

Department of Children and Family Services/

Bureau of Operations
Address of Regional Office
Address of Regional Office
CSW's Name
CSW's Telephone number
CSW's File number

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**

PROGRESS/SUPPLEMENTAL REPORT

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Subtype</u>
00/00/0000	08:30am	000	366.26 Selection & Implementation / 388

IN THE MATTER OF

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Court Number</u>
Automatically populates	00/00/0000	X	X	CK00000

This information will populate from the Hearing Notebook and the child's Client Notebook.

CHILD(REN)'S WHEREABOUTS

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. 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.

If the court has issues a nondisclosure order, enter, "nondisclosure order issued [enter date]" after the child's name.

If a child is placed in a caregiver's home and that caregiver has signed an application to adopt a child, the identity and whereabouts of the caregiver will remain confidential. In such a case, enter the following after the child's name, "child is attached or placed in the home of an applicant."

Paste a current photograph of each child below the text entered. If unable to paste a current color photograph, a black and white photo is acceptable.

PARENTS/LEGAL GUARDIANS

<u>Name/ Birthdate</u>	<u>Address/ Phone</u>	<u>Relationship/ To Whom</u>
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This information populates 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 section is unknown, enter, "unknown" where applicable. If the child is legally freed, enter, "legally freed."

OTHERS

<u>Name/ Birthdate</u>	<u>Address/ Phone</u>	<u>Relationship/ To Whom</u>
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Select only those individuals who have a direct interest in the child (e.g. legal guardians, substitute care providers, relatives when the parent's whereabouts are unknown).

Do not list collateral contacts in this section.

If necessary, enter/edit data directly.

ATTORNEYS

<u>Name</u>	<u>Address/ Phone</u>	<u>Representing</u>
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This information populates from CWS/CMS with the exception of information regarding attorneys that represent tribes or tribal organizations. Such information must be entered manually.

Edit/enter data directly, as necessary, into these fields.

INDIAN CHILD WELFARE ACT STATUS

Enter the information documented in previous reports regarding the child's Indian status. Document any new information received regarding the parent's and/or child's Indian status, if appropriate.

NOTICES

<u>Name</u>	<u>Relationship</u>	<u>Method</u>	<u>Notice Date</u>
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If this is a non-appearance hearing, enter, "N/A." If this is an appearance hearing, all information is populated from CWS/CMS.

Ensure that the information regarding the parties entitled to notice is complete and accurate. Edit/enter data directly, as necessary, into these fields.

Attach the notices to the report.

LEGAL HISTORY

Hearing information is populated from CWS/CMS. These dates come from hearings in which the Hearing Results pages have specific findings and/or orders entered.

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****FR Services Terminated****Non-Reunification Ordered****Initial Permanent Plan: Type/ Date Ordered****Current Permanent Plan: Type/ Date Ordered****Additional Legal History**

Enter, "N/A" if there is no new information since the last hearing. If there is new information, describe the filing of any additional petitions (WIC 342, WIC 387, and WIC 388), jurisdictional transfers, and/or prior dependency court proceedings.

If the supplemental or subsequent petition was filed, indicate the date it was filed, the type of petition (WIC 387 or WIC 342) and the name of the child on whose behalf the petition was filed. Indicate the date it was sustained or dismissed. List the sustained count(s) of the petition, using the exact language of the sustained count(s).

REASON FOR HEARING

Enter, "The matter was last hearing on [enter the last court date] in Department [enter the department number] and is now before the court for a Progress Report regarding [enter the reason why the court is asking for a progress report]."

PATERNITY/LEGAL RELATIONSHIPS

If the information requested by the court does not pertain to paternity/legal issues, enter, "N/A". If the requested information does pertain to paternity/legal issues, provide the requested information. Address all supporting documentation, and attach it to the report.

CRIMINAL HISTORY

If the information requested by the court does not pertain to criminal history, enter, "N/A". If the requested information does pertain to the criminal history, attach the results of all requested criminal records on the individual(s) in question.

Address all clearance results. Enter the person's name and aliases and a description of any arrests and/or convictions. Include his/her probation/parole status and, if applicable, the date his/her probation status expires as well as his/her probation/parole officer's name and contact number.

If the individual is currently incarcerated, include the name and location of the jail/prison, the inmate's jail or prison ID number, and his/her anticipated release date.

If there is no criminal record found, enter, "No criminal history known at this time."

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

CURRENT SITUATION

Statements/Observations

If the information requested deals with criminal history or paternity/legal guardianship, enter a cross-reference.

Child(ren):

If applicable, enter a statement from the child as it relates to the information contained in the report. Include the following information:

- Child's name
- Date and location of interview
- Telephone number, if interviewed by phone
- Whether or not a child who is seven (7) years old or younger, is competent to be a witness

If not applicable, enter, "N/A".

Parents/Legal Guardians:

If applicable, enter a statement from the parent/legal guardian as it relates to the information contained in the report. Include the following information:

- Parent's name
- Relationship to the child
- Date and location of interview
- Telephone number, if interviewed by phone

If not applicable, enter, "N/A".

Others:

If applicable, enter statements from therapists, relatives, doctors, etc. that relate to the information contained in the report. Include the following information:

- Title, address, and phone number of the individual
- Date and location of each interview
- Telephone number, if interviewed by phone
- What each individual's testimony will be, if called to testify

If not applicable, enter, "N/A".

ASSESSMENT/EVALUATION

Discuss the results of the information obtained as it relates to the family's current situation, your recommendation(s), and the Case Plan.

Determine and address whether or not a change in any recommendation(s) and/or in the Case Plan is necessary.

ATTACHMENTS

List all documents that support your assessment and recommendation(s) in this section as well as in the Case Plan Update. Include the title of each attachment and the date it was written.

Example: Pomona Police Department Police Report #0000-0000, dated 01/01/01
Pomona Valley Medical Center-Medical Record #000, dated 01/01/01

Ensure that the listed attachment(s) are attached to the report.

RECOMMENDATION

If no change to the previous court orders is being recommended, enter:

"It is respectfully recommended that the previous ordered of the court remain in full force and effect and that the matter be continued to the previously scheduled hearing on [enter date] for [enter the type of hearing]."

Refer to the Recommendations Guide on CWS/CMS under LA County Specific template. To access this template by following one (1) of the following two (2) set of steps:

Option 1	Option 2
<ol style="list-style-type: none"> 1. Select "+" under "Create a New JV Document" under the ID Tab of the Court Management Section. 2. Change the "Document Category" to "County." 3. Select "Recommendations Guide" to access the document. 4. Select the appropriate recommendations, and paste them into the court report. 	<ol style="list-style-type: none"> 1. Select "Create a New Document" in the Case Management Section. 2. Select Los Angeles County and Recommendations Guide." 3. "Select the appropriate recommendations, and paste them into the court report.

Manually enter recommendations that are not found on the Recommendation Guide.

Ensure the following:

- The dates requested for the next status review and for the permanency hearing are within the statutory timeframes.
- The permanency planning hearing is held no later than twelve (12) months after the date the child entered foster care.

Respectfully Submitted,

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

By

CSW's Name, File number, and Telephone Number

Date

SCSW's Name and Telephone Number

Date

I have read and considered the above report.

Judicial Officer

Date