

COUNTY OF LOS ANGELES  
CHILDREN'S MEDICAL SERVICES  
HEALTH CARE PROGRAM FOR CHILDREN INFOSTERCARE

CMS  
HCPCFC

Policy/Procedure

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SUBJECT: PUBLIC HEALTH NURSE (PHN) SECONDARY ASSIGNMENT IN THE  
CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)

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PURPOSE:

To identify the PHN assigned to the Children Social Worker's (CSW) caseload within the CWS/CMS.

SCOPE:

Responsibilities of the Public Health Nurse (PHN) and the Public Health Nurse Supervisor (PHNS) when assigning themselves as secondary in CWS/CMS

DEFINITION:

The Health Care Program for Children in Foster Care (HCPCFC) defines a secondary assignment as: PHNs adding their name in the CWS/CMS under secondary for the purpose of the CSW being able to identify the PHN assigned to a CSW's caseload. This process is for case identification only and does not change the role of the PHN as a consultant.

This definition is not to be used interchangeably with the Department of Children and Family Services (DCFS) secondary assignment definition which is: An authorized DCFS employee designated by a primary assignment Children's Social Worker (CSW) or a Supervisor Children's Social Worker (SCSW) to perform specific function in a referral or case. (CWSH GLOSSARY/1300-000. Rev (05/09) Page 1 of 3)

POLICY:

The HCPCFC PHNs will assign themselves as the secondary assignment in CWS/CMS upon receiving a written consultation request from the CSW or SCSW, when receiving a Nurse to Nurse (N2N) report from another PHN within the HCPCFC or DCFS and or when receiving any medical documents for children in their known caseload. (Follow instructions in the "Assigning a PHN as a Secondary Assignment" document, attachment A)

The PHN will determine if the case has been court detained and is out of home of parent as stated by the HCPCFC guidelines prior to assigning themselves as a secondary.

The PHN will "end date" the secondary assignment when they become aware that the case is being transferred to another PHN within the HCPCFC or DCFS (see attachment A).

The PHN will complete a N2N report of the child's health care coordination status when transferring

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case to another PHN within the HCPCFC or DCFS.

The HCPCFC PHN newly assigned as secondary is the only individual designated to "end date" the previous PHN and add their name on the secondary assignment in the CWS/CMS as per this procedure guideline

The HCPCFC PHNs are the only individual designated to "end date" the front-end PHNs and assign themselves as the secondary in CWS/CMS after receive a formal written consultation from CSW or SCSW or when case is being transferred to the backend by a front end PHN and it has been confirmed that case belong to their caseload.

**PROCEDURE:**

1. Prior to assigning themselves as a secondary the PHNs will:
  - Determine case status based on HCPCFC PHN caseload assignment guidelines.
  - Consult with PHNS if unable to determine if case belongs to his/her caseload assignment or unit.
2. Upon receiving a consultation from the CSW or SCSW the PHNs will assign themselves as a secondary as per "Assigning a PHN as a Secondary Assignment document" (Attachment A)
3. The PHNs will also add their name as secondary when temporarily covering for another HCPCFCPHN.
4. The PHNs will "END DATE" their secondary assignment only when:
  - Transferring a case to another PHN within the HCPCFC or DCFS
  - Working on a case when temporarily covering for another HCPCFC PHN.(will "end date" as soon as an entry has been completed in CWS/CMS)

**ATTACHMENTS:**

- A. Assigning a PHN as a Secondary Assignment

**No other individual can assign the HCPCFC PHNs to the secondary assignment in CWS/CMS.**


**WARNING:**

Please make sure that you add yourself as a secondary only. If the PHN accidentally assigns him/herself as a primary instead of as secondary please notify the SCSW or COA to place back the name of the primary as you will not be able to do so.

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APPROVED BY : 	EFFECTIVE DATE: ?; <b>11/1</b> 20...
Nursing Director	REVISED DATE:
APPROVED BY: _____	EFFECTIVE DATE: <b>·?J/19/tz-</b>
Nurse Manager	REVISED DATE :