
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

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Revised: February 19, 2010
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Number: G-0315

Family Maintenance Six Month Review Report

Purpose	To provide guidelines for Family Maintenance (FM) dependency cases and development of the Six Month Review Hearing Report (SMR Report) associated with FM cases.
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Approved	This policy was approved by Gary Taylor, Director of CFS, on February 24, 2011. <i>Signature on file.</i>
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Background	In FM dependency cases, Juvenile Court (Court) retains jurisdiction over the case while the parent(s)/guardian(s) retain physical care and control of the child, and the authority to make significant decisions on a child's behalf. Additionally, the family remains under supervision of the Social Services Agency (SSA) to ensure the child's safety and stability in the home.
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Court may order FM supervision and services following:

- An Initial Petition 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 (see CFS P&P [Custody \[Exit\] Orders and Custody Transfers to Non-Custodial Parents \[G-0201\]](#))
- A successful Trial Visit (see CFS P&Ps [Out-of-Home Placement \[K-0208\]](#) and [Family Reunification Status Review Reports \[G-0317\]](#)). (**Note:** Court may order FM supervision and services without initiating a Trial Visit)

For FM dependency cases, a Status Review (Six Month Review) hearing is held every six months from the date FM is ordered/extended to determine the necessity for continuing jurisdiction and supervision of the child.

Historically, provision of FM supervision and services was limited to 12 months. Legislation enacted in 2005 now authorizes the extension of FM in periods of six-month increments.

Note: Program Manager (PM) approval is required to extend an FM case beyond 12 months, as state funding is not available beyond this time period.

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

- General case management and oversight
- Preparation and submission of the SMR Report and Case Plan Update (as applicable)
- Preparation of Interim reports/updates requested by Court

Recent revisions to this policy incorporate legislation enacted by Assembly Bill (AB) 743, regarding sibling placement/visitation, and guidelines for background clearances to be completed on any adult moving into the residence of a parent/guardian receiving FM services.

Legal Mandates [Welfare and Institutions Code \(WIC\) Section \(§\) 292](#) details the requirements for noticing parties of an FM Six Month Review hearing.

[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 the court report.

[Welfare and Institutions Code § 361\(a\)](#) authorizes Juvenile Court to place limitations on a parent/guardians' control over a dependent child in his/her care, as necessary for the protection of the child.

[Welfare and Institutions Code § 362\(b\)](#) directs a parent/guardian who retains custody of a dependent child subject to supervision of SSA to participate in child welfare services (e.g., FM services).

[Welfare and Institutions Code § 362.4](#) authorizes Juvenile Court to issue custody, visitation, and/or restraining orders, upon termination of dependency.

[Welfare and Institutions Code § 364](#) details content of the court report prepared by the social worker and the general conduct of the Six Month Review hearing calendared to address a child under FM supervision.

[Welfare and Institutions Code § 364.05](#) details the timeframe within which an SMR Report be provided to applicable parties.

[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 § 391](#) details additional documentation requirements for any court report submitted at a hearing to terminate jurisdiction over a dependent child who has reached the age of 18.

[Welfare and Institutions Code § 16002](#) details efforts and exceptions to facilitating sibling placement and/or visitation.

[Welfare and Institutions Code § 16501\(g\)](#) defines FM 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 § 16506](#) and [All County Letter 05-07](#) detail circumstances under which FM 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.

Definitions

Family Maintenance Services (Supervision): In-home protective services designed to prevent or remedy neglect, abuse, or exploitation, to prevent separation of a child from his/her family and maintain the child in his/her home.

Enhancement Services: A CFS-specific practice, whereby services **may** be provided to a non-custodial parent. Enhancement services do not include a plan for reunification, and are intended to develop, improve, and maintain the relationship between a child and parent.

POLICY

General Case Management

Throughout FM supervision, the assigned SSW will:

- Monitor the child's physical and emotional well-being
- Assess the needs of the child and family
- Ensure the child's protective needs are met
- Clarify for Case Plan Participants 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 FM supervision or continuation of FM supervision, the assigned SSW will:

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

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

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

Note: If signatures are not obtained, indicate reason in the Case Plan and SMR 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 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
- The 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

All relevant information obtained from service providers will be documented in the SMR Report.

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 exchange of electronic information outside 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 (as applicable). See CFS P&P [Visitation Guidelines \(D-0313\)](#) for additional information.

E. **Collaborating with CalWORKs:**
In accordance with 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 benefits 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 whether a family is a mutual client, 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.

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 Six Month Review hearing and/or prior to creating a Case Plan Update (as applicable)
- If safety conditions within the household change and/or a new child abuse referral is investigated

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.

When clarification or modification to an existing court order is deemed 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 consult County Counsel.

**Incarcerated/
Institutionalized
Parents**

Incarcerated/institutionalized parents may be offered Enhancement services while their child remains under FM supervision with another parent/guardian. These parents also have a right to notice and to be present, or to have an attorney present, at any hearing involving their child. See CFS P&P [Incarcerated and Institutionalized Parents \(G-0308\)](#).

**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. If the parent/guardian is not meeting the child's educational needs, the assigned SSW will request that Court limit educational rights of the parent/guardian and appoint an educational representative.

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

**Writing the
SMR Report**

The assigned SSW will prepare a SMR Report for every Status Review (Six Month Review) hearing calendared. The report will incorporate pertinent, accurate, and objective information obtained over the period of FM supervision (consistent with information documented in CWS/CMS contact narratives). Objectivity 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. The SMR Report will document:

- The well-being of the child
- Status of family functioning
- Identification of family needs and services offered/provided

- An evaluative assessment of the family’s progress towards:
 - Meeting Case Plan objectives and compliance with Court-ordered services
 - Eliminating the conditions/factors requiring Court intervention

The SMR 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), unless there is a compelling reason to keep the information confidential

Refer to “Completing the Six Month Review Hearing Report” in the Procedure section below for specific content to be included in the SMR Report.

Note: If any required information is not available for inclusion in the SMR Report (or accompanying Case Plan Update), attempts to obtain the information will be documented in the SMR Report.

**Court
Recommendation
Considerations**

The SMR Report prepared for each period of FM supervision will include a recommendation for one of the following, as appropriate:

- Termination of dependency proceedings
- Or-**
- Continued jurisdiction and extension of FM supervision pending a subsequent Six Month Review hearing

Note: The recommendation will take into account the SDM Family Risk Reassessment and whether the risk level and/or presence of unresolved safety threats warrant continuation of FM supervision.

A. Termination of Dependency Proceedings:

At the Six Month Review hearing, the assigned SSW will recommend termination of dependency proceedings unless the SMR Report contains sufficient documentation for Court to establish, by a preponderance of evidence:

- Conditions still exist which would justify initial assumption of jurisdiction under WIC § 300

-Or-

- Such conditions are likely to exist if FM supervision is withdrawn

Note: In accordance with WIC § 364(c), failure of a parent/guardian who retains physical custody of the child to participate regularly in any court-ordered treatment program, constitutes sufficient evidence that continued supervision is necessary.

Per CFS P&P [Custody \(Exit\) Orders and Custody Transfers to Non-Custodial Parents \(G-0201\)](#), when recommending termination of dependency prior to a child's 18th birthday, the assigned SSW will consider the appropriateness of Exit orders necessary to ensure protection of the child, including:

- Custody orders
- Visitation orders
- Restraining orders

Note: Request Exit orders upon termination of an FM case if parents are separated and/or do not reside together.

The SMR Report must document facts/incidents which demonstrate sufficient grounds for issuance of the requested Exit orders.

B. Extension of FM Supervision:

At the Six Month Review hearing, the assigned SSW may recommend extension of FM supervision, provided all of the following criteria are met:

- The child has not reached 18 years of age
- The custodial parent/guardian has not made **substantial** progress towards addressing the causes necessitating Court intervention (as documented in the Services Provided/Family Compliance section of the SMR Report)
- Objectives of the proposed Case Plan Update can be achieved within the extended timeframe
- PM approval has been obtained (for extension of FM supervision beyond 12 months)

Note: A Subsequent Six Month Review hearing will be calendared whenever FM supervision is continued.

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 (Six Month 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 SMR 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 Six Month Review hearing, consult Senior Social Services Supervisor (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 (as applicable)

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, “General Case Management.”

2. Advise the parent(s)/guardian(s) of Evidence Code Section 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, 15 ½ years of age and older. The TILP will be subsequently updated by the assigned SSW in conjunction with each Six Month 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 SMR Report and any accompanying Case Plan Update 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 SMR Report to which the Case Plan Update is attached has been signed.

- C. Reviewed and approved by the PM (no signature required) when recommending extension of FM supervision beyond 12 months.

- D. 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)* as detailed in CFS P&P [Notices of Hearing \(G-0507\)](#), and provide to the assigned SSW's Court Typist **by the clerical deadline** to ensure all appropriate parties receive notice of the Six Month Review hearing.

Note: If recommending termination of dependency, the *Notice of Hearing Worksheet (F063-28-04)* must indicate that a change in the custody or status of the child is being recommended.

Notice will be provided to all appropriate parties no earlier than **30 calendar days** and not later than **15 calendar days** prior to the Six Month 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 [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 SMR Report and Case Plan Update (as applicable) to applicable parties, as directed on the *Notice of Hearing Worksheet (F063-28-04)* (see CFS P&P [Notices of Hearing \[G-0507\]](#)). The SMR 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 SMR Report to Court, an Addendum Report will be prepared and submitted by the assigned SSW when:

- New information pertinent to the case is obtained, which was not previously documented in the SMR Report
- The recommendation documented in the SMR Report changes
- The Case Plan Update previously submitted with the SMR 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 Six Month 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 hearing is calendared other than a continuance of the Six Month Review hearing (e.g., Progress Review, Termination Review), 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:

- 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.
- 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 SMR 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 Six Month 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. When the SSW's presence is requested, the SSW will make an in-person response to Court at the time specified by Court. 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.

**Suspected
Abuse/
Failed FM**

A. **Child Abuse Referrals:**

While a family remains under FM supervision, CFS staff will report any incidents of suspected child abuse/neglect to the Child Abuse Registry. New allegations received on an open case are subject to the same laws and regulations that govern the screening and investigation of all child abuse reports.

If a child abuse referral is opened for investigation, the assigned SSW will consult and/or conduct a joint investigation with the Emergency Response (ER)/Differential Response (DR) SSW, as detailed in CFS P&P [Abuse Investigations—Open Case \(A-0402\)](#).

B. **Re-Detention:**

A child under FM supervision may be re-detained upon filing a Supplemental (WIC § 387) or Subsequent (WIC § 342) Petition, pursuant to CFS P&P [Dependency Intake \(A-0502\)](#).

Note: Removing a child from a parent/guardian constitutes a seizure under the Fourth Amendment. Therefore, prior to removing a child under failed FM, the investigating SSW will assess the need to obtain a warrant pursuant to the “Protective Custody Warrants” Policy section of CFS P&P [Warrants \(G-0901\)](#).

To initiate a Supplemental/Subsequent Petition, an *Application for Petition (F063-28-43 and F063-28-43B)* must be completed. See CFS P&P [Abuse Investigations—Protective interventions \(A-0414\)](#).

Note: If the Child Abuse Registry does not generate a child abuse referral or the referral is investigated but the allegations(s) is/are not substantiated, and circumstances indicate a child may no longer be able to remain safely in the care of the parent(s)/guardian(s) (e.g., Case Plan non-compliance, unauthorized contact between child/perpetrator), consult SSSS and/or PM to determine appropriateness of filing a Supplemental Petition.

Supplemental/Subsequent Petitions are filed by Specialized Family Services (SFS) Intake within 48 hours following submission of an *Application for Petition (F063-28-43 and F063-28-43B)*. Consequently, case transfer and delivery of service/legal files to SFS Intake must be completed **by no later than** noon the following business day following

submission of an *Application for Petition*. See CFS P&P [Case Transfers \(D-0302\)](#) for further information.

Clearances for New Adults in FM Residence

If an adult moves into the residence of a parent/guardian receiving FM supervision, the assigned SSW will, **as soon as possible**, obtain background clearance information regarding the new adult by:

- A. 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](#))
- B. 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
- Clearance information obtained indicates the individual would pose a risk to the child's safety and/or well-being (do not disclose any confidential information)
- The Court will be notified of any safety concerns regarding background clearance information of any resident of the household

The assigned SSW will **immediately** notify Court (via informational Ex Parte) if:

- Clearance information obtained indicates the individual would pose a risk to the child's safety and/or well-being and the parent/guardian allows the individual to remain in the home
- The individual refuses to consent to CWS/CMS clearances

Note: Due to a lack of statutory authority, the assigned SSW will not obtain criminal history information regarding any other adult residing in the home of a parent/guardian receiving FM supervision, through the California Law Enforcement Telecommunications System (CLETS) or a request for live scan fingerprinting.

REFERENCES

Attachments and Data Entry Standards

Click on the links below to directly access attachments to this P&P and any Data Entry Standards referred to.

- [Attachment 1—Safeguarding Electronic Information](#)
 - [EZ Mapping for CMS Case Plan—Update](#)
 - [CWS/CMS Data Entry Standards—Service Providers—How to Search, Attach, and Record a Contact](#)
 - [CWS/CMS Data Entry Standards—Writing a Court Report Using CWS/CMS](#)
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Hyperlinks

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

- CFS P&P [Abuse Investigations—Open Case \(A-0402\)](#)
- CFS P&P [Abuse Investigations—Protective interventions \(A-0414\)](#)
- CFS P&P [CalWORKs—CFS Collaboration \(D-0502\)](#)
- CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)
- CFS P&P [Case Plan Development/Elements \(D-0101\)](#)
- CFS P&P [Case Transfers \(D-0302\)](#)
- CFS P&P [Child's Rights at Court \(G-0303\)](#)
- CFS P&P [Confidentiality—CFS Client Records \(F-0105\)](#)
- 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 [Incarcerated and Institutionalized Parents \(G-0308\)](#)
- CFS P&P [Independent Living Program Services—Initial Referral \(D-0504\)](#)
- CFS P&P [Indian Child Welfare Act \(G-0309\)](#)
- CFS P&P [Jurisdictional/Dispositional Hearing Report \(G-0310\)](#)
- CFS P&P [Limiting Educational Rights \(I-0103\)](#)
- CFS P&P [Notices of Hearing \(G-0507\)](#)
- CFS P&P [Out-of-Home Placement \(K-0208\)](#)
- CFS P&P [Sensitive/Highly Sensitive Referrals and Cases \(F-0107\)](#)
- CFS P&P [Structured Decision Making \(D-0311\)](#)
- CFS P&P [Substance Abuse Services for Children \(D-0510\)](#)
- CFS P&P [Visitation Guidelines \(D-0313\)](#)
- PDU Dispatch [Court Report Recommendations—Autotext \(G-](#)

- [0321-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
Notice of Hearing Worksheet	F063-28-04
Statement Regarding Parentage	JV-505
Acknowledgement of Participation in Case Plan Development	F063-28-244
Acknowledgement of Participation in Case Plan Development (Spanish)	F063-28-244Sp
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
Application for Petition	F063-28-43
Application for Petition Attachment	F063-28-43B
Orange County Foster Youth Services Educational Progress Report	Orange County Department of Education

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

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

**Required Actions—
Completing the Six
Month Review
Hearing Report**

The following procedure will be followed **when completing each heading of the Six Month Review Hearing Report (SMR Report)** for a Family Maintenance (FM) 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 SMR Report.

<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>
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 a.m.
	4.	Dept./Room: Enter number of courtroom in which dependency proceedings are being held.
	5.	Hearing Type/Subtype: Enter “364 FM Review.”
	6.	In The Matter Of: Verify the accuracy of pre-populating information for each child addressed in the report: <ul style="list-style-type: none"> • Name • Date of Birth • Age • Gender • Court Number (i.e., Dependency [DP] Number)
	7.	Summary Recommendation: Select appropriate autotext Summary Recommendation for child(ren) under FM supervision. 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 whether current placement is with mother/father/parents/guardian (provide full name and phone number).

If child placed with parent/guardian whose contact information is to remain **confidential**, indicate:

- a. “The child is placed with his/her mother/father/guardian, (Full Name), at a confidential address.”
- b. Date Court ordered the address to remain confidential (unless request is made at present hearing).

Note: Contact Court Officer on date of hearing to provide verbal notice of 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 based upon case specific circumstances.
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 of ruling) 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: Delete this section.

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 364 FM Review**.
- g. Date of **Second 364 FM Review** (as applicable).
- h. 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** if custody was initially 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.
- 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
 - All sustained counts 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 if recommending termination of dependency and custody/visitation/restraining orders were previously issued in another court.
- g. Use autotext code **ALH7** to indicate date on which custody of the child was returned to parent(s)/guardian(s) under FM supervision.
- 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 supervision, 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, Family Reunification on 60-day 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 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.

If adult(s) moved into residence of the parent/guardian receiving FM supervision, during the current period of review, document the following, as it relates to the new resident(s):

- Background clearances completed per Policy section "Clearances for New Adults in FM Residence"
- Criminal and child abuse history, 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: Include information regarding any non-custodial parent participating in services related to the case.

- 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)
- 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
- 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 the following:

Note: Refer to the *Orange County Foster Youth Services Educational Progress Report*, if provided, for information relevant to this section.

- Educational rights, including:
 - Identification of who holds educational rights
 - The need to limit educational rights
- Background information (e.g., current school)
- 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)
- History of substance use/abuse and substance abuse treatment referrals provided (see CFS P&P [Substance Abuse Services for Children \[D-0510\]](#))
- Participation in therapy (as applicable), including:
 - Date treatment began and frequency
 - Specific treatment goals
 - Progress of treatment

Provide name/dosage of psychotropic medication, (as applicable) and reason for prescription.

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

- Case Plan goal of FM. (**Note:** Indicate whether any non-custodial parent receives Enhancement or Family Reunification [FR] services as part of the Case Plan)
- Projected date of completion/termination of FM (date of current Six Month Review hearing)

a. Parents'/Guardians' Compliance: Edit the auto-populating text to accurately reflect the level of compliance/progress each parent/guardian made towards addressing the goals and objectives of the Case Plan, during the current period of supervision.

Note: If "Substantial" progress is documented for the custodial parent(s), the recommendation will be to terminate dependency. Extension of FM supervision may be appropriate if the progress of a custodial parent is "None," "Minimal," or "Moderate."

Include the following information, as applicable:

- Date the parent/guardian signed the Case Plan. (**Note:** This is not the date the *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 the Policy section, “Writing the SMR 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 any missed appointments
- Goals of treatment and identified service needs. (**Note:** If goals are not consistent with Case Plan, explain reason)
- Service providers’ professional opinion/assessment regarding:
 - Clients’ 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 is not obtained from service providers, document efforts to obtain such 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)
- Name/contact information of service provider
- 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 there of) of acquired skills

Note: Do not include any services completed during current period of FM supervision in subsequent Case Plan Updates (as applicable) unless indicating re-enrollment upon request of the assigned SSW.

Update efforts/progress towards addressing any substance abuse/mental health/domestic violence issues, noting 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 regarding current period of FM supervision.

d. Comments—Other Issues/Observations: Document additional relevant information of which 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 guidelines detailed in the Policy section, "Writing the SMR Report."

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 specific information regarding:

- Referrals and re-referrals offered/provided
- Transportation services/arrangements
- Efforts to arrange/facilitate visitation
- Bilingual/interpretive services provided
- Meetings initiated (e.g., Team Decision Making, Emancipation 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 should be consistent with the Case Plan and any additional Juvenile Court orders.

- 20.** Adequacy of Services Provided to the Child Pursuant to WIC 391: Add this heading using autotext code **ILPPLAN** only if recommending termination of dependency due to the child reaching the age of 18years. Document the following:
- a. Whether child was informed of the hearing at which the recommendation is to terminate dependency.
 - b. Child's availability and/or desire to attend the scheduled hearing to terminate dependency.
 - c. Description of participation/progress in ILP programs/services (if not addressed elsewhere in court report).
 - 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.

Use autotext code **ILPPAR** to indicate parent/guardian was informed of the importance of providing the child with copies of child's personal documents.

- 21.** Visitation: Delete section if not applicable. Summarize current Visitation Plan (if any), including frequency and nature of visits (e.g., unmonitored, supervised, monitored). Detail any Court orders regarding visitation and document all efforts to facilitate visitation.

Detail visitation with a non-custodial parent or other relative (e.g., sibling in out-of-home care) over the current period of FM supervision.

Note: Diligent efforts will be made to facilitate sibling visitation *unless* Court determines by clear and convincing evidence that sibling interaction would be contrary to the safety or well-being of the child(ren).

Use autotext code **VST** for subheadings regarding the applicable parties that will be addressed. Include:

- Specific observations of activities, including positive and negative interactions. (**Note:** Prior to recommending termination of dependency, observe visitation between child and non-custodial parent [as applicable] to assess need for visitation orders)
- Child's affect prior to and following visitation
- Specific statements from child and parent regarding desires for continued visitation
- Level of compliance with Visitation Plan, noting any patterns of tardiness/no-shows/cancellations
- Reasons a visit was canceled/terminated
- Modifications to visitation arrangements (e.g., requiring confirmation due to frequent no-shows)

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

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

Note: In accordance with CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#), the assigned SSW will ensure the frequency and nature of contacts is in compliance with the Court-ordered Case Plan.

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

- a. Face-to-Face: All in-person contacts/home visits. Indicate any unannounced home visits.
- b. Telephone: All relevant telephone calls/messages. If telephone contacts are too numerous to list, approximate the number per month.
- c. Letter: Any written correspondence sent/received.

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

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

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

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

25. Assessment/Evaluation: Provide professional opinion of the necessity and appropriateness of continuation of FM supervision. 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 synopsis of the following:

- Current family circumstances and level of family functioning
- Degree of compliance with:
 - Case Plan
 - Visitation Plan (if any)
- Ability of the parent/guardian to meet the physical/protective needs of the child
- Child's current well-being
- Newly identified areas of concern and service needs of the family (if any)

- c. Assess continuing need for Court intervention and FM supervision (refer to completed SDM assessments for guidance). Discuss, as applicable:
- Resolution of conditions initially requiring Court intervention
 - Continuing risk to child's safety should Court supervision be withdrawn
 - Prognosis of family
 - As applicable, indicate reason(s) modification to existing Case Plan may be appropriate (if recommending continuation of FM supervision)
 - Note any new concerns and service needs of the family identified during the current period of review
26. Case Plan: Delete section if recommendation is to terminate dependency. If proposed 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
27. 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 Six
Month Review
Hearing Report**

The following procedure will be followed **when filing a Six Month Review Hearing Report** (SMR Report) and associated Case Plan Update (as applicable) for a Family Maintenance (FM) case.

**Staff
Responsible**

Step

Required Action

Assigned SSW

1. Provide immediate notification to assigned SSSS when recommendation is to continue FM supervision beyond 12 months.

Note: Sensitive and Highly Sensitive cases require extraordinary processing and handling. See CFS P&P [Sensitive/Highly Sensitive Referrals and Cases \(F-0107\)](#).

Note: The SSSS and assigned SSW (as necessary) will consult the PM as early as possible to assess whether case circumstances warrant continuation of FM supervision beyond 12 months.

2. Submit the following to the court typist/Information Processing Technician (IPT) by the clerical deadline:
 - a. Completed SMR 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 SMR Report)

- 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 \(G-0201\)](#)

- IPT**
3. Prepare and distribute Notice of hearing pursuant to CFS P&P [Notices of Hearing \(G-0507\)](#).
 4. Edit and format SMR Report and Case Plan Update (as applicable) and provide to SSSS for review.
- Note:** Attach completed *Acknowledgement of Participation in Case Plan Development (F063-28-244)* to Case Plan Update.

- SSSS**
5. Review SMR Report and Case Plan Update (as applicable) for required modifications.

Note: Ensure the SMR Report follows all guidelines regarding content and documentation, as set forth in this policy.

- Assigned SSW**
6. Complete requested modifications (as necessary) and return to SSSS for review.

- SSSS**
7. Upon further review/approval, sign:

- a. SMR Report.
- b. *Acknowledgement of Participation in Case Plan Development (F063-28-244)* (as applicable).

Complete one of the following, as applicable:

- Return to assigned SSW for signature
- Or**–
- If recommendation is to continue FM supervision beyond 12 months, forward copy of SMR Report **and** Case Plan Update to PM

- PM**
- 8.** Review SMR Report and Case Plan Update.
- Send email regarding approval or denial of extension of FM supervision beyond 12 months to assigned SSW and SSSS.
- Note:** If denying extension to FM supervision, notify assigned SSW and SSSS of requested modifications (e.g., change of recommendation required).
- Assigned SSW**
- 9.** If further modifications to SMR Report and/or Case Plan Update are requested by PM, revise accordingly and return to SSSS for review/approval.
- 10.** Following review and approval of SMR Report and any associated Case Plan Update, by SSSS and PM (as necessary), sign:
- a. SMR Report.
 - b. *Acknowledgement of Participation in Case Plan Development (F063-28-244)* (as applicable), if not already signed.
- Note:** If the assigned SSW preparing the SMR Report/Case Plan Update is unable to sign, the assigned SSSS may sign on the SSW's behalf.
- 11.** File a copy of *Acknowledgement of Participation in Case Plan Development (F063-28-244)* (as applicable) 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**
- 12.** Return signed SMR Report and Case Plan Update (as applicable) to IPT.
- IPT**
- 13.** Complete further modifications (as necessary) and prepare packet consisting of original and copies of the following, as applicable:

- SMR Report
- Case Plan Update (as applicable) 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 SMR 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 \(G-0507\)](#) for further information.

- | | | |
|----------------------------|------------|--|
| | 14. | Provide packet to Court Courier. |
| Court Courier | 15. | Deliver packet to Court Officers Unit. |
| Court Officer Staff | 16. | 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: <ul style="list-style-type: none"> • Original signed SMR Report • Original Case Plan Update (as applicable) with attached <i>Acknowledgement of Participation in Case Plan Development (F063-28-244)</i> |

Distribute remaining copies to all attorneys of record and any CASA appointed on behalf of the child.