

Instructions for Preparing the 241.1 Case Summary Report

1. Within 24 hours of receipt of the 241.1 referral from Delinquency or Dependency Court, the DCFS 241.1 Unit Staff, will contact the Case-Carrying CSW or DI to confer about the case and to schedule the date for the Multidisciplinary Team (MDT) meeting. The MDT, which consists of a CSW, Deputy Probation Officer, Department of Mental Health clinician and Education Liaison will make the 241.1 Joint Assessment recommendation.
2. The 241.1 Unit CSW will advise the youth's dependency attorney and CASA (if one has been appointed) of the youth's arrest, current placement and pending 241.1 hearing. In Delinquency cases, if the youth's attorney or CASA wish to have input they are to contact the DPO.
3. Once the Case-Carrying CSW or DI has consulted with the 241.1 Unit CSW, the Case-Carrying CSW or DI is to prepare a 241.1 Report in CWS/CMS covering the information as designated in section VI below. Note that the 241.1 report in CWS does not have the following sections delineated. Please add headings, A. through K. in the Assessment Section of the report and include the appropriate information in each section. This report will be known as the "241.1 Case Summary Report".
 - Since the MDT will be making the recommendation, please complete Section K. by writing the following:

"Please refer to the Probation Officer's 241.1 Joint Assessment Court Report, which includes the recommendations of the 241.1 Multi-Disciplinary Team."
 - Be sure to save the completed report to CWS/CMS, so it can be accessed by the 241.1 Unit Staff.
 - The 241.1 Case Summary Report must be signed by both the CSW and SCSW.
 - Fax only the Signature Page from the report no later than 12:00 p.m. on the date indicated below.
 - The 241.1 Unit CSW will print your report from CWS/CMS.

Your 241.1 Case Summary Report to the 241.1 Unit CSW is due by:

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4. Attached to these instructions is a template to use for your 241.1 Report. Once the report is completed, create a report in CWS/CMS. Then delete everything, starting from the Indian Youth Welfare Act Status section and proceeding to the Signatures Section. Paste your completed template into the deleted space.
5. The 241.1 Case Summary Report shall include the following information:
 - A. Dependency History
 - Open DCFS case:
 - The background of the abuse/neglect, including any relevant history from past referrals.
 - A summary of the specific circumstances which led to the filing of a 300 petition, NOT THE LEGAL LANGUAGE OF THE PETITION, but the important facts. This is to provide a sense of how severe the situation has been so that court can understand what type of treatment needs were present and still exist.
 - To protect the privacy and confidentiality of other youth on the case, include only information pertaining to the youth.
 - If it is necessary to allude to the abuse of the youth's siblings, be sure to not include the sibling's name.
 - ER for investigation:
 - The history of any prior DCFS involvement and investigation of current allegations of abuse and/or neglect and its results.
 - B. Personal History
 - Indicate if the youth is a legal U.S. resident, and provide Alien Registration number if he/she is not.
 - Indicate whether the Indian Welfare Act applies.
 - Attach Birth Certificate.
 - If it is not able, give the county and state of birth for the youth and state in the 241.1 Report that the "birth certificate is unavailable."
 - C. Family Dynamics
 - A concise, but thorough, description of the youth's relationship with his/her biological parents, siblings and extended family, including the frequency and the quality of the youth visits with the parents and extended family.
 - Do not include the youth's siblings' names.
 - The last date the youth resided with the family. Include any drug use and family dysfunction or crisis.
 - The parent/caregiver's criminal history.
 - Indicate whether there are any visitation restrictions for a parent, sibling, or family member. Address whether there is a person with whom Delinquency Court should not consider for placement and why.

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D. Placement History

- For each placement since the date of detention, include the dates and duration of each placement and the type of placement(s) (e.g. foster home, group home).
 - Do not include the name of the caretaker or the caretaker's address.
- A brief evaluation of the youth's experience in each of the placements and the reasons for the youth's removal.

E. School Information

- Name, address, and telephone number of the school youth is currently attending or last attended
- Current grade level
- Tested reading level
- Latest report card and/or most recent grades
- Any past or current school-related problems
- IEP evaluations

F. Case Plan

- Describe the Case Plan and court ordered services for the family.
- Describe obstacles encountered when the plan was implemented.
- State what was done to overcome the obstacles and what the results were.

G. Services

- Names of agencies or programs to which the youth is and was referred (e.g., DPSS, Social Security, counseling, special education, mental health or Regional Center).
- Addresses and phone numbers of contact persons from each involved agency.
- Summarize the youth and/or parent(s) participation in each program.
- The dates of services in which the youth participated.

H. Mental Health/Emotional Status

- Attach copies of the most recent psychological evaluations/counseling reports.
 - If significant mental health issues play a role in the youth's current behavior, the CSW is to contact JCS 241.1 Unit who will review the case for possible referral to Department of Mental Health (DMH).
- Any history of suicide attempts.
- Dates and locations of any hospitalizations.
- List all prescribed psychotropic medications.

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I. Health Information

Be sensitive to the youth's right to privacy regarding his/her sexual activity/behavior and any sexually transmitted disease test results.

- Assessment of youth's health, including any special health or medical needs.
- Name, address and telephone number of youth's health care provider.
- Dates of last and next medical exam
- Dates of last and next dental exam

J. Safety Issues

- State any youth or community safety issues that impact the youth being placed by DCFS in HOP, foster or group home setting.
 - If the CSW has information indicating that the youth should be placed in a secured or locked setting, address this in the 241.1 Report and attach any supporting documents.
- Youth's substance abuse history, including types of drugs used and the history of use.
- Gang History

K. Joint Recommendation

- Since the MDT will be making the recommendation, please complete Section K. by writing the following:
 - “Please refer to the Probation Officer's 241.1 Joint Assessment Court Report, which includes the recommendations of the Multi-Disciplinary Team.”
- For further clarification, contact a DCFS Court Liaison.