

**COUNTY OF LOS ANGELES
CHILDREN'S MEDICAL SERVICES
HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE (HCPCFC)**

CMS
HCPCFC

Policy/Procedure

Subject: Public Health Nurse Consultation Procedure

PURPOSE

Nursing Consultation is defined in the Department of Children and Family Services Policy as "advice, clarification, and guidance designed to facilitate the provision of routine well child care and treatment of more complex nursing problems". In this program, Public Health Nurses (PHNs) shall provide nursing consultation to Children's Social Workers (CSWs) and the child's primary caregiver regarding the child's medical health plan, status, or treatment needs; medical terminology; where to go for treatment and assistance in accessing that treatment.

POLICY

The Public Health Nurse will provide nursing consultation to the Children's Social Worker upon receipt of the consultation request.

PROCEDURE

1. Consultations may be requested in person, by telephone, or in writing.
 - The CSW or PHN must initiate a consultation request form (see PHN Consultation Form) for each requested consultation.
 - The PHN must ensure that consultation request forms are made available to the CSW.
2. Upon receipt of the consultation request, the PHN will review the request and determine if the information is sufficient.
3. The PHN will respond to the consultation request within five working days.
 - The PHN will utilize professional nursing judgement to prioritize consultation requests.
 - The PHN will develop and implement a plan to respond to the consultation request.
 - The PHN will review the medical folder and interpret medical data.
 - The PHN will obtain pertinent health information to complete the consultation request.

- The PHN will coordinate medical services for the child.
 - The PHN will verify if the child is receiving California Children's Services (CCS) through Automated Case Management System (ACMS).
 - The PHN will collaborate with the CSW to integrate the health care information and develop a health care plan for the child.
4. **The PHN will document the intervention in PHN progress notes and/or enter a contact into CWS/CMS.**
 - The PHN will provide supporting documentation, health education material, and refer to the appropriate agencies when indicated.
 - The PHN will submit the progress note to the CSW when completed.
 5. **The PHN will contact the PHNS for guidance if there are unresolved issues regarding a child's health plan.**
 6. **The PHN will evaluate the effectiveness of the consultation by communicating with the CSW and revising the additional interventions if needed.**

ATTACHMENTS

A. PHN Consultation Request Form

APPROVED BY: 	EFFECTIVE DATE: 9/25/03
	REVISED: