

# DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 01: Director's Policies

## Item 006: Health and Education Passport

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: **May 18, 2012**

Revisions in red

References: Welfare and Institutions Code (WIC) §16010, §16010.6; California Welfare and Institution Code (WIC) Division 31-405.1; Fresno County Department of Social Services PPG 3-01-008; All County Information Notice No. I-15-09

Replaces Issue: January 5, 2012

### Policy

[Welfare and Institutions Code § 16010](#) mandates that as soon as possible, but not later than 30 days after initial placement of a child into foster care, the child protective agency shall provide the caretaker with the child's current health and education summary. For each subsequent placement, the child protective agency shall provide the caretaker with a current summary within 48 hours of the placement. The Department of Social Services (DSS) utilizes the Child Welfare Services/Case Management System (CWS/CMS) Health and Education Passport (HEP) to document the information.

### Purpose

To provide DSS Child Welfare social work staff with a procedure for the initiation and maintenance of the Health and Education Passport (HEP) and its timely, appropriate distribution to out-of-home care.

### Introduction

The Health and Education Passport (HEP) is a document printed out from information in CWS/CMS. It summarizes all obtainable health and education information for children in foster care from **point of entry** to present. It includes the child's immunizations, alerts, hospitalizations, mental health, observed behaviors, medication, dental, routine health visits and educational information. **In addition to being provided to out-of-home care providers, the HEP can be used as an information sharing tool with collaterals, in accordance with the [PPG 3-01-008](#). The Department is also mandated to include the HEP in Court Reports.**

### Procedure

The HEP accompanies the child throughout out-of-home placement. A new copy of the HEP is generated:

- **At least once in a 6-month period during monthly contact visits when social worker provides a copy of an updated HEP to care providers if there were medical, dental and/or educational changes in child's life**
- **When there are changes in placements (including extended visits with parents)**

- To be attached to Court Reports
- To be provided in discovery (if attached to Court Reports HEP doesn't need to be sent in discovery)
- To be shared with Court Appointed Special Advocates (CASA)
- To be given to emancipated youth
- To be shared with appropriate collaterals (see PPG 3-01-008)

### Well-child Physical and Dental Examinations

- Well-child physical examinations must be accomplished according to the [Bright Futures/American Academy of Pediatrics Periodicity Schedule](#). The Schedule contains guidelines regarding the recommended intervals between examinations based on the child's age.
- [California Welfare and Institution Code Division 31-405.1](#) requires that each child in out of home placement receives a medical and dental examination, preferably prior to, but not later than 30 days after placement.
- [California Code of Regulations](#) Title 17, Subchapter 13 **recommends** that beginning at age 1 all children receive a dental examination annually. **Please see [Periodicity Schedule for Dental Referral by Age](#). (Medi-Cal pays for dental examination every 6 months).**

### Emergency Response Social Worker (ER SW)

- Per PPG 3-3-7, the responding ER SW shall:
  - Provide a [JV 225 Your Child's Health and Education](#) form to the parents in case of child removal;
  - Schedule the Child's Folder Interview to occur immediately prior to the Initial Team Decision Making (TDM) meeting.

### Social Work Aide (SWA)

Per PPG-3-3-7, prior to the Detention TDM, the SWA shall:

- Whenever possible interview the parent and insure that the parent has completed the JV 225, as required;
- Document child's medical, dental and education information captured by the JV 225 in the HEP.

## Ongoing Case Managing Social Worker (SW)

It is a primary responsibility of an Ongoing Case Managing Social Worker to maintain and update health and education information in the HEP for all children on their caseload. The ongoing case social worker shall:

- Generate and provide a copy of the HEP to the child's caregiver on a monthly basis;
- Ensure that the HEP has been provided to the caregiver within 30 days of the child's first initial placement; and
- After any subsequent placements, update the HEP information in the CWS/CMS system and ensure that the HEP, together with the Child's Folder, is transferred with the child and reviewed with the new caregiver.
- Review the HEP with the child's caregiver during each monthly contact with the caregiver, whether in person or by telephone. The SW shall emphasize the importance of maintaining a record of the child's medical care. (SW is encouraged to utilize a revised [6376T Health Care Encounter Form](#) to gather pertinent information during monthly visits).
- Document any medical, dental and educational changes in the HEP and provide updated HEP document to the care provider at the next visit.
- Immediately after the case has been assigned, review for completion of education information in the HEP and update if needed; although, per PPG, this should have been done prior to case reassignment.
- Update the child's school records on CWS/CMS with new school information. If a gap appears in the child's school enrollment record, the SW enters the child's previous school enrollment dates, if known or available.
- Review and update the Education Notebook in CWS/CMS by entering the child's educational record information.
- If the child has an Individualized Educational Plan (IEP), or a 504 Plan follow [All County Information Notice No. I-15-09](#) instructions to enter information into CWS/CMS which populate in HEP.
- Document the status of child's parent(s)/guardian's educational rights in CWS/CMS as appropriate.
- Update the CWS/CMS Education Notebook when the child transfers to a new school or enters a new grade level.
- If not able to get information from the school, contact the DSS Education Liaisons.
- Utilize Child Well-Being reports in Safe Measures (Health and Education Documentation, Education Enrollment, Current Physical Examinations, Current Dental Examinations) to monitor HEP compliance.

### **Public Health Nurse (PHN)**

The PHN ensures the integrity of the health information documented in the HEP and depending on the circumstances may:

- Enter medical information into the HEP for a child with an identified medical condition requiring follow up, after receiving a [PM160](#) from the child's physician that performed the CHDP exam; and
- Be available for consultation with SW helping to obtain medical information **and entering it into the HEP**, especially for the medically fragile children.

### **Office Assistant (OA)**

The OA shall

- Enter medical information into the HEP for a child who does not require medical follow up, after receiving a PM160 from the child's physician that performed the CHDP exam.

### **Child Focus Team (CFT)**

The CFT **assists with** entering medical and education information into the HEP for children ages 0 to 5. CFT may:

- Enter the results from Ages and Stages Questionnaire (ASQ) into the Education Notebook.
- Enter school placement and any school placement changes, when discovered.
- If the child has an Individualized Educational Plan (IEP), obtain a copy of the child's IEP and enter the date of the IEP and the qualifying reason for the IEP in the IEP field in the child's CWS/CMS Education Notebook.
- If the child's parent(s)/guardian's educational rights are limited, document that data in CWS/CMS as appropriate.

### **Education Liaison (EL)**

The EL **assists with** entering information into the Education Notebook for children who are referred to them. The EL may:

- Enter and update school placement of children they work with, including IEP information.
- If the child's parent(s)/guardian's educational rights are limited, document that data in CMS/CWS as appropriate.

### **Social Work Supervisor (SWS)**

The SWS supports the SW and monitors the HEP for accuracy and verifies that all entries are up to date. The SWS shall:

- Engage SW in the conversations about HEP compliance during weekly/monthly consultations;

Utilize Child Well-Being reports in Safe Measures (Health and Education Documentation, Education Enrollment, Current Physical Examinations, Current Dental Examinations) **monthly** to monitor HEP compliance (**Safe Measures can be accessed via DSS NET at <https://www.safemeasures.org/ca/>**).

### **Program Manager (PM)**

The PM supports the SWS in achieving full compliance of all the units in the PM's division. The PM shall:

- Engage SWS in conversations about HEP compliance during weekly/monthly consultations; and
- Utilize Child Well-Being reports in Safe Measures (Health and Education Documentation, Education Enrollment, Current Physical Examinations, Current Dental Examinations) **monthly** to monitor HEP compliance (**Safe Measures can be accessed via DSS NET at <https://www.safemeasures.org/ca/>**).

### **Deputy Director (DD)**

The DD supports the PM in achieving full compliance of all the units in the DD's division. The DD shall:

- Engage PM in conversations about HEP compliance during weekly/monthly consultations; and
- Utilize Child Well-Being reports in Safe Measures (Health and Education Documentation, Education Enrollment, Current Physical Examinations, Current Dental Examinations) **monthly** to monitor HEP compliance (**Safe Measures can be accessed via DSS NET at <https://www.safemeasures.org/ca/>**).

### **The HEP Users Contact Information**

- [Education Liaison \(EL\)](#)
- [Child Focus Team \(CFT\)](#)
- [Public Health Nurse \(PHN\)](#)