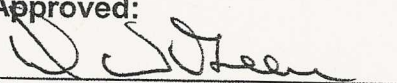


PLACEMENT COORDINATING MEMORANDUM

No. 2004-09	Page 1
Original Date: April 13, 2004	
Revised Date:	
Approved: 	
Dave Leone, Director Central/Regional Placement	

TELEPHONE REQUIREMENTS WHEN A "FACE TO FACE" CONTACT IS COMPLETED BY A DPO OTHER THAN THE DPO OF RECORD

The following requirements apply whenever the DPO of Record fails to have a monthly "face to face" visit (Please refer to PCM 2003-01 to determine what constitutes a visit) with a minor on his/her caseload, and another Placement Deputy visits the minor that month.

The DPO of Record is required to contact the minor via telephone to discuss and address any issues or concerns that the minor may have. The DPO of Record must always discuss the following issues with each minor during every "face to face" visit or telephone contact.

- Case plan
- Minor's future
- Health, safety, and security of the minor

The telephone contact must be documented extensively in the ROS section of JCMS. The entry in JCMS must include the date, time, and location of the minor at the time of the telephone contact.

In addition, the DPO of Record is required to print a copy of both the ROS entry documenting the "face to face" visit (by the other Placement DPO), and the telephone contact, and to include these documents when submitting monthly statistics to the SDPO. **Please note: The DPO of Record may not have another Placement Deputy visit the same minor for two consecutive months.**

If you have any questions or concerns regarding this Placement Coordinating Memo, please contact the Regional/Central Placement Director at (323) 226-8886.