

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 04: Ongoing Case Management/Practice

Item 004: Ongoing Child's Folder

Suggested changes send to: [DSS Child Welfare QA](#) Issued: **November 2010**

References: The Child's Folder shall be maintained pursuant to California Code of Regulations (CCR), Title 22, Division 6, Chapter 7.5, Section 87070 and California State Department of Social Services regulations, Manual Section 31-405. Replaces Issue: **PPG 3-3-37 Issued 5/14/10**

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 (CF) which contains the dependent child's background information.

Purpose:

To provide a procedure for the initiation and maintenance of the Child's Folder in ongoing task areas.

Introduction:

Foster parents and other out-of-home care providers will be provided with a folder containing information specific to the care and welfare of each child in their care. This folder shall remain with each child during their dependency. **Note that the most of the forms referred to in this PPG can be located in the "Child's Folder" folder in the "pub" section of the "H" drive.**

Procedure:

Ongoing Social Worker Responsibilities:

Upon receiving case file from Emergency Response (ER) Worker, ongoing social worker (SW) shall:

- Check case file for documentation (blue Child's Folder Receipt) stating that Child's Folder (CF) has been delivered and received.
- Check receipt for notice of any missing forms or information.
- Take steps to obtain any missing forms or information.

Upon first home visit, ongoing social worker shall:

- Review Child's Folder and update the following as needed
 - Personal information
 - Appointment Alert Log
 - New appointments added
 - Completed appointments indicated
 - Placement information, including placement documents (insure these are placed in the CF), Identification and Emergency Information (LIC 601) with Substitute Care Provider, and Foster Home Placement Register (Form 6090).
 - Legal, to include Minute Orders (visitation, Ex parte, etc), review any new orders, and place new orders into "Legal" section, most recent on top

- Verify presence of copy of birth certificate, Social Security Card, immigration documents or passport.
- Medical Information to include, but not limited to:
 - Health and Education Passport (HEP)
 - Medications
 - Health Care Encounter Forms (6376-T)
 - Copy of immunizations
 - All scheduled appointments
 - Medical involvement with outside agencies such as Central Valley Regional Center, Exceptional Parents Unlimited, Central California Children's Hospital, California Children's Services
- Education information including but not limited to:
 - Resource Service Program
 - Individualized Education Plan (IEP).
 - Progress Reports
 - Educator Communications
 - Individualized Family Service Plan
- Personal:
 - Personal Inventory Form 6157K (Girls), 6157L (Boys).
 - Items (pictures, certificates, etc) collected for lifebook.
- Reports:
 - Monthly Progress Reports Form (MPR)
 - Instruct Substitute Care Provider to complete, sign, and return one copy of MPR for each calendar month to designated staff between the first and fifth day of the following month
 - Provide Substitute Care Provider with pre-addressed, postage paid envelopes with SW's District # on return address lines.
 - Appraisal/Needs and Services Plan (LIC 625).
- ILP
 - Independent Living Program (ILP) documents when applicable.

Routine Visits/Contacts:

- Obtain a copy of current Child's MPR, or verify that it has been mailed.
- Review MPR with Substitute Care Provider.
- Provide and insert any new court documents pertaining to the placement.
- Check Medical section for new information.
- Provide and file new ILP information as needed and appropriate.

Court Ordered Family Maintenance (FM) Procedures

If child is removed from parents and placed in out of home care, refer to the Child's Folder, Initial (PPG 3-3-7)

- If after going to court and child is detained, with court ordered family maintenance, the child packet will be maintained and filed on the bottom right side of the case file.
- If the court ordered family maintenance plan fails, and child is placed in out of home care, refer to Child's Folder, Initial (PPG 3-3-7)
- A CF shall not be generated while children are in the FM program.

Permanency Planning Procedures

Social Work Aid responsibilities:

- Supply CF request forms to workers
- Create new and purge CF
- Deliver CF to appropriate person
- Place information on logs provided on H Drive
- Track CF
- Track child movements
- Update CF monthly and quarterly
- Set monthly logs and counts
- Set monthly purges
- Order supplies
- Prepare supplies for folder
- Set creating CF dates
- Store CF and supplies in **designated area**
- Create master record of this year and last
- Update current master record monthly
- Make sure all parties are informed of progress

Social Worker Responsibilities:

- **Social Workers are to turn in all CFs that are inactive or ready to be purged to the designated person or area.**

Family Reunification (FR) Procedures

If a child changes placement in **FR, assigned OA or SWA will:**

- Purge the folder
 - Remove anything which is outdated (i.e. old HEP)
 - Make a new one and place in Child's Folder
 - Remove all information relating to the former care providers
 - Check for the provision of new forms for the new care providers use (in back pocket)
 - Remove any narratives and/or notes from the previous care providers
 - Removed materials are to be returned to the ongoing SW to be checked before shredding
- Notify SW
 - Email the SW that folder has been purged
 - Return to SW for delivery to new care provider or give to SWA for delivery
 - Blue half sheet receipt is to be given to SW for filing in case
 - Yellow half sheet receipt is placed in basket for delivery to Eligibility
 - Log in delivery date and address

If ongoing SW is court ordered to detain and place previously non-dependent minor:

- SW completes Placement Change Packet
- Assigned OA checks Packet and makes new Child's Folders
 - Set CF dates to update folder
 - Deliver to SW to take to care provider

Closed cases in FR, SW/SWA shall:

- Provide original CF to parents or emancipated youth.
- Review CF with parent or emancipated youth.
- Document delivery/receipt of CF on CF Exchange Receipt.
- File CF Exchange Receipt on top left in case file.

If no one is available to take delivery of the child's folder

- Purge folder of all personal information
- Return to use

Placement Changes

A Placement Change Packet shall be provided to each relinquishing Substitute Care Provider.

Each Placement Change packet shall contain:

- One Appointment Alert Log.
- One Child's Profile Summary.
- One Monthly Progress Report.
- One JV-225

Swing and Stand-By Emergency Placement Changes:

Removing SW shall:

- Obtain CF or Child's Register from Substitute Care Provider if available.
- Complete three copies of CF Exchange Receipt with Substitute Care Provider.
- Leave one copy of CF Exchange Receipt with Substitute Care Provider.

Removing SW shall:

- Notify Child's SW of placement change.
- Forward CF and blue and yellow copies of CF Exchange Receipt to Child's SW.

Within one working day a Placement Change Packet will be submitted by designated staff:

- Provide a Placement Change Packet to relinquishing Substitute Care Provider.
- Assist Substitute Care Provider with completion of documents.
- Bring completed Placement Change Packet to DCFS offices.
- Place Placement Change Packet in appropriate basket.
- Document return of Placement Change Packet on CF log.
- Place blue copy of CF receipt on top left in case file.
- Provide a copy of the (yellow) copy of CF Receipt to the eligibility worker.

All Other Placement Changes:

Upon notification that a change of placement is necessary the SWA/Designated Support staff shall:

- Provide to current Substitute Care Provider in person (if change is immediate) or by mail/delivery (if 10-day notice is given one Placement Change Packet instructions for submitting completed Placement Change Packet documents to SW).

- Upon removal of a child from relinquishing Substitute Care Provider, the SW implementing the placement change will obtain existing CF. The SW will:
 - Review requested documents in Placement Change Packet or CF.
 - Assist Substitute Care Provider with uncompleted documents.
 - Check off items provided on Placement Change Packet cover sheet.
 - Note missing items on CF Exchange Receipt or Placement Change Packet cover sheet.
 - Complete CF Exchange Receipt with relinquishing Substitute Care Provider (when applicable).
 - Leave one copy of CF Exchange Receipt with Substitute Care Provider.
 - Place remaining two copies of CF Exchange Receipt in Placement Change Packet.
- Upon placing child with new Substitute Care Provider SW shall:
 - Notify new Substitute Care Provider of any immediate appointments scheduled for child.
 - Advise new Substitute Care Provider that a CF must be obtained by new care providers within two business days.
 - Obtain current home, cell, business or other appropriate telephone numbers for new Substitute Care Provider and record on Placement Change Packet cover sheet.
- Upon return to **DSS** offices the SW shall:
 - Place existing CF in designated CF basket.
 - Place yellow copy of CF Exchange Receipt in designated eligibility basket.
 - Place blue copy of CF Exchange Receipt in hard case file (top left side).
 - Discard previous CF Exchange Receipt.
 - Place Placement Change Packet and any additional information needed for creation of HEP in the designated Placement Change Packet basket.
 - Log Placement Change Packet/CF in on the CF log, designating “purge” or “create”.
- Within 48 hours (2 working days) of Placement Change designated support staff shall:
 - Place Eligibility copy (yellow) of CF Exchange Receipt in designated basket.
 - Purge CF, removing documents not needed by new Substitute Care Provider and black out confidential information on remaining documents.
 - Review Child’s Profile Summary and notify SW of any information that might be inappropriate for passing to new Substitute Care Provider.
 - Consult with SW, Court Writers, PHNs to assure that there are no conflicts with CWS/CMS usage when entering data.
 - Create or update child’s HEP, consulting with PHN regarding medical information as necessary.
 - Enter information provided in Placement Change Packet into CWS/CMS notebooks.
 - **Information identifying HIV positive clients shall NOT be entered in CWS/CMS notebooks.****
 - Complete Personal Information Form from documents in Placement Change Packet and case file.
 - Complete new LIC 601.
 - Create CF
- SW/SWA/Designated Support Staff shall:
 - Generate new HEP and place in CF just prior to delivery.
 - Insert copy of new placement documents into CF.

- Deliver CF to new Substitute Care Provider following all initial delivery procedures. (See PPG 3-3-7 for **Child's Folder**, Initial beginning with section on Pre-staffing Procedure).
- Upon return to DCFS, place yellow copy of CF receipt in designated eligibility basket and blue copy on top left in case file.
- Document delivery of new HEP in CWS/CMS.
- Document delivery of CF in Case Alert field of CWS/CMS Identification (ID) page.

- Upon case closure and a child's exit from the DCFS system, the CF shall be returned to DCFS.
 - Blue copy of CF receipt shall be placed on top left in case file.
 - Yellow copy of CF receipt shall be placed in designated eligibility basket.

- Designated support staff shall:
 - Duplicate contents of CF.
 - Place duplicates in a manila folder marked CF and labeled with child's name and date of birth (DOB), case name, and case number.
 - Place manila envelope on bottom right in case file.
 - Document placement of duplicate document in case file in Case Alert field on CWS/CMS ID page.
 - Purge original CF as appropriate for transfer to parents or emancipated youth.

- SW/SWA shall:
 - Provide original CF to parents or emancipated youth.
 - Review CF with parent or emancipated youth.
 - Document delivery/receipt of CF on CF Exchange Receipt.
 - File CF Exchange Receipt on top left in case file.

Child's Whereabouts Unknown:

- If a child has run away from their placement, the case manager shall wait 72 hours, to retrieve the CF. The SW shall:
 - Provide previous Substitute Care Provider with a Placement Change Packet, as described in the Placement Change section of this document.
 - Retrieve CF, completed Placement Change Packet documents, and all items requested on the Placement Change Packet from the previous Substitute Care Provider.
 - Complete CF Exchange Receipt with Substitute Care Provider.
 - Leave pink copy of CF Exchange Receipt with Substitute Care Provider.
 - Place blue copy of CF Exchange Receipt on top left in case file.
 - Place yellow copy of CF Exchange Receipt in designated eligibility basket.
 - Retain CF in their possession as long as the case remains open and in their caseload.

Upon Return of Child to **DSS Custody:**

- Follow procedures outlined in the Placement Changes section of this document.
- Upon case closure due to continuing "whereabouts unknown" status of the child:
 - CF shall be attached to and stored with the Case Service File in Archives.
 - Upon request for CF by emancipated youth the CF and Case Service File shall be retrieved from Archives.