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Family Reunification Status Review Reports

Purpose

To provide guidelines for Family Reunification (FR) dependency cases and development of the Status Review Report associated with each applicable Status Review hearing.

Approved

This policy was approved by Gary Taylor, Director of CFS, on March 10, 2011. *Signature on file*.

Background

This policy is a revision of Children and Family Services (CFS) Policy and Procedure (P&P) Status Review Hearing Reports (Post-1988) (G-0317).

In FR dependency cases, Juvenile Court (Court) has removed physical custody of a child from the parent(s)/guardian(s), and vested custody with the Social Services Agency (SSA) for suitable placement, while the case remains under Court supervision. The child remains in out-of-home care while FR services are provided with the goal of reuniting the family.

Court may order FR services following:

- A Detention hearing (see CFS P&P Dependency Intake [A-0502])
- Disposition (see CFS P&P Jurisdictional/Dispositional Hearing Report [G-0310])
- Placement with a previously non-custodial parent (**Note:** FR services may be offered to the parent/guardian from whom the child was removed. See CFS P&P Custody [Exit] Orders and Custody Transfers to Non-Custodial Parents [G-0201])
- Re-detention following failed Family Maintenance (FM)

supervision (see CFS P&P Family Maintenance Six Month Review Report [G-0315])

The provision of FR services is time-limited and may only be extended if a statutory exception applies.

For FR dependency cases, a Status Review hearing is held every six months, while a child remains in out-of-home care, at which time Court will consider the safety of the child and determine the:

- Continuing necessity/appropriateness of out-of-home placement
- Extent of compliance with the Court-approved Case Plan
- Adequacy of services provided to the child and family
- Progress made by the parent/guardian towards addressing the causes necessitating out-of-home placement
- Necessity/Appropriateness of limiting educational rights
- Nature of sibling relationships (including efforts to maintain sibling relationships and/or facilitate visitation, as appropriate)
- Projected date by which:
  - The child may be reunified

  –Or–
  - An alternative permanent plan established

For FR dependency cases, the assigned Senior Social Worker (SSW) is responsible for:

- General case management and oversight
- Preparation/submission of the Status Review Report and Case Plan Update for each scheduled Status Review hearing
- Preparation of Interim reports/updates requested by Court

Legal Mandates

Welfare and Institutions Code Section (§) 293 and California Rule of Court 5.710 detail the requirements for noticing parties of §§ 366.21(e), 366.21(f), 366.22, and 366.25 Status Review hearings.

Welfare and Institutions Code § 302 provides that, unless parental rights have been terminated, parents be notified of all dependency proceedings and provided a copy of each court report.

Welfare and Institutions Code § 361.3 outlines the factors that must be assessed in consideration of relative placement, and the need to document consideration of these factors for Court.

Welfare and Institutions Code § 361.49 defines when a child is deemed to have entered foster care.

Welfare and Institutions Code § 361.5(a) details the timeframe for provision, and requirements for extension, of FR services.

Welfare and Institutions Code § 366(a) provides that the status of every dependent child in out-of-home care be reviewed by Court no less frequently than once every six months, and details the findings to be considered.

Welfare and Institutions Code § 366.05 details the timeframe within which the Status Review Report is provided to applicable parties.

Welfare and Institutions Code § 366.1 and California Rules of Court, Rule 5.708(c) detail the contents of the court report submitted at each Status Review hearing, on behalf of a child in out-of-home care.

Welfare and Institutions Code § 366.21details the conduct of the Six Month Review hearing and Twelve Month Review (Permanency) hearing, and the applicable Court findings/orders.

Welfare and Institutions Code § 366.21(c) provides that a Court Appointed Special Advocate (CASA) receive a copy of the report prepared by the SSW for any Status Review hearing.

Welfare and Institutions Code § 366.22 details the conduct of the Eighteen Month Review (Permanency Review) hearing, and the applicable Court findings/orders.

Welfare and Institutions Code § 366.25 details the conduct of the Twenty-Four Month Review (Subsequent Permanency Review) hearing, and the applicable Court findings/orders.

Welfare and Institutions Code §16501(h) defines FR services.

Welfare and Institutions Code § 16501.1 and Division 31 Regulations Chapter 200 detail the development, content, and timeframe for completion of a case plan.

Welfare and Institutions Code § 16501.1(f)(4) requires that a child's SSW inform a child in out-of-home placement of their personal rights, at least once every six months.

Welfare and Institutions Code § 16507 details circumstances under which time-limited FR services may be provided and/or extended.

Division 31 Regulations Chapter 300 details the SSW's responsibilities for the provision of services.

California Rules of the Court, Rule 5.651(c) provides that at every Status Review hearing, specific information regarding the child be addressed to ensure his/her educational, physical, mental health, and developmental needs are being met.

California Rules of the Court, Rules 5.710, 5.715, 5.720, and 5.722 detail the conduct of Status Review hearings held during the FR phase of dependency proceedings and applicable Court findings/orders.

Definitions

Date Child Entered Foster Care: Per WIC § 361.49, a child is deemed to have entered foster care on either the date of the Jurisdictional hearing or 60 days from the date the child was initially removed from the physical custody of the parent/guardian, whichever is earlier.

Family Reunification Services: Activities designed to provide time-limited foster care services to prevent or remedy neglect, abuse, or exploitation, when the child cannot safely remain at home, and needs temporary foster care, while services are provided to reunite the family.

Status Review Hearing: Any dependency hearing(s) held on behalf of a child in out-of-home care, with a plan of FR, pursuant to:

- WIC § 366.21(e) (Six Month Review [SMR] hearing)
- WIC § 366.21(f) (Twelve Month Review [TMR] – Permanency hearing)
- WIC § 366.22(a) (Eighteen Month Review [EMR] – Permanency Review hearing)
- WIC § 366.25 (Twenty-Four Month Review – Subsequent Permanency Review hearing)

POLICY

General Case Management

Throughout the FR phase of dependency proceedings, the assigned SSW will:

- Monitor the child's physical and emotional well-being
- Assess the needs of the child and family
- Clarify for parent(s)/guardian(s) any Court orders and the role/responsibilities of CFS
- Monitor case plan compliance and ensure services specified in the Case Plan are offered/provided

The following case management activities will be completed:

A. **Case Plan Review:**
At the initial contact immediately following any hearing ordering FR services or continuation of FR services (i.e., subsequent Status Review hearings), the assigned SSW will:

1. Provide and review the Court-ordered Case Plan with the parent(s)/guardian(s).

   Explain what must be accomplished for the parent/guardian to reunite with the child.

   Note: The Case Plan review is an ongoing process completed throughout the FR phase of dependency proceedings, as service needs of the family change.

2. Request signature of parent(s)/guardian(s) on Case Plan.

   Note: If signatures are not obtained, indicate reason in the Case Plan and Status Review Report prepared for the next scheduled Status Review hearing.

   The assigned SSW will enter the date of case plan signature or refusal to sign on the ID tab of the In Effect Case Plan in CWS/CMS.

B. **Compliance Contacts:**
Required compliance contacts will be completed as specified in the Case Plan, in accordance with CFS P&P Case Compliance Contacts and Documentation (E-0105).

C. **Service Provision:**

In compliance with the Case Plan and any additional Court orders, service/transportation referrals will be offered/provided to Case Plan Participants, as often as is necessary.

When appropriate, service providers will be given information and relevant court reports, as necessary, regarding the sustained allegations and treatment needs of the client/family.

The assigned SSW will obtain monthly verbal or written (including by email) reports/updates from all service providers regarding:

- Client participation and progress towards treatment goals
- Service provider's professional opinion of:
  - The child's current safety and well-being
  - The client/family's current service needs
- Any Court requested information

If unable to obtain reports/updates from service providers, all attempts will be documented in CWS/CMS contact narratives. See CWS/CMS Data Entry Standards—Service Providers–How to Search, Attach, and Record a Contact.

For guidelines regarding the exchange of electronic information outside of the SSA Network, including the encryption of emails, refer to Attachment 1—Safeguarding Electronic Information.

For guidelines on the exchange or release of client information, including use of the *Authorization for Release of Information (F063-25-228)*, refer to CFS P&P Confidentiality—CFS Client Records (F-0105).

D. **Visitation:**

Visitation will be arranged between the child and those parties specified in the Case Plan. See CFS P&P Visitation Guidelines (D-0313) for visitation requirements for any child receiving FR services.

E. **Maintaining Relationships with Important People:**
Any child in out-of-home care, 10 years of age and older, will have the opportunity to maintain relationships with important people who have attained a level of significance to the child. See CFS P&P Important People in Dependent Children's Lives (D-0410).

F. **Structured Decision Making (SDM) Tools:**
All applicable SDM tools will be completed pursuant to CFS P&P Structured Decision Making (D-0311), at a minimum:

- Every six months, in conjunction with the Status Review hearing and/or prior to creating a Case Plan Update
- If a Trial Visit is being considered
- If safety conditions within the household change and/or a new child abuse referral is investigated

G. **Health and Education Passport (HEP):**
Pursuant to CFS P&P Health and Education Passport (I-0403), while a child remains in out-of-home care, CFS will ensure the child's educational, medical, mental health, and dental needs are met. This involves provision of a HEP to the child's out-of-home caregiver, upon placement and every six months.

To facilitate the above, the assigned SSW will:

1. During monthly contacts, obtain and document information regarding the child's educational, medical, mental health, and dental history.

2. Update *HEP Facesheet (F063-28-323)*, and submit to HEP Clerk by the clerical deadline of each Status Review Report.

3. Review recommendations for follow-up care made by the Public Health Nurse (PHN) and facilitate follow-up care in consultation with the Senior Social Services Supervisor (SSSS) and PHN.

H. **Informing Child of Personal Rights:**
A child placed in out-of-home care will be regularly informed of his/her personal rights in an age/developmentally appropriate manner that includes an explanation of the child's rights and addresses the child's questions/concerns regarding placement.

Advisement of a child's personal rights will be provided by the assigned SSW at least once during each six-month review period, utilizing the *Personal Rights (LIC 613B)* form.

Note: Initial advisement of a child's rights will be provided by the Placing SSW/Concurrent Planning Worker, at the time of placement (see CFS P&P Out-of-Home Placement [K-0208]).

I. **Developmental Screening (Children Ages 0-5):**
All children in protective custody, ages 0 to 5, undergo a developmental screening. Results are documented by an Early Childhood System of Care (ECSOC) PHN, in CWS/CMS, on the *Early Childhood Zero Through Five* form (see CFS P&P Jurisdictional/Dispositional Hearing Report [G-0310]).

The assigned SSW will complete the following, as applicable (if not previously completed by Investigations staff):

- Incorporate information contained in the *Early Childhood Zero Through Five* form, verbatim, in the Status Review Report submitted for the next scheduled Status Review hearing
- Follow-up with the PHN who prepared the *Early Childhood Zero Through Five* form, when clarification is necessary
- Contact the ECSOC Information Processing Technician (IPT) at (714) 935-7143, when the *Early Childhood Zero Through Five* form does not identify the assigned PHN
- Contact child's out-of-home caregiver to ensure follow-up with scheduled appointments and recommended actions detailed on the *Early Childhood Zero Through Five* form

J. **Collaborating with CalWORKs:**
A family receiving CalWORKs services at the time of a child's removal from a parent/guardian is eligible to continue receiving CalWORKs **supportive services** throughout the FR phase of dependency proceedings, upon request of the assigned SSW. See CFS P&P CalWORKs Services to FR Parents (D-0501).

Pursuant to CFS P&P CalWORKs–CFS Collaboration (D-0502), if a family is a mutual client, the assigned SSW will collaborate with CalWORKs staff, or if applicable, the Domestic Abuse Services Unit (DASU) worker, to:

- Coordinate services and avoid duplication of services
- Ensure the family has opportunity to benefit from all available resources
- Ensure a client's participation in CFS activities be included toward meeting Welfare to Work (WTW) participation requirements, when appropriate

To identify mutual client families, review the *Child Transfer Summary (F063-28-319R)* and/or the Mutual Clients Reports (via the OCSSA Report Portal [Portal]).

For instruction on accessing the Portal, refer to How to Access CFS Mutual Clients Reports via OCSSA Report Portal on the SSA/TCD website.

Concurrent Planning

To ensure children in out-of-home care achieve legal permanency at the earliest opportunity (should reunification efforts fail), the assigned SSW will complete concurrent planning activities throughout the FR phase of dependency proceedings (see CFS P&P Concurrent Planning [D-0202]), including, but not limited to:

A. Assessing and evaluating prognosis towards reunification.

B. Disclosure to parents regarding concurrent planning options (including voluntary relinquishment of parental rights), when the parent comes forward after the Dispositional hearing.

C. Determining issues of parentage (as necessary).

D. Submission of a *Permanent Planning Assessment (PPA) (F063-18-242)* to the Adoptions program, as detailed in CFS P&P Permanent Planning Assessment (G-0313), **prior** to any recommendation to terminate FR services.

Note: The PPA will be utilized to assess and determine the most appropriate Permanent Plan for the child.

E. Submission of a Permanency Planning Mediation (PPM) referral **prior** to any recommendation to terminate FR services. See CFS P&P Permanency Planning Mediation (C-0603) for exceptions.

F. Scheduling a Permanency Planning Team Decision Making (TDM) Meeting, per CFS P&P Team Decision Making (D-0308).

Compliance with Court Orders

The assigned SSW will adhere to any orders issued by the Juvenile Court and ensure CFS staff associated with the case are informed of any specific court orders relevant to their involvement in the case (e.g., Placement SSW must be notified of a court order to place child with a specific individual, etc.).

If clarification or modification to an existing court order is necessary, the assigned SSW will take the following steps in the order listed:

- Contact the Court Officer assigned to the courtroom in which the dependency proceedings are held
- Contact the Deputy County Counsel assigned to the case
- Appear in Court to discuss, if directed to do so by County Counsel
- Complete a *Request to Change Court Order (JV-180)* and forward to a SSSS in the Court Officers Unit for submission to Juvenile Court

Note: When circumstances arise that pose a potential **physical risk to the child's safety**, immediately contact County Counsel for consultation.

Incarcerated/ Institutionalized Parents

An incarcerated/institutionalized parent/guardian will be offered/provided reasonable services to facilitate reunification unless Court finds FR services would be detrimental to the child or orders that FR services need not be provided under a statutory exception (see CFS P&P Jurisdictional/Dispositional Hearing Report [G-0310] for further information on statutory exceptions).

Refer to CFS P&P Incarcerated and Institutionalized Parents (G-0308) for responsibilities of the assigned SSW when a parent/guardian is incarcerated/institutionalized.

Placement

A. **Identifying Placement Options:**
The assigned SSW will attempt to identify relatives and/or NREFMs for placement of a child in out-of-home care (unless already placed with a relative/NREFM). Information required to complete a placement assessment will be forwarded to the Placement program (Diversion Unit), pursuant to CFS P&Ps Relative/NREFM Placement Assessments (K-0105) and Clearances—Relative Assessment (K-0101), when:

- A placement change is necessary

–Or–

- During the FR phase of dependency proceedings, a relative comes forward and requests placement

B. **Relative Placement Assessment Documentation:**
Placement staff (Diversion or Relative Assessment Unit [RAU]) will document consideration of each factor specified in Attachment 2—Relative Placement Assessment Documentation **if**, during the current period of review, any relative requests placement of a child, is assessed, and one of the following apply:

- The child is placed with the relative
- The relative is approved for placement
- The relative is disapproved for placement
- The relative declines placement following assessment

The relative placement assessment documentation will be included in the court report prepared for the next scheduled Status Review hearing (or hearing to address placement).

Note: Documentation of the factors specified in Attachment 2 is not required for NREFMs, unless ordered by Court.

Absent Parent Search

Pursuant to best practice and in an effort to provide reasonable services, the assigned SSW will attempt to locate any parent/guardian whose whereabouts are unknown. This may include, but is not limited to:

- Inquiring from relatives/collateral contacts, as to whereabouts
- Sending a contact letter to the last known address
- Using available search resources (i.e., Prison Inmate Locator, California State Prison Index and/or Federal Prison Index)

If the parent/guardian is located, the assigned SSW will:

- Provide a *Statement Regarding Parentage (JV-505)* to any alleged parent. (See CFS P&P Parentage [G-0602])
- Submit an Ex Parte informing Court the parent/guardian has been located. (**Note:** Counsel may be appointed on behalf of the parent/guardian by the Court, as deemed necessary)

Note: A previously non-custodial parent whose whereabouts are ascertained subsequent to Disposition, **may** be considered for placement and custody of the child. See CFS P&P Custody (Exit) Orders and Custody Transfers to Non-Custodial Parents (G-0201).

Educational Rights of the Parent/Guardian

In accordance with CFS P&P Limiting Educational Rights (I-0103), the assigned SSW will:

- Ensure a responsible adult is available and involved in making decisions for a child's education
- As necessary, request Court limit educational rights of the parent/guardian and appoint an educational representative

If educational rights of the parent/guardian were previously limited, the Status Review Report will address the parent/guardian's continued inability or unwillingness to make educational decisions for the child.

Writing the Status Review Report

The assigned SSW will prepare a Status Review Report for each Status Review hearing calendared. The report will incorporate pertinent, accurate, and objective information obtained over the current period of review (consistent with information documented in CWS/CMS contact narratives). Objectivity and accuracy on behalf of the assigned SSW is paramount, as it ensures a factual representation for Court to make a determination regarding the

status and progress of the family, and lends credibility to the assigned SSW's recommendations. Each Status Review Report will document:

- Well-being of the child and status of family functioning
- Identification of family needs
- Services offered/provided to enable parent/guardian to assume custody of the child
- An evaluative assessment of the family's progress towards:
  - Compliance with Case Plan objectives and services
  - Eliminating the conditions/factors that led to removal
- Whether there is continued need for protective custody of the child
- Efforts towards Concurrent Planning, should FR fail
- Prognosis and recommendation for return of the child to the custody of the parent/guardian

Each Status Review Report will be written in complete, concise sentences. Documentation of any interviews/correspondence with collateral contacts/service providers will include:

- The date on which interview/correspondence was completed
- The method by which interview/correspondence was conducted (e.g., in-person, phone, letter)
- A notation of language (other than English) or interpreter services utilized
- The full name, title, and agency affiliation (as applicable) of any professional
- Contact information (i.e., address and phone number) will be provided unless there is a compelling reason to keep the information confidential

Refer to Procedure section, "Completing the Status Review Hearing Report," for specific content to be included in each Status Review Report prepared for a FR case.

Note: If any required information is not available for inclusion in the Status Review Report, or Case Plan Update, document all attempts to obtain the information in the Status Review Report.

Court Recommendation Considerations

A. **Timeframe for Provision of FR Services:**
The provision of FR services to a parent/guardian is time-limited, based upon the age of the child at the time the child was initially removed from the physical custody of his/her parent/guardian. Unless a statutory exception pursuant to

WIC 361.5(a) applies, which allows for extending the timeframe for provision of FR services, a recommendation for the provision of FR services will not exceed those timeframes specified below:

- **Timeframe for Reunification—Child Over 3:** Pursuant to WIC § 361.5(a)(1)(A), FR services will be provided beginning with the Dispositional hearing, and ending 12 months from the date the child entered foster care
- **Timeframe for Reunification—Child Under 3:** Pursuant to WIC § 361.5(a)(1)(B), FR services will be provided beginning with the Dispositional hearing and ending with the Six Month Review hearing (WIC 366.21[e]), **but not longer than** 12 months from the date the child entered foster care

  Note: If a member of a sibling group was under three years of age on the date of initial removal, the timeframe for provision of FR services to some or all of the sibling group may be limited, per WIC § 361.5(a)(1)(B). See Policy section entitled "Terminating FR Services for Sibling Groups."

B. **Alternative Recommendations by Hearing Type:**
Each Status Review hearing held during the FR phase of dependency proceedings is governed by specific statutes which impact the recommendation that may be made:

- **Six Month Review (SMR) hearing:** The SMR hearing will occur six months from the Dispositional hearing, **but not later than** 12 months from the date the child entered foster care. For recommendation alternatives specific to this hearing, refer to Attachment 3—Six Month Review Hearing Recommendations
- **Twelve Month Review (TMR) hearing:** The TMR hearing (as applicable) will occur not later than 12 months from the date the child entered foster care. For recommendation alternatives specific to this hearing, refer to Attachment 4—Twelve Month Review Hearing Recommendations. (**Note:** In the event a prolonged Dispositional hearing would result in the SMR hearing occurring subsequent to the TMR hearing, the Court may combine the hearings, and/or short-set the TMR hearing
- **Eighteen Month Review (EMR) hearing:**

The EMR hearing (as applicable) will occur within 18 months of the date the child was originally taken from the physical custody of his/her parent/guardian. For recommendation alternatives specific to this hearing, refer to Attachment 5—Eighteen Month Review Hearing Recommendations

- **Twenty-Four Month Review hearing:**
  The Twenty-Four Month Review hearing (as applicable) will occur within 24 months of the date the child was originally taken from the physical custody of his/her parent/guardian. For recommendation alternatives specific to this hearing refer to Attachment 6—Twenty Four Month Review Hearing Recommendations

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Terminating FR Services for Sibling Groups

In an effort to place/maintain siblings together in a permanent home, should FR efforts fail, whenever a recommendation is made at the Six Month Review hearing, to terminate FR services for some or all members of a sibling group, the Six Month Review Report will address the following sibling factors:

- Whether the sibling group was removed from the physical custody of the parent/guardian(s) as a group
- Closeness and strength of the sibling bond
- Ages of the siblings
- Appropriateness of maintaining the sibling group together
- Detriment to each child if sibling ties are not maintained
- Likelihood of finding a permanent home for the sibling group, including whether the sibling group:
  - ➢ Is currently placed together in a pre-adoptive home

  –Or–
  - ➢ Has a concurrent plan goal of legal permanency in the same home
- Wishes of each child (provided age and physical/emotional condition permits a meaningful response)
- Best interests of each child in the sibling group

Case Plan Update

A. **Circumstances Necessitating A Case Plan Update:**
The assigned SSW will complete a Case Plan Update:

- In conjunction with each Status Review hearing, unless the recommendation is to terminate dependency proceedings
  - ➢ If the Case Plan Update reflects changes to existing Case Plan goals or objectives, the Status Review Report will provide adequate justification for

requested changes

- If current case plan objectives no longer meet the service needs of the child and family
  - When a Case Plan Update is required prior to a Status Review hearing, consult SSSS and County Counsel regarding submission of a *Request to Change Court Order (JV-180)* or Ex Parte request

B. **Development of Case Plan Update:**
Whenever possible, the assigned SSW will involve the parent(s)/guardian(s) and child (as age and developmentally appropriate) in development of a Case Plan Update.

Prior to developing a Case Plan Update, the assigned SSW will:

- Complete SDM tool – Family/Child Strengths and Needs Assessment
- During compliance contact(s), solicit input from parent(s)/guardian(s) and child (provided they are Case Plan Participants), regarding:
  - Case Plan Goals/Objectives/Client Responsibilities
  - Family strengths and service needs
  - Case management activities to be performed
  - Visitation

If continuation of FR services is recommended, the Case Plan Update will include services to implement an alternative permanent placement plan should reunification efforts fail.

If termination of FR services is recommended, a visitation plan between the child and parent(s)/guardian(s) will be included in the Case Plan Update pending completion of a WIC § 366.26 Selection and Implementation hearing (as applicable), unless continued visitation is detrimental to the child.

During discussions with the parent(s)/guardian(s) regarding case plan development, the assigned SSW will:

1. Request that the parent(s)/guardian(s) sign the *Acknowledgement of Participation in Case Plan Development (F063-28-244)*.

If any signature is not obtained, the reason will be indicated on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* and in the Case Plan section of the court report submitted with the Case Plan Update.

Note: Use of the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* does not replace the need to obtain signature(s) on a Court-approved Case Plan Update. See Policy section entitled "General Case Management" for further information.

2. Advise the parent(s)/guardian(s) of Evidence Code § 1228.1, detailed on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)*.

A completed *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will accompany any proposed Case Plan Update submitted to Court.

Note: Multiple *Acknowledgement of Participation in Case Plan Development (F063-28-244)* forms may be completed and submitted to Court if input regarding case plan development was obtained at different times and/or this input resulted in revisions to the proposed Case Plan Update.

For further information on development/content of a Case Plan Update, refer to CFS P&P Case Plan Development/Elements (D-0101). For instruction regarding generating a Case Plan Update in CWS/CMS, refer to EZ Mapping for CMS Case Plan—Update.

C. **Court Amended Case Plan:**
If the proposed Case Plan Update is amended by Court, the Case Plan Update will be revised in CWS/CMS accordingly by the assigned SSW and/or SSSS.

Transitional Independent Living Plan (TILP)

Pursuant to Division 31 Regulations § 31-236(a), a TILP will be completed for any child in out-of-home care, 15½ years of age and older. The TILP will be subsequently updated by the assigned SSW in conjunction with each Status Review hearing.

TILP goals will be regularly reviewed with the child and incorporated into the Case Plan pursuant to CFS P&P Independent Living Program (ILP) Services (D-0504).

Timeframe for Completion/ Submission of Court Report

The Status Review Report and accompanying Case Plan Update (which includes attached *Acknowledgement of Participation in Case Plan Development [F063-28-244]*) prepared by the assigned SSW will be:

A. Submitted to the assigned SSW's Court Typist by the **clerical deadline**, no later than **24 calendar days** prior to the scheduled hearing date.

   Note: Ensure all relevant SDM tools have been completed.

B. Reviewed and signed by the assigned SSW and their SSSS (or designee) following approval.

   Note: Pursuant to Division 31-230.12, signature approval on the Case Plan Update is not required prior to submission to Court, provided the Status Review Report to which the Case Plan Update is attached has been signed.

C. Filed with Court by the **court filing deadline**, no later than **4:00 p.m., 10 calendar days** (excluding judicial holidays) prior to scheduled hearing date.

   Note: The timeframe for pick up of court packets (for filing purposes) by the Court Courier varies by program.

Notice of Hearing

The assigned SSW will complete a *Notice of Hearing Worksheet (F063-28-04)*, and provide to the assigned SSW's Court Typist **by the clerical deadline** to ensure all appropriate parties receive notice of the upcoming Status Review hearing.

Notice will be provided to all appropriate parties no earlier than **30 calendar days** and not later than **15 calendar days** prior to the scheduled Status Review hearing.

Refer to CFS P&P Notices of Hearing (G-0507) for information regarding parties entitled to notice, method of service, and content of the notice. Further information regarding notice is detailed in:

- CFS P&P Absent Parent Search (G-0801)
- CFS P&P Indian Child Welfare Act (G-0309)
- CFS P&P Incarcerated and Institutionalized Parents (G-0308)

Provision of Court Report to Involved Parties

The assigned SSW's Court Typist will provide a copy of the Status Review Report and Case Plan Update to applicable parties, as directed on the *Notice of Hearing Worksheet (F063-28-04)* (see CFS P&P Notices of Hearing [G-0507]). The Status Review Report and Case Plan Update will be provided no later than **10 calendar days** in advance of the scheduled hearing.

Addendum Reports

Following submission of the Status Review Report to Court, an Addendum Report will be submitted by the assigned SSW when:

- New information pertinent to the case is obtained, which was not previously documented in the Status Review Report (e.g., initiation of a Trial Visit)
- The recommendation of the Status Review Report changes
- The Case Plan Update previously submitted with the Status Review Report is revised prior to the scheduled hearing (Include revised Case Plan Update and any *Acknowledgement of Participation in Case Plan Development [F063-28-244]* not previously submitted to Court)
- The Status Review hearing is continued:
  - A minimum of **seven calendar days**

  –and/or–
  - Court requests additional information be provided

Addendums may be submitted to the Court Typist for filing with Court **any time prior** to the scheduled hearing.

Other Court Reports

When a non-statutory review hearing is calendared (e.g., Progress Review hearing), the assigned SSW will ensure completion and submission of the court report specific to that hearing (i.e., Interim Report).

Any Interim Report prepared by the assigned SSW will be:

A. Submitted to the assigned SSW's Court Typist by the **clerical deadline**, no later than **four court business days** prior to the scheduled hearing date.

B. Filed with Court by the **court filing deadline**, no later than **two court business days** prior to scheduled hearing date.

Advisement of Child's Rights at Court

The assigned SSW will make every attempt to inform any child (capable of understanding the concept) who is the subject of dependency proceedings, of their right to:

- Be present and participate in any dependency hearing regarding his/her case
- Make a statement to Court, including an opinion about placement (if placement decisions are being considered)

Documentation of the above advisement and statements made by the child will be documented in the Status Review Report.

For additional information regarding advisement of the child's rights at Court and facilitating transportation to hearings, refer to CFS P&P Child's Rights at Court (G-0303).

Availability for Court Dates

The assigned SSW and SSSS will be available to respond to Court for each Status Review hearing or continuance of that hearing, as follows:

A. The SSW will immediately return any telephone call received from the courtroom in which the hearing is being held.

B. The SSW will make an in-person response to Court at the time specified by Court, when the SSW's presence is requested. The SSW will be available to respond to Court regardless of his/her flex day.

C. Upon receipt of a personal appearance subpoena, the SSW will do one of the following:

- Appear in Court on the date/time specified
- Place themselves on-call with Victim Witness if subpoenaed by County Counsel
- Make alternate arrangements (e.g., request to be placed on-call) with the person requesting their presence and inform County Counsel

For further information regarding subpoenas, refer to CFS P&P Confidentiality—CFS Client Records (F-0105).

D. The assigned SSSS, or designee, will be available to respond to Court if the assigned SSW is unable to do so.

Note: The SSW will inform the assigned SSSS in advance, when unavailable for the scheduled hearing.

Trial Visit (60-Day Trial Visit)

A Trial Visit is an extended visit between a child in out-of-home care and the parent(s)/guardian(s) with the anticipation of the child being reunified with the parent(s)/guardian(s) under FM supervision. During Trial Visits, the family remains under an FR Case Plan.

The timeframe for Trial Visits may vary and will not exceed 60 calendar days unless Court adopts a recommendation to continue the Trial Visit beyond 60 calendar days.

If Court consent to initiate a Trial Visit is required (per Bench Officer's preference), the assigned SSW will request authorization:

- At a scheduled Status Review or Interim Review hearing. (**Note:** If recommending a Trial Visit at a Status Review hearing, request that the hearing be continued to coincide with the anticipated end-date of the Trial Visit)

–Or–

- Via Ex Parte

Refer to CFS P&P Out-of-Home Placement (K-0208) for additional requirements to initiate a Trial Visit, including, but not limited to:

- Facilitating a Permanency Planning TDM
- Notification to the child's attorney

Note: To prevent foster care overpayment, when a Trial Visit begins, end previous placement (see CWS/CMS Data Entry Standards—Trial Visits) and complete a *Placement Information Change (PIC) Notice (F063-28-301)* (including Initial Notification). See CFS P&P Placement Change Notification (K-0209).

Once a Trial Visit has been initiated, the assigned SSW will, as case circumstances (i.e., contentious case) or Court preferences warrant, submit an Ex Parte informing the Court of the Trial Visit.

Following conclusion of a Trial Visit, Court will determine the appropriateness of continuing FR services **or** returning custody of the child to the parent(s)/guardian(s) under FM supervision, at:

- The next scheduled Status Review hearing

–Or–

- An Interim Review hearing. (**Note:** If no Status Review hearing is scheduled to be held in conjunction with the conclusion of the Trial Visit, request Court to calendar an Interim Review hearing)

A. **Successful Trial Visit:**
If the Trial Visit was successful, and the protective needs of the child continue to be met, the assigned SSW will, at the hearing to review the Trial Visit, recommend the following:

- That the child be returned to the custody of the parent(s)/guardian(s) under FM supervision
- A Case Plan with a goal of FM. (**Note:** Per CFS P&P Family Maintenance Six Month Review Report [G-0315], Court may order Enhancement services for a non-custodial parent)

Note: The placement episode end-date and date of change in the CWS/CMS service component (see CWS/CMS Data Entry Standards—Case Service Component Instructions) must be consistent with the date the Court orders FM supervision.

B. **Unsuccessful Trial Visit:**
During the Trial Visit if the child's protective needs are not met (e.g., child's health/safety jeopardized due to action/inaction of the parent/guardian), the assigned SSW will immediately:

- End the Trial Visit (upon consultation with the assigned SSSS and, as necessary, County Counsel)
- Provide notification of the failed Trial Visit to:
  - The child's attorney (via phone and facsimile on the *Attorney Notice of Placement Change [F063-25-572]*)
  - The Court (via Ex Parte)
- Continue to provide services as outlined in the Court-approved Case Plan

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Reunification Reassessment Clearances

A. **Parent/Guardian:**
The assigned SSW will request a parent/guardian complete live scan fingerprinting when assessing suitability for a:

- Trial Visit

–Or–

- Recommendation to reunify the family under FM supervision

Refer to CFS PDU Dispatch Live Scan Services to Assess Reunification (B-0120-D) when obtaining and evaluating the criminal history of the parent/guardian.

Refer to Attachment 7—Parties Subject to Live Scan Clearances in CFS P&P Live Scan Fingerprinting (B-0115) for guidelines regarding parties subject to Live Scan.

B. **Other Adults in the Home:**

Due to a lack of statutory authority, the assigned SSW will not request live scan fingerprinting of any other adult residing in the home of a parent/guardian, as part of the reunification reassessment.

The assigned SSW will complete a search to obtain background clearance information regarding other adults residing in the home of a parent/guardian by:

1. Using alternative public resources, such as:

   - California Megan's Law Sex Offender Locator Database
   - The County Superior Court Criminal and Traffic Case system in which the person resides (e.g., Orange County Superior Court of California Criminal and Traffic Cases)

2. Requesting authorization from the individual to complete CWS/CMS clearances for prior child abuse and neglect.

The assigned SSW will notify the parent/guardian if:

- The individual refuses to consent to CWS/CMS clearances

–and/or–

- Clearance information obtained indicates the individual would pose a risk to the child should reunification occur (do not disclose any confidential information)

If the parent/guardian allows the individual to remain in the home, the assigned SSW will notify Court and, as necessary, recommend that CWS/CMS clearances be obtained prior to reunification.

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- Attachment 1—Safeguarding Electronic Information
- Attachment 2—Relative Placement Assessment Documentation
- Attachment 3—Six Month Review Hearing Recommendations
- Attachment 4—Twelve Month Review Hearing Recommendations
- Attachment 5—Eighteen Month Review Hearing Recommendations
- Attachment 6—Twenty Four Month Review Hearing Recommendations
- Attachment 7—Status/Periodic Review Hearing Checklist
- CWS/CMS Data Entry Standards—Case Service Component Instructions
- CWS/CMS Data Entry Standards—Service Providers–How to Search, Attach, and Record a Contact
- CWS/CMS Data Entry Standards—Trial Visits
- CWS/CMS Data Entry Standards—Writing a Court Report Using CWS/CMS
- EZ Mapping for CMS Case Plan—Update

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P Absent Parent Search (G-0801)
- CFS P&P CalWORKs—CFS Collaboration (D-0502)
- CFS P&P CalWORKs Services to FR Parents (D-0501)
- CFS P&P Case Compliance Contacts and Documentation (E-0105)
- CFS P&P Case Plan Development/Elements (D-0101)
- CFS P&P Child's Rights at Court (G-0303)
- CFS P&P Clearances—Relative Assessment (K-0101)
- CFS P&P Concurrent Planning (D-0202)
- CFS P&P Confidentiality—CFS Client Records (F-0105)

- CFS P&P Courtesy Supervision (K-0501)
- CFS P&P Custody (Exit) Orders and Custody Transfers to Non-Custodial Parents (G-0201)
- CFS P&P Dependency Intake (A-0502)
- CFS P&P Family Maintenance Six Month Review Report (G-0315)
- CFS PDU Dispatch Food Stamp Applications for Transitioning Youth (D-0512-D)
- CFS P&P Health and Education Passport (I-0403)
- CFS P&P Important People in Dependent Children's Lives (D-0410)
- CFS P&P Incarcerated and Institutionalized Parents (G-0308)
- CFS P&P Independent Living Program (ILP) Services (D-0504)
- CFS P&P Indian Child Welfare Act (G-0309)
- CFS P&P Interstate Compact on the Placement of Children (ICPC) (K-0502)
- CFS P&P Jurisdictional/Dispositional Hearing Report (G-0310)
- CFS P&P Limiting Educational Rights (I-0103)
- CFS P&P Live Scan Fingerprinting (B-0115)
- CFS P&P Notices of Hearing (G-0507)
- CFS P&P Out-of-Home Placement (K-0208)
- CFS P&P Parentage (G-0602)
- CFS P&P Permanent Planning Assessment (G-0313)
- CFS P&P Placement Change Notification (K-0209)
- CFS P&P Psychotropic Medication: Dependent Child (I-0306)
- CFS P&P Relative/NREFM Placement Assessments (K-0105)
- CFS P&P School Placement and Transfer (I-0102)
- CFS P&P Sensitive/Highly Sensitive Referrals and Cases (F-0107)
- CFS P&P Structured Decision Making (D-0311)
- CFS P&P Team Decision Making (D-0308)
- CFS P&P Visitation Guidelines (D-0313)
- CFS PDU Dispatch Court Report Recommendations—Autotext (G-0321-D)
- CFS PDU Dispatch Live Scan Services to Assess Reunification (B-0120-D)
- Structured Decision Making Policies and Procedures Manual (Via SDM Application)

Other Sources

Other printed references include the following:

- Court Typing Work Process Guidelines

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Attorney Notice of Placement Change	F063-25-572
Acknowledgement of Participation in Case Plan Development	F063-28-244
Acknowledgement of Participation in Case Plan Development (Spanish)	F063-28-244SP
ILP Services—Proof of Wardship Letter	F063-25-617
Notice of Hearing Worksheet	F063-28-04
Permanent Planning Assessment	F063-18-242
Statement Regarding Parentage	JV-505
Statement Regarding Parentage (Spanish)	JV-505 S
Request to Change Court Order	JV-180

Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only,*** links are provided to view these hard copy forms, where available.

Form Name	Form Number
Authorization for Release of Information	F063-25-228
Personal Rights	LIC 613B
Application for Petition	F063-28-43

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. ***For reference purposes only,*** links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Child Transfer Summary	F063-28-319R
Early Childhood Zero Through Five	None
HEP Facesheet	F063-28-323

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
Parent's Guide to Dependency Proceedings	F063-28-290
Parent's Guide to Dependency Proceedings (Spanish)	F063-28-290SP

PROCEDURE

Required Actions—Completing the Status Review Report

The following procedure will be followed **when completing each heading of a Status Review Report (i.e., SMR, TMR, EMR, or 24-Month Review Report)** for a Family Reunification (FR) case. (Refer to CWS/CMS Data Entry Standards—Writing a Court Report Using CWS/CMS for instructions regarding generating a court report in CWS/CMS.)

Note: Autotext codes are indicated, when available, for completion of the Status Review Report.

Staff Responsible	Step	Required Action
Assigned SSW	**1.**	Heading: "Status Review Report" will pre-populate.
	2.	Hearing Date: Enter date hearing will be held.
	3.	Hearing Time: Enter 08:30 am.
	4.	Dept./Room: Enter number of courtroom in which dependency proceedings are being held.
	5.	Hearing Type/Subtype: If it does not pre-populate, enter one of the following, as applicable: • "366.21(e) 6 Month Review" • "366.21(f) 12 Month/Permanency" • "366.22 18 Month/Permanency Review" • "366.25 24 Month/Subsequent Permanency Review"
	6.	In The Matter Of: Verify the accuracy of pre-populating information for each child addressed in the report:

- Name
- Date of Birth
- Age
- Gender
- Court Number (i.e., Dependency [DP] Number)

7. Summary Recommendation: Select appropriate autotext Summary Recommendation for child(ren) receiving FR services.

For available court report recommendations, refer to Attachment 4—Status/Interim Review Hearing Recommendation Desk Guide contained in PDU Dispatch Court Report Recommendations—Autotext (G-0321-D).

Note: Refer to "Court Recommendation Considerations" in the Policy section above when assessing the appropriate recommendation.

8. Child(ren)'s Whereabouts: Indicate current placement (include date of placement):

a. If placed with a parent/guardian, relative or NREFM, document full name, relationship to child, address, and phone number.

b. If placed with a licensed/certified foster home or Emergency Shelter Home, document foster parent's first name and telephone number.

c. If placed in group home or other facility, document name of facility, address, and phone number.

Note: For confidential placements, indicate child is in a "Confidential Placement" and include the date Court ordered the placement to remain confidential (unless request is made at present hearing). Contact the Court Officer on the date of the hearing to provide verbal notice of the child's whereabouts.

9. Insert heading entitled "Child's Attendance At Court," utilizing autotext code **CAC**, for each child addressed in the report. Edit the populating text as to advisement of a child's right to attend the scheduled hearing.

10. Parents/Legal Guardians: Available information (name, date of birth, address, phone number, and relationship) will pre-populate regarding mother, alleged/presumed father(s) and legal guardian(s). Check for accuracy and ensure all "alleged/presumed" fathers are listed correctly.

For incarcerated parents, include address of correctional facility (jail/prison) and booking/California Department of Corrections (CDC) number.

Note: If Court orders a parent/guardian's contact information "confidential," do not include it in the report.

11. Interpreter: When an interpreter is required, indicate the person(s) requiring an interpreter and the language for which interpretation is needed. If no interpreter is required, this section may be deleted.

Note: Contact the Court Officer SSSS prior to date of the hearing when an interpreter is required for a language other than Spanish, Vietnamese, or Korean.

12. Indian Child Welfare Act Status (ICWA):

a. Indicate whether or not ICWA applies (use autotext code **ICWA1** or **ICWA2**, as applicable). If ICWA does or may apply, identify the person affiliated with the tribe and the name of the tribe (if known).

b. Document information/statements regarding ICWA that were received from each person that led to this conclusion. Include any statements obtained from the ICWA Unit. (Refer to CFS P&P Indian Child Welfare Act [G-0309]).

c. Document efforts to notice the Bureau of Indian Affairs (BIA), tribe (if known), and the Secretary of the Interior (if tribal affiliation is known). This information will be obtained from the ICWA Unit.

d. Detail prior Court rulings (include date) regarding ICWA for each child. Include rulings from any prior dependency, if applicable.

Note: Check appropriate Court Minute Order to confirm the referenced ICWA finding.

If no Court finding has been made regarding ICWA, utilize autotext code **ICWA3** to request an ICWA finding be made.

e. Document efforts to obtain current ICWA information if parents and/or relatives are located subsequent to initial ICWA finding.

13. Search Results/History: Complete the following, as applicable:

- If whereabouts of a parent/guardian are unknown, utilize autotext code **SEARCH1** to **SEARCH3**, as applicable
- If the whereabouts of parent(s)/guardian(s) are known, utilize autotext code **SEARCH4**

Note: Document all measures taken to locate the parent/guardian during the current period of review. Refer to the Policy section entitled "Absent Parent Search" for further information.

14. Legal History: Available information will pre-populate. Check all dates for accuracy and applicability to current dependency proceedings. Document the following for each child, as available:

a. **Subdivisions of WIC § 300** included in Original sustained Petition and/or any sustained Supplemental/Subsequent Petition(s). Use applicable autotext codes (A) to (J).

Note: Supplemental Petitions (WIC § 387) include new allegations of abuse related to allegations sustained in the Original Petition. Subsequent Petitions (WIC § 342) include additional count(s) not reflected in the Original sustained Petition.

b. Date of **Initial Removal** (date *Application for Petition [F063-28-43]* signed). Include subsequent removal date for any previously failed FM case.

c. Date of **Initial Detention Order** (date of first Detention hearing). Include date of subsequent Detention order for any previously failed FM case.

d. Date of **Initial Jurisdiction Finding** (date Original Petition sustained). Include date of jurisdictional finding for any Supplemental/Subsequent Petition.

e. Date of **Initial Disposition Order** (may differ from initial jurisdiction). Include date of any dispositional finding for any Supplemental/ Subsequent Petition.

f. Date of **Initial 366.21(e) (SMR) Review**.

g. Date of **Initial 366.21(f) (TMR) Review**.

h. Date of **Initial 366.22 (EMR) Review**.

i. Dates of other prior statutory court hearings (as applicable).

15. Additional Legal History:

a. Use autotext code **ALH1** to document **all sustained counts** of the Original Petition. Include sustained language; do not summarize/paraphrase. Duplicative counts need not be repeated.

Note: Review legal file to ensure any amended petition counts are accurately reflected.

Use autotext code **ALH2** to indicate custody is vested with SSA.

b. Use autotext code **ALH3** to indicate a dependency case was transferred from another county.

c. Use autotext code **ALH4** or **ALH5**, to document any sustained Supplemental/Subsequent Petition. All sustained petition counts will be documented similarly to the Original sustained Petition.

Note: For any previously failed FM case, indicate date child was initially returned to custody of the parent(s)/guardian(s).

d. Document legal history (including out-of-county/out-of-state) of the child and any sibling who has prior dependency cases. Include the following:

- Date on which child was declared a dependent
- Subdivisions of WIC § 300 under which child was declared
- <u>All sustained counts</u> of Original/Supplemental/Subsequent Petition(s) (as applicable). Do not summarize/paraphrase; duplicative counts need not be repeated
- General description of services offered/provided (e.g., FR, FM)
- Date on which child was returned to parent or a permanent plan established

e. Indicate date on which de facto parent standing was granted on behalf of the child (specify individual).

f. Use autotext code **ALH6** to document other Court involvement, including Family Law, Criminal, or Probate. Include the case number and any specific information about the case.

16. Paternity/Legal Relationships: Use autotext code **DAD1** to **DAD7** (as applicable). Document factual information regarding paternity. Do not include opinions/assumptions.

a. Detail prior Court rulings (include date) regarding paternity of each child (include alleged/presumed fathers).

Include the names of all parents of record, regardless of whether the Court has designated alleged/presumed status or the parent has ever appeared at a hearing on behalf of the child.

b. Provide a chronological summary of the dates of the mother's marriage(s) and divorce(s).

c. If paternity is unresolved, indicate that Court has not yet made a determination of paternity, or that insufficient information is available to determine paternity. Include the following, as applicable:

- New statements obtained regarding paternity of each child. Note who made the statement, the date on which the statement was made, and what exactly was stated
- Whether an alleged parent has been provided the *Statement Regarding Parentage (JV-505)*, unless already documented in a previous report or search declaration
- Results of any paternity testing completed

17. Family Assessment Update – Current Family Circumstances: Provide information and detail significant changes during the current period of review, as it relates to the parent/guardian's:

- Living environment (provide description)
- Household composition (include all children, relatives, and roommates). (**Note:** If dependent children reside in the home, identify legal status of each child [e.g., FM, FR on Trial Visit])
- Employment/sources of income
- Legal status/residency (discuss residency issues as they relate to the child, if applicable)
- Marital status or other significant relationships
- Ability to provide physical care consistent with the child's needs
- Medical condition that may impact his/her ability to parent and protect the child (provide general description; do not specify medical condition)
- Ability to access community resources (e.g., CalWORKs mutual client) to meet family's needs

Document any involvement with law enforcement (e.g., criminal cases [specify charges, case number, hearing date, outcome]). Update probation/parole status (including degree of compliance and anticipated date of expiration). Include contact information for probation/parole officer. If parent incarcerated, indicate anticipated release date.

As applicable, provide any available information regarding new/pending child abuse investigations.

Document background clearances completed, per Policy section entitled "Reunification Reassessment Clearances." Include:

- Live scan results of parent/guardian. Include only criminal record subsequent to child's removal, as relevant to the child's safety or parent/guardian's ability to exercise custody/control of the child
- Criminal and child abuse history of other adults residing in the home of the parent/guardian, as it relates to maintaining child safety and protection (**Note:** Detail specific information regarding child abuse history/arrests/convictions, but do not provide identifying information regarding the individual)

Add the following: "For information regarding Case Plan compliance, refer to the Services Provided/Family Compliance section of this report."

Note: Document caregiver related information in the Current Placement section of the report.

18. Family Assessment Update – Evaluation of Child(ren): Replace subheadings utilizing autotext code **CHILD1**. Address each element of populating text based upon case-specific circumstances.

Note: Do not address multiple children within each section. Utilize autotext code **CHILD1** for each child.

a. Medical: Document all known medical information regarding the child, including but not limited to:

- Specific medical conditions (current/past) (**Note:** HIV/AIDS status of the child will be referred to as a *"life threatening illness"*)
- Identification of chronic medical problems or conditions requiring ongoing medical care
- Medications prescribed/administered
- Last physical/dental exam (include results)
- Other medical visits/procedures (include reason)
- History of immunizations

Include the name and contact information (phone/address) of the child's health care providers.

b. Developmental: Indicate whether the child is developing at an age-appropriate level. Include:

- Specific observations of behaviors
- Involvement in age-appropriate extracurricular activities
- Results of developmental screenings, <u>including</u> *Early Childhood Zero Through Five* form (if not previously documented in a Court report) (**Note:** See Policy section, "General Case Management" for further information)
- Eligibility for and/or receipt of Regional Center special developmental services (e.g., speech/physical therapy). If applicable, include:
  - Date treatment began and frequency
  - Specific treatment goals
  - Progress of treatment

Note: Refer to Structured Decision Making (SDM) Policies and Procedures Manual for descriptions of "Physical and Cognitive Developmental Milestones."

c. Educational: As it relates to the child, to the extent that information is available, address:

- Educational rights, including:
  - Identification of who holds educational rights

    - The need to limit educational rights
- Background information (e.g., current school)
    - If a placement change occurred during the current period of review, include AB 490 District Liaison's recommendation and rationale regarding the child's continued enrollment in his/her school of origin (see CFS P&P School Placement and Transfer [I-0102])
- Achievements/school records (e.g., grades, credits towards graduation)
- Educational needs/services (e.g., Individualized Education Program [IEP])

Include the name and contact information of the child's educational service providers.

d. Mental & Emotional Status: Describe the child's:

- Reported/observed affect/behavior
- Behavior problems and/or mental health needs (if any)
- Participation in therapy, as applicable. Include:
    - Date treatment began and frequency
    - Specific treatment goals
    - Progress of treatment

If the child receives psychotropic medication, provide name/dosage of medication and reason for prescription. Indicate date of current Court authorization. Refer to CFS P&P Psychotropic Medication: Dependent Child (I-0306).

Include the name and contact information of the child's mental health care providers, as applicable.

Note: Identify any special needs of the child and services the child is receiving or may benefit from. If the child is a **minor parent**, discuss his/her needs with regards to his/her role as a parent.

19. Family Assessment Update – Out-of-Home Placement: For a child in out-of-home care, complete each subheading below, as indicated.

Note: For siblings, discuss each child separately if placed with different caregivers.

a. Current Placement: Document the following:

- Placement type
- Duration of placement (e.g., date of placement)
- Child's adjustment to placement (include statements from child and caregiver)
- Duration and nature of relationship between child and caregiver
- Continued appropriateness of placement selection as it relates to the child's placement needs and/or special medical needs
- Caregiver's desire/willingness to provide permanency for child should reunification fail

Include Placement Preservation/Change of Placement TDM meeting summary (as applicable)

Provide the following additional information, as applicable to the placement type:

- Group Home: Unless already documented in the Case Plan, indicate the reason the group home meets the child's specialized treatment needs. For any child under the age of six, indicate the nature of, and anticipated duration of the treatment. For further information, refer to CFS P&P Out-of-Home Placement (K-0208)
- Out-of-County or Interstate Compact on the Placement of Children (ICPC): Include rationale for placement and description of responsibilities of the sending/receiving agencies. Unless already documented in the Case Plan, specify how the service needs of the child (e.g., visitation, social worker contact requirements) will be met
  - For further information regarding out-of-county placements, refer to CFS P&Ps Out-of-Home Placement (K-0208) and Courtesy Supervision (K-0501)
  - For further information regarding ICPC placements, refer to CFS P&P Interstate

Compact on the Placement of Children (ICPC) (K-0502)

- ICWA applies: Provide documentation of a placement plan that meets ICWA placement preferences **or** provide reasons that good cause exists to deviate from those preferences. For further information, refer to CFS P&P Indian Child Welfare Act (G-0309)

b. Sibling Placement: Utilize autotext code **OH4** if child is not a member of a sibling set. If the child is a member of a sibling set, discuss the following:

- Nature of sibling relationships (include impact on placement and permanency planning)
- Use autotext codes **OH1** to **OH3** to address appropriateness and status of sibling placement including, as applicable:
  - Efforts/barriers to facilitate sibling placement
  - Reason sibling placement is not in child's best interests

SMR Hearing Exception: If recommendation at SMR hearing is to terminate FR services for some or all members of a sibling group, address each sibling factor specified in the Policy section, "Terminating FR Services for Sibling Groups."

c. Consideration of Relative Placement: Indicate whether or not the child is placed with a relative.

Utilize the following autotext, as applicable:

- **NORELATIVES**—Child is not placed with a relative and there are no relatives to consider for placement
- **RELATIVE1**—For each relative identified and considered for placement during the current period of review. Indicate:
  - Child for whom placement is being considered
  - Relative's name, relationship, contact information
  - Status of assessment and placement

- **RELATIVE2**—For each relative assessment completed during the current period of review, document consideration of those factors specified in Attachment 2—Relative Placement Assessment Documentation.

If multiple relatives considered for placement during the current period of review, repeat use of **RELATIVE1** and **RELATIVE2**, as applicable, addressing any approved relatives first.

Note: Information relevant to this section will be forwarded to the assigned SSW, by Placement (Diversion/RAU) staff, for inclusion in the Status Review Report.

d. Independent Living Plan (ILP) Services: Utilize autotext codes **ILP1** to **ILP3** to indicate the following to the extent the information is available:

- Whether the child is eligible for ILP services (16 years of age or older)
- Development of a Transitional Independent Living Plan (TILP)
- ILP services that are being utilized

As applicable, utilize autotext codes **ILP4** and **ILP5** to indicate:

- Child's refusal to participate in ILP services
- Cognitive and/or physical disabilities which preclude participation in ILP services

For information regarding eligibility and provision of ILP services, refer to CFS P&P Independent Living Program (ILP) Services (D-0504).

e. Placement History: For a child in out-of-home care, utilize autotext code **PLACEHIST**. Indicate:

- Date of original placement
- Date of current placement
- Total number of placements
- Whether child was ever returned home. (**Note:** Trial Visit is not considered a return home)

Indicate whether any placement change occurred during current period of review (include reason).

20. Services Provided/Family Compliance: Use autotext code **SPFC** to generate subheadings. Indicate:

- Case Plan goal of FR
- Projected date of completion/termination of FR (date of current Status Review hearing)

Court report sections detailed in Steps a–e below will address the current period of review.

EMR Hearing Exception: If recommendation at EMR hearing is to continue FR services, steps a–e below must address the entire period FR services were provided.

a. Parents/Guardian Compliance: Edit the auto-populating text to accurately reflect the level of compliance/progress each parent/guardian made towards addressing Case Plan goals/objectives.

Note: If "Substantial" progress is documented for a parent/guardian, the recommendation will be to return custody of the child to that parent/guardian.

Include the following information, as applicable:

- Date the parent/guardian signed the Case Plan (**Note:** This is not the date *Acknowledgement of Participation in Case Plan Development [F063-28-244]* was signed)
- Specific reason the parent/guardian was unwilling/unable to sign the Case Plan

b. Comments—Information from Service Providers: Include information obtained from service providers regarding each parent/guardian. When possible, include exact statements; avoid generalizations. Documentation of correspondence with service providers will adhere to guidelines detailed in Policy section, "Writing the Status Review Report," and will include the following information, as available:

- Date of client enrollment and anticipated completion date
- Pattern of attendance, noting frequency of sessions and dates of missed appointments
- Treatment goals and identified service needs (**Note:** If goals are not consistent with Case Plan, explain reason)
- Service provider's professional opinion/assessment regarding:
  - Client's receptiveness to treatment
  - Client progress and level of participation as it relates to treatment goals
  - Behavioral observations of client (e.g., client's demonstration of acquired skills)

If referencing a written report, document excerpts/quotes relevant to the case.

If information from service providers is not available, document efforts to obtain information.

As applicable, indicate the date client was referred to substance abuse testing. Include:

- Specific information on the nature of substance abuse testing (e.g., urine analysis, drug patch)
- Total number of tests client was required to submit to during period of review
- Dates of all negative, positive, missed or diluted tests

c. Comments—Case Plan Compliance: Address each parent/guardian separately. Describe the degree of progress made towards addressing each Case Plan Client Responsibility as it relates to achieving the desired Service Objectives. Indicate, as applicable:

- Enrollment and/or participation in services. Include all efforts to enroll in services, noting:
  - Refusal to participate in any particular service requirement/treatment program
  - Delay in participation due to waitlist (indicate whether alternative referrals were provided)
  - Special circumstances of a parent/guardian who is incarcerated or in residential substance abuse treatment, which may impact access to services
- Service provider name/title/contact information
- Date(s)/timeframe services were provided and specific information regarding:
  - Degree of compliance/cooperation with service/treatment
  - Status of completion (include date/timeframe of completion)
  - Termination/drop-out from program (include date and reason)
- Observations and/or demonstrations (or lack thereof) of acquired skills

Note: Do not include any services completed during current period of review in Case Plan Update unless indicating re-enrollment upon request of the assigned SSW.

Update efforts/progress towards addressing any substance abuse/mental health/domestic violence issues. Note any impact on the parent/guardian's ability to parent/protect the child (provide specific examples), and receptiveness to treatment.

Indicate level of cooperation in maintaining contact with the assigned SSW. When available, include exact statements from parent/guardian.

d. Comments—Other Issues/Observations: Document additional relevant information the Court should be aware (if not already addressed). This may include, but is not limited to:

- Personal observations during home visits (include date and detailed/factual information)
- Information obtained from collateral contacts/non-professionals (e.g., relatives/neighbors) as it relates to family's progress or continuation of problems requiring Court intervention

Note: Documentation of correspondence with collateral contacts will adhere to the Policy section, "Writing the Status Review Report."

Include Permanency Planning TDM meeting summary (if convened to address return of the child to the parent/guardian).

e. Comments—Previous Case Management Activities: Document all efforts by the assigned SSW and other CFS staff to assist clients in addressing the Case Plan. Use a numerical list to provide <u>specific</u> information regarding:

- Referrals and re-referrals offered/provided
- Transportation services/arrangements
- Efforts to arrange/facilitate visitation
- Bilingual/interpretive services provided
- Meetings initiated (e.g., TDM, Transitional Planning Conference)
- Out-of-the-ordinary tasks (e.g., arranging donations)
- Maintaining contact with service providers

Include the date(s)/timeframes within which each activity was completed.

Note: The case management services completed will be consistent with the Case Plan and any additional Juvenile Court orders.

21. Adequacy of Services Provided To The Child Pursuant to WIC 391: Add this heading using autotext code **ILPPLAN** for any child over 15 years, 9 months of age. Document the following (as applicable):

a. Whether the child was informed of the hearing at which termination of dependency will be recommended.

b. Child's availability and/or desire to attend the scheduled hearing to terminate dependency.

c. Participation/progress in ILP programs/services.

d. Status of provision of documents, or information on securing documents, regarding the child's:

- Personal/identifying information
- Medical/educational records
- Family history
- Dependency/placement history

e. Status of provision of referral assistance to child.

If recommending termination of dependency due to a child reaching the age of the majority (emancipation), refer to CFS P&P Independent Living Program (ILP) Services (D-0504) for requirements to prepare a youth for emancipation, which include, but are not limited to:

- Completion of a 90-Day Transition Plan Transitional Planning Conference (TPC)
- Provision of a WIC 391 Letter
- Provision of *Proof of Wardship Letter (F063-25-617)*
- Facilitating child applying for Food Stamp benefits (see PDU Dispatch Food Stamp Applications for Transitioning Youth [D-0512-D])

22. Visitation: Summarize current visitation plan, including frequency and nature of visits (e.g., unmonitored, supervised, monitored). Detail Court orders regarding visitation and all efforts to facilitate visitation.

Utilize autotext code **VST**. Detail visitation with parent/guardian, dependent siblings, and grandparents, (as applicable), over the current period of review. Include:

- Specific observations of activities, including positive and negative interactions
- Child's affect prior to and following visitation
- Specific statements from child and visiting parties regarding visits and desires for continued visitation
- Level of compliance with visitation plan, noting any patterns of tardiness/no-shows/cancellations
  - Detail special circumstances of parent/guardian (i.e., incarcerated; in residential substance abuse treatment), that may impact the parent/guardian's ability to maintain contact with child
- Reasons a visit was canceled/terminated
- Modifications to visitation arrangements (e.g., requiring confirmation due to frequent no-shows)

If continuation of FR services is recommended, discuss appropriateness of continued visitation with grandparents and the visitation plan to maintain ties with other dependent siblings (not placed with the child). Include statements regarding desires for ongoing contact/visitation.

Note: Sibling visitation will be arranged unless the Court finds sibling interaction detrimental to the child.

See CFS P&P Visitation Guidelines (D-0313) for information regarding visitation requirements.

23. Contacts: Provide dates of all completed/attempted contacts. Note whether staff other than the assigned SSW completed the contact.

Note: Ensure frequency and nature of contacts is in compliance with Court-ordered Case Plan, per CFS P&P Case Compliance Contacts and Documentation (E-0105).

Document contacts for each Case Plan Participant (e.g., child, mother, father) and caregiver as follows, utilizing autotext code **CNT**:

a. Face-to-Face: All in-person contacts/home visits. Indicate any unannounced visits.

b. Telephone: All relevant telephone calls/messages. If telephone contacts too numerous to list, approximate the number per month.

c. Letter/Email: Any written correspondence sent/received.

24. Family's Perception Of Their Needs: Summarize family's perception of the following:

- Family strengths/support
- Cooperation/compliance with Case Plan
- Current needs <u>and</u> progress towards overcoming the circumstances which brought the family to the attention of Juvenile Court
- Desires regarding disposition of the hearing

<u>Include exact statements</u> from child and parent(s)/guardian(s). Do not include SSW's opinion.

25. Detriment & Prognosis of Returning Child(ren) Home: Delete this section.

26. Continued Necessity for In-Home Services: Delete this section.

27. Concurrent Planning: Document the following, as it relates to the parent/guardian:

- Initial assessment of prognosis for reunification (copy from Jurisdictional/Dispositional Hearing Report [JD Report])
- Updated assessment of prognosis for reunification (e.g., good, fair, or poor)
- Provision of *Parents Guide to Dependency Proceedings (F063-28-290)*
- Advisement of:

- Concurrent planning process
- Right to participate in concurrent planning
- Right to voluntarily relinquish parental rights and free child for adoption

(**Note:** Copy from JD Report and include any subsequent discussions regarding advisement)

- Response of parent/guardian to such advisement
- Efforts to identify relatives (or other permanency planning family options) interested in providing legal permanence for the child, should reunification efforts fail

Refer to Attachment 1—Concurrent Planning Documentation in Court Reports contained in CFS P&P Concurrent Planning (D-0202) for samples of documentation of the above.

Include Permanency Planning TDM meeting summary (if convened to address permanency planning issues).

Document efforts to identify, locate, assess, establish and maintain the child's relationships with his/her important people. See CFS P&P Important People in Dependent Children's Lives (D-0410).

28. Permanency/Adoptability Assessment: Include section only when recommending termination of FR services.

Summarize findings and recommendation of the *Permanent Planning Assessment (PPA) (F063-18-242)* completed on behalf of the child.

Note: Submit the PPA to the Adoptions Program, **no later than 45 calendar days** prior to the hearing at which termination of FR services will be recommended.

Discuss the following, as applicable:

a. Specific reasons why the child is **or** is not suitable for adoption (i.e., characteristics of the child that indicate adoptability or non-adoptability).

b. Statutory factors suggesting termination of parental rights may be detrimental or undesirable to the child. See CFS P&P Permanent Planning Assessments (G-0313).

c. Whether any person has been identified as willing to accept legal guardianship of the child. Indicate that person's relationship to the child.

Note: LTFC may be recommended in lieu of a WIC § 366.26 Selection and Implementation hearing, provided the child is not suitable for adoption and there is no one willing to accept legal guardianship of the child.

29. Compliance With Permanent Plan: Delete this section.

30. Assessment/Evaluation: Provide professional opinion regarding appropriateness for reunification and continuation of FR services (if reunification not recommended). Summarize and evaluate case-specific circumstances and factual information providing the basis for conclusions. Do not present new facts or information.

a. Summarize the reason(s) the child was brought into protective custody (include date):

> ***Example:***
> "The Court has for its consideration the safety and welfare of the child(ren), (Name)(s), who (was/were) brought into protective custody on (date) due to…."

b. Discuss each parent/guardian/child, providing a concise synopsis of the following:

- Child's current well-being
- Current family circumstances
- Degree of compliance with:
  - Case Plan
  - Visitation Plan
- Current condition of parent/guardian and his/her ability to meet the physical/protective needs of the child
- Specific risk factors (if any) indicating reunification would be detrimental to the child (**Note:** If no risk factors are present, return of child to parent/guardian will be recommended)
- As applicable, indicate reason(s) modification to existing Case Plan may be appropriate

- Note any new concerns and service needs of the family identified during the current period of review

c. Assess continuing need for Court intervention and placement (refer to completed SDM assessments for guidance). Discuss recommendation, as it relates to:

- Progress towards resolution of conditions initially requiring Court intervention
- Whether the child can be safely returned home under Court supervision. If reunification is inappropriate at this time, indicate:
  - Prognosis and timeframe to achieve reunification or alternative permanent plan for the child
  - Appropriateness of termination/ continuation of FR services (based upon case specific circumstances)
- Continued appropriateness and adequacy of the Case Plan

31. Case Plan: Provided a Case Plan Update will be submitted, utilize autotext code **CP**:

- Indicate whether parent/guardian/child (as age and developmentally appropriate) participated in the development of the Case Plan Update
- Provide date of client engagement in case planning (**Note:** For parent/guardian this date will coincide with the signature date on *Acknowledgement of Participation in Case Plan Development (F063-28-244)*
- Refer the Court to the attached Case Plan Update

32. Recommendation: Select appropriate autotext Long Recommendation and verify consistency with Summary Recommendation.

For available court report recommendations, refer to Attachment 4—Status/Interim Review Hearing Recommendation Desk Guide contained in PDU Dispatch Court Report Recommendations—Autotext (G-0321-D).

Required Actions—Filing the Status Review Report	The following procedure will be followed **when filing a Status Review Report** and associated Case Plan Update for a Family Reunification (FR) case.	
Staff Responsible	**Step**	**Required Action**
		Note: Sensitive and Highly Sensitive cases require extraordinary processing and handling. See CFS P&P Sensitive/Highly Sensitive Referrals and Cases (F-0107).

Assigned SSW	**1.**	Submit the following to the court typist/Information Processing Technician (IPT) by the clerical deadline:
		
		a. Completed Status Review Report.
		
		b. Legal file associated with case.
		
		c. *Notice of Hearing Worksheet (F063-28-04)*.
		
		Note: Ensure all relevant Structured Decision Making (SDM) tools have been completed.
		
		In addition, submit the following, as applicable:
		
		• Case Plan Update
		  ➢ Include *Acknowledgement of Participation in Case Plan Development (F063-28-244)* signed by parent(s)/guardian(s). (**Note:** If any required signature is not obtained, ensure the reason is documented on the form and in the Case Plan section of the Status Review Report)
		• Transitional Independent Living Plan (TILP)
		• Proposed Exit orders
		  ➢ For preparation and processing of proposed **Exit orders**, refer to CFS P&P Custody (Exit) Orders and Custody Transfers to Non-Custodial Parents (G-0201)
		
		For further responsibilities of the assigned SSW to be completed in conjunction with each Status Review hearing, refer to Attachment 7—Status/Periodic Review Hearing Checklist.

IPT	**2.**	Prepare and distribute notice of hearing pursuant to CFS P&P Notices of Hearing (G-0507).
	3.	Edit and format Status Review Report and Case Plan Update and provide to SSSS for review. As applicable: • Attach completed *Acknowledgement of Participation in Case Plan Development (F063-28-244)* to Case Plan Update • Attach TILP to Status Review Report, pursuant to CFS P&P Independent Living Program (ILP) Services (D-0504)
SSSS	**4.**	Review Status Review Report and Case Plan Update for required modifications (if any). **Note:** Ensure the Status Review Report follows all guidelines regarding content and documentation, as set forth in this policy.
SSW	**5.**	Complete requested modifications (as necessary) and return to SSSS for review.
SSSS	**6.**	Upon further review/approval: a. Sign Status Review Report. b. Sign *Acknowledgement of Participation in Case Plan Development (F063-28-244)*. c. Approve SDM and Case Plan (in CWS/CMS). Return to assigned SSW for signature.
Assigned SSW	**7.**	Following review and approval of Status Review Report and any associated Case Plan Update, by SSSS, sign: a. Status Review Report. b. *Acknowledgement of Participation in Case Plan Development (F063-28-244)* if not already signed. **Note:** If the assigned SSW preparing the Status Review Report/Case Plan Update is unable to sign, the assigned SSSS may sign on the SSW's behalf.

	8.	File copy of *Acknowledgement of Participation in Case Plan Development (F063-28-244)* in Case Plan Acco. **Note:** Original *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will remain attached to Case Plan Update for submission to Court.
Assigned SSW or SSSS	**9.**	Return signed Status Review Report and Case Plan Update to IPT.
IPT	**10.**	Complete further modifications (as necessary) and prepare packet consisting of original and copies of the following, as applicable: • Status Review Report • Case Plan Update with attached *Acknowledgement of Participation in Case Plan Development (F063-28-244)* File and distribute pursuant to *Court Typing Work Process Guidelines*. **Note:** Provide a copy of Status Review Report and Case Plan Update to applicable parties, as directed on the *Notice of Hearing Worksheet (F063-28-04)*. See CFS P&P Notices of Hearing (G-0507).
	11.	Provide packet to Court Courier.
Court Courier	**12.**	Deliver packet to Court Officers Unit.
Court Officer Staff	**13.**	File the following documents with Court Clerks Office, no later than **4:00p.m., 10 calendar days** (excluding judicial holidays) prior to the scheduled hearing date: • **Original** signed Status Review Report • **Original** Case Plan Update with attached *Acknowledgement of Participation in Case Plan Development (F063-28-244)* Distribute remaining copies to all attorneys of record and any CASA appointed on behalf of the child.