

Approved Facility List

(Revised 11/18/22)

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Forms

The following form is referenced in this policy:

- 04-130 Authorization for County Payment (CWS/CMS County Template)
- 04-404 Child Specific Letter (PPS Form)

Policy

The Approved Facility List contains information regarding Short Term Residential Therapeutic Programs (STRTPs), Foster Family Agencies (FFAs), and Transitional Housing Program – Non-Minor Dependent (THP-NMD) that have been approved for use by the County of San Diego for placement and payment of children. Facilities on the Approved Facility List are available for placement and payment; however, some exceptions can be made to those not listed. The [exceptions](#) are outlined below. For any child placed in an STRTP or FFA, the facility must be certified by California Department of Social Services (CDSS), **prior** to placement.

All children/youth requiring treatment at an STRTP must be approved by the Interagency Placement Committee (ICPC) prior to placement.

Updates and publication

The Institutions Evaluation Unit (IEU) is responsible for updating and publishing the Approved Facility List each month.

The Approved Facility List is distributed to designated Management, Eligibility, Probation and Residential Services (RS) staff.

Exceptions

Under special circumstances, a child may be placed in a STRTP or FFA that is not on the Approved Facility List. The following situations are considered exceptions that may allow a child to be placed in a non-approved STRTP or FFA:

- A child who has runaway is detained out-of-county/state pending return to San Diego.
- An Inter-County Transfer (ICT) case where the sending county places the child.
- An out-going ICT case where the child is in a specialized individualized placement.
- A child is placed in San Diego County through Interstate Compact for the Placement of Children (ICPC) by the out-of-state supervising worker.
- A child is placed out-of-state in a FFA home to foster a relationship with an out-of-state relative. **NOTE:** ICPC approval is required.
- Other special situations with prior approval from the Residential Services CWS Manager or regional CWS Manager.

NOTE: For pre-finalized Adoptions cases, Adoptions CWS Manager's approval is needed prior to placement.

Child-Specific Letter (CSL)

A Child Specific Letter (CSL) is required for a child placed in STRTP/FFA, or THP-NMD not on the Approved Facility List or out-of-county/state.

Co-funding

Co-funding may be required for funding of the STRTP placement. Co-funding:

- is also referred to as "co-pay".
- is required, usually for mental health services, in some California STRTP.
- is paid through County Treasury Funds via the Authorization for County Payment (04-130).
- is only allowable for STRTPs, or specialty program (i.e., Regional Center, Medically Fragile, etc.).
- amounts are listed in the Approved Facility List, and
- must be approved by the appropriate Manager **prior** to placing a child in the placement.

A SW must submit a 04-130 for co-funding monthly (or every 6 months if the monthly rate is the same). The 04-130 is submitted to the Fiscal Admin Analyst II at W473.

NOTE:

- AFDC-FC **only** pays for room, board and supervision care costs in out-of-state placements.
 - The Program Specialist (PS) assesses the rate letter provided by the facility to determine the breakdown of what is covered by AFDC-FC and what requires an 04-130 for co-funding. The AFDC-FC and co-funding will be listed on the CSL.
 - Refer to the Placement Payment Procedures for more information.
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Payment procedures

If San Diego County is responsible for the payment, the assigned SW must follow these steps for a non-approved STRTP or FFA placement. Inter-County Transfers (ICT) and ICPC policies must also be followed.

Step	Action
1	Discuss placement options with PSS. This includes holding an IPC and Multidisciplinary Team (MDT) meeting. Assess what placement would be appropriate to meet the child’s specific needs.
2	Contact the PS and provide the above required information to request a CSL prior to placing the child. The PS will forward the CSL to the CWS Manager for signature/approval. Once approved by the Manager the CSL will be distributed to: <ul style="list-style-type: none">• Provider Table Supervisor• Registrar• Human Services Specialist (HSS)• IEU• SW
3	<ul style="list-style-type: none">• Arrange child’s placement.• Send the completed 07-65 to the Registrar.• Send the signed 04-130 for co-funding to the Fiscal Admin Analyst II at W473 (monthly).
4	Advise the STRTP of the County’s invoicing process. The facility must submit an invoice for the month of care before payment is authorized. NOTE: CWS Eligibility will provide the FFA/STRTTP with the monthly invoice form.

Alignment with SET

This policy supports Safety Enhanced Together (SET) [Value 3](#)- Guiding principle of having consistent communication and information sharing. It also supports the agency practice to exhibit clearly defined, respectful working relationships with placements that support children/youth.