REQUIRED SERVICES | REUNIFICATION SERVICES FOR INCARCERATED | COURT ORDERED SERVICES AND | NOTICE | APPEARANCE WAIVERS (2625) | TRANSPORTATION ORDER REQUESTS | MONTHLY CONTACT | PARENT-CHILD VISITATION | PRISONERS IN FEDERAL AND | PARENTS IN PSYCHIATRIC FACILITIES | PARENTS AWAITING DEPORTATION | DOCUMENTATION | CASE PLANS | SSA CONTACT NUMBER FOR | CHILD SUPPORT REFERRALS | CRITERIA FOR REUNIFICATION TIME | ATTACHMENTS AND CWS/CMS DATA | HYPERLINKS | OTHER SOURCES | ONLINE FORMS | HARD COPY FORMS | CWS/CMS FORMS | BROCHURES | REQUIRED ACTIONS—TRANSPORT ORDER | REQUIRED ACTIONS—2625 WAIVER | REQUIRED ACTIONS—TRANSPORT PARENT IN | REQUIRED ACTIONS—TRANSPORT MINOR PARENT-FACILITY | REQUIRED ACTIONS—TRANSPORT MINOR PARENT | REQUIRED ACTIONS—VISITS DETRIMENTAL | REQUIRED ACTIONS—"REASONABLE SERVICES"

ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL

Effective Date: May 11, 1990 **Number: G-0308**
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Revised: December 22, 2009

Incarcerated and Institutionalized Parents

Purpose

To provide guidelines for the provision of reasonable services to incarcerated and institutionalized parents.

Approved

This policy was approved by Mike Ryan, Director of CFS, on December 22, 2009. *Signature on file*.

Background

Incarcerated and institutionalized parents of dependent children in out-of-home care must be offered or provided with reasonable services to facilitate reunification, unless the Juvenile Court finds that such services would be detrimental to the child or orders that reunification services need not be provided under another statutory exception. In addition, parents who are incarcerated, institutionalized, or in a court-ordered residential substance abuse treatment program may qualify for additional reunification time if they meet certain other requirements.

Penal Code Section 2625(a) applies to any parent who is incarcerated or institutionalized in a:

- State prison
- California Rehabilitation Center
- County jail

Or who is:

- A ward of the Department of the Youth Authority
- Confined in a State hospital for the care and treatment of the mentally disordered
- Confined in any other public or private treatment facility for the mentally disordered

Social workers may also have responsibilities to parents incarcerated or institutionalized in other settings (i.e., out-of-state and Federal facilities, etc.). These responsibilities are addressed under the "Prisoners in Federal and Out-Of-State Custody" and "Parents Waiting to be Deported" policy sections below.

Legal Mandates

- Penal Code Section 2625
- Penal Code Section 3410
- Welfare & Institutions Code Section 319(e)
- Welfare & Institutions Code Sections 361(d), 361.5(a), 362.6, 366.21(e)(f), 366.22(e), and 366.25
- Welfare & Institutions Code Section 16507

Definitions

Reunification Services: Child welfare services provided to the parents or legal guardians for the purpose of facilitating the return of children to the custody of the parents or legal guardians.

Reasonable Services: A legal finding made by the Court in situations where the child welfare services provided or offered to the parents or legal guardians are reasonably calculated to aid the parents or legal guardians to overcome the problems that led to the initial removal and continued out-of-home custody of the child.

POLICY

Required Services

Services may include, but will not be limited to, all of the following:

A. Maintaining contact between parent and child through collect telephone calls.

B. Transportation services, where appropriate.

C. Visitation services, where appropriate.

D. Reasonable services to the child's caregiver, if those services are not detrimental to the child.

Reunification Services for Incarcerated and Institutionalized Parents

The law requires that services be provided to the incarcerated/institutionalized parent that are designed to reunify children and their families at the earliest possible opportunity, if it is appropriate to do so. If the Court has ordered reunification services for an incarcerated parent, a good faith effort must be made to provide such services. Services to reunify children with their families may, and most likely will, be ordered by the Court at the Detention hearing.

At the Dispositional hearing, the Court must determine whether or not reasonable efforts were made to prevent or eliminate the need for removal of children from their homes. Providing services at the pre-dispositional stage can provide part of the basis for the Court's finding on this issue at disposition.

In addition, the Court must determine whether or not "reasonable services" were provided to the parents at each Status Review hearing during the time that a child is in out-of-home care and family reunification is the case plan goal.

Completion of as many of the following activities as are appropriate to each incarcerated parent case plan will help to ensure that the Court finds reasonable services have been provided/offered to the parent:

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- Contact parent monthly in person, by telephone or letter as ordered by the Court
- Provide notice of hearings as well as *Waiver/Declaration Pursuant to Penal Code Section 2625/Termination of Rights F0912-28-125A (2625 Waiver)* or *Waiver/Declaration Pursuant to Penal Code Section 2625/Dependency (F0912-28-126A) (2625 Waiver)* when applicable
- Mail the parent a copy of the case plan and discuss the recommended services
- Provide parent with materials to write the child and the social worker
- Invite and facilitate exchange of letters and photographs between parent and child
- Facilitate appropriate visitation as ordered in the case plan
- Arrange for payment of collect telephone calls as necessary between parent and child and parent and assigned social worker
- Contact prison or jail counselor as soon as possible to determine what services are available to parent at the institution and pass that information on to parent
- Discuss the needed case plan services with parent's counselor and request assistance in securing parent's enrollment, as well as status reports on parent's progress
- If needed services are not available at the current facility or if transfer to another facility would enhance visitation with the child, ask the prison or jail counselor if the parent qualifies for a hardship transfer to a facility where services are available
- Send reading list to the parent to assist in locating books on parent education in the facility's library
- Send reading material to the parent to facilitate case plan services, even if the parent has library access
- Ensure that parent has a case plan reflecting in-custody services and visitation as soon as possible, but no later than 10 court days after notification that the parent is incarcerated or institutionalized

When sending written correspondence to an incarcerated or institutionalized parent, it is best practice to send the correspondence via certified mail return receipt requested. See the Procedure section below for additional information on providing "reasonable services."

Court Ordered Services and Detriment to the Child

Whenever offering the required reunification services to an incarcerated or institutionalized parent would be detrimental to the child, a court report must recommend that no reunification services be ordered for that parent.

The court report recommending that no family reunification services be offered to one or both parents must address the following factors:

- Age of child
- Degree of parent-child bonding
- Length of parent's sentence or commitment
- Nature of the treatment needed by the parent
- Nature of the crime or mental illness
- Degree of detriment to child if services are not offered
- Child's attitude toward implementation of family reunification services (for minors 10 years of age and older)
- Any other factors that bear on detriment to the child if reunification services are provided

If it would be detrimental to the child to offer reunification services to the parent, the court report must specifically recommend that reunification services not be offered to the incarcerated or institutionalized parent and the report must address the factual basis for the detriment to the child, as outlined above.

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If the Court does not make the requested findings and orders that it would be detrimental to the child to provide reunification services, the social worker must provide/offer all required services, as ordered by the Court.

See the Procedure section below for additional information about requesting a change in visitation orders.

Notice

Parents who are incarcerated or institutionalized have a right to notice and to be present, or to have an attorney present, at any hearing involving their child.

For Status Review hearings, required notices must be served either personally or by first class mail not earlier than 30 days or later than 15 days preceding the date of the hearing.

For a hearing pursuant to WIC § 366.26, notice must be provided no later than 45 days prior to the hearing. Additional requirements may apply to these hearings.

See CFS P&P Notices of Hearing (G-0507) for additional information on providing notice.

Appearance Waivers (2625)

Penal Code § 2625 defines "prisoner" as one incarcerated or institutionalized in a *State* facility. Parents in out-of-state or Federal facilities are not sent *2625 Waivers*.

The assigned social worker must ensure that a copy of the appropriate *2625 Waiver* is provided to the parent at the State institution in which the parent is confined to determine whether the parent wishes to waive the right to be present at the hearing. Pursuant to WIC § 366.26, *2625 Waivers* are required for Jurisdictional/Dispositional hearings and hearings when termination of parental rights is being recommended, as well as at any other times ordered by the Court. The parent's presence at the hearing can be waived if the:

- Parent's attorney waives the parent's presence on the record and that waiver is reflected in the Minute Order
- Court has a copy of the *Waiver/Declaration Pursuant to Penal Code Section 2625/Termination of Rights (F0912-28-125A) (2625 Waiver)* or *Waiver/Declaration Pursuant to Penal Code Section 2625/Dependency (F0912-28-126A) (2625 Waiver)* signed by the parent
- Court has an affidavit signed by the warden, superintendent, or designated representative of the institution in which the parent is confined stating that the parent has, by express statement or action, indicated intent not to appear at the proceeding

See the Procedure section below for additional information on sending *2625 Waivers*.

Transportation Order Requests

The incarcerated or institutionalized parent's right to be present at any of the hearings outlined above, or at any other hearing if ordered by the Court, must be facilitated by the assigned social worker. A *Transportation Order Request (F063-25-460)* must be completed by the assigned social worker to allow the parent to be brought to Court for each hearing.

See the Procedure section below for additional information on Transportation Orders.

Note: Social workers do not request transportation orders for parents in Federal prisons, prisons outside of California, juvenile facilities, institutions for the mentally ill, or on death row.

See the Procedure section below for information on transportation for parents housed in juvenile and psychiatric facilities.

Monthly Contact

The assigned social worker must contact the incarcerated or institutionalized parent at least once a month either:

- In person
- In writing
- By telephone

Note: The form of contact may be specified in the case plan. If face-to-face contact is specified in the court-ordered case plan, **do not** substitute telephone or written contact without requesting a change in the case plan by filing a *Request to Change Court Order (JV-180)*.

In-person contact with the parent is always preferable and must be specified in the case plan, if appropriate. If a parent is housed in a facility in Orange County or any of the contiguous counties (Los Angeles, Riverside, San Bernardino and San Diego) where in-person contact is permitted, best practice is to make in-person contact with that parent.

For those parents housed in facilities outside of Orange County or one of the contiguous counties, or housed in any facility that does not permit in-person contact, the case plan should specify either written or telephone contact.

Parent-Child Visitation

The visitation plan for the parent and the child ordered by the Court must be followed. If after implementing or attempting to implement the ordered visitation it is determined that continuing the ordered visitation is detrimental to the child, the assigned social worker must ask the Court to change or modify the visitation order by filing a *Request To Change Court Order (JV-180).* Include a description of the actual detriment to the child as a result of the visit.

Occasionally, when new information, evidence, or facts supporting a finding that visits are detrimental come to light, the assigned social worker may wish to request a change in a visit order before actually attempting/completing the court ordered visit. In these circumstances, always consult with County Counsel **before** the visit has been missed and before filing a *Request To Change Court Order (JV-180).*

See the Required Actions—Visits Detrimental in the Procedure section of this policy for additional information on requesting a change in the court order. Also see Attachment 6—Documenting Detriment (Of Visits at Jails, Prisons and Other Institutions) for additional guidelines on documenting detriment.

Note: During the initial development of an incarcerated parent visitation plan, and to minimize any detrimental impact of visitation on the child, give careful consideration to all of the factors discussed in the Procedure section of this policy entitled Required Actions—Visits Detrimental and in Attachment 6—Documenting Detriment (Of Visits at Jails, Prisons and other Institutions).

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Prisoners in Federal and Out-of-State Custody

The assigned social worker must provide the following services to prisoners in Federal prison and in out-of-state prisons and institutions:

- Notice of all hearings (see CFS P&P Notices of Hearing (G-0507) for information regarding notice timeframes and types of service required for the kind of hearing that is being held)
- Copies of all court reports (unless otherwise ordered by the Court)
- Any other reunification services, including visitation/contact with the child, ordered by the Court. (Contact County Counsel, if necessary, for direction in following the Court's orders)

Note: Federal and out-of-state prisoners are not transported to Juvenile Court proceedings. Transportation orders do not have to be requested by the assigned social worker. However, a parent's attorney can file a *writ of habeas corpus* with the Federal Court to attempt to have a Federal prisoner transported to a hearing, if appropriate.

Parents in Psychiatric Facilities

Parents in institutions due to mental incapacity are entitled to notice of, and to be present at, hearings regarding their children. A conservator may accompany them to Court or they may have a court-appointed guardian *ad litem*.

See the Procedure section below for additional information on arranging for transportation of parents in psychiatric facilities.

Parents Awaiting Deportation

United States Citizenship and Immigration Services (USCIS), an agency within the United States Department of Homeland Security, places illegal aliens in locked facilities to await deportation. Although the assigned social worker has the same responsibility to provide services to a parent being held in a Federal detention facility pending deportation as to any other incarcerated or institutionalized parent, the facility's rules may not allow some services to be provided.

An attempt must be made to provide all court ordered services. If there are services that cannot be provided, send reading material to the parent to facilitate case plan services, if permitted by the facility. If the case plan must be updated to reflect the parent's detention at a Federal detention facility pending deportation, submit a *Request to Change Court Order (JV-180)*. Indicate services that are actually available to the parent at the facility and indicate services that the parent must complete if released from the deportation hold.

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Documentation

A. In CWS/CMS:

- Document all forms of contact with the parent in CWS/CMS in the child's contact notebook, making sure to include information about any items and materials sent to the parent on the appropriate contact page

B. In court reports:

- Document all activities completed or attempted on behalf of the incarcerated parent during the period covered by the report in the Previous Case Management Activities Completed section of the report. Include persons contacted on behalf of the parent, toll free telephone number provided, materials sent, etc.
- Document all contact between social worker and/or CFS staff in the Contacts section of the court report. Include *all* in-person, telephone, and written contact
- Document all written, telephone, and in-person visitation between the parent and child in the Visitation section of the court report. Include all efforts made to facilitate visitation and comments made by both parent and child regarding any visitation held during the period covered by the report

As with all cases, "reasonable services" findings will be based on the information provided in the court report; therefore, documentation must be thorough.

If, for any reason, a social worker has concerns about services that have been provided to the parent, the assigned Deputy County Counsel must be consulted prior to the hearing.

Case Plans

Case plans for parents who are incarcerated or institutionalized must contain provisions for services, contact, and visitation while the parent is in custody.

Note: If there is any question as to whether or not the services to be ordered are available to the parent at the institution, include the following statement for each service:

"If you are unable to satisfactorily complete (insert name of service) before you are released from custody, you will enroll in (insert name of service) meeting the above requirements immediately upon your release."

When notified that a parent has been incarcerated or institutionalized and the Court has already ordered a case plan, the assigned social worker must submit a case plan update to the Court with a *Request to Change Court Order (JV-180)* as soon as possible. Any unreasonable delay could result in a finding that reasonable services were not offered to the parent. The case plan update must contain provisions for services, contact, and visitation while the parent is in custody in addition to those previously ordered.

When notified that a parent has been released from custody and the current case plan provisions for services and visitation are no longer appropriate, submit a *Request to Change Court Order (JV-180)* with a case plan update as soon as possible.

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When submitting a case plan update with a *Request to Change Court Order (JV-180)*, give the Court the option to either approve the case plan or set a hearing date to address the matter.

If services needed for reunification are not available at the prison or institution where the parent is housed, the assigned social worker must send information to facilitate the completion of the plan to the parent whenever possible. Materials that can be sent to the parent are subject to availability and to the rules of the facility.

If an appearance hearing is calendared to address a case plan update, the parent must be given notice and transportation must be arranged if the parent does not waive the right to attend by signing a *2625 Waiver* or authorizing the attorney to appear instead.

An incarcerated or institutionalized parent case plan should not be included in a report unless there is reason to believe that the parent will be going into custody (e.g., an upcoming trial date in criminal court).

SSA Contact Number for Jail/Prison Staff

CFS will maintain a Social Worker Locator to assist jail, prison, and institution staff in contacting prisoner's assigned social workers.

The assigned social worker for an inmate can be located by calling 714-704-8875 and leaving the name and date of birth of the inmate's child(ren) along with their request and a call back number. The voice mailbox is checked hourly and the assigned social worker and their supervisor are sent email that the information on their client has been provided to a jail, prison, or institution staff person.

Child Support Referrals

When a parent is actively working on a case plan goal of family reunification, the social worker must make a determination whether a referral to Child Support Services would create a barrier to successful reunification. If the payment of child support would hinder reunification and the social worker decides not to make a referral, *Child Support – Good Cause Claim For Noncooperation (CW 51)* is to be submitted.

If child support payments would create a barrier to a successful outcome of the case plan and the case plan goal is other than reunification, the social worker also has the option not to make a referral to Child Support Services.

See CFS P&P Child Support Referrals (H-0121) and CWS/CMS Data Entry Standards—CW51 – Child Support – Good Cause Claim for Noncooperation for additional information on making these referrals.

Criteria for Reunification Time Beyond 18 Months

At the Eighteen Month Review hearing, the Court may extend reunification services for up to 24 months from the date of the child's initial removal if the parents or legal guardians are:

- Incarcerated
- institutionalized
- Court-ordered to a residential substance abuse treatment program

To order additional reunification services, the Court must find that:

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- The extension of services is in the best interest of the child and
- The parent or legal guardian must be making significant and consistent progress in a substance abuse treatment program, or have been recently discharged from incarceration or institutionalization and making significant and consistent progress in establishing a safe home for the child's safe return and
- The child can be returned to and safely maintained in the home within the extended time period or
- Reasonable services have not been offered/provided to the parent or guardian

In such cases, the Court may set a Subsequent Permanency Review Hearing pursuant to WIC § 366.25.

Note: When counseling or other treatment services are ordered, the parent or guardian will be ordered to participate in those services in order for the Court to make a finding that there is a substantial probability that the child can be returned to the parent or guardian.

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—Parent Education Reading List
- Attachment 2—Orange County Jails (Inmate Visits, Correspondence, Programs and Services)
- Attachment 3—California State Prisons (Visitation Handbook)
- Attachment 4—Prisons and Institutions (Locator and Information)
- Attachment 5—Improving Visits In Institutions
- Attachment 6—Documenting Detriment (Of Visits at Jails, Prisons and Other Institutions)
- CWS/CMS Data Entry Standards—CW51 – Child Support – Good Cause Claim for Noncooperation

Hyperlinks

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

- CFS P&P Case Plan Development Elements (D-0101)
- CFS P&P Status Review Hearing Reports (Post-1988) (G-0317)
- CFS P&P Children Born to Incarcerated Mothers (A-0408)
- CFS P&P Notices of Hearing (G-0507)
- CFS P&P Child Support Referrals (H-0121)

Other Sources

Other printed references include the following:

None.

REQUIRED FORMS

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Online Forms

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
Transportation Order Request	F063-25-460
Request for Visitation Order for Incarcerated Parent	F063-25-477
Notice of Hearing Worksheet	F063-28-04
Notice of Hearing Worksheet–WIC 366.26 Permanency Hearing Only	F063-28-05
Child Support – Good Cause Claim For Noncooperation	CW 51
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
Notice to Incarcerated Parent Pursuant to Penal Code Section 2625/Termination of Rights	F063-28-125
Waiver/Declaration Pursuant to Penal Code Section 2625/Termination of Rights	F063-28-125A
Notice to Incarcerated Parent Pursuant to Penal Code Section 2625/Dependency	F063-28-126
Waiver/Declaration Pursuant to Penal Code Section 2625/Dependency	F063-28-126A
Visiting Questionnaire	CDC 106

CWS/CMS Forms

The following 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
Order For Prisoner's Appearance At Hearing Affecting Prisoner's Parental Rights	JV-450

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Required Actions—Transport Order	The following actions must be completed prior to a court hearing to arrange for an incarcerated parent to be transported to a court hearing.		
	Staff Responsible	**Step**	**Required Action**

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Assigned Social Worker	**1.**	a.	Intake social worker: • Submit a *Transportation Order Request (F063-25-460)* immediately upon receipt of the case for all parents incarcerated in Orange County for Detention hearing
		b.	Court Services and Specialized Family Services (SFS) Investigations social worker: • Submit *Transportation Order Request (F063-25-460)* for Jurisdictional/Dispositional hearing only if parent was not present at Detention hearing and social worker learns later that parent is incarcerated or if they are arrested after being ordered back at Detention hearing
		c.	Continuing Services social worker: • Verify location of parent at least two months prior to an upcoming Status Review hearing • Complete *Transportation Order Request (F063-25-460)* and email to CRT, Mailbox a minimum of six to eight weeks prior to the hearing for State facilities or 24 hours prior to the hearing for Orange County facilities **Note:** Refer to *Transportation Order Request (F063-25-460)* for limitations on facilities served.
	2.		Document in Contact section of child's notebook in CWS/CMS that *Transportation Order Request (F063-25-460)* was sent.

Required Actions—2625 Waiver	The following actions must be completed prior to Jurisdictional/Dispositional and 366.26 hearings for all incarcerated parents.		
Staff Responsible	**Step**		**Required Action**
Assigned Social Worker	**1.**	a.	Court Services and Specialized Family Services (SFS) Investigations social worker: For Juris-Dispo hearings, • Send a *Waiver/Declaration Pursuant to Penal Code Section 2625/Dependency (F063-28-126A)* with cover letter *Notice to Incarcerated Parent Pursuant to Penal Code Section 2625 Dependency (F063-28-126) (2625 Waiver)* to any parent in custody who was not transported to the Detention hearing. In addition, send a *2625 Waiver* to any parent who was not in custody at time of Detention hearing upon learning that parent has been taken into custody
		b.	Continuing Services social worker: For 366.26 hearing, • Send a *Waiver/Declaration Pursuant to Penal Code Section 2625/Termination of Rights (F063-28-125A)* (*2625/B Waiver*) with cover letter *Notice to Incarcerated Parent Pursuant to Penal Code Section 2625/Termination of Rights (F063-28-125)*

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Note: Faxing waivers to the Litigation Department at the prison or jail where the inmate is housed is the most reliable way to get a prompt response.

2. Document in contact section of child's notebook in CWS/CMS that *2625 Waiver* was sent.

Required Actions—Transport Parent in Psychiatric Facility	The following actions must be completed prior to each court hearing for all parents institutionalized in psychiatric facilities.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Parents with Conservators: • Contact Orange County Sheriff's office to arrange for a Marshal to transport a parent with a Conservator appointed by Orange County Public Guardians office • Contact private Conservator for parents who are not serviced by Public Guardians office to arrange for parent to be brought to hearing
	2.	Submit a *Transportation Order Request (F063-28-460)* for a parent in a State mental hospital a minimum of six to eight weeks prior to hearing date.
	3.	Contact private psychiatric facilities directly to arrange for a parent to be transported.
	4.	Document efforts in contact section of child's notebook in CWS/CMS.

Required Actions—Transport Minor Parent–Facility Outside Orange County	The following actions must be completed to request transportation for a minor parent housed at a juvenile facility outside of Orange County.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Ask Deputy County Counsel assigned to child's case to request that Court issue a subpoena for probation officer in county where child is held to transport child for hearing.
	2.	Document request in contact section of child's notebook in CWS/CMS.

Required Actions—Transport Minor Parent in Orange County Facility	The following actions must be completed to request transportation for a parent housed at a juvenile facility in Orange County:

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Staff Responsible	Step	Required Action
Assigned Social Worker	**1.**	Ask courtroom Bailiff to call Juvenile Hall to get parent walked over to Court. This can be done as late as day of hearing. **Note:** If parent is in an Orange County juvenile facility, but is not housed at Juvenile Hall, courtroom Bailiff will need two days notice to get parent transported in time for hearing.
	2.	Document request in the contact section of the child's case in CWS/CMS.

Required Actions—Visits Detrimental	The following actions must be completed when court ordered visits are detrimental to the child.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Prepare and submit a *Request to Change Court Order (JV-180)* requesting a change in visitation orders prior to making any changes in previously ordered visitation. a. Include recommendation to give Court option for addressing issue of visitation and visitation plan with or without scheduling a hearing. b. Request the Court to make an order to stop visits or continue hold on visits, if needed, pending a hearing. c. Report must include applicable information below: • Distance to facility • Age of child • Child's medical problems • Visitation arrangements at facility • Nature of offense for which parent is institutionalized and impact on the child • Length of time parent will be institutionalized • Child's wishes/statements about visits • Parent's wishes/statements about visitation • Statements from child's therapist about visitation • Circumstances of prior visits **Note:** If detriment to the child is so great that visits must be stopped before Court can approve a new visitation plan, submit *Request to Change Court Order (JV-180)* within 48 business hours of stopping visits.
	2.	Prepare a case plan update detailing new visitation plan and submit to Court with *Request to Change Court Order (JV-180)*.
	3.	Follow direction of Court with regard to resuming or stopping visitation pending a visitation hearing.

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Required Actions—"Reasonable Services"	As many of the following actions as are appropriate to the case must be completed as a part of providing reasonable services to an incarcerated or institutionalized parent.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Contact parent monthly in manner ordered by Court.
	2.	Provide parent with a copy of case plan.
	3.	Provide parent with writing materials as permitted by institution.
	4.	Facilitate telephone calls between parent, child and caretaker.
	5.	Contact institution counselor or staff to determine: • Availability of case plan required services in institution • Parent's eligibility to access available services • Parent's eligibility for a hardship transfer
	6.	Encourage parent to request hardship transfer, if eligible.
	7.	Send parenting education reading material to parent to facilitate case plan, as permitted by institution rules.
	8.	Ensure that parent has a case plan reflecting in-custody services and visitation.
	9.	Ensure that parent has a case plan reflecting services that must be completed upon release from custody.
	10.	Send notices of all hearings.
	11.	Send court reports.
	12.	Arrange for transportation to hearings unless parent is not allowed to leave facility.
	13.	Send *2625 Waivers*, as appropriate.
	14.	Inform parent to provide information immediately, if moved to a new facility.
	15.	Document all efforts to provide reasonable services in contact section of child's notebook in CWS/CMS.
	16.	Document all efforts to provide "reasonable services" in **AGENCY RESPONSIBILITIES CASE MANAGEMENT SERVICES** section of each status review.

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