



Department of Children and Family Services Policy and Procedure Guide

Division No: 3 – Child Welfare
Chapter No: 3 – Initial Response/Detention
Item No: 7 – Child’s Folder, Initial

Effective: 7/19/04

POLICY: In accordance with California State Department of Social Services regulations, Social Workers (SW) shall provide out-of-home care providers with the Child's Folder containing information specific to the care and welfare of each child in their care. This folder shall remain with each child for the duration of dependency.

PURPOSE: To provide staff with procedures for initial creation of a child's folder, maintenance of current accurate information and timely, appropriate distribution of records to out-of-home care providers.

REFERENCE: California Code of Regulations, Title 22, Division 6, Chapter 7.5, Section 87070
California State Department of Social Services regulations, Manual Section 31-405.

PROCEDURES:

- I. Initial Removal
When in the field, social workers (SW) shall carry Child’s Packets (CP), each containing one Health & Education Questionnaire (Form JV225), one Appointment Alert Log, one set of written instructions, and one map showing the location of the building in which child welfare staffings are held. Upon removal of child(ren) the SW shall:
 - A. Obtain as much health and education information as possible during initial interview/assessment. (Information regarding illness, allergies, medical conditions, injuries, and medications shall be requested routinely).
 - B. Provide to parent(s) remaining in the home one child packet as described above, for each child removed.
 - C. Review Child’s Packet contents with parent(s) and instruct parent(s) to:
 1. Complete form JV225 for each child and place inside Child Packet.
 2. Complete Appointment Alert Log for each child.

- 3.
 4. Bring Child Packet containing the completed JV225, Appointment Alert Log, and all documents to initial staffing/Multi-Disciplinary Round Table (MDRT).
- D. Place all documents listed on the Child Packet for each child inside his/her Child Packet.
 - E. Advise parent(s) that they will be notified of the staffing time.
 - H. Instruct parent(s) to arrive at staffing location at least 30 minutes prior to the scheduled staffing time.
 - I. The assigned social worker must schedule a Child's Folder Interview to occur immediately prior to the Detention Staffing/MDRT. If there are medical issues the interview should be scheduled with the CHDP Public Health Nurse if at all possible. Other interviews should be scheduled with the designated Social Worker Aide. If neither of these persons is available, the social worker is responsible for completing the interview and the Post-Interview tasks outlined below.
- II. Special Circumstances
- A. Incarcerated Parent
 1. Form JV225 shall be completed by a SW, social worker aide (SWA), or public health nurse (PHN) at the jail or other facility within 48 hours of a staffing decision to detain the child(ren).
 2. The SW, SWA, or PHN shall request that parent(s) make arrangements for required documents to be provided to the Department of Children and Family Services.
 - B. Absent/Incapacitated Parent
 1. Social worker shall obtain as much information as possible from any available family member/care provider at the time of child removal.
 2. Above procedures for initial removal shall be implemented within 24 hours of contact with parents.
- III. Pre-staffing Child's Folder Interview
- Parents shall be interviewed by a trained SW, SWA, or PHN upon their arrival for staffing/MDRT. The interviewer shall:
- A. Review documents in Child Packet brought by parent.
 - B. Provide extra copies of Child Packet and form JV225 as needed.
 - C. Determine availability of any missing documents.

- D. Interview parent(s) to complete form JV225 when necessary.
 - E. Complete Appointment Alert Log.
 - F. Copy two sets of documents provided in Child's Packet for each child.
 - G. Return copied original documents (except Medi-Cal card) to parent(s).
 - H. Report information obtained in interview to SW.
- IV. Post-Staffing
- A. Upon a decision to detain child(ren) SW shall notify the interviewing party. Interviewing party (SWA/PHN/SW) shall, within 24 hours:
 - 1. Take steps to obtain any missing information needed for the Health and Education Packet.
 - 2. Advise Substitute Care Provider of any appointments scheduled for child within the next five days.
 - 3. Provide one copy of documents from Child Packet to SW.
 - B. Provide to designated Office Assistant (OA) or SWA:
 - 1. Completed form JV225 for each detained child.
 - 2. Completed Appointment Alert Log.
 - 3. Copies of personal documents from Child Packet for each detained child.
 - C. After 24 hours, but within five days of detention:
 - 1. Enter information obtained from interview and Form JV225 into Child Welfare Services/Case Management System (CWS/CMS) notebooks, **Information identifying HIV positive clients shall NOT be entered in notebooks.
 - 2. The designated Social Work Aide must create the Health and Education Passport from information acquired at parent interview.
 - 4. **NOTE:** Consult with court workers/SW/OA to insure that only one staff person is entering information or generating new documents in CWS/CMS at a time. If more than one staff person attempts to save new information to the database, only one will succeed.
 - 5. The Child's Folder process outlined above must be completed within 7 business days after the Detention Hearing.
- V. Office Assistant or Social Worker Aide
- Designated support staff will consult with court workers/SW/Interviewing party (as above) to ensure that there are no conflicts with Child Welfare Services/Case Management System usage when entering data.
- A. Complete Personal Information Form from information provided on form JV225.

- B. Complete Section A, items 1-6 on form LIC 601.
- C. Compile Child's Folder as per the sample.
- D. Designated delivery staff shall, within seven days of detention hearing:
 - 1. Secure a copy of Minute Orders from Juvenile Court.
 - 2. Insert minute orders into "Legal" section of Child's Folder.
 - 3. Generate completed Health and Education Passport.
 - 4. Insert completed Health and Education Passport into "Medical" section of Child's Folder.
 - 5. Complete Child's Folder Table of Contents Checklist.
- E. The Child's Folder is to be delivered to the Substitute Care Provider using the following procedure:
 - 1. Obtain all placement forms from Substitute Care Provider and insert in Child's Folder.
 - 2. Provide Substitute Care Provider with a set of written instructions regarding the use and maintenance of Child's Folder.
 - 3. Review Table of Contents Checklist.
 - 4. Verbally instruct Substitute Care Provider regarding use and maintenance of Child's Folder.
 - 5. Review CHDP pamphlet with Substitute Care Provider.
 - 6. Move CHDP pamphlet to Medical section of Child's Folder.
 - 7. Review current Appointment Alert Log with Substitute Care Provider, making sure all upcoming appointments are noted.
 - 8. Review Monthly Progress Report with Substitute Care Provider.
 - 9. Instruct Substitute Care Provider to complete, sign, and return one copy of Monthly Progress Report for each calendar month to the appropriate SW, SWA, social work supervisor (SWS), or OA no later than the fifth day of the following month.
 - 10. Identify the appropriate SW, SWA, SWS, or OA and advise Substitute Care Provider of pre-addressed envelopes included in "Forms" section of Child's Folder.
 - 11. Explain Child's Folder to child as age/ability-appropriate.
 - 12. Review Foster Youth Rights/Foster Care Ombudsman Information Sheet with child if age/ability-appropriate.
 - 13. Give child a copy of Foster Youth Rights/Foster Care Ombudsman Information Sheet as age/ability-appropriate.
 - 14. Place one copy of Foster Youth Rights/Foster Care Ombudsman Information Sheet in Personal section of Child's Folder.
 - 15. Establish a storage place for the Child's Folder with the Substitute Care Provider.

16. Complete Child's Folder Delivery Receipt with Substitute Care Provider.
17. Document established storage place of Child's Folder on location line of Child's Folder Receipt.
18. Take one copy of Child's Folder Receipt to place in case file.
19. Give one copy of Child's Folder Receipt to Substitute Care Provider for his/her file.

VII. Case File Transfer

When case transfer occurs after delivery of the Child's Folder to the care provider, the social worker shall place the blue Child's Folder Receipt on the top left side of the case file before sending the case to the ongoing task area.

VII. Post-Delivery

The Social Worker Aide or other designated delivery staff person shall:

- A. Provide copy of completed Child's Folder Delivery Receipt to SW.
- B. Document placement of Child's Folder in Child Welfare Services/Case Management System under "Alert" on the case ID page and on the "Associated Services" page of the contact notebook.
- C. Note and address any concerns or missing items documented on the Child's Folder Receipt.
- D. Immediately route Child's Folder receipt to ongoing SW if case has been transferred.

VIII. Arraignment Process

- A. In the event of an arraignment the completed Child's Packet will be filed in case file on the bottom right side in its original envelope.
- B. Upon a decision to detain child(ren) the Child's Packet contents will be reviewed and updated as necessary by SW/SWA/OA. All Child's Folder procedures for initial removal shall be followed.

IX. Voluntary Family Maintenance

- A. Completed Child's Packet will be maintained and filed on the bottom right side of the case file. A Child's Folder shall not be generated while children are in the Voluntary Family Maintenance (VFM) program.
- C. If circumstances lead to the children being detained, the procedures outlined above must be followed.

X. Renewed Dependency

Upon re-entry of the child into the DCFS system, the SW will :

- A. Complete Initial Removal Procedure (see section 1, pg. 1).
- B. Retrieve original Child's Folder from parent(s) if possible.
- C. Supply appropriate information from Child's Folder packet stored in case file and all new information from Child's Packet to the appropriate OA assigned to Child's Folder set-up and maintenance.
- D. The OA assigned to Child's Folder set-up and maintenance shall:
 1. Enter all new information on the appropriate documents.
 2. Compile a new Child's Folder or update previous Child's Folder supplied by parent(s).
 3. An updated Health and Education Passport shall be generated and placed in Child's Folder.
 4. The updated Child's Folder shall be delivered to the Foster Parents within 48 hours of placement.
- E. Designated delivery staff shall follow procedures for initial delivery of Child's Folder.

Approved By: Cathi Huerta, Assistant Director
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