

HEALTH & EDUCATION PASSPORT (HEP) CHECKLIST

- CSW provided the HEP to caregiver at the time of placement and documented the date in the Placement Management Section, Existing Placement ID page.
- CSW provided a copy of the HEP to child's parent/legal guardian/adoptive parent at close of case.
- CSW provided a copy of the HEP at child's Transition Conference.

HEALTH NOTEBOOK

○ MEDICAL

*Supporting Documents: 4344 Family Background (old form, only in old cases), FB 1,2, 3
561(a) Medical, JV-225 (parent's complete this at court, included in the Jurisdictional/Dispositional packet, however if not completed at court, sometimes the court will order for it to be completed and attached to the Jurisdictional/Dispositional Report)*

- Medi-cal card or other medical coverage.
- HUB examination results, follow-ups, or delays to appointment.
- Immunizations. *Must indicate if parent has waived immunizations.*
- Annual Well Child Exam. *Per Child Health and Disability Prevention Program.*
- BMI- Body Mass Index, calculation. If not within normal range document healthy lifestyle plan.
- Prior health problems and hospitalizations.
- Surgeries, Anesthesia- Document recommending Physician and court approval date.
- Known medical problems; any allergies or chronic health conditions.
- CCS (*California Children's Services*) Document eligibility, services any prescribed equipment.
- Medications, past and current. Document medication protocol – *Treatment use, dosage, frequency and any observed effects as reported by physician or caregiver, ie: weight gain, allergic reaction, rash...*
- SCAN or Forensic exams.
- Document all treating Physicians.
- Annotate any upcoming appointments, barriers to treatment.

○ DENTAL

Supporting Documents: 561(b)

- Annual dental check-up for all children 3 years +: cleaning, x-rays, follow-up treatment dates
- Special Treatments: extractions, fillings, caps, bridges
- Orthodontia: Treatment plan. Score Index #. Describe any pending funding issues and requests.
- Periodontal Procedures, Surgeries, Anesthesia - recommending Physician and court approval date.

○ DEVELOPMENTAL

Supporting Documents: Regional Center or HUB assessment, IFSP, ISP or IPP

- Child's current developmental status: Milestones met, delays, special needs.
- Regional Center: Diagnosis, submission date, determination of eligibility date, appeal date
 - Document servicing regional center, regional center worker and contact number.
 - Also indicate if child has an Individualized Family Support Plan (IFSP), also known as an Annual Individual Service Plan (ISP) or IPP, start/ end date per plan. (*attach plan to all court reports*)
- CCS (*California Children's Services*) Document eligibility, services any prescribed equipment.

○ MENTAL AND EMOTIONAL STATUS

Supporting Documents: 561(c), JV-223

- Child's current or known mental and emotional problems-diagnosis and treatment
- Psychotropic medication, name of medication, dosage, and status of court authorization

○ EDUCATION

Supporting Documents: 1726, 1399, 179, JV535, IEP, Report Cards, Transcripts, JV 225

- Education Rights Holder, *Only indicate if parent's rights were limited by court.* If limited enter name, title and date court made the order.
- Date Child enrolled in current school and whenever changed.
- Date Child left school of origin and state reason for leaving. Also indicate date court was notified in child evaluation.
- Special Education Needs: Resource Child, 504 plan, AB3632, SST Student Success Team plan,
- Grade Level
- Grade Level Performance – *Assessed functioning grade level if different then actual grade assignment.*
- Teacher, Counselor or School Contact for each academic year.
- Attendance
- Number of school transfers the child has already experienced
- Academic proficiency scores
- Credits earned toward graduation
- Individualized Education Plan (IEP), include start/ end date and highlighted services.
- Individualized Family Support Plan (IFSP) ages 0-3 receiving Regional Center intervention.
- Progress Record – *mid year grades and attendance report card.*
- Year End Report Card, include final grades, attendance and credits earned for semester.
- On track to graduate? State total credits earned to date.
- CAHSEE High School Exit Exam, indicate dates taken and date math or English portion passed. If child has failed the test CSW to indicate plans/ services to assist, ie: classes, tutoring.
- Type of School Child attends, Public, Private, NPS non-public school, home school. If child is in non-public school indicate reasoning and plan to mainstream.
- Child Evaluation: Is child receiving or participating in Tutoring, after school Program, Extracurricular Activities, Suspensions, Expulsions, Opportunity Transfer, School Counseling Services. Include home support system such as does child have a place to do homework, access to the library and card.
- Summarize Academic 6 month progress, utilizing above reports and DCFS form 1726 school comments.