

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	Mental Health Services
	Policy Number	04-07
	Effective Date	11-22-04
	Revision Date	06-04-20
Title: Enrollment of Youth in the Wraparound Program	Functional Area: Programs	
<p>Approved By: <i>Signed version available upon request</i></p> <p>Melissa Jacobs, LCSW Division Manager, Mental Health Services</p> <p>Kim Pearson Division Manager, Child Protective Services</p> <p>Shaunda Cruz Chief Deputy, Probation Department</p>		

Background/Context:

Wraparound is a strengths-based, youth and family centered, needs driven, intensive service model that enables youth with the highest level of need to sustain a stable placement, and/or to return home or to another permanent family setting. Wraparound is available to youth who are dependents or wards of the court, and have been removed from the home or are at imminent risk of removal from the home, and are either placed in, or at imminent risk of, placement in a Short Term Residential Treatment Program (STRTP). Adopted youth who receive Adoption Assistance program benefits are also eligible for Wraparound. As of Fiscal Year (FY) 2018-2019, the Sacramento County Mental Health Plan (MHP) has expanded Wraparound services to non-dependent children and youth in order to prevent unnecessary court dependence.

Policy:

Eligible children and youth residing in out of home placements may be referred to a Wraparound program. "Eligible" child means a child who meets any of the following:

1. A child or youth who has been adjudicated as either a dependent or ward of the juvenile court pursuant to Penal Code (PC) Sections 300, 601, and/or 602; or a youth who is a Non-Minor Dependent in the Extended Foster Care Program pursuant to Assembly Bill 12 (AB12), and is placed in out of home care.
2. A child or youth who is Adoptions Assistance Program (AAP) eligible.
3. A child or youth who may be eligible for a non-dependent "prevention" program slot, such as:
 - a. Youth living in the community not currently as a dependent, but involved in the Child Welfare or Probation systems. Non-dependent "Eligible" youth means a youth who meets any of the following:
 - i. A youth recently referred to Child Protective Services (CPS) for an emergency response referral who would benefit from supportive services in order to prevent the youth from becoming a dependent in the child welfare system.
 - ii. A youth placed into Protective Emergency Placement (PEP) as a result of an emergency investigation referral through CPS so that the family can access services.
 - iii. A youth at risk of juvenile justice involvement (i.e., arrest, probation, and/or incarceration)

The Residential provider receives the full amount of federal, state and local funds for placement of federally eligible children and youth referred to the Wraparound program on or after the effective date of this policy and procedure. The Wraparound provider receives the state and local share of the rate, minus the cost of any concurrent out of home placement. Upon Access Team authorization for Wraparound, the contracted provider is eligible to receive mental health funding for services provided to the child and youth in placement.

Procedure:

The following procedures outline the process for determining eligibility, referral and authorization for Wraparound services:

A. Referral:

1. If a Child and Family Team (CFT) exists, a meeting will convene to discuss the appropriateness of Wraparound services. Representation will include at a minimum the youth, family/caregivers, and any current Mental Health (MH) providers. The caregiver must provide consent to the Wraparound referral and services.

2. The CPS or County Probation Staff (or County Wraparound Program Coordinator for AAP clients) completes a Wraparound Referral form (Attachment A) recommending Wraparound services. A Referral Form can be obtained by emailing WrapReferrals@saccounty.net.
3. If the client is living outside of Sacramento County, presumptive transfer determination is to be indicated on the referral form. Only clients whose Medi-Cal status remains the responsibility of Sacramento County may receive Wraparound through Sacramento County.
4. The referral packet is sent via e-mail to WrapReferrals@saccounty.net.
5. County Administrative Support staff confirms Medi-Cal eligibility for each referral.
6. The County Wraparound Program Coordinator determines if any current DBHS services within the MHP are being utilized.
7. The County Wraparound Program Coordinator reviews the referral and communicates with the referring staff in the event additional information is needed.
8. Once all information is received, the referral will be processed within one (1) business day of submission of a Service Request in Avatar to the Sacramento County Access Team.
9. At the same time that the County Wraparound Program Coordinator completes a Service Request in Avatar, an encrypted email will be sent stating the Service Request has been approved, and will copy the referring County staff, the Provider, and the WrapReferral inbox. The email will include the Wraparound referral form and the Diagnosis and Movement History as attachments.

B. Payment:

1. The Wraparound provider sends the Wraparound Aging List report of outstanding payments to the relevant person on the Department of Human Assistance (DHA) Eligibility staff roster by the end of each month (copying the County Wraparound Program Coordinator).
2. The County Wraparound Administrative Support staff completes a Sacramento County Wraparound Program Payment and Termination Notice Form SC123X (Attachment B) and sends a copy to the DHA Eligibility Office via e-mail, per the DHA staff roster. For youth adopted in Sacramento County, the SC123X is sent to the CPS AAP inbox (CPS_AAP@saccounty.net). For non-dependent referrals, no SC123X is sent.
3. The Wraparound provider receives a Notice of Action from DHA.

4. The Wraparound provider receives payment from DHA. The monies paid to the Wraparound provider represent the balance (waiver amount) of foster care placement dollars associated with Wraparound designated children, as shown in Enrollment of Youth in the Wraparound Program – Wraparound Reimbursement Rates (Attachment C). Payment to provider includes only the State and County share of cost.
5. The Wraparound provider will not receive any foster care payment when a client is placed at the Youth Detention Facility (YDF) or at any inpatient psychiatric hospitalization. Nonetheless, providers are expected to engage youth and family inside YDF within two weeks of release to ensure services are coordinated and can be implemented upon release.
6. The Wraparound provider will not receive any foster care payment when a client is in a Group Home Level 12 or higher, or Short-Term Residential Therapeutic Program. Wraparound providers may be compensated for any Medi-Cal reimbursable service provided. Current year flexible funding or prior year savings may be used to pay for non-Medi-Cal reimbursable services pending eligibility for the Wraparound foster care payments to be made.
7. When a client is AWOL, payment is authorized up to 21 days. After 30 days of AWOL, a new SC123x must be submitted to restart payment. An exception form, sent to, and approved by, the County Program Coordinator, must be used to continue payment for AWOL clients.
8. Youth over the age of 21 are not eligible for Wraparound services.
9. Youth living with biological parents are eligible for Wraparound services until age 21

C. Tracking:

1. Wraparound Providers send a monthly report to the DHA Eligibility Office via e-mail, not later than the 10th of the month, that shows a summarized history of all current and past Wraparound clients and their Wraparound eligibility begin and end dates (copying the County Wraparound Program Coordinator).

D. Placement Changes and Change in Dependency Status:

1. The County CPS, Probation or AAP Staff notifies DHA of any placement change and any change in dependency/wardship/AAP status of a client.
2. The Wraparound provider notifies the County Wraparound Program Coordinator via encrypted email or phone of any AWOL, no contact for 30 calendar days or more, and any change in dependency/wardship/AAP status. After 30 days the case is considered closed by DHA.

3. The Wraparound provider sends an encrypted message to the County Wraparound Program Coordinator if a client has been AWOL for over 21 days, but is expected to return and therefore Wraparound services needs to continue. The County Wraparound Program Coordinator will authorize approvals for the client to remain open to the provider by sending DHA an approved Wraparound Exception Request (Attachment D).
4. Wraparound Providers receive a Notice of Action from DHA for all placement and/or payment changes.

E. Discharge:

1. The Wraparound Program Coordinator sends an AVATAR Discharge Detail by Program Report to DHA Eligibility worker by the second week of each month in order to verify discharge dates.

Reference(s)/Attachments:

Attachment A: Wraparound Referral Form

Attachment B: Sacramento County Wraparound Program Payment and Termination Notice Form SC123X

Attachment C: Wraparound Reimbursement Rate

Attachment D: Wraparound Exception Request

Related Policies:

[All County Information Notice \(ACIN\) I-52-15 \(Updated Standards for CA Wraparound Services](#)

[ACIN NO. I-15-18 California Wraparound Training Guidelines](#)

[All County Letter \(ACL\) NO. 11-77](#)

[Extension of Foster Care beyond age 18 \(AB 12\)](#)

[ACIN NO. 1-91-08 FAQs on Wraparound](#)

[ACL NO. 18-89 Rate Policy, 2018-19](#)

Distribution:

Enter X	DL Name	Enter X	DL Name
X	CPS Staff	X	Behavioral Health Staff
X	DHA Staff	X	Children’s Contract Providers
X	Publish to Internet	X	Probation Staff
X	Publish to Intranet		

Contact Information:

Brian Olden, LCSW
Program Coordinator
County of Sacramento, Department of Health Services
Division of Behavioral Health Services
Oldenb@SacCounty.net
(916) 876-1253