

March 17, 2025

HCPCFC PROGRAM LETTER: 25-02

**TO:** HEALTHCARE PROGRAM FOR CHILDREN IN FOSTER CARE  
ADMINISTRATORS, MEDICAL CONSULTANTS, AND  
DEPARTMENT OF HEALTH CARE SERVICES STAFF

**SUBJECT:** HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE  
POLICY AND PROCEDURE REQUIREMENTS

The purpose of this letter is to provide Health Care Program for Children in Foster Care (HCPCFC) administrators and staff with information on the required policies and procedures that are required for the administration and operation of the HCPCFC.

On July 1, 2024, the HCPCFC became a standalone program. As a result, the Department of Health Care Services (DHCS) and the California Department of Social Services (CDSS) collaborated with local programs and stakeholders to draft a program manual intended to consolidate and update previously published program resources.

In accordance with the HCPCFC Program Manual<sup>1</sup>, all local programs are required to develop and maintain written policies and procedures governing all program activities at the local level. Policies and procedures must be submitted to DHCS for review by July 1, 2025.

Each county may determine the format, length, and level of detail of their policies and procedures. Local programs may create a policy and/or procedure for each topic, or create a single, comprehensive document that covers all topics. The submitted policies and procedures should include, but are not limited to:

- Tracking Performance Measures
- Tracking systems used
- Manual tracking processes
- Documentation procedures
  - Storage and sharing of documents
  - Protocols for staff concerns
- Communication and collaboration with other entities
  - Communication with the assigned Social Worker/Probation Officer

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<sup>1</sup> [HCPCFC Program Manual](#)

- Sharing behavioral health records
- Non-minor dependents (NMDs)
  - Obtaining and communicating consent of the NMD
  - Approved processes, procedures, and applicable forms
  - Consent via electronic signature
- Psychotropic Medication
  - Role and procedure of the Public Health Nurse (PHN)
  - Local information sharing, privacy, and collaboration procedures
- Recordkeeping
  - Record storage in the event of a federal audit
- Access to Tools & Databases
  - Child Welfare Services/Case Management System (CWS/CMS)
  - California Immunization Registry (CAIR2)
  - Staff access to all other tools and databases listed in the Program Manual
- Training
  - Mandatory training and onboarding
  - Logging and tracking trainings
- Caseload
  - Process and timeframe for which a child or youth is added to the PHN caseload
- Out-of-County Placements
  - Roles and responsibilities of the local program
- Processing JV-220(A/B) Forms
  - Receiving and reviewing JV-220(A/B) forms
  - Storage of forms
  - Sharing reviews with other members of the care team
- Overlapping Services
  - Collaborative procedures to prevent duplication of services

Local programs can find more details regarding the policy topics in the HCPCFC Program Manual. Please direct questions and submit your county's finalized documents by July 1, 2025 to the [HCPCFC@dhcs.ca.gov](mailto:HCPCFC@dhcs.ca.gov) inbox.

Sincerely,

**ORIGINAL SIGNED BY**

Joseph Billingsley

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Health Care Delivery systems  
Department of Health Care Services