

Department of Children and Family Services /  
 Bureau of Operations  
 Regional Office Address City,  
 State Zip Code  
 CSW Name  
 CSW Phone Number  
 CSW File #, First Initial, Last Name  
 DSS No. (State ID)  
**CSW's RDO**

Text in **BLACK** automatically populates when the document is created in CWS/CMS. Complete your document by referring to the **PURPLE** text.

**SUPERIOR COURT OF CALIFORNIA  
 COUNTY OF LOS ANGELES**  
 201 Centre Plaza Drive, Monterey Park, California 91754

**JURISDICTION/ DISPOSITION REPORT**

**Hearing Date**      **Hearing Time**      **Dept./Room**      **Hearing Type/Subtype**  
**Date for Receipt of Report**  
**Date of Hearing**      This information will be populated from the Hearing Notebook.

**IN THE MATTER OF**

**Name**      **Date of Birth**      **Age**      **Sex**      **Court Number**  
 Child's Name  
 This information will be populated from the Hearing Notebook and the child's Client Notebook.

**CHILD(REN)'S WHEREAB OUTS**

List the name and address of each child named in the report. Enter each child's caregiver's name, exact relationship to the child, address, and telephone number.

- The address of a licensed foster family home must be kept confidential until the dispositional hearing, at which time the court may authorize disclosure of the address.
- A foster parent may authorize the release of the placement address any time during the placement by signing a [DCFS 5210, Placement Address Disclosure](#).
- If the court has issued a nondisclosure order, enter "nondisclosure order issued (enter date)" after the child's name.



Paste a [current photograph](#) of each child into this section below the entered text. If unable to paste a current color photograph of a child to the report, a black and white photo is acceptable.

**PARENTS/LEGAL GUARDIANS**

<u><b>Name/ Birthdate</b></u>	<u><b>Address/ Phone</b></u>	<u><b>Relationship / To Whom</b></u>
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This information will populate from the parent's Client Notebook.

- If a parent's address is confidential, delete the address and enter "Confidential".
- If the identity of a parent or the requested information in the grid is unknown, enter "Unknown" in the spaces provided.

### **OTHERS**

**Name/**  
**Birthdate**

**Address/**  
**Phone**

**Relationship/**  
**To Whom**

Select only those individuals who have a direct interest in the child, including:

- Child's legal guardian(s)
- Substitute care provider
- Relatives

It is not necessary to list collateral contacts in this section. If necessary, edit/enter data directly into these fields.

### **ATTORNEYS**

**Name**

**Address/**  
**Phone**

**Representing**

All information in this field is populated from the database with the exception of information regarding attorney representing tribes or tribal organizations. This information must be entered manually.

### **INDIAN CHILD WELFARE ACT STATUS**

Check the Client Notebook for information on the child's Indian status. CSWs must provide **active efforts** when there is reason to know if the child falls under the **Indian Child Welfare Act** when offering family reunification services and these efforts must be reported in this section.

### **NOTICES**

**Name**

**Relationship**

**Method**

**Notice Date**

This field is populated from the database. Edit/enter data directly into these fields, if necessary. Attach the notices and a copy of the **JV 290**, Judicial Council Caregiver Information form to the court's copy of the report and to all entitled parties.

### **SEARCH RESULTS/HISTORY**

Enter the information obtained from the results of the initial due diligence report. Attach Declaration Regarding Due Diligence report to the Jurisdiction/Disposition report.

**LEGAL HISTORY****300 WIC Subsection(s)****Initial Removal****Initial Detention Order****Initial Jurisdiction Finding****Initial Disposition Order****Initial 364 FM Review****Second 364 FM Review****Initial 366.21(e) – 6 Month FR Review****Initial 366.21(f) – 12 Month  
FR Review****Initial 366.22 – 18 Month FR  
Review****ER Services Terminated****Non-Reunification Ordered****Initial Permanent Plan: Type/ Date Ordered****Current Permanent Plan: Type/ Date Ordered**

Hearing information in this field is populated from the database. The dates come from the hearings in which the Hearings Results Pages have specific findings and/or orders entered.

The Abuse Description and Non-Reunification sections do not populate in this section and so must be manually entered. If necessary, edit/enter data directly into these fields.

**Additional Legal History**

If any previous WIC Section 300 petition or 342, 387, or 388 supplemental petitions have been filed, list the date it was filed and the date the petition was sustained and enter the exact language of the sustained supporting fact(s) on the petitions, the name of the child on whose behalf the petition was filed and the date it was sustained or dismissed. If any of the sustained supporting fact(s) contain the exact same language, it is only necessary to enter the sustained supporting fact once.

- Example: a-1, c-1, and d-1

On or about March 5, 1999 and on prior occasions, the child Lisa Conflict was sexually abused by her father, Fred Payne. Said abuse included, but was not limited to, fondling of the child's breasts. Further, the child's mother, Ann Marie Conflict, failed to protect the child. Such conduct by the child's father and her mother's failure to protect the child endangered the child's physical and emotional health and safety and places the child at risk of further sexual abuse.

**REASON FOR HEARING**

Enter, "The matter is now before the court for a jurisdiction/disposition hearing on the petition filed on (date) for child [enter the name(s) of the child]." Provide a brief description of the circumstances that led to the child coming before the court.

**PATERNITY/LEGAL RELATIONSHIPS**

Provide all available information regarding the paternity of the child. Provide the court with the necessary facts for the court to make the determination whether a man is the alleged or

presumed father. When the identity of the father is unknown, enter: "The identity of [enter the name(s) of the child]'s father is unknown."

### **FAMILY LAW STATUS**

- Include a statement as to whether or not there was a legal marriage and/or a divorce or separation and discuss the details of the court order.
  - If there is a legal divorce or separation, request that the parents provide copies of any family law order, decree, etc. Discuss any prior family law history, custody orders, or other relevant family law information.
  - Indicate the family law case file number (if known), the date(s) of any custody order(s) and the name of the court that issued the ruling.
  - Whenever possible, provide copies of any existing family law orders, evaluations, and/or other relevant documents.

### **PRIOR CHILD WELFARE HISTORY**

If there is a history of child welfare services, describe the type of allegations involved and the results of the investigation and the extent of child protective services. Include a statement regarding the potential impact of any child welfare history upon the abilities of the parent(s)/legal guardian(s) to care for the child at this time.

### **CRIMINAL HISTORY**

- Provide the results of all criminal records clearances on the parents, legal guardians, other adults residing in the home, those adults who have familiar or intimate relationship with any adult living in the home and those youth over fourteen (14) years of age who you believe may have a criminal record.
  - Enter the person's name, AKA, and a description of arrests and/or convictions.
- Address all clearance results in the report.
- Include probation/parole status, date probation/parole status expires, and the name and phone number of current probation/parole Officer, if known.
- If a parent is currently incarcerated, include the name and location of the jail/prison, the inmate's jail or prison ID number, and the anticipated release date.
- Enter "No criminal history known at this time" if there is no criminal record found.

In cases involving prospective adoptive or adoptive parent(s), present the results of clearances in a general fashion that provides information with enough facts to assess child safety, but does not violate the confidentiality of the prospective adoptive or adoptive parent(s). Consult with the County Counsel if there are issues regarding confidentiality.

If a request has been submitted for criminal records but the results have not been received, indicate who the clearance was for, his/her relationship to the child, and the date the request was submitted.

If a parent refused or failed to Live-Scan, request the court to order the parent to Live-Scan.

**JURISDICTION**

List the date the current petition was filed, the allegation(s), using the exact language on the petition, supporting evidence and witness statements (statements from the child, parent/legal guardian, social worker and others). If any of the allegations contain the exact same language, it is only necessary to enter the allegation once. Repeat the following format for each allegation.

**Allegation(s)**

- Example: Allegations: a-1, b-1 and c-1

On or about April 8, 2000 and on prior occasions, the child, Lisa Conflict, was physically abused by her father, Fred Payne. Said abuse included, but was not limited to, the father hitting the child on her back with his fist. Further, the child's mother, Ann Marie Conflict, failed to protect the child. Such conduct by the child's father and mother's failure to protect the child endangered the child's physical and emotional health and safety and places the child at risk for further physical abuse.

**Supporting Evidence**

Clearly list and identify each document that pertains to the specific supporting fact being addressed and describe the pertinent evidence contained in the document that supports or disproves the particular supporting fact.

Repeat the process for each supporting fact or group of supporting facts. The list should include:

- Testimonies,
- Writings,
- Material objects,
- All medical reports (including those that contradict the abuse findings or are inconclusive),
- Police reports,
- School reports, and
- Other things that are offered to prove the existence or nonexistence of a fact.

Attach each piece of supporting evidence to the Jurisdictional/Dispositional report.

**Witness Statements**

Enter statements regarding each allegation under the headings of: Children, Parents/Legal Guardian, Social Worker, and Others. Include verbatim statements, whenever possible. Enter the date, time, place of interview, and relationship to the case. If the witness was interviewed by telephone, enter the telephone number.

**Child(ren):**

List the child's name, date of interview, location of interview, telephone number (if interviewed by telephone. If the child is seven years or younger, establish the child's [ability to testify](#) regarding the facts.

**Parents/Legal Guardians:**

List the parent's name, relationship to the child, date of interview, location of interview, or telephone number (if interviewed by telephone). If a parent/legal guardian is incarcerated, attempt to interview the parent by contacting the jail/prison warden, counselor or chaplain. If face-to-face contact is not possible, contact him/her by telephone or letter.

If the court has ordered that a parent not be interview, do not interview that parent.

**Social Worker:**

List all CSWs who were contacted and who had any information directly related to the petition allegations. Enter the date of the interview, telephone number and location of interview (i.e., in person or by telephone).

**Others:**

Make telephone contact with secondary parties listed in the Detention Report so that their testimony can be verified and more thoroughly understood.

- Examples of secondary parties are: law enforcement, school and medical staff, therapists, neighbors, friends, and relatives.

Give title, address, phone number, date of interview and location of interview for each person, in person or by telephone. Clearly state what each individual's testimony will be if called to testify.

**DISPOSITION****Social Study/Family Assessment****Problems Requiring Intervention and Possible Causes:**

Write a summary of facts supporting SDM Safety Assessment and the Risk Assessment factors that brought the family to the attention of our Department and to the Dependency Court (contributing factors such as domestic violence, drug abuse). Do not refer to the SDM tools in the report.

If applicable, incorporate the final [MAT Summary of Findings report](#) and/or the content of the [Family Preservation Assessment Services \(FPAS\)](#) (formerly UFA) in this section.

- Incorporate only the content of the assessment into the court recommendations without specifically referencing the assessment itself.
- Do not attach the FPAS assessment to the report unless there is a court order

to do so or the parent signed a release.

**Relevant Social, Cultural, and Physical Factors:**

- Address all relevant social, cultural, physical, and environmental factors that affect the children, parents, or person serving in that role or other significant person(s), including children and siblings in and out of the home and other children who reside in the home.
- Address any parent(s)' need for health and medical care and significant personal history, including hospitalization for mental illness.
- Include ages of the child and parents, child's relationship with the parents and siblings, marital history and current relationship, the parent(s)' educational, economic, physical, medical, mental, and emotional history.

**If the child is an American Indian:**

- Review the recommendation documented in the qualified expert witness' final report.
- Include a summary of the recommendation provided by the qualified expert witness.
- Attach a copy of the recommendation to the report.

When applicable, discuss the determination made as to whether or not it is in the child's best interest to make a referral to the local [child support agency](#). The following statement must be included in the report:

"A determination has been made, pursuant to Family Code Section 17552, that it is/is not in the best interest of the child(ren) to have the case referred to the local child support agency for child support services. The case has/ has not been referred to the Child Support Services Department (CSSD)."

Include the reasons behind this determination by incorporating the circumstances of the family and the relevant social, cultural, physical, and environmental factors as discussed in this section and by taking into consideration the best interests of the child.

**Family Strengths:**

Enter all factors indicating the positive trait/character qualities for each involved party. This information is obtained through the CSW's observations, statements from involved parties and activities completed by the parents or child. Incorporate the results of the SDM Family Strengths and Needs Assessment or Reassessment, without referencing the tool itself.

**Family's Perception of Their Needs:**

Enter specific statements or a summary of statements from children, parents, and others regarding their perception of what they need to do to overcome the circumstances that brought them to the court's attention.

**Statements**

Enter statements regarding placement issues/services/visitation, under the headings of Children, Parents/Legal Guardian, Social Worker, and Others. Include verbatim statements, whenever possible. Enter the date, time, place of interview, and relationship to the case. If the person was interviewed by telephone, enter the telephone number.

**Parents/Legal Guardians:**

Include name, relationship to the child, what they specifically reported, date the statement was obtained, where the interview took place, and who else was present.

**Child(ren)'s:**

Include name, relationship to the family member (son, daughter, and brother), what they specifically reported, date the statement was obtained, where the interview took place and who else was present.

**Others:**

Include name, relationship to the child, what they specifically reported, date the statement was obtained, where the interview took place, and who else was present.

**Supporting Evidence:**

Enter the information that supports the statements provided by the parties who were interviewed and supports the recommendation for disposition. Address all reports from law enforcement, school therapist, and those agencies and/or individuals that support statements provided by parties and support the recommendation(s) for the disposition

- **Example:**

- Police Report/Pomona Police Department #00-0000, dated 01/01/01.

- Pomona Valley Medical Center-Medical Record #00000, dated 01/01/01.

**Child(ren)**

**Regarding:** Child's Name

**Medical:**

Attach the Health and Education Passport (HEP) to the court report and state the following:

*The Court is respectfully referred to the attached Health and Education Passport for information regarding the child's medical/health and dental status.*

Attach the Health and Education Passport (HEP) to the court report and state the following:



- **The Court is respectfully referred to the attached Health and Education Passport for information regarding the child's medical/health and dental status.**

**Only pertinent information needs to be reported to Court under this section, but cannot be recorded in any of the fields or Comment Section of the HEP. Provide a summary of that information in this report by stating:**

*In addition to the information contained in the attached HEP, the following is provided to the Court:*

**Address all medical/dental/health reports and attach the current [Health and Education Passport](#) along with the immunization history to the court report.**

**Developmental:**

**Only pertinent information need to be reported to Court under this section, but cannot be recorded in any of the fields or Comment Section of the HEP. Provide a summary of that information in this report by stating:**

*In addition to the information contained in the attached HEP, the following is provided to the Court:*

**Address all medical/dental/health reports and attach the current [Health and Education Passport](#) along with the immunization history to the court report.**

**Educational:**

**Only pertinent information need to be reported to court under this section, but cannot be recorded in any of the fields or Comment Section of the HEP. Provide a summary of that information in this report by stating:**

*In addition to the information contained in the attached HEP, the following is provided to the Court:*

**Address all medical/dental/health reports and attach the current [Health and Education Passport](#) along with the immunization history to the court report.**

**Mental & Emotional Status:**

**Only pertinent information needs to be reported to Court under this section, but cannot be recorded in any of the fields or Comment Section of the HEP. Provide a summary of that information in this report by stating:**

*In addition to the information contained in the attached HEP, the following is provided to the Court:*

Address all medical/dental/health reports and attach the current [Health and Education Passport](#) along with the immunization history to the court report.

### **Child(ren)'s Safety In Home**

Provide a description of the conditions in the home. Address all safety issues, including a physical description of the home, hazardous conditions and if needed, provide a plan of corrective action that would make the home safe for the child. Incorporate information gathered from the SDM Safety Assessment tool without referencing the tool itself.

### **Consideration of Placement with Non-Custodial Parent**

When generating the report, this optional section is not selected from the dialog box if there is no issue involving a non-custodial parent.

If a non-custodial parent requests custody of the child, the court must place the child with that parent unless it finds that placement with that parent would be detrimental to the safety, protection, or physical or emotional well-being of the child. If the court places the child with the non-custodial parent it may do any of the following:

- (1) Order that the parent become legal and physical custodian of the child and terminate its jurisdiction over the child.
- (2) Order that the parent assume custody subject to the jurisdiction of the juvenile court and require that a home visit be conducted within three months and thereafter file a report to court on which the court may base its recommendation on terminating or continuing jurisdiction on the case.
- (3) Order that the parent assume custody subject to the supervision of the juvenile court.

In addition, if a non-custodial parent is seeking placement or custody of a child, the social worker must inform the caretaker that he or she has the right to provide the court with input regarding the placement of the child. The social worker must request that the caregiver provide any particular information the caregiver might have regarding the non-custodial parent now seeking custody by having the caregiver complete the [JV 290](#), Judicial Council Caregiver Information form. This form and/or statements must be included in the report or sent for court's review and consideration before the child is placed with the non-custodial parent.

When issues regarding a non-custodial parent are present, consider the above possible court determinations and provide thorough information to enable the Court to make the best findings and orders. Discuss the appropriateness of placing the child in the home of the non-custodial parent and the underlying reasons that led to an assessment of whether or not DCFS supervision and court jurisdiction are necessary. If applicable, discuss the placement plan in detail. Address the reunification plan with the non-custodial parent and custodial parent if applicable. Address any supporting documentation and attach it to the report.

**Consideration of Relative Placements**

When generating the report, this optional section is not selected from the dialog box if all children are in the home or the recommendation is to terminate jurisdiction.

Once appropriate relatives are located, social workers are required to provide written notification and must also, whenever appropriate, provide oral notification in person or by telephone all the information outlined in the form "[Relative Notification Letter](#)" within 30 days. Consult with the detaining CSW and/or the case-carrying CSW about the efforts made to identify and [contact relatives](#) and describe those efforts made in this section.

Discuss in detail the appropriateness of placing the child in the home of a relative and, if appropriate, the placement plans. Also, include the relative's statement regarding his or her:

- Willingness to provide care for the child,
- Ability to provide appropriate care for the child's placement needs,
- Willingness to comply with the visitation plan, and
- Willingness and ability to provide an alternative permanent plan for the child if necessary.

The law provides that a relative caregiver's preference for legal guardianship rather than adoption under circumstances that do not include an unwillingness to accept legal or financial responsibility for the child may not constitute the sole basis for recommending removal of the child from the relative caregiver for purposes of adoptive placement. Address any supporting documentation and attach them to the report.

If not placing with a relative or are removing from a relative due to the ASFA approval standards, include the reasons specified on the SOC 815, 817 and 818.

- If a relative's home was not approved, describe the reason(s) why the relative could not be approved.
- Provide a description of all the efforts made to assist the relative in making the needed changes to have his or her home approved (e.g., purchase of beds or smoke detectors).
- If a Corrective Action Plan has been utilized, describe the plan and whether any available funding has been accessed to assist the caregiver in correcting deficiencies.
- Never ask the court and/or the child's attorney, opposing counsel, or CASA for an order (i.e., a do not remove order) to prevent the removal of a child from a denied home that did not meet the ASFA standards based on Title 22 Regulations.

If the child is placed in the home of a relative caregiver, indicate whether or not the relative caregiver is receiving Youakim (Title IV-E) funding and if not, why not. If the caregiver is not federally eligible, indicate whether the caregiver is receiving TANF funds.

**OUT-OF-HOME PLACEMENT**

When generating the report, this optional section is not selected from the dialog box if all children are in the home.

**Child Rates**

Indicate whether the child is receiving the basic rate for that child's age group or a specialized increment rate as follows:

- Child's name - "enter rate type" (i.e., basic, D-Rate, F-rate or Regional Center rate and/or supplement). Do not enter the actual dollar amount.

If the child has severe emotional or behavior problems, indicate whether or not the child is receiving the D-rate. If the assessment for the D-rate or F rate is pending, indicate this fact. If the child has a serious medical condition, physical disability or developmental delay, indicate whether the child is receiving the F-1, F-2, F-3 or F-4 or Regional Center rate and/or supplement and describe the medical condition, physical disability or developmental delay which qualified the child for the rate. If applicable, indicate the status of a request for a Regional center and/or supplemental rate.

If the child has an existing and/or a potential medical/mental/developmental disability, state if a referral and/or application has been made for [Supplemental Security Income \(SSI\)](#) and the date it was made, and/or the result of the referral/application, or if child is already receiving SSI and who is the payee.

**Placement Status**

Discuss placement history and current placement status, i.e., placement type/location, duration of placement, any changes during this period of supervision, adjustment to placement, continued necessity for and appropriateness of placement, and Interstate Compact on the Placement of Children or out-of-county/courtesy supervision issues. Per WIC, Section 361.3, unless the child is placed with relatives, the child must be placed in the county of residence of the child's parents or, if not, the particular needs of the child requiring out-of-county placement must be specified.

If the child is [residing in a group home](#), include the reason(s) or the continued need for group home placement. If recommending that the child be placed out of state or if the child has been placed out of state, address whether the out-of-state placement would or continues to be the most appropriate placement selection and in the best interests of the child. If the child is an American Indian and not in a placement that meets ICWA preferences, document what efforts were made to find such placement. Include dates of all actions taken.

**Sibling Placement**

Include all of the following information on the nature and extent of the sibling relationship:

- Whether the child was raised in the same home as his/her sibling(s)
- Whether the child shared significant common life experiences or has existing close and strong bonds with the sibling
- Whether ongoing contact is in the child's best interest

If the child has siblings before the court or who are already under the court's jurisdiction, describe the nature of the relationship between the child and his or her siblings, and the appropriateness of developing/nurturing or maintaining the siblings' relationships. Siblings must be placed together unless it is contrary to the safety or well-being of any of the siblings.

If the siblings are not placed together in the same home:

- Discuss why the siblings are not placed together and what efforts are being made to place the siblings together or why those efforts are not appropriate
- Describe the frequency and nature of the visits between the siblings and the impact of the sibling relationship on the child's placement planning for legal permanence
- Include information on keeping the siblings informed of significant life events that occur within the extended family.

**Special Programs**

If the youth is fourteen (14) years or older, address the development of a **Transitional Independent Living Plan** or describe why the youth cannot benefit from Transitional Independent Living Plan services, i.e., mentally or physically not able to benefit.

If applicable, provide court status on the **MAT** assessment process and incorporate and attach the final MAT Summary of Findings report to the report.

**Placement History**

Enter the appropriate information under the following headings.

Child's Name	Date of Original Placement	Date of Current Placement	Total Number of Placements	Child Ever Return Home
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**Visitation**

**Previous orders:**

Discuss the implementation of any previous visitation orders and compliance, progress and efforts/cooperation by the parents, siblings and other relatives with the current visitation plan and objectives.

- If the court gave DCFS discretion to liberalize visits, indicate what specific progress or lack of progress in attaining case plan and/or visitation objectives was the basis for the decision to liberalize or not liberalize the visits.
- If appropriate, discuss the need to have the visitation objectives updated.

**Visitation plan:**

Describe the current **visitation plan** such as the parties involved, the frequency, location, activities and other details e.g. whether it is monitored, unmonitored, day, overnight or week-end.

- If supervised visitation is recommended, indicate if a monitor has been identified.
- If caregiver is to supervise visits, indicate caregiver's willingness to supervise and if

having the visits occur in placement been explored. If the child is placed in group home, Foster Family Agency (FFA), etc., indicate that the court's order regarding visitation has been shared with the agency and the agency's efforts to promote visitation.

- Indicate if the family visitation plan was discussed and documented at the **CFT(s)**, Permanency or other case planning meeting(s). Ensure that planned and purposeful visitation occurs for children and families.

When appropriate, CSWs must make every effort to arrange for visits in situations where **parents are incarcerated/institutionalized** or when there are other barriers to visitation.

For a child ten (10) years and over who is in out of home care, state efforts made to maintain relationships between the child and specified individuals who are important to the child.

Provide detailed and complete information regarding the visits such as the dates and locations of the visits, and all the parties present.

- Include CSW's and/or other individuals' observations during the visits with parents, siblings and other relatives. The observations must include the interaction amongst the parties, topics and activities, statements and gestures made.
- Include the child's, parent(s)' and sibling(s)' response to and statements regarding the visitation.
- If someone else has observed these visits, include their name, their relationship to the parties and their statement as to what they have observed.
- Discuss how the observations have been used for future visitation and case planning.
- If there is no plan for visitation or if future family visitation is no longer appropriate, state the reasons.

**Include the following information regarding sibling visitation:**

- The nature of the relationship between the child and his/her siblings.
- The appropriateness of developing or maintaining the siblings relationships.
- If siblings are not placed together, why they are not and what efforts are being made to place them together, or why those efforts are not appropriate.
- Whether visits between siblings are supervised or unsupervised and the reasons for any supervision.
- What needs to be accomplished in order to have unsupervised visits.
- The length and location of the visits.
- Any plan to increase visitation between the siblings.

#### **Appropriateness of Visits**

Discuss the appropriateness of visitation between the child and his or her parents, siblings, grandparents and/or other family members. Information discussed in this section must support the recommended visitation plan.

#### **Contacts**

Delivered Service Log Report Attached.

**Attach a copy of the Delivered Service Log showing all contacts (without displaying the**

narrative portions of the contacts) for this supervision period.

### **Reasonable Efforts**

- Detail about services offered/delivered from the time of the child(ren)'s removal to the present and parental compliance if any at this point.
- Discuss all reasonable efforts made by DCFS, including those of the ER CSW and if applicable, the results of those efforts to prevent or eliminate the need for the child's removal from the home.
- Describe in detail the subsequent services that were offered/delivered to the child and the parents from the time the child was removed from the parent's custody to the present, including efforts made by the Intensive Services Worker (ISW), if applicable.
  
- Include dates, referrals made, assessment results, who provided the services, and to whom. If applicable, indicate the date(s) a **Child and Family Team Meeting (CFT)** took place, the participants and the results and outcome of the meeting(s).
- Include information on efforts to follow any court orders regarding services to the family.
- Discuss the Safety Interventions described in the SDM Safety Assessment that will be used and or considered without referencing the tool itself.
- If interventions were used, describe the results of those interventions.

If the family received FPAS, indicate what agency provided services and the services provided as recommended by the assessment.

### **Concurrent Planning**

When generating the report, this optional section is selected from the dialog box and must be completed if one or more children are in out-of-home care.

Discuss the reunification and the alternate permanent plan separately. The following information is to be included in the concurrent planning section of the report:

- Plan for achieving legal permanency for the child if efforts to reunify fail.
- The impact of the sibling relationship on the child's placement and planning for legal permanence.
- Whether the parent has been advised of his or her option to participate in adoption planning, including the options to enter into a post-adoption contact agreement and to voluntarily relinquish the child for adoption.
- Whether the caregiver desires, and is willing to provide legal permanency for the child if reunification is unsuccessful. State the permanent plan the caregiver prefers.
  - If applicable and as required by law, include a statement that the relative caregiver has been given information regarding the permanency options of guardianship and adoption, including the long-term benefits and consequences of each option, prior to establishing legal guardianship or pursuing adoption.

**Non-Reunification Issues [WIC Section 361.5(b)]**

When generating the report, this optional section is not selected from the dialog box if it is not applicable.

Discuss the impact of recommending or not recommending reunification services as it relates to WIC Section 361.5(b). However, if the circumstances would normally warrant no reunification services but you are asking that they be provided, state the reason(s) here. If not recommending services for an incarcerated or institutionalized parent, state the detriment to the child if they were provided.

If the court orders no FR services, a copy of the child's birth certificate must be given to the caregiver and if the child is 16 years or older to both child and caregiver.

**Guardianship Suitability Study [WIC Section 360(a)]**

When generating the report, this optional section is selected from the dialog box and completed only if recommending no family reunification services.

If the court finds that the child is a person described by Section 300 and the parent is not interested in family maintenance or family reunification services, the CSW may ask the court to issue letters of guardianship and close the case under the Kin-Gap program in lieu of adjudicating the case if:

- The child has been in the care of an approved relative caregiver for six consecutive months under a voluntary placement agreement,
- The child otherwise meets the conditions for the Kin Gap program,
- It is in the best interest of the child, and
- The parent and child agree to the guardianship

Be sure to include the specific requirements above in the court report.

If the court orders no FR services, a copy of the child's birth certificate must be given to the child's caregiver and the child if the child is sixteen (16) years of age or older.

Adoption must be ruled out before the court will consider making an order for legal guardianship. Discuss the JV-195 with the parents. Give a copy of the form to the parents and attach a signed copy to the report. This is not an official document without the attorney's signature on the form and the court making a finding on the record.

Record specific and clearly presented facts, including the identified permanency alternative found in the most current CPA. Discuss the likelihood that the child would be adopted if parental rights were terminated. Include current search efforts and notification of any non-custodial parent. Discuss the amount and nature of any contact between the child and his or her parents since the filing of the petition.

Refer the court to the attached HEP with regards to the child's medical, developmental, scholastic, mental and emotional status.



- If appropriate, indicate the status of the current caregiver's home.
- Assess the eligibility and commitment of any identified prospective legal guardian, particularly the current caregiver.
  - List in detail all the information (e.g. receipt of birth, marriage, divorce and/or medical exam documents and other information) required to complete the home study and provide a timeline as to the steps necessary to complete the home study.
  - Discuss the relationship between the child and the prospective legal guardian, the duration and nature of the relationship and the caregiver's motivation for seeking guardianship.
  - Provide information on the prospective legal guardian's ability to care for the child, including their ability to provide for any special needs (medical or developmental) the child may have.

Include a statement from the child concerning the guardianship, unless the child is too young to make a statement or a physical, emotional, or other condition restricts the child from making a statement.

#### **Assessment/Evaluation**

- Summarize the allegations that led to the filing of the petition.
- Discuss the evidence that prove or disprove the allegations and reach a conclusion based on the facts and the evidence and how a logical conclusion was arrived should the petition be sustained or dismissed.
- Include a discussion of the appropriateness of child protective services (voluntary services) to resolve the matter in lieu of court intervention and a discussion of the need for continued court intervention, e.g., family maintenance and/or placement, if appropriate, and a statement regarding the child's eligibility to be considered for further court action to free him or her from the parent's custody and control.
- If recommending dismissal of the petition on behalf of any child named in the case, describe why DCFS and court jurisdiction are not necessary to ensure ongoing child safety.
- Enter the disposition plan and clearly identify the service plan, i.e., Family Reunification, Family Maintenance, No-Family Reunification, visitation, and counseling for each parent and every child and why the recommended disposition is necessary to protect the child.
- Include the discussion of services that have been considered and are appropriate and incorporate the final MAT Summary of Findings report.
- Summarize the findings of the SDM Safety and Risk Assessment or Reassessment and the Family Strength and Needs Assessment/Reassessment tools and if applicable, the content of the Upfront Assessment without referencing the tools/assessment themselves.

- **Do not attach any SDM tools and/or FPAS Assessment when submitting documents to court, unless ordered by the court to do so.**

**If the parent or guardian is incarcerated or institutionalized, Include information that the court may consider in determining the benefit or detriment of family reunification such as:**

- **Age of the child, the degree of parent-child bonding**
- **Length of the sentence**
- **Length and nature of the treatment**
- **Nature of the crime or illness**
- **Degree of detriment to the child if services are not offered**
- **For children ten (10) years of age or older, the child's attitude toward the implementation of family reunification services**
- **Likelihood of the parent's discharge from incarceration or institutionalization within the reunification time limitations.**

### **Case Plan**

**Complete the Case Plan Update by adding any information that is new or significant and attach it and all its supporting documents to the report. In cases where parties enter a WIC 301 agreement, regardless of who made the recommendation, the CSW who prepared the Jurisdiction/Disposition report must create a Case Plan Update and document the terms and conditions of the agreement.**

**If there is no significant information needed to update the Case Plan Update, indicate this by entering in each appropriate section "No new information. See Initial Case Plan dated \_\_\_\_."**

**If applicable, discuss the particular barriers to an incarcerated or institutionalized parent/legal guardian's access to court-mandated services and ability to maintain contact with the child and this information, including the parent's incarceration, must be documented in the case plan.**

**As required by law, the above information must be used in determining and/or recommending the services for the incarcerated parent(s)' child(ren).**

**If the child is fourteen (14) years or older, (even those children fourteen (14) years or older whose parental rights have been terminated), attach a copy of the current Transitional Independent Living Plan.**

**If the child cannot benefit from Independent Living Plan services (i.e., mentally or physically not able to benefit), provide the reason why (s)he would not benefit from these services and report what ILP equivalent services are being provided, if any.**

**If applicable, ensure that the content of the FPAS assessment and the final MAT Summary of Findings report are incorporated into the court recommendations and case plan. If the final MAT Summary of Findings report is still pending, update the court as to its status. Incorporate only the content of the FPAS assessment into the court recommendations**

**without specifically referencing the assessment itself. Do not attach the FPAS assessment unless there is a court order to do so or the parent signed a release.**

**Attachments**

The attachments identified in this report are attached hereto and incorporated herein by this reference.

List all attachments and ensure that listed attachments are, in fact, attached to the report. Include the title of the attachments and the date it was written.

- Example: Police Report/Pomona Police Department #00-0000, dated 01/01/01.  
Pomona Valley Medical Center-Medical Record #00000, dated 01/01/01.

Ensure that any confidential information, such as those deemed confidential in the body of the report, must also be protected in the attachment(s).

**Recommendation**

The Recommendations Guide has been posted to CWS/CMS under LA County Specific templates. To access the Recommendations Guide, take the following steps:

- While in the ID tab of the Court Management Section (Purple button), select "+" under create a New JV Document, then change the "Document Category" to "County", then select "Recommendations Guide" to access the form and select the appropriate recommendations and paste them into the court report.
- or
- While in the Case Management Section (Green button), select 'create a new document', select Los Angeles County, then select Recommendations Guide, and select the appropriate recommendations and paste them into the court report.

There may be additional recommendation(s) that need to be included but are not found on the Recommendations Guide. These recommendations must be manually written into the report.

Provide specific recommendations regarding the visitation plan in accordance with the case plan.

Ensure that the dates you are requesting for the next status review and the permanency plan hearing are within the statutory timeframes and that the permanency planning hearing is to be held no later than twelve (12) months after the date the child entered foster care. WIC 361.49 states that regardless of his or her age, a child must be deemed to have entered foster care on the earlier of the date of the jurisdictional hearing held pursuant to Section 356 or the date that is sixty (60) days after the date on which the child was initially removed from the physical custody of his or her parent or guardian.

If unsure about the date, contact the County Counsel indicated on the minute order.

If applicable, ensure that the content of the Upfront Assessment and the final MAT Summary

of Findings report are incorporated into the court recommendations and case plan. If the final MAT Summary of Findings report is still pending, update the court as to its status.

Child's Name

Court Case Number

**Respectfully Submitted,**

Philip L. Browning, Director  
Department of Children and Family Services

**By**

\_\_\_\_\_  
**CSW Name, Title, File # First Initial, Last Name, Phone Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SCSW Name, SCSW, Phone Number**

\_\_\_\_\_  
**Date**

*I have read and considered the above report.*

\_\_\_\_\_  
**Judicial Officer**

\_\_\_\_\_  
**Date**