# CSEC Tracking System

## View Client Summary & other deliverables

DPO can view  
“**Client Summary**”  
information and  
advocate  
activities by  
clicking on  
“**Assignment#**”  
for a referral with  
status  
“**Approved**”.



Assignment #	Referral #	CPH Referral Date	Referral Name	Youth Name	POJ #	Status	Agency
1	10363		Information removed due to confidentiality.			Approved	

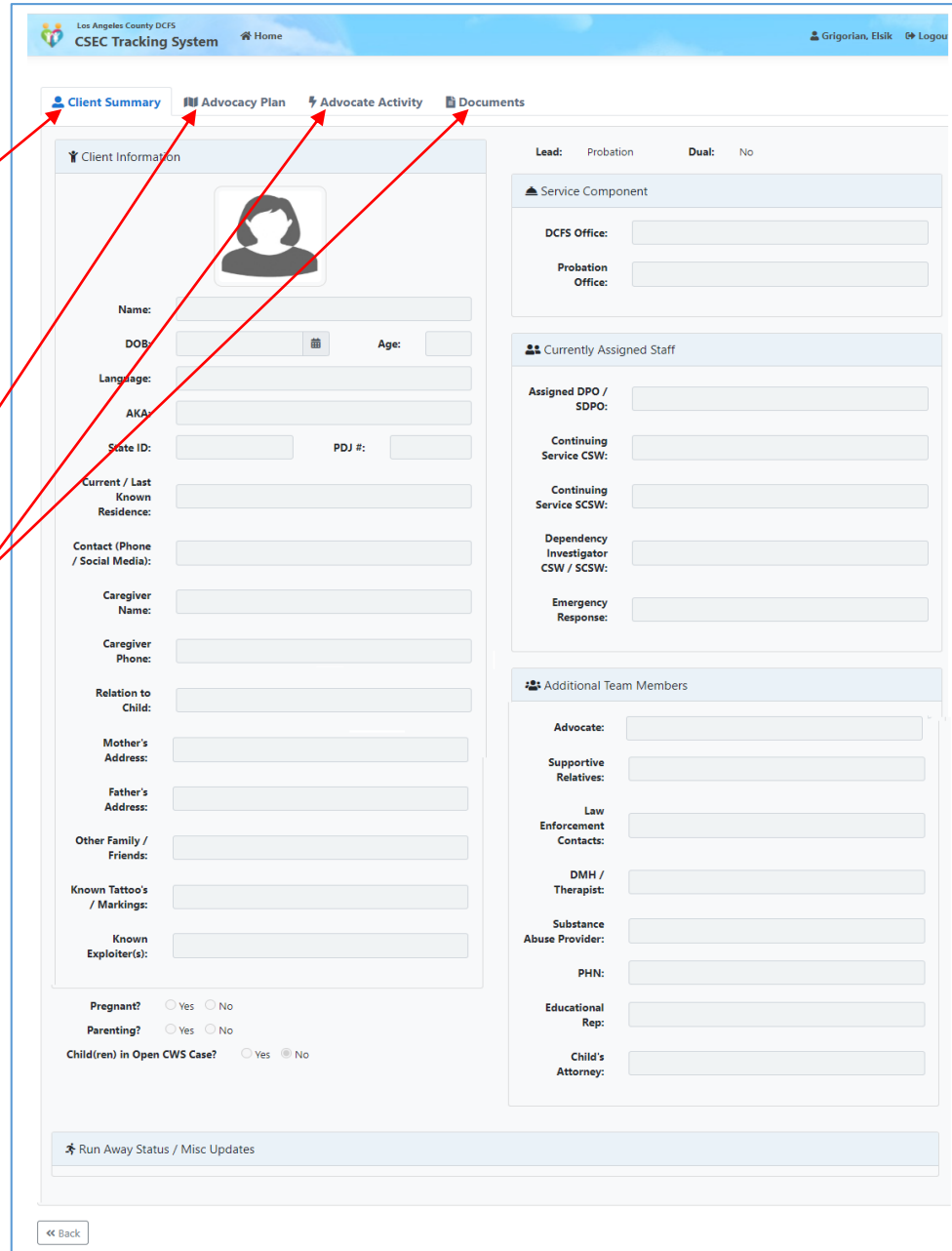


## The Client Summary Page includes:

- Client information

You will also be able to click on the following tabs to access:

- Advocacy Plans
- Advocate Activity
- Documents  
(Referral, FRP Intake form, Strength & Needs Assessment, 6 month review report, Termination Report, Extension Requests)



Los Angeles County DCFS  
CSEC Tracking System Home Grigorian, Elsik Logou

Client Summary Advocacy Plan Advocate Activity Documents

Client Information

Name:

DOB:  Age:

Language:

AKA:

State ID:  PDJ #:

Current / Last Known Residence:

Contact (Phone / Social Media):

Caregiver Name:

Caregiver Phone:

Relation to Child:

Mother's Address:

Father's Address:

Other Family / Friends:

Known Tattoo's / Markings:

Known Exploiter(s):

Pregnant?  Yes  No

Parenting?  Yes  No

Child(ren) in Open CWS Case?  Yes  No

Lead: Probation Dual: No

Service Component

DCFS Office:

Probation Office:

Currently Assigned Staff

Assigned DPO / SDPO:

Continuing Service CSW:

Continuing Service SCSW:

Dependency Investigator CSW / SCSW:

Emergency Response:

Additional Team Members

Advocate:

Supportive Relatives:

Law Enforcement Contacts:

DMH / Therapist:

Substance Abuse Provider:

PHN:

Educational Rep:

Child's Attorney:

Run Away Status / Misc Updates

Back

# CSEC Tracking System

## View Client Summary & Other Documents

### **Advocacy Plans:**

Advocates are required to provide an initial Advocacy Plan and updated Advocacy Plans. The Advocate will complete and submit Advocacy Plans to the DPO for review/approval/rejection.

### **DPOs/SDPOs must Review/Approve/Reject Advocacy Plans:**

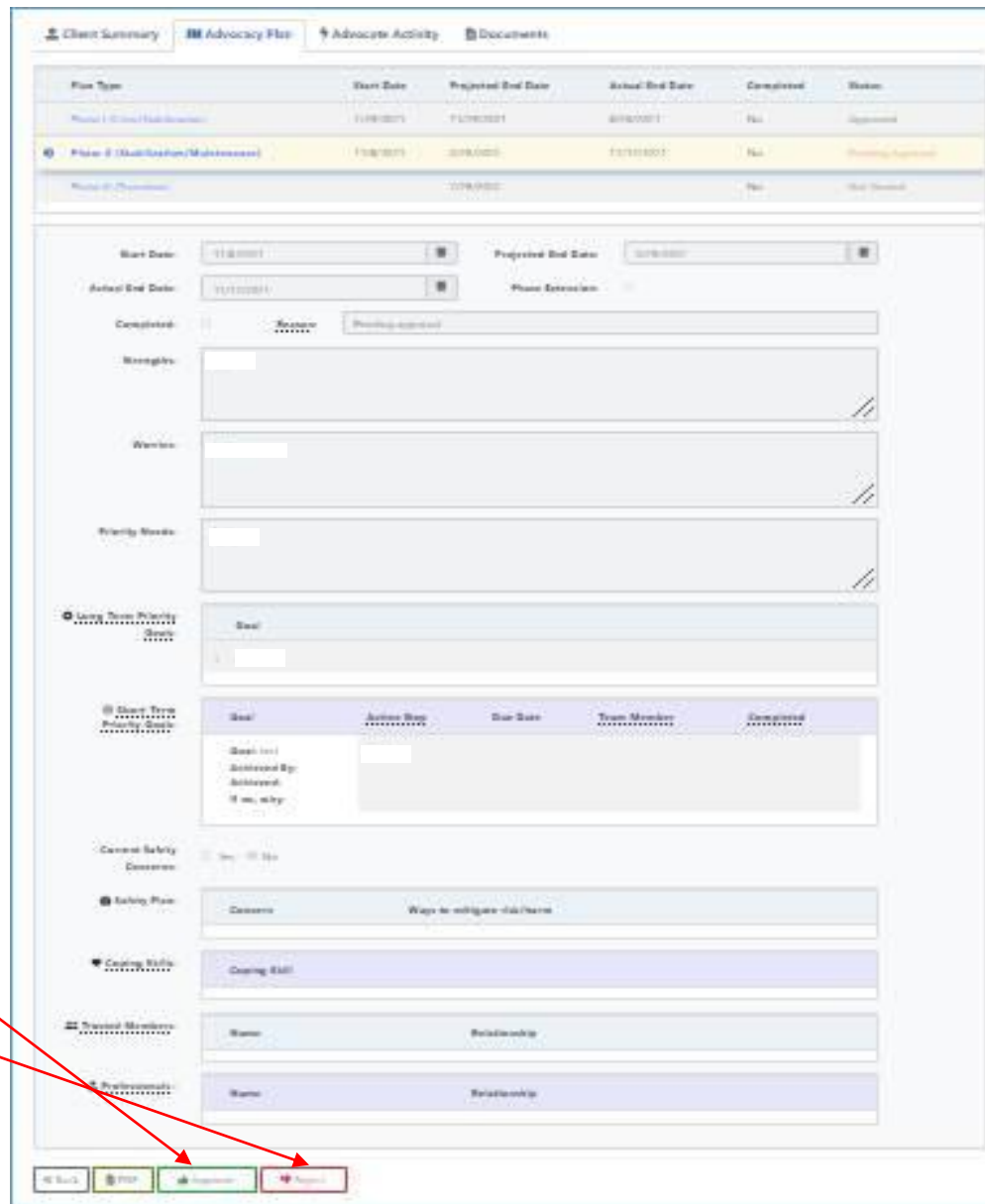
DPOs will receive an e-mail alert when an Advocacy Plan has been submitted by the Advocate for review/approval by the DPO. Once DPO approves, the Advocacy Plan goes to the SDPO for review/approval/rejection.

Note: The Advocate will receive an e-mail notification of rejected and approved Advocacy Plans.

Note: DPOs and SDPOs will receive e-mail notifications to remind them to take action on a pending Advocacy Plan.

### Approving and Rejecting Advocacy Plans:

Upon review, the  
DPO can Approve  
or  
Reject



The screenshot displays the 'Advocacy Plan' section of the CSEC Tracking System. At the top, there are tabs for 'Client Summary', 'Advocacy Plan', 'Advocate Activity', and 'Documents'. Below the tabs is a table with columns: Case Type, Start Date, Projected End Date, Actual End Date, Completed, and Status. The table lists three cases, with the second one, 'Phase II (Multi-Session/Multi-week)', selected and highlighted in yellow.

Below the table, the details for the selected case are shown. It includes fields for 'Start Date' (11/2/2021), 'Projected End Date' (12/16/2021), and 'Actual End Date' (11/11/2021). There are also fields for 'Completed' (with a progress indicator), 'Weights', 'Wishes', and 'Priority Needs'. A 'Long Term Priority Goals' section is also visible.

At the bottom of the form, there are several sections: 'Current Safety Concerns', 'Safety Plan', 'Coping Skills', and 'Support Systems'. At the very bottom, there are navigation buttons: 'Back', 'Home', 'Approve', and 'Reject'. Two red arrows originate from the text 'Approve or Reject' and point directly to the 'Approve' and 'Reject' buttons respectively.

### How to Approve/Reject Termination Reports:

DPO will receive an e-mail notification that a Termination Report has been submitted by the Advocate for the DPO's review and approval. DPO may review and **Approve or Reject** the Termination Report.

If DPO approves the Termination Report, the report goes to the SDPO for review/approval.

Note: Reminder e-mail notifications are sent until action is taken on the Termination Reports.

Termination Report Status: Pending Approval

\* Youth Name:  \* DOB:   Age:

\* Date of Termination:   \* CSW/DPO Name:

\* Reason for Termination:

If youth ran away or refused services, document efforts made to engage youth:

\* Long-Term Goals:

	Long-Term Goal	Goal Achieved	If No, Why?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Community Resources:

	Name of Community Resource	Description of Resource	Resource Contact Info
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Navigation:

### Reviewing Restoration Funds Requests:

DPOs to review Restoration Fund Requests submitted by Advocate.

Restoration Funds may be used when there are no other existing funding resources available to meet the need.

Advocates submit Restoration Funds request to CSEC Administration for review and approval

**Restoration Funds Request**
Status: In Progress

Expenditures must be pre-approved by DCFS/Probation CSW/DPO and approved by the DCFS/Probation Administrator. In addition, the expenditures must be in alignment and support of the goals identified in the youth's Case Plan/Advocacy Plan. **Items should not be purchased until this request is approved by the DCFS/Probation Administrator. The Contractor must submit this approval request with the appropriate receipts to be reimbursed for the expenditure.**

\* Date of Request:

\* Requestor (Agency Representative):

\* CSEC Advocacy Agency:

\* Youth Name:

\* DOB:

\* Lead Agency:

\* State ID / PDJ #:

\* Item(s) Requested:

+ Item Requested	Quantity	Projected Cost	Actual Cost
Total Cost:		0	0

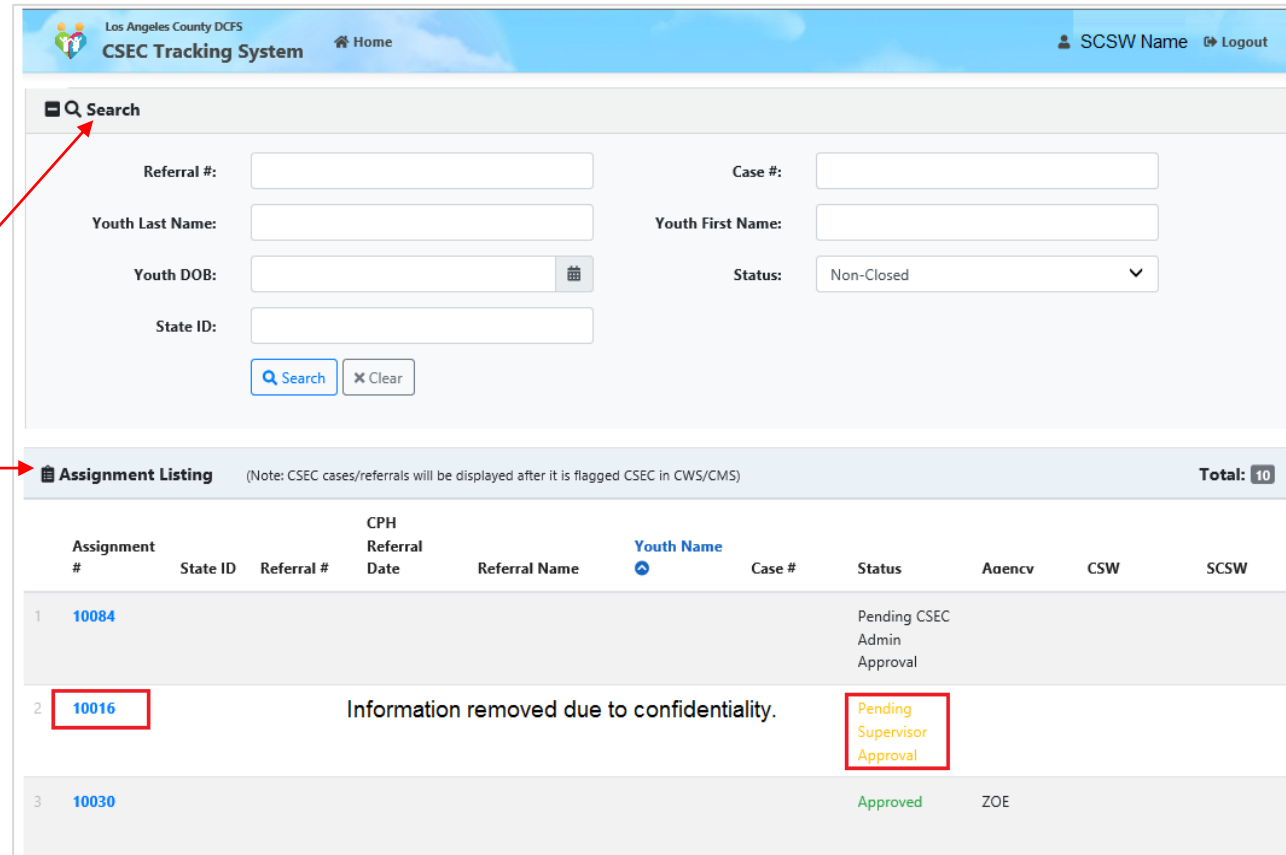
\* Justification:

\* Receipts:

+ Receipt	Description	Receipt Date

# CSEC Tracking System (CTS) For the SDPO

- **Search:** Allows SCSWs to search youth on CTS database
- **Assignment Listing:** Displays “CSEC” assignments assigned to SDPOs unit.



Los Angeles County DCFS  
CSEC Tracking System

Home SCSW Name Logout

**Search**

Referral #:  Case #:

Youth Last Name:  Youth First Name:

Youth DOB:  Status: Non-Closed

State ID:

**Assignment Listing** (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS) **Total: 10**

Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency	CSW	SCSW
1	10084						Pending CSEC Admin Approval			
2	10016						Pending Supervisor Approval			
3	10030						Approved	ZOE		

### SDPO Home Page:

Once you login, you will be taken to the "home page" that displays the **Search** and **Assignment Listing** sections:

### Supervisor Review of Referrals:

SDPOs review CSEC Advocacy Referrals by clicking on system generated “**Assignment #**”

with status displayed “**Pending Supervisor Approval**”

Los Angeles County DCFS  
**CSEC Tracking System**
Home
SCSW Name Logout

**Search**

Referral #:	<input type="text"/>	Case #:	<input type="text"/>
Youth Last Name:	<input type="text"/>	Youth First Name:	<input type="text"/>
Youth DOB:	<input type="text"/>	Status:	Non-Closed
State ID:	<input type="text"/>		

**Assignment Listing** (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS) Total: 10

Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency	CSW	SCSW
1		<a href="#">10084</a>					Pending CSEC Admin Approval			
2		<a href="#">10016</a>		Information removed due to confidentiality.			Pending Supervisor Approval			
3		<a href="#">10030</a>					Approved	ZOE		





## How SDPOS Approve/Reject a CSEC Advocacy Services Referral:

Review the referral to ensure that the referral has been completed thoroughly and correctly.

Ensure that any safety alerts are documented on the referral so that the Advocacy Agency is aware so they can take proper safety precautions.

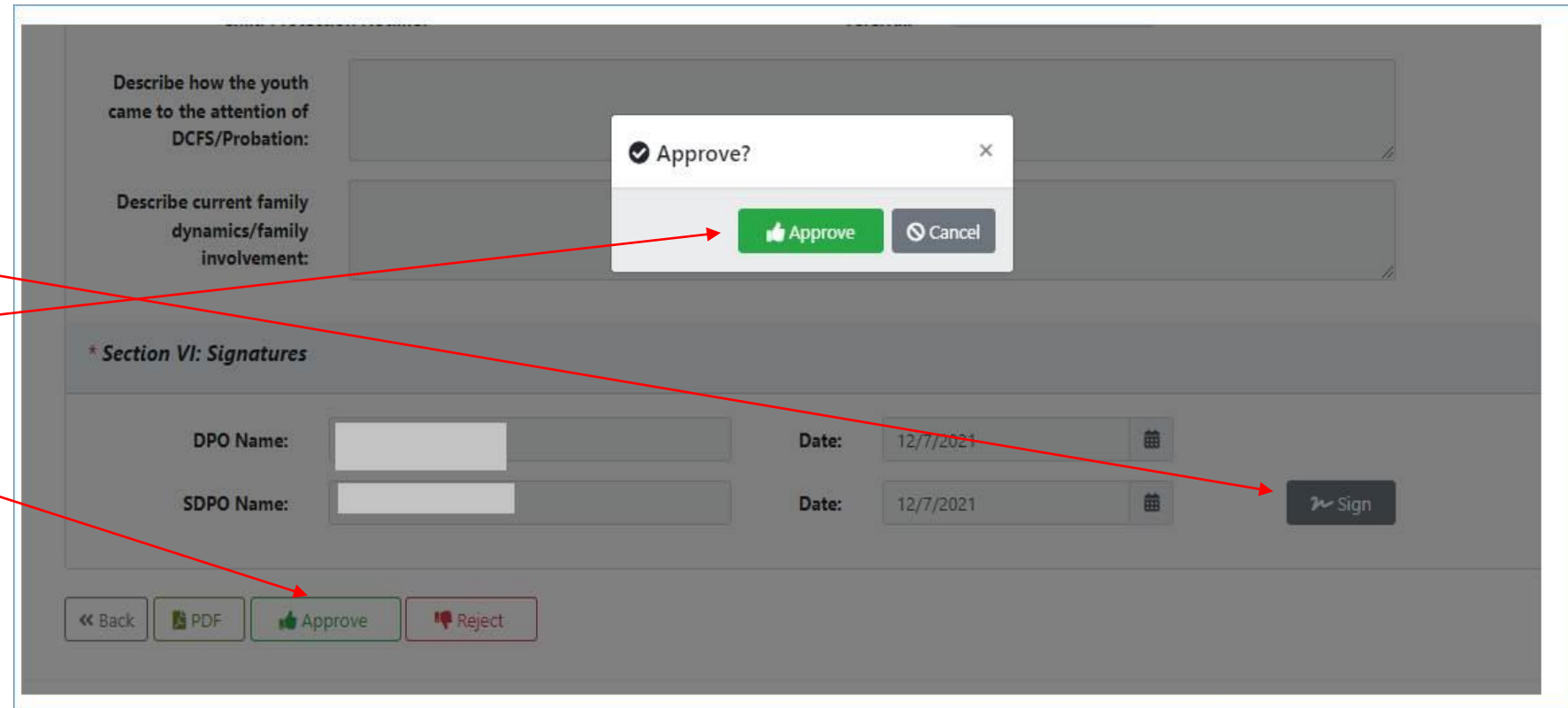
A screenshot of the CSEC Advocacy Referral system interface. The form is titled "CSEC Advocacy Referral" and contains several sections: "Section 1: Type of Referral", "Section 2: Case Information", "Section 3: Build a Custom Checklist", "Section 4: Control Service Disposition", "Section 5: Review for Approval", and "Section 6: Signatures". The "Section 2: Case Information" section includes fields for "Case Name", "Case Number", "Case Type", "Case Status", "Case Priority", "Case Category", "Case Sub-category", "Case Agency", "Case Location", "Case Date", "Case Time", "Case Status", "Case Priority", "Case Category", "Case Sub-category", "Case Agency", "Case Location", "Case Date", "Case Time", "Case Status", "Case Priority", "Case Category", "Case Sub-category", "Case Agency", "Case Location", "Case Date", "Case Time". The "Section 3: Build a Custom Checklist" section includes a dropdown menu for "Checklist" and a "Build Checklist" button. The "Section 4: Control Service Disposition" section includes dropdown menus for "Disposition" and "Disposition Reason". The "Section 5: Review for Approval" section includes a "Review for Approval" button and a "Mark all of the indicators that are present (check as many that apply)" section. The "Section 6: Signatures" section includes fields for "Reviewer Name", "Reviewer Title", "Reviewer Email", "Reviewer Phone", "Reviewer Address", "Reviewer City", "Reviewer State", "Reviewer Zip", "Reviewer Country", "Reviewer Date", "Reviewer Time", "Reviewer Status", "Reviewer Role", "Reviewer Agency", "Reviewer Location", "Reviewer Date", "Reviewer Time", "Reviewer Status", "Reviewer Role", "Reviewer Agency", "Reviewer Location".

# CSEC Tracking System

## SDPO Review/Approval of referral

### How SDPOs Approve a CSEC Advocacy Referral:

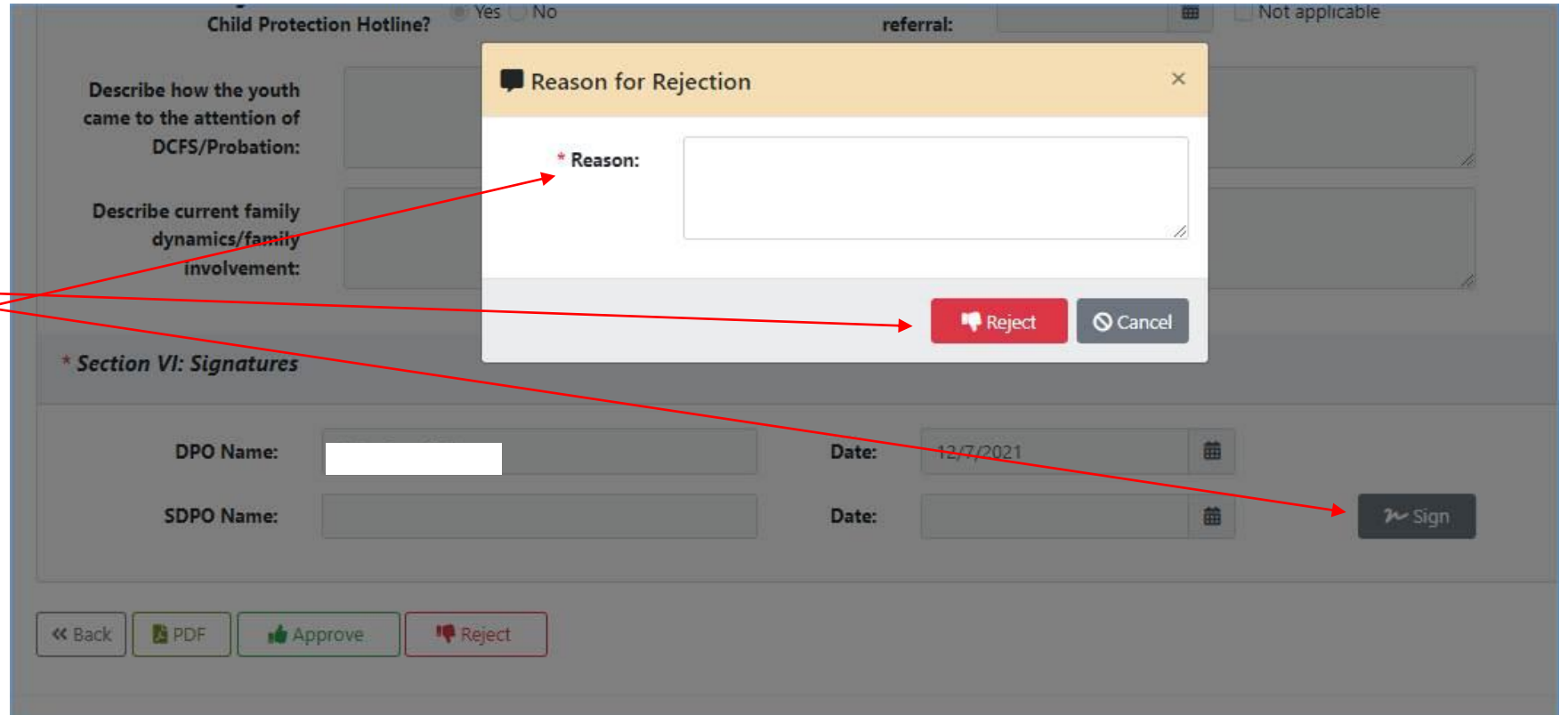
After SDPO **signs** the document, click **Approve**



The screenshot displays the CSEC Tracking System interface. It features two text input fields for describing the youth's attention and family dynamics. Below these is a signature section with fields for DPO and SDPO names and dates. A modal dialog titled "Approve?" is overlaid on the interface, containing a green "Approve" button and a grey "Cancel" button. At the bottom of the interface, there are buttons for "Back", "PDF", "Approve", and "Reject". Red arrows indicate the flow: one points from the "Approve" button in the modal to the "Approve" button in the footer, another points from the "Sign" button to the "Approve" button in the footer, and a third points from the "Approve" button in the footer to the "Approve" button in the modal.

### How SDPOs Reject a CSEC Advocacy Services Referral:

After SDPO **signs** the document, click on **Reject** and state the **Reason** in the pop-up window box



Child Protection Hotline?  Yes  No referral:   Not applicable

Describe how the youth came to the attention of DCFS/Probation:

Describe current family dynamics/family involvement:

\* Section VI: Signatures

DPO Name:  Date: 12/7/2021

SDPO Name:  Date:

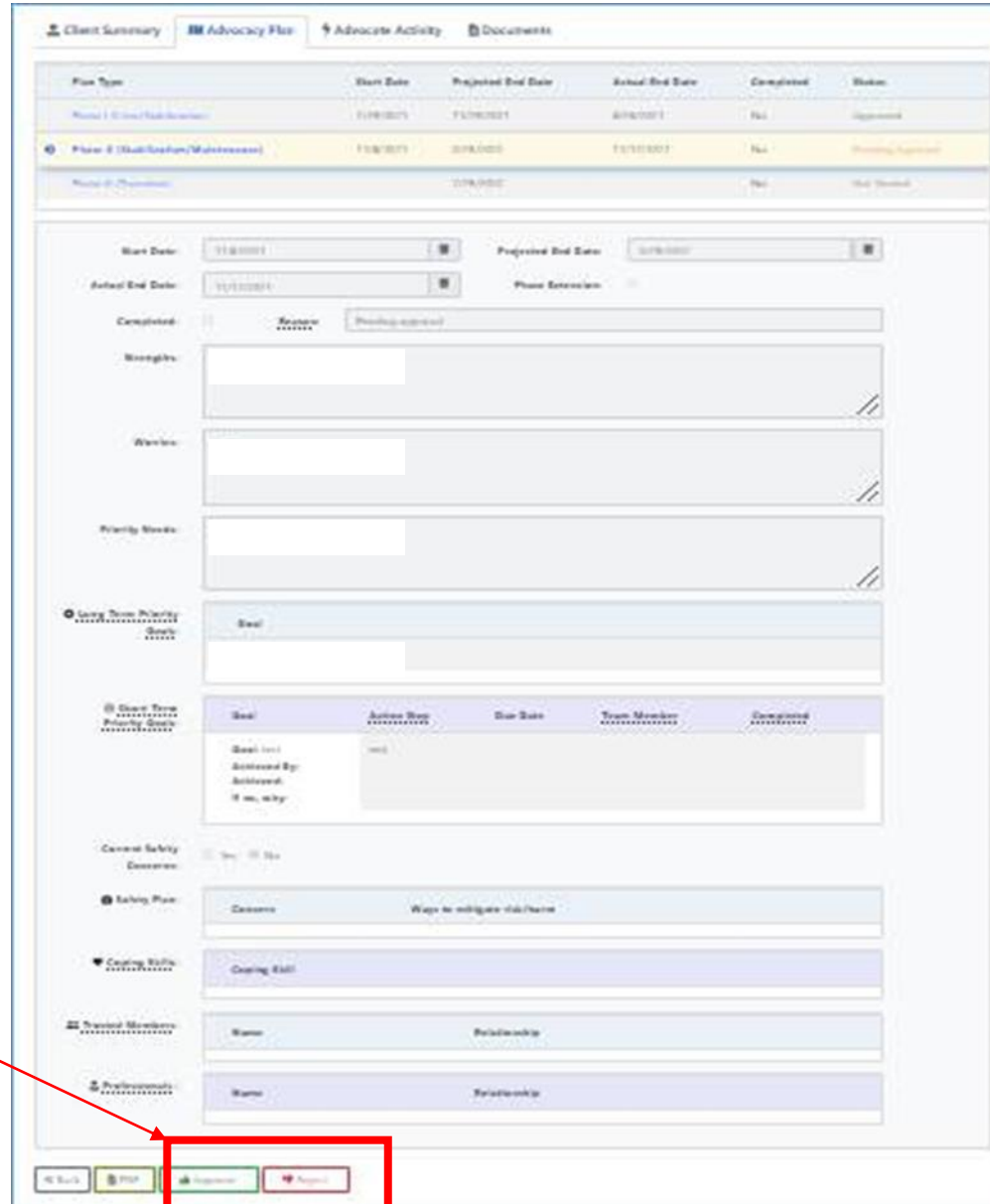
Reason for Rejection

\* Reason:

### SDPOs Review/Approve/Reject Advocacy Plans:

Supervisors will receive an e-mail notification that an Advocacy Plan is pending approval.

Review and then click Approve or Reject.  
The Advocate will receive notification of the approved/rejected Advocacy Plan. If rejected, Advocate will need to resubmit.



The screenshot displays the 'Advocacy Plan' review interface. At the top, there are tabs for 'Client Summary', 'Advocacy Plan', 'Advocate Activity', and 'Documents'. Below this is a table with columns: Plan Type, Start Date, Projected End Date, Actual End Date, Completed, and Status. The second row is highlighted in yellow, showing 'Plan # (Sub/Session/Milestone)' with dates 11/8/2011, 11/9/2011, and 11/10/2011, and a status of 'Pending Approval'. Below the table is a form with fields for Start Date, Projected End Date, Actual End Date, and Plan Extension. There are also checkboxes for 'Completed' and 'Review' (with a dropdown for 'Pending Approval'). The form includes sections for Strengths, Weaknesses, and Priority Needs, each with a text area and a double-slash icon. Below these are sections for 'Using Team Priority' and 'Client Team Priority', each with a 'Goal' field and a table for team members. The team members table has columns: Goal, Justice Step, Start Date, Team Member, and Completed. At the bottom of the form, there are buttons for 'Back', 'Print', 'Approve', and 'Reject'. The 'Approve' and 'Reject' buttons are highlighted with a red box, and a red arrow points from the text 'Advocate will need to resubmit.' to the 'Reject' button.

### How SDPOs Approve/Reject a Termination Report:

SDPOs will receive an e-mail notification to review and approve/reject the Termination Report after the DPO has reviewed and approved.

CSEC Advocacy Agencies are required to submit a Termination Report when a youth has exited or graduated from the CSEC Advocacy Services program.

Termination Report
Status: Pending Approval

\* Youth Name:

\* Date of Termination:

\* Reason for Termination:

If youth ran away or refused services, document efforts made to engage youth:

\* DOB:  Age:

\* CSW/DPO Name:

\* Long-Term Goals:

#	Long-Term Goal	Goal Achieved	If No, Why?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Community Resources:

#	Name of Community Resource	Description of Resource	Resource Contact Info
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

« Back
PDF
Approve
Reject

# CSEC Tracking System

## SDPO access to Client Summary & Activities

### How SDPOs view Client Summaries:

SDOs can view  
“**Client Summary**”  
information and  
advocate activities by  
clicking on  
“**Assignment #**” for a  
referral with status  
“**Approved**”.

Assignment Listing <small>(Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS)</small> <span style="float: right;">Total: 2</span>								
Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency
1		10084					Pending CSEC Admin Approval	
2		10085		Information removed due to confidentiality.			Approved	ZOE / Advocate, Alan

Document	Complete Within:	Method to Submit:	Notes
FRP Intake (for FRPs)	14 calendar days of referral assignment date	<p><b>When an advocate submits the system will email:</b>  <b>To:</b> CSW/DPO  <b>CC:</b> SCSW/SDPO, DCFS/Probation CSEC Administrator and <a href="mailto:CSECAdmin@dcfs.lacounty.gov">CSECAdmin@dcfs.lacounty.gov</a>, <a href="mailto:childtrafficking@probation.lacounty.gov">childtrafficking@probation.lacounty.gov</a>  <b>Also, system will send a reminder email to advocate and Cc to advocate admin</b></p>	Current contract requires FRP Intake Forms to be submitted to CSEC in-boxes for DCFS/Probation
Safety Plans (for Non-FRPs)	14 calendar days of referral assignment date	<p><b>When an advocate submits the Safety Plan, the system will email:</b>  <b>To:</b> CSW/DPO  <b>CC:</b> SCSW/SDPO, DCFS/Probation CSEC Administrator and <a href="mailto:CSECAdmin@dcfs.lacounty.gov">CSECAdmin@dcfs.lacounty.gov</a>, <a href="mailto:childtrafficking@probation.lacounty.gov">childtrafficking@probation.lacounty.gov</a>  <b>Also, system will send a reminder email to advocate and Cc to advocate admin</b></p>	Current contract requires document to be submitted to CSW/DPO
Strengths and Needs Assessment	30 calendar days of referral assignment date	<p><b>When an advocate submits the S&amp;NA system will email:</b>  <b>To:</b> CSW/DPO  <b>CC:</b> SCSW/SDPO, <a href="mailto:CSECAdmin@dcfs.lacounty.gov">CSECAdmin@dcfs.lacounty.gov</a>, <a href="mailto:childtrafficking@probation.lacounty.gov">childtrafficking@probation.lacounty.gov</a>  <b>Also, system will send a reminder email to advocate and Cc to advocate admin</b></p>	Current contract requires document to be submitted to CSW and SCSW and/or DPO/SDPO Probation, whomever is the lead. If a dual supervision case, send to both DCFS and Probation.
Advocacy Plans	Initial: Within 30 calendar days of referral assignment 2 <sup>nd</sup> plan: 120-134 calendar days of referral assignment 3 <sup>rd</sup> plan: 300-314 calendar days of referral assignment	<b>Submit to CSW/SCSW or DPO/SDPO for review and approval</b>	Current contract requires Advocacy Plans to be reviewed and approved by CSW/SCSW or DPO/SDPO
Six-Month Review Report	180-194 calendar days of referral assignment	<b>When an advocate submits the 6-month review report, system will inform CSW/DPO, SCSW/SDPO.</b>	Current contract requires Advocacy agency to e-mail the report to CPM and assigned CSW, SCSW, and/or DPO/SDPO.
Termination Report	7 business days of termination	<b>Submit to CSW/SCSW or DPO/SDPO for review/approval.</b>	Current contract requires Termination Report to be submitted within 7 business days of termination. Obtain review/approval by CSW/SCSW or DPO/SDPO
Extension Requests	<p>As needed, submit the first extension between 330-345 days of referral assignment</p> <p>As needed, submit the 2<sup>nd</sup> extension request within 420-435 days of referral</p> <ul style="list-style-type: none"> <li>Advocate can have 2 extensions each 3 months total of 6 months. Services beyond 18 months are not permitted unless County Program Manager provides written approval.</li> </ul>	<p><b>When an Advocate submits an Extension request, system will send an email to Admin for approval To:</b> DCFS CSEC Admin  <b>CC:</b> Probation CSEC Admin, <a href="mailto:CSECAdmin@dcfs.lacounty.gov">CSECAdmin@dcfs.lacounty.gov</a>, <a href="mailto:childtrafficking@probation.lacounty.gov">childtrafficking@probation.lacounty.gov</a></p>	<p>Current contracts reads:</p> <p>1<sup>st</sup> 3 month extension: 330-345 days of referral assignment</p> <p>2<sup>nd</sup> 3 month extension: 420-435 days of referral assignment</p> <p>Review/approval by: CSW/SCSW or DPO/SDPO and final approval by County Program Manager (CPM). Services extension beyond 18 months not permitted unless written approval provided by CPM.</p>
Restoration and Auxiliary Funds Requests	Submit to the Lead Agency (DCFS or Probation) Admin inbox	<p><a href="#">Requires CSEC Admin approval</a>  <a href="mailto:CSECAdmin@dcfs.lacounty.gov">CSECAdmin@dcfs.lacounty.gov</a>,  <a href="mailto:childtrafficking@probation.lacounty.gov">childtrafficking@probation.lacounty.gov</a></p>	

*Of all FRP referrals assigned by advocacy agency during the month, how many/what percent had....*

Agency Name	DCFS or Probation Lead?	Youth's Name	Response within 90 minutes? (yes or no)	Humanitarian bag provided? (yes or no)	CSEC Medical Clearance Exam provided?	MDT within 10 days?	FRP Intake form submitted within 14 days? (yes or no or in progress)

**Of all FRP Intake Forms submitted, provide the following data:**

L.E. Agency	Staging Area	Trafficker Identified?	Trafficker arrested?	Status of youth at 72 hours	Status of youth at 10 days	Responding DCFS/Probation unit	Out of County/Out of State Youth
Number and Percent of FRP Responses by Law Enforcement Agency (pull data from FRP Intake Form – there are drop down menus that Advocate selects from on many of the fields):	Number and Percent of FRPs by Staging Area (use drop down menu items):	Number and Percent of FRPs where Trafficker was identified	Number and Percent of FRPs where Trafficker was arrested	Number and Percent of Youth's Status at 72 hours (use drop down menu items)	Number and Percent of Youth's Status at 10 days (use drop down menu items)	Number and Percent of FRPs by Responding Unit (use drop down menu items)	Number and Percent of FRPs that involved Out of County or Out of State Youth



Initial Placement Housing Decision	SART completed?	CSEC Medical Clearance
Number and Percent of Youth by Housing Decision (use drop down menu options on FRP Intake Form)	Number and Percent of Youth with SART completed:	Number and Percent of Youth that had a CSEC Medical Clearance completed:

### Deliverables Report:

- Number and percent of deliverables (FRP Intake Form, Safety Plan, Strengths and Needs Assessment, Advocacy Plans, Termination Report) that were completed within program timeframes

### Termination Report:

- Number of days served by Advocacy agency
- Reason for termination (drop code)
- For all youth who completed the program or aged out of the program, what was the #/% of youth that completed some or all of their long-term goals?
- What was the #/% that completed all of their long term goals?
- For all youth, regardless of termination reason, what was the #/% that completed some or all of their long-term goals? And #/% that completed all of their long-term goals?

### Case Reviews:

- Contacts, quality of assessment, planning, deliverables
- Engagement and teaming with youth, parent/caregiver, Child and Family Team

# Adela Estrada

CSEC Program Administrator

DCFS CSEC Program

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**EDL-DCFS-CTS-  
Support@dcfs.lacounty.gov**



**Los Angeles County  
Department of Children  
and Family Services**

*Promoting Child Safety and Strengthening Families*