

## 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 DCFS 561(a) Medical, JV-225 (parents complete this at court, included in the Jurisdiction/Disposition packet; however, if not completed at court, sometimes the court will order for it to be completed and attached to the Jurisdiction/Disposition 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.*
- Body Mass Index (BMI) 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, i.e., 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, the last 2 pages of JV-220(A) or JV-220(B) and all medication information sheets attached*

- 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: DCFS 1726, 1399, 179, JV-535, IEP, Report Cards, Transcripts, JV-225*

- Educational 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: 504 plan, Educationally Related Mental Health Services, SST Student
- Success Team plan
- Grade Level Performance – *Assessed functioning grade level if different than 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 – *midyear 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.
- Type of school child attends: Public, Private, non-public school (NPS), home school. If child is in non-public school, continuation school, community day school, or independent study, 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 whether child has a place to do homework, access to technology and internet, the library and library card.
- Summarize Academic 6-month progress, utilizing above reports and DCFS form 1726 school comments.