

LCYTC Case Referral Process

Case identified
(high risk or
confirmed
trafficking)

Cases referred by DCFS and Law enforcement can go directly to email.

If case referred from another agency, mandated reporting laws must be followed prior to LCYTC referral.

Referral
contact made
to LCYTC
regional
coordinator

Utilize LCYTC directory to identify correct coordinator. CC: referrals@lacacs.org on the email. Utilize secured email server to send information. *Note whether region has specialized emergency (24-48 hour) response capacity, or standard (maximum 7 days) emergency response capacity.*

referral info

Child name, DOB, Caregiver contact information, contact information of individual referring case/ referral agency. Notify whether an emergency case or general case.

Coordinator will contact referral POC for more information about the case to ensure client is eligible

Coordinator notifies
Emergency
Response
Team

Notification made via email- without identifying information of client. Key personnel includes: DCFS, law enforcement, prosecutor, care providers, and other regionally-determined professionals

Specialized
Emergency
Response

Emergency
Response

Most MDTs have emergency response case reviews that will occur within 72 hours of the referral being made, but the absolute maximum would be 7 days.

Several regions in LA have established emergency response teams that will host a case review within 48 hours of notification.

Care
plan
established

initial care plan should include: whether reporting to DCFS/LE needs to be completed, immediate care referrals, and potential long-term referrals.

Refer to
MDT's case
review
meetings for
ongoing care

Regularity of the ongoing case meetings will depend on regional capacity and needs of the client.

