ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL

Effective Date: October 6, 2009 **Number: I-0405**

Completion of the JV-225

Purpose

To provide guidelines for the distribution and collection of *Your Child's Health and Education (JV-225)*.

Approved

This policy was approved by Mike Ryan, Director of CFS, on October 6, 2009. *Signature on file*.

Background

At the initial Detention hearing, Welfare and Institutions Code (WIC) Section 16010(f) requires the Juvenile Court to direct each parent or legal guardian present to provide Children and Family Services (CFS) complete medical, dental, mental health, and educational information on the child, the child's mother, and the child's **biological** father (if known). This information will be collected utilizing the *Your Child's Health and Education* (*JV-225)*.

At the Dispositional hearing, WIC Section 16010(f) further requires the Court to make a determination whether the parent(s) or legal guardian(s) has provided this information to CFS.

Legal Mandates

Welfare and Institutions Code Section 16010 (f) directs each parent to complete the *Your Child's Health and Education (JV-225)* on each child taken into protective custody.

Welfare and Institutions Code Section 358 requires the Court to make a finding regarding whether the parent has complied with providing the completed *Your Child's Health and Education (JV-225)* to CFS.

Juvenile Court Rule 5.668(c) requires the Court to order each parent or legal guardian to complete *Your Child's Health and Education (JV-225)* or request the assistance of the social worker in completing the *Your Child's Health and Education (JV-225)*.

Definitions

Parent(s) means the biological mother and father. It does not include alleged fathers.

Legal guardian means a person authorized to make all significant decisions affecting the dependent child’s well-being including the child’s physical custody, education, health, activities, personal relationships, and general welfare.

POLICY

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JV-225 Requirement

When a child is the subject of a Detention hearing, distribution of the *Your Child's Health and Education (JV-225)* to the parent or legal guardian is required. One copy of the *Your Child's Health and Education (JV-225)* will be distributed to each parent or legal guardian for every child detained.

Distribution of JV-225

The following methods of distribution apply:

Detention Hearing:
The Court Officer will identify how many children have been detained and provide one copy of the *Your Child's Health and Education (JV-225)* per child with the Detention Report for each parent or legal guardian. The Detention Report with *Your Child's Health and Education (JV-225)* will be provided by the Court Officer to each parent(s) or legal guardian(s) present at the Detention hearing. The Court Officer will then complete one *Proof of Service (JV-510)* listing each child. The Court Officer will provide one copy of the *Proof of Service (JV-510)* to be included in each child's Court file.

After Detention:
If the parent or legal guardian is not present at the Detention hearing, but their whereabouts subsequently become known, the assigned Senior Social Worker (SSW) will provide the parent or legal guardian with the *Your Child's Health and Education (JV-225)* at the first point of contact or via U.S. Mail return receipt, whichever is most expeditious.

Collection of JV-225

If the parent or legal guardian received the *Your Child's Health and Education (JV-225*) at the Detention hearing, the Investigations SSW will request the completed form at the initial meeting with the parent or legal guardian.

If the initial meeting with the Investigations SSW is the first point of contact with the parent or legal guardian, the Investigations SSW will provide the *Your Child's Health and Education (JV-225)* as indicated above and request return of the completed form by the clerical date of the Jurisdictional/Dispositional Report.

If the parent or legal guardian does not return the *Your Child's Health and Education (JV-225)* by the time of the Jurisdictional/Dispositional hearing, the assigned SSW will accept the completed form at any point thereafter.

Note: Prior to completion of the Jurisdictional/Dispositional hearing, if an alleged father is identified as biological or presumed, the Investigations SSW will provide the *Your Child's Health and Education (JV-225)* and request a completed copy.

Completion Assistance

If at any time a parent or legal guardian requests assistance in completing the *Your Child's Health and Education (JV-225),* the assigned SSW will provide assistance. This may include assistance with translation when the form is not available in the parent or legal guardian's primary language.

Reporting to Court

When applicable, the assigned SSW will indicate in the Education section of the Jurisdictional/Dispositional Report the date, location, and/or means of distribution of the *Your Child's Health and Education (*JV-*225)* to each parent or legal guardian. The assigned SSW will also indicate whether the parent or legal guardian has returned a completed *Your Child's Health and Education (JV-225)* on behalf of each child.

CDSS

When the completed *Your Child's Health and Education (JV-225)* is received post-Jurisdiction/Disposition, it is not necessary to document receipt of the form in a court report.

Language

When possible, the *Your Child's Health and Education (JV-225)* will be provided to the parent or legal guardian in their primary language.

Documentation

The assigned SSW's Health and Education Passport (HEP) data entry clerk will enter the information from the *Your Child's Health and Education (JV-225)*, utilizing CWS/CMS Data Entry Standards—Health and Education Passport, prior to transferring the case to the receiving program.

For additional information on transferring cases, refer to CFS Policy and Procedure (P&P) Case Transfers (D-0302).

Filing

The completed *Your Child's Health and Education (JV-225)* will be filed on the Medical Acco in the case folder.

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.

• CWS/CMS Data Entry Standards—Health and Education Passport

Hyperlinks

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

• CFS P&P Case Transfers (D-0302)

Other Sources

Other printed references include the following:

None.

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
None.	

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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
Your Child's Health and Education (JV-225 Cover Sheet)	JV-225
Your Child's Health and Education (Spanish) (JV-225 S Cover Sheet [Spanish])	JV-225 S
Proof of Service—Juvenile (Court only)	JV-510

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
None.	

Brochures Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Required Actions—Distribution of JV-225	The following steps will be taken in distributing the *Your Child's Health and Education (JV-225)* to the parent or legal guardian and completing the *Proof of Service (JV-510).*	
Staff Responsible	**Step**	**Required Action**
Court Officer	**1.**	Identify the number of children detained and the primary language of the parent or legal guardian by reviewing pages 1 and 2 of the Detention Report.
	2.	Distribute to each parent one copy per child of the *Your Child's Health and Education (JV-225),* in the primary language of the parent or legal guardian, when possible.
	3.	Complete *Proof of Service (JV-510).* Fill in the case name, case number, name of parent or legal guardian, and child(ren) detained. **Note:** Complete one *Proof of Service (JV-510)* per parent or legal guardian.

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4. Check the space indicating whether the English or Spanish version of the *Your Child's Health and Education (JV-225)* was served to the parent or legal guardian.

5. Print and sign your name.

6. Deliver *Proof of Service (JV-510)* to Court Clerk prior to commencement of Detention hearing.

   Note: Provide one copy of the *Proof of Service (JV-510)* to be included in each child's Court file.

Required Actions—Collection of JV-225	The following steps will be taken when collecting the completed *Your Child's Health and Education (JV-225).*	
Staff Responsible	**Step**	**Required Action**
Assigned SSW	**1.**	Request from the parent or legal guardian the completed *Your Child's Health and Education (JV-225)* for each child detained. If the questionnaire is incomplete, or the parent requests assistance with translation or completion, provide such.
	2.	Provide the completed *Your Child's Health and Education (JV-225)* immediately to the HEP data entry clerk.
HEP Data Entry Clerk	**3.**	Utilizing CWS/CMS Data Entry Standards—Health and Education Passport, enter information from the *Your Child's Health and Education* (*JV-225)* prior to transferring the case to a continuing program. Return *Your Child's Health and Education* (*JV-225)* to the assigned SSW.
Assigned SSW	**4.**	File *Your Child's Health and Education (JV-225) on the* Medical Acco.

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