

# Interagency Placement Committee (IPC) Meeting

(Revised 02/10/23)

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## Forms

The following forms are referenced in this policy:

- 04-27 STRTP Screening Assessment [CWS/CMS Template]

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## Background

A fundamental principle of the Continuum of Care Reform (CCR) is that the goal for all youth in foster care is normalcy in development while establishing permanent life-long family relationships. Therefore, youth should not remain in a congregate care setting for long periods, with six months being the preferred treatment period. AB 403 (2015) and subsequent legislations: AB 1997 (2016), AB 404 (2017), and Family First Services and Prevention Act (2019), further set forth that initial and continued placements of any youth into a Short Term Residential Therapeutic Program (STRTP) must be approved by an Interagency Placement Committee (IPC) that has considered the recommendation of a Child and Family Team (CFT). The review and approval for continued placement is referred to as second level review.

Placement in an STRTP is intended to be a short-term therapeutic intervention reserved for youth whose behavioral and therapeutic needs cannot be safely met in a home-based family care setting and who require 24-hour supervision within a congregate care setting. Congregate care provides youth with intensive, integrated programming tailored to fit the individual youth's unique needs, including cultural needs and preferences, in a controlled environment and with a high degree of supervision and structure. The short-term intensive treatment and services are intended to allow the youth to transition to a home-based family care setting once this can be safely done.

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## Policy

This policy outlines the process for the Interagency Placement Committee (IPC) meeting. For the complete process for placement of a youth into an STRTP, including the Qualified Individual assessment, please see Making and Case Managing STRTP Placements policy.

The IPC is comprised of representatives from CWS and partner departments and agencies to review the needs of youth against established criteria for placement in an STRTP. Meetings convene weekly to review all initial and continued placement of youth in an STRTP. The

**Policy (cont.)**

assigned SW is required to attend an IPC meeting and present the strengths and needs of the youth being considered for STRTP placement, after the SW has consulted with the CFT.

The IPC meeting is scheduled and facilitated by the IPC Coordinator who will ensure each youth is calendared and presented for the team to assess if the youth meets criteria for STRTP placement. The sections below outline the meeting process and responsibilities of all involved with IPC.

The IPC responsibilities include:

- Reviewing and approving initial and continued placement requests for youth requiring treatment intervention in a STRTP.
- Serving as a multi-disciplinary committee to guide the delivery of services for youth with significant behavioral, emotional, medical, and/or developmental needs.
- Ensuring that there is a “commonality of need” in the event of placement with a youth involved with Probation, and that the placement of the youth in an STRTP will not pose a threat to the health or safety, or interfere with the effectiveness of the mental health services provided to that youth or other youth residing there.

**IPC  
Representatives**

The following table describes the representatives who comprise IPC:

<b>Required Members for Initial and Second Level Reviews</b>
CWS: <ul style="list-style-type: none"><li>○ <a href="#">IPC Coordinator</a></li><li>○ Assigned SW</li><li>○ Assigned PSS (required only for initial placement meeting)</li><li>○ IPC Manager and/or IPC Chief</li><li>○ Member of the Staff Psychologist team</li></ul>
Behavioral Health Services (BHS) Program Coordinator
<b>Optional Members</b>
CWS: <ul style="list-style-type: none"><li>○ Members of Regional and Residential Placement teams</li><li>○ Regional or Placement Manager</li><li>○ Members of the Emergency Shelter Care Unit (ESCU) if a Virtual Assessment Team (VAT) meeting is also needed for the youth</li></ul>
Juvenile Probation
Public Health
San Diego Regional Center (SDRC) representative or youth’s service coordinator for insight and resources that are available to the youth
<b>Note:</b> If the youth is active to SDRC services, the assigned SW will invite the SDRC Service

**IPC  
Representatives  
(cont.)**

<b>Optional Members</b>
Coordinator to the meeting. If the youth needs SDRC services and has not been assessed or is in the process of being assessed by SDRC, the assigned SW will inform the IPC Support Staff so that an SDRC representative could be present at the meeting.
Youth's treating clinician to provide treatment information specific to the youth in order to help inform the committee's decision for STRTP placement.  <b>Note:</b> Due to the differing scopes of IPC and the treating clinician, the clinician will be excused after providing treatment updates, prior to the team discussing placement criteria.
Other youth and family serving systems that have shared responsibility for the well-being and safety of the youth.

**Criteria for  
Placement in an  
STRTP**

A youth may be accepted for placement into an STRTP following an IPC determination if the criteria set forth below in WIC sections 4096 and 11462.01 are met:

- Youth meets the medical necessity criteria for Medi-Cal specialty mental health services, Title 9 of the California Code of Regulations, **OR**
- Youth is assessed as Seriously Emotionally Disturbed (SED), as described in subdivision (a) of [WIC section 5600.3](#), or has been assessed as SED through an Individualized Education Plan (IEP), **OR**
- Youth's individual behavioral or treatment needs can only be met by the level of care provided in an STRTP.

**AND** all of the following are met below:

- Youth is experiencing emotional and behavioral problems in the home, community and/or treatment setting

**AND**

- Youth is not sufficiently stable, either emotionally or behaviorally, to be treated outside of a highly structured 24-hour therapeutic environment

**AND**

- Least restrictive or intensive levels of treatment:
  - have been tried and were unsuccessful**OR**
  - are not appropriate to meet the youth's needs.

**IPC Case  
Presentation**

The SW will attend all IPC meetings to provide information and enhance the discussion regarding the youth's placement options. A PSS is required for initial placement meetings, but is not required to attend second level review meetings. **PSS or SPSW must attend if the SW is not able.**

The following table details SW procedures during an initial and second level review case presentation:

**IPC Case Presentation (cont.)**

Type of Meeting	Action
Initial	<ul style="list-style-type: none"> <li>• Provide to the IPC Coordinator the 04-27 (CWS/CMS template) sections A – E two business days prior to the IPC meeting .</li> <li>• Discuss the following when presenting the case (as guided by the 04-27 topics):               <ul style="list-style-type: none"> <li>○ Youth strengths</li> <li>○ Supporting information that the youth meets the criteria for STRTP placement, being behaviorally specific</li> <li>○ Initial protective issue</li> <li>○ Youth’s placement history, including psychiatric hospitalization(s)</li> <li>○ Youth’s behavioral health diagnoses (as applies)</li> <li>○ Youth’s psychiatric medications</li> <li>○ Youth’s history of trauma</li> <li>○ Youth’s most recent CSE-IT score and any services being provided if they scored Clear Concern.</li> <li>○ Youth’s educational needs, such as School of Origin orders, an IEP or 504 Plan</li> <li>○ CFT input regarding placement and services, including the date of the last CFT meeting (CFTM)</li> <li>○ Treatment goals to include identified specialty mental health services (e.g. counseling, medication support, targeted case management)</li> <li>○ Transition plan and projected timeline to a home-based family care setting</li> <li>○ Other placements and services provided to the youth and the results of those efforts</li> <li>○ Youth’s support network, permanent connections</li> <li>○ Youth’s cultural identification and needs</li> </ul> </li> </ul>
Second Level Review	<p>The SW will receive an email notification from the IPC Support Staff requesting the SW to present the youth’s case at the IPC meeting when the youth has been in an STRTP placement between 5-6 months.</p> <p>To prepare for the second level review meeting:</p> <ul style="list-style-type: none"> <li>• Provide copies of the 04-27 (CWS/CMS template) section G as requested by the IPC Coordinator.</li> <li>• Prepare to discuss the following about the youth, in addition to updates of all items in the initial presentation:               <ul style="list-style-type: none"> <li>○ Current behavioral and mental health needs in behaviorally specific terms and its impact to the youth</li> <li>○ Circumstances that necessitate extended treatment in an STRTP and reasons why the youth cannot be safely cared for in a home-based family care setting at this time</li> <li>○ Appropriate supports and specialty mental health services that the youth will participate in and receive while in an STRTP placement (e.g. counseling, medication support, targeted case management)</li> </ul> </li> </ul>

**IPC Case Presentation (cont.)**

Type of Meeting	Action
Second Level Review (cont.)	<ul style="list-style-type: none"> <li>○ How the service and support types will address the youth’s specified mental health and/or behavioral issues</li> <li>○ The transition plan, safety goal, and projected timeline for transitioning the youth to a home-based family care setting</li> <li>○ Efforts to locate home-based family care settings including family finding and engagement, permanency efforts, and efforts to identify resource families</li> <li>○ Next placement option for the youth, (e.g. returning/reunifying with parent(s), relatives/NREFM)</li> <li>○ Steps taken by the SW to start the transition to a lower level of care or other identified suitable placement</li> <li>○ Results of the last CFT meeting</li> <li>○ Results of the most recent CSE-IT Tool</li> </ul>

**Approvals Required After the IPC Meeting**

The CWS Director and Deputy Director (DD) will review for approval of all second level reviews for continued treatment in a STRTP. The following table details the process for obtaining CWS Director/DD/Designee approvals:

Who	Action
IPC Coordinator	<ul style="list-style-type: none"> <li>● Internally route the 04-27 for required signatures to:               <ul style="list-style-type: none"> <li>○ Staff psychologist who attended meeting</li> <li>○ Assigned SW</li> <li>○ Assigned PSS</li> <li>○ IPC Manager</li> <li>○ Residential Services DD</li> </ul> </li> <li>● Forward to CWS Director or Designee for final approval.</li> <li>● Forward the approved or disapproved 04-27 to the SW and regional placement PSS via email.</li> <li>● Retain a copy of the approved or disapproved 04-27.</li> <li>● Track the results of all second level reviews.</li> </ul>

**Alignment with SET**

The scope and process of the IPC aligns with the Safety Enhanced Together (SET) Practice Framework and supports [Value 1](#) and the Agency practice of establishing and maintaining collaborations with schools, public health, public safety, and other community partners to create long-term safety, ongoing permanency, and well-being for children and youth. It also supports [Value 3](#) and the guiding principle of identifying living situations that support children and their relationships as quickly as possible thereby assessing for least restrictive level of placement and exploring the need for IPC.