
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: February 15, 1984

Number: G-0311

Revised: January 24, 1985

Revised: September 1, 1986

Revised: June 1, 1987

Revised: January 1, 1988

Revised: May 6, 1994

Revised: July 20, 2010

Revised: April 12, 2011

Periodic Review Report

| | |
|----------------|--|
| Purpose | To provide guidelines for Permanent Placement (PP) dependency cases and development of the Periodic Review Report. |
|----------------|--|

| | |
|-----------------|--|
| Approved | This policy was approved by Gary Taylor, Director of CFS, on April 12, 2011. <i>Signature on file.</i> |
|-----------------|--|

| | |
|-------------------|--|
| Background | Juvenile Court (Court) will order PP services when a child cannot safely remain or return home. The goal of PP services is to achieve legal permanency through Adoption, Legal Guardianship (LG), or Long-Term Foster Care (LTFC). |
|-------------------|--|

In most instances, a child's permanent plan is determined at a Welfare and Institutions (WIC) section (§) 366.26 (Selection and Implementation) hearing, per CFS P&P [WIC 366.26 Hearing Report \(G-0312\)](#). However, the PP phase of dependency proceedings will begin following:

- The Dispositional hearing (see CFS P&P [Jurisdictional/Dispositional Hearing Report \[G-0310\]](#)) if family reunification (FR) services are not offered for a child in out-of-home care

–Or–

- Termination of FR services (see CFS P&P [Family Reunification Status Review Reports \[G-0317\]](#))

Once a permanent plan is ordered, if dependency is retained, a Periodic Review hearing (also known as a Post-Permanency Plan Review hearing) will be conducted every six months to ensure the permanent plan is achieved as soon as possible.

At each Periodic Review hearing, Court will review the progress made towards achieving legal permanency for the child, consider the safety of the child, and determine:

- Appropriateness of the out-of-home placement
- Continuing appropriateness and extent of compliance with the permanent plan
- Extent of compliance with the Court-approved Case Plan
- Necessity/Appropriateness of limiting educational rights
- Adequacy of services provided to the child

Per WIC § 366.3, additional factors will be considered by Court at each Periodic Review hearing, as applicable to the permanent plan and/or placement status of the child.

For PP dependency cases, the assigned Senior Social Worker (SSW) is responsible for:

- General case management and oversight
- Preparation/submission of a Periodic Review Report and Case Plan Update (as applicable) for each Periodic Review hearing
- Preparation of Interim reports/updates requested by Court

Recent revisions to this policy incorporate legislation enacted by Assembly Bill (AB) 743 regarding sibling placement/visitation, and guidelines to request a visitation order upon establishment of LG.

Legal Mandates [Welfare and Institutions Code § 295](#) details the requirements for noticing parties of WIC § 366.3 Periodic Review hearings.

[Welfare and Institutions Code § 302](#) provides that, unless parental rights have been terminated, parents be notified of all dependency proceedings and provided a copy of each court report.

[Welfare and Institutions Code § 303](#) provides that Court may retain jurisdiction over any dependent child until the child reaches age 21.

[Welfare and Institutions Code § 361.3](#) outlines the factors that must be assessed in consideration of relative placement, and the need to document consideration of these factors for Court.

[Welfare and Institutions Code § 366\(b\)](#) indicates that subsequent to a WIC § 366.26 hearing, Periodic Review hearings be conducted pursuant to WIC § 366.3 and WIC § 16503.

[Welfare and Institutions Code § 366.29](#) details post-adoption contact agreements.

[Welfare and Institutions Code § 366.3](#) and [California Rules of Court, Rule 5.740](#) detail the conduct of the Periodic Review hearing and the applicable Court findings/orders.

[Welfare and Institutions Code § 391](#) mandates the information and services that must be provided to a transitioning youth, prior to a hearing to terminate dependency proceedings.

[Welfare and Institutions Code § 16002](#) details efforts and exceptions to facilitating sibling placement and/or visitation.

[Welfare and Institutions Code § 16501\(i\)](#) defines PP services.

[Welfare and Institutions Code § 16501.1](#) and [Division 31 Regulations Chapter 200](#) detail the development, content, and timeframe for completion of a case plan.

[Welfare and Institutions Code § 16501.1\(f\)\(4\)](#) requires that a child's SSW inform a child in out-of-home placement of his/her personal rights, at least once every six months.

[Welfare and Institutions Code § 16503](#) details the conduct of the Periodic Review hearing.

[Welfare and Institutions Code § 16508](#) details eligibility for PP services.

[California Rules of the Court, Rule 5.651\(c\)](#) provides that at each Periodic Review hearing, specific information regarding the child be addressed to ensure his/her educational, physical, mental health, and developmental needs are being met.

[California Rules of Court, Rule 5.810\(e\)\(2\)](#) details the timeframe within which a Periodic Review Report be provided to applicable parties.

[Division 31 Regulations Chapter 300](#) details the SSW's responsibilities for the provision of services.

[Adoptions Manual, Title 22, Division 2, Section 35127.1\(b\)](#) provides that a child accepted for adoption services complete a developmental assessment and/or psychological evaluation.

In re Cesar V. (2001) 91 Cal. App. 4th 1023 and *In re Lauren R. (2007) 148 Cal. App. 4th 841* held that relative placement preference, as detailed in WIC § 361.3(d), does not apply after parental rights have been terminated and a child freed for Adoption.

In re Joseph T. (2008) 163 Cal. App. 4th 787 held that relative placement preference, as detailed in WIC § 361.3(d), applies through the FR period.

Definitions

Permanent Placement Services: Activities designed to provide a permanent family structure for children who because of abuse, neglect, or exploitation cannot safely remain at home and who are unlikely to ever return home.

Legal Permanency: Reunification of child with birth/adoptive parent or legal guardian. If that does not occur, legal permanency can also be defined as the child's Adoption by another family or LG with another family.

POLICY

General Case Management

Throughout the PP phase of dependency proceedings, the assigned SSW will:

- Monitor the child's physical and emotional well-being
- Assess the needs of the child
- Clarify for Case Plan Participants, any Court orders and the role/responsibilities of CFS
- Monitor case plan compliance and ensure services specified in the Case Plan are offered/provided

The following case management activities will be completed:

A. **Case Plan Review:**

At the initial contact immediately following any hearing ordering PP services or continuation of PP services, the assigned SSW will:

1. Provide and review the Court-ordered Case Plan with each Case Plan Participant, including the child (if age 12 years or older and in PP).

Note: Case Plan review is an ongoing process completed throughout the PP phase of dependency proceedings, as service needs of the child change.

2. Request signature of each Case Plan Participant, including the child (if age 12 years or older), on the Case Plan.

Note: If signature(s) not obtained, indicate reason on the Case Plan signature page and Periodic Review Report prepared for the next scheduled Periodic Review hearing.

The assigned SSW will enter the date of case plan signature or refusal to sign on the ID tab of the In Effect Case Plan in CWS/CMS.

B. **Compliance Contacts:**

Required compliance contacts will be completed as specified in the Case Plan. See CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#) for further information, and for contact exceptions/waivers that may be permitted for PP cases.

C. **Service Provision:**

In compliance with the Case Plan and any additional Court orders, service/transportation referrals will be offered/provided to Case Plan Participants, as often as is necessary.

When appropriate, service providers will be given information and relevant court reports, as necessary, regarding the sustained allegations and treatment needs of the client(s).

The assigned SSW will obtain monthly verbal or written (including by email) reports/updates from all service providers regarding:

- Client participation and progress towards treatment goals
- Service provider's professional opinion of:
 - The child's current safety and well-being
 - The current service needs of the client(s)
- Any Court requested information

If unable to obtain reports/updates from service providers, all attempts will be documented in CWS/CMS contact narratives. See [CWS/CMS Data Entry Standards—Service Providers—How to Search, Attach, and Record a Contact](#).

For guidelines regarding exchange of electronic information outside the SSA Network, including the encryption of emails, refer to [Attachment 1—Safeguarding Electronic Information](#).

For guidelines on the exchange or release of client information, including use of the *Authorization for Release of Information (F063-25-228)*, refer to CFS P&P [Confidentiality—CFS Client Records \(F-0105\)](#).

D. **Visitation:**

Visitation will be arranged between the child and those parties specified in the Case Plan. See Policy section "Visitation Requirements" in CFS P&P [Visitation Guidelines \(D-0313\)](#) to identify parties appropriate to consider for visitation when a child is receiving PP services.

E. **Maintaining Relationships with Important Persons:**

Any child, 10 years of age and older, receiving PP services, who is not already placed with a prospective adoptive parent/legal guardian, will:

- Have the opportunity to maintain relationships with Important Persons who have attained a level of significance to the child (see CFS P&P [Maintaining Connections with Important Persons \[D-0410\]](#))
- Be asked to identify individuals significant/important to the child, in an effort to identify a prospective adoptive placement or legal guardian

F. **Structured Decision Making (SDM) Tools:**

All applicable SDM tools will be completed pursuant to CFS P&P [Structured Decision Making \(D-0311\)](#), at a minimum:

- Every six months, in conjunction with each Periodic Review hearing and/or prior to creating a Case Plan Update
- If FR services are ordered for a known or newly identified parent
- If a Trial Visit is considered and/or the child is returned home
- When a new child abuse referral is investigated

G. **Health and Education Passport (HEP):**

Pursuant to CFS P&P [Health and Education Passport \(I-0403\)](#), while a child remains in out-of-home care, CFS will ensure the child's educational, medical, mental health, and dental needs are met. This involves provision of a HEP to the child's out-of-home caregiver, upon placement and every six months.

To facilitate the above, the assigned SSW will:

1. Refer the child for regular medical/dental examinations and preventative health services through the Child Health and Disability Prevention (CHDP) Program, as detailed in CFS P&P [Child Health and Disability Prevention Program \(I-0203\)](#).
2. During monthly contacts, obtain and document information regarding the child's educational, medical, mental health, and dental history.
3. Update *HEP Facsheet (F063-28-323)* and submit to HEP Clerk by the clerical deadline of each Periodic Review Report.
4. Review recommendations for follow-up care made by the Public Health Nurse (PHN) and facilitate follow-up care in consultation with the Senior Social Services Supervisor (SSSS) and PHN.

H. **Informing Child of Personal Rights:**

A child placed in out-of-home care will be regularly informed of his/her personal rights in an age/developmentally

appropriate manner that includes an explanation of the child's rights and addresses the child's questions/concerns regarding placement.

Advisement of a child's personal rights will be provided by the assigned SSW at least once every six months, utilizing the *Personal Rights (LIC 613B)* form.

**Developmental/
Psychological
Evaluation
(Adoption
Cases)**

The assigned SSW and/or Adoptions Applicant SSW (Applicant SSW) will ensure any child with a permanent plan of Adoption, complete the following as expeditiously as possible:

- Developmental assessment (child age four years and younger)
- Psychological evaluation (child age five years and older)

The results and recommendations of the developmental assessment/psychological evaluation will be:

- A. Forwarded to the Applicant SSW, for inclusion in the Child Presentation provided to a prospective adoptive parent (see CFS P&P [Adoption Matching Procedure \[C-0701\]](#)).
- B. Included in the Periodic Review Report (unless documented in a prior court report).

Subsequent developmental assessments and/or psychological evaluations will be completed:

- Upon Court order
- Or–**
- As necessary, if a child's development/behavior/affect suggest further assessment/evaluation is needed to facilitate adoptive placement and/or ongoing care of the child (consult SSSS)

Note: Developmental assessments and/or psychological evaluations must be completed within one year of the adoptive placement signing.

**Permanent
Planning
Assessment
(PPA)**

In accordance with CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#), the assigned SSW will complete and submit a *Permanent Planning Assessment (F063-18-242)* to the Adoptions program **no later than 45 calendar days** prior to:

- Each Periodic Review hearing if the permanent plan is LTFC
- A Periodic Review hearing if the permanent plan of LG is no longer appropriate

Adoption Exception: In the event of a failed adoptive placement, or if the permanent plan of Adoption no longer appears to be appropriate, an updated PPA will be completed.

The findings and recommendations of any updated PPA will be considered when determining the recommended permanent plan for the child, and incorporated into the Periodic Review Report.

Educational Rights of the Parent

In accordance with CFS P&P [Limiting Educational Rights \(I-0103\)](#), the assigned SSW will:

- Ensure a responsible adult is available and involved in making decisions for a child's education
- As necessary, request Court limit educational rights of the parent and/or appoint an educational representative

If parental rights are not terminated and educational rights of the parent were previously limited, the Periodic Review Report will address, as applicable, the parent's continued inability or unwillingness to make educational decisions for the child.

Note: If **LG** is established at a Periodic Review hearing, educational rights will be transferred to the legal guardian unless Court determines the legal guardian cannot make educational decisions in the child's best interest.

Compliance with Court Orders

The assigned SSW will adhere to any orders issued by the Juvenile Court and ensure CFS staff associated with the case are informed of any court orders relevant to their involvement in the case.

When clarification or modification to an existing court order is deemed necessary, the assigned SSW will take the following steps in the order listed:

- Contact the Court Officer assigned to the courtroom in which the dependency proceedings are held
- Contact the Deputy County Counsel assigned to the case
- Appear in Court to discuss, if directed to do so by County Counsel
- Complete a *Request to Change Court Order (JV-180)* and

forward to a SSSS in the Court Officers Unit for submission to Juvenile Court

Note: When circumstances arise that pose a potential **physical risk to the child's safety**, immediately consult County Counsel.

Failed Adoptive Placement

When denial or withdrawal of an adoption application necessitates removal from a prospective adoptive parent, staff will adhere to CFS P&P [Adoption Application—Denial and Grievance \(C-0101\)](#).

Once an *Adoption Request (ADOPT-200)* (i.e., adoption petition) has been filed, staff will adhere to CFS P&P [Adoption Finalization \(C-0401\)](#) if termination of an adoptive placement is sought prior to adoption finalization.

Prior to removal of a child from a prospective adoptive parent, the assigned SSW will:

- A. Whenever possible, request a Placement Preservation/Change of Placement Team Decision Making (TDM) meeting, per CFS P&P [Team Decision Making \(D-0308\)](#).
- B. Consult Adoptions SSSS/Program Manager and County Counsel (as necessary) regarding the proposed placement change and any necessary noticing requirements.

In the event of a failed adoptive placement, staff will adhere to CFS P&P [Adoption Matching Procedure \(C-0701\)](#) to identify a new adoptive placement and submit an updated PPA to assign a new Applicant SSW.

Placement Changes (LG/LTFC)

- A. **Identifying Placement Options:**
Pursuant to best practice guidelines, the assigned SSW will attempt to identify relatives and/or NREFMs for placement, when a child has a permanent plan of LG or LTFC, and:
 - A placement change is necessary**–and/or–**
 - The current plan to achieve legal permanency fails (e.g., LG rescinded)

Note: Prior to any change in a child's placement (or as soon as possible after emergency removal from a placement) a TDM meeting will be held, pursuant to CFS P&P [Team Decision Making \(D-0308\)](#).

Information required to complete a placement assessment will be forwarded to the Placement program (Diversion Unit), per CFS P&Ps [Relative/NREFM Placement Assessments \(K-0105\)](#) and [Clearances—Relative Assessment \(K-0101\)](#).

B. **Relative Placement Assessment Documentation:** Placement staff (Diversion or Relative Assessment Unit [RAU]) will document consideration of each factor specified in [Attachment 2—Relative Placement Assessment Documentation](#), **if**, during the current period of review, a relative is assessed for placement, and one of the following apply:

- The child is placed with the relative
- The relative is approved for placement
- The relative is disapproved for placement
- The relative declines placement following assessment

The relative placement assessment documentation will be included in the court report prepared for the next scheduled Periodic Review hearing (or hearing to address placement).

Note: Documentation of the factors specified in [Attachment 2](#) is not required for NREFMs, unless ordered by Court.

**Writing the
Periodic Review
Report**

The assigned SSW will prepare a Periodic Review Report for each Periodic Review hearing calendared. The report will incorporate pertinent, accurate, and objective information obtained over the current period of review (consistent with information documented in CWS/CMS contact narratives). Objectivity and accuracy on behalf of the assigned SSW is paramount, as it ensures a factual representation for Court to make a determination regarding the child's status and compliance with the permanent plan, and lends credibility to the assigned SSW's recommendations.

Each Periodic Review Report will document:

- The child's well-being
- Appropriateness of the child's permanent placement

- An evaluative assessment of progress and efforts towards achieving/finalizing the permanent plan, including those factors detailed in WIC § 366.3(e) and (g). See:
 - [Attachment 3—Periodic Review Report \(Adoption Cases\)](#)
 - [Attachment 4—Periodic Review Report \(LG/LTFC Cases\)](#)
- Compliance with Case Plan objectives and services
- Projected date of legal permanency (if not already achieved)
- Recommendation regarding continued appropriateness of the permanent plan

Each Periodic Review Report will be written in complete, concise sentences. Documentation of any interviews/correspondence with collateral contacts/service providers will include:

- The date on which interview/correspondence was completed
- The method by which interview/correspondence was conducted (e.g., in-person, phone, letter)
- A notation of language (other than English) or interpreter services utilized
- The full name, title, and agency affiliation (as applicable) of any professional
- Contact information (i.e., address and phone number), unless there is a compelling reason to keep the information confidential

Refer to Procedure section, “Completing the Periodic Review Hearing Report,” for specific content to be included in each Periodic Review Report prepared for a PP case.

Note: Attempts to obtain any required information not available for inclusion in the Periodic Review Report, or Case Plan Update, will be documented in the Periodic Review Report.

Recommendation Considerations

The recommendation at the Periodic Review hearing will address the continued appropriateness of the permanent plan and the need for continued dependency. See [Attachment 5—Periodic Review Hearing Recommendation Considerations](#).

Additional guidelines will be followed when:

- Terminating dependency for a transitioning youth
- Changing the child’s permanent plan

A. **Termination of Dependency for Transitioning Youth:**

The assigned SSW will recommend termination of dependency when a youth has reached the age of the majority (18 years of age). This recommendation may be made at a Periodic Review hearing or Termination Review hearing (submit Ex Parte request, as necessary, to calendar a Termination Review hearing).

Note: Court may retain dependency of a youth until 21 years of age. CFS staff may recommend continued dependency of a youth provided he/she will complete high school (or equivalent) prior to turning 19 years of age. Consult SSSS and County Counsel if termination of dependency is not in the best interest of a youth who has reached the age of the majority.

CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#) provides guidelines regarding the eligibility/provision of ILP services and requirements to prepare a youth for emancipation.

The status of provision of ILP services and requirements will be addressed in the Periodic Review Report (and any court report submitted to terminate dependency of an emancipating youth):

- If the child is over 15 years nine months of age, and the permanent plan is LG or LTFC)
 - If the child is over 15 years nine months of age, the permanent plan is Adoption and:
 - The child is not placed with a prospective adoptive parent
- and/or–**
- The Adoption was not finalized prior to the child reaching the age of the majority

B. **Changing the Permanent Plan:**

If the assigned SSW becomes aware of changed circumstances which indicate the child's current permanent plan is no longer appropriate, a recommendation will be made at the next scheduled Periodic Review hearing, to request that Court calendar a WIC § 366.26 hearing to determine a new permanent plan for the child.

Note: Any party that seeks to change the child's permanent plan may file a *Request to Change Court Order (JV-180)*. Consult SSSS and County Counsel prior to filing a *JV-180* in lieu of recommending, at the next Periodic Review hearing, that a WIC § 366.26 hearing be calendared.

Case Plan Update

A. **Circumstances Necessitating A Case Plan Update:**

The assigned SSW will complete a Case Plan Update:

- In conjunction with each Periodic Review hearing, unless the recommendation is to terminate dependency proceedings
 - If the Case Plan Update reflects changes to existing Case Plan objectives or services, the Periodic Review Report will provide adequate justification for requested changes
- If current Case Plan Service Objectives no longer meet the service/permanency needs of the child
 - If a Case Plan Update is required prior to a Periodic Review hearing, consult SSSS and County Counsel regarding submission of a *Request to Change Court Order (JV-180)* or Ex Parte request

B. **Development of Case Plan Update:**

Whenever possible, the assigned SSW will involve the child (as age and developmentally appropriate) in development of a Case Plan Update.

Prior to developing a Case Plan Update, the assigned SSW will:

- Complete SDM tool – Child Strengths and Needs Assessment
- During compliance contact(s), solicit input from the child and any other Case Plan Participant, regarding:
 - Case Plan Goals/Objectives/Client Responsibilities
 - Client strengths and service needs
 - Case management activities to be performed
 - Visitation (as applicable and appropriate)

Note: For LG/LTFC cases, consider, as appropriate, placing responsibility on the parent to facilitate his/her own transportation to a visit and/or to secure an individual approved by SSA to monitor/supervise the visit (as needed).

During discussions with each Case Plan Participant regarding case plan development, the assigned SSW will request signature of the Case Plan Participant, including any child (if age 12 years or older and in PP) on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)*.

If any required signature is not obtained, the reason will be indicated on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* and in the Case Plan section of the court report submitted with the Case Plan Update.

Note: Use of the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* does not replace the need to obtain signatures on the Court-approved Case Plan Update. See Policy section, “General Case Management.”

A completed *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will accompany any proposed Case Plan Update submitted to Court.

For further information on development/content of a Case Plan Update, refer to CFS P&P [Case Plan Development/Elements \(D-0101\)](#). For instruction regarding generating a Case Plan Update in CWS/CMS, refer to [EZ Mapping for CMS Case Plan—Update](#).

C. **Court Amended Case Plan:**

If the proposed Case Plan Update is amended by Court, the Case Plan Update will be revised in CWS/CMS accordingly by the assigned SSW and/or SSSS.

**Transitional
Independent
Living Plan
(TILP)**

Pursuant to Division 31 Regulations § [31-236\(a\)](#), a TILP will be completed for any dependent child in out-of-home care, 15 ½ years of age and older. The TILP will be subsequently updated by the assigned SSW in conjunction with each Periodic Review hearing.

TILP goals will be regularly reviewed with the child and incorporated into the Case Plan pursuant to CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#).

Timeframe for Completion/ Submission of Court Report

The Periodic Review Report and any accompanying Case Plan Update will be:

- A. Submitted to the assigned SSW's Court Typist by the **clerical deadline**, no later than **24 calendar days** prior to the scheduled hearing date.

Note: Ensure all relevant SDM tools have been completed.

- B. Reviewed and signed by the assigned SSW and their SSSS (or designee) following approval.

Note: Pursuant to [Division 31-230.12](#), signature approval on the Case Plan Update is not required prior to submission to Court, provided the Periodic Review Report to which the Case Plan Update is attached has been signed.

- C. Filed with Court by the **court filing deadline**, no later than **4:00 p.m., 10 calendar days** (excluding judicial holidays) prior to scheduled hearing date.

Note: The timeframe for pick up of court packets (for filing purposes) by the Court Courier varies by program.

Notice of Hearing

The assigned SSW will complete a *Notice of Hearing Worksheet (F063-28-04)*, and provide to the assigned SSW's Court Typist **by the clerical deadline** to ensure all appropriate parties receive notice of the Periodic Review hearing.

Notice will be provided to all appropriate parties no earlier than **30 calendar days** and not later than **15 calendar days** prior to the scheduled Periodic Review hearing.

Refer to CFS P&P [Notices of Hearing \(G-0507\)](#) for information regarding parties entitled to notice, method of service, and content of the notice. Further information regarding notice is detailed in:

- CFS P&P [Absent Parent Search \(G-0801\)](#)
- CFS P&P [Indian Child Welfare Act \(G-0309\)](#)
- CFS P&P [Incarcerated and Institutionalized Parents \(G-0308\)](#)

Provision of Court Report to Involved Parties

The assigned SSW's Court Typist will provide a copy of the Periodic Review Report and Case Plan Update to applicable parties, as directed on the *Notice of Hearing Worksheet (F063-28-04)* (see CFS P&P [Notices of Hearing \[G-0507\]](#)). The Periodic Review Report and Case Plan Update will be provided no later than **10 calendar days** in advance of the scheduled hearing.

Addendum Reports

Following submission of the Periodic Review Report to Court, an Addendum Report will be submitted by the assigned SSW when:

- New information pertinent to the case is obtained, which was not previously documented in the Periodic Review Report
 - The recommendation of the Periodic Review Report changes
 - The Case Plan Update previously submitted with the Periodic Review Report is revised prior to the scheduled hearing (include revised Case Plan Update and any *Acknowledgement of Participation in Case Plan Development [F063-28-244]* not previously submitted to Court)
 - The Periodic Review hearing is continued:
 - A minimum of **seven calendar days**
- and/or–**
- Court requests additional information be provided

Addendums may be submitted to the Court Typist for filing with Court **any time prior** to the scheduled hearing.

Other Court Reports

When a non-statutory review hearing is calendared (e.g., Adoption Review hearing), the assigned SSW will ensure completion and submission of the court report specific to that hearing (i.e., Interim Report).

Note: Per CFS P&P [Adoption Review Hearings \(C-0404\)](#), an Applicant SSW will provide written input for incorporation into any Interim Report prepared for an Adoption Review hearing. Consult Applicant SSW if modification to written input is required or requested.

Any Interim Report prepared by the assigned SSW will be:

- A. Submitted to the assigned SSW's Court Typist by the **clerical deadline**, no later than **four court business days** prior to the scheduled hearing date.

- B. Filed with Court by the **court filing deadline**, no later than **two court business days** prior to scheduled hearing date.
-

**Advisement of
Child's Rights
at Court**

The assigned SSW will make every attempt to inform any child (capable of understanding the concept) who is the subject of dependency proceedings, of their right to:

- Be present and participate in any dependency hearing regarding his/her case. (**Note:** An emancipating youth who has reached the age of majority must be present at the hearing to terminate dependency, unless the youth does not wish to appear or efforts to locate the child are documented in the court report)
- Make a statement to Court, including an opinion about placement (if placement decisions are being considered)

Documentation of the above advisement and statements made by the child will be documented in the Periodic Review Report.

For additional information regarding advisement of the child's rights at Court and facilitating transportation to hearings, refer to CFS P&P [Child's Rights at Court \(G-0303\)](#).

**Availability for
Court Dates**

The assigned SSW and SSSS will be available to respond to Court for each Periodic Review hearing or continuance of that hearing, as follows:

- A. The SSW will immediately return any telephone call received from the courtroom in which the hearing is being held.
- B. The SSW will make an in-person response to Court at the time specified by Court, when the SSW's presence is requested. The SSW will be available to respond to Court regardless of his/her flex day.
- C. Upon receipt of a personal appearance subpoena, the SSW will do one of the following:
- Appear in Court on the date/time specified
 - Contact Victim Witness to be placed on call if subpoenaed by County Counsel
 - Make alternate arrangements (e.g., request to be placed on-call) with the person requesting their presence and inform County Counsel

For further information regarding subpoenas, refer to CFS P&P [Confidentiality—CFS Client Records \(F-0105\)](#).

- D. The assigned SSSS, or designee, will be available to respond to Court if the assigned SSW is unable to do so.

Note: The SSW will inform the assigned SSSS in advance, when unavailable for the scheduled hearing.

**Rescinding
Legal
Guardianship**

Following establishment of LG, if Court retains dependency of the child, Court **may** rescind (vacate) LG of a child, upon the filing (by any relevant party) of a *Request to Change Court Order (JV-180)*.

Refer to the Policy section, “Terminating Guardianship,” in CFS P&P [Legal Guardianship—Dependents \(K-0402\)](#) for guidelines to rescind LG on an open dependency case.

**Trial Visit (60-
Day Trial Visit)**

In LTFC cases, if circumstances change such that return of a child to the parent(s) is the most appropriate plan to achieve legal permanence for the child, the assigned SSW may initiate a Trial Visit. A Trial Visit is an extended visit between a child in out-of-home care and the parent(s) with the anticipation of the child being reunified with the parent(s) under Family Maintenance (FM) supervision. During a Trial Visit of a child placed in LTFC, the child remains under a PP Case Plan.

The timeframe for Trial Visits may vary and will not exceed 60 calendar days unless Court adopts a recommendation to continue the Trial Visit beyond 60 calendar days.

If Court consent to initiate a Trial Visit is required (per Bench Officer’s preference), the assigned SSW will request authorization:

- At a scheduled Periodic Review or Interim Review hearing.
(**Note:** If recommending a Trial Visit at a Periodic Review hearing, request that the hearing be continued to coincide with the anticipated end-date of the Trial Visit)

–Or–

- Via Ex Parte

Refer to the Policy section, “Other Placement Circumstances,” in CFS P&P [Out-of-Home Placement \(K-0208\)](#), for additional requirements to initiate a Trial Visit, including, but not limited to:

- Facilitating a Permanency Planning TDM
- Notification to the child's attorney

Note: To prevent foster care overpayment, when a Trial Visit begins, end previous placement (see [CWS/CMS Data Entry Standards—Trial Visits](#)) and complete a *Placement Information Change (PIC) Notice (F063-28-301)* (including Initial Notification). See CFS P&P [Placement Change Notification \(K-0209\)](#).

Once a Trial Visit has been initiated, the assigned SSW will, as case circumstances (i.e., contentious case) or Court preferences warrant, submit an Ex Parte informing Court of the Trial Visit.

Following conclusion of a Trial Visit, Court will determine the appropriateness of continuing PP services or returning custody of the child to the parent(s) under FM supervision, at:

- The next scheduled Periodic Review hearing
- Or–
- An Interim Review hearing. (**Note:** If no Periodic Review hearing is scheduled to coincide with the conclusion of the Trial Visit, request that Court calendar an Interim Review hearing)

A. **Successful Trial Visit:**

If the Trial Visit was successful, and the protective needs of the child continue to be met, the assigned SSW will, at the hearing to review the Trial Visit, recommend the following:

- That the child be returned to the custody of the parent(s) under FM supervision
- A Case Plan with a goal of FM. (**Note:** Per CFS P&P [Family Maintenance Six Month Review Report \[G-0315\]](#) Court may order Enhancement services for a non-custodial parent)

Note: The placement episode end-date and date of change in the CWS/CMS service component (see [CWS/CMS Data Entry Standards—Case Service Component Instructions](#)) must be consistent with the date the Court orders FM supervision.

B. **Unsuccessful Trial Visit:**

During the Trial Visit, if the child's protective needs are not met (e.g., child's health/safety jeopardized due to action/inaction of the parent), the assigned SSW will immediately:

- End the Trial Visit (upon consultation with the assigned SSSS and, as necessary, County Counsel)
- Provide notification of the failed Trial Visit to:
 - The child's attorney (via phone and facsimile on the *Attorney Notice of Placement Change [F063-25-572]*)
 - The Court (via Ex Parte)
- Continue to provide services as outlined in the Court-approved Case Plan

**Reunification
Reassessment
Clearances**

Prior to initiating a Trial Visit or recommending reunification on a PP case, the assigned SSW will complete a search to obtain background clearance information regarding the parent and any other adults residing in his/her home by:

A. Using alternative public resources, such as:

- [California Megan's Law Sex Offender Locator Database](#)
- The County Superior Court Criminal and Traffic Case system in which the person resides (e.g., [Orange County Superior Court of California Criminal and Traffic Cases](#))

B. Screening the individual through CWS/CMS for child abuse/neglect history.

Note: Request authorization from other adults residing in the home of the parent, prior to screening the individual through CWS/CMS.

The assigned SSW will notify the parent if:

- Another adult residing in his/her home refuses to consent to CWS/CMS clearances
- and/or–**
- Clearance information obtained indicates another adult residing in the parent's home would pose a risk to the child should reunification occur (do not disclose any confidential information)

If the parent allows the individual to remain in the home, notify Court and, as necessary, recommend that CWS/CMS clearances be obtained prior to reunification.

Note: Due to a lack of statutory authority, the assigned SSW will not obtain criminal history information regarding a parent or any other adult residing in his/her home, through the California Law Enforcement Telecommunications System (CLETS) or a request for live scan fingerprinting, during the PP phase of dependency proceedings.

REFERENCES

Attachments and Data Entry Standards

Click on the links below to directly access attachments to this P&P and any Data Entry Standards referred to.

- [Attachment 1—Safeguarding Electronic Information](#)
 - [Attachment 2—Relative Placement Assessment Documentation](#)
 - [Attachment 3—Periodic Review Report \(Adoption Cases\)](#)
 - [Attachment 4—Periodic Review Report \(LG/LTFC Cases\)](#)
 - [Attachment 5—Periodic Review Hearing Recommendation Considerations](#)
 - [Attachment 6—Status/Periodic Review Hearing Checklist](#)
 - [CWS/CMS Data Entry Standards—Case Service Component Instructions](#)
 - [CWS/CWS Data Entry Standards—Service Providers—How to Search, Attach, and Record a Contact](#)
 - [CWS/CMS Data Entry Standards—Trial Visits](#)
 - [CWS/CMS Data Entry Standards—Writing a Court Report Using CWS/CMS](#)
 - [EZ Mapping for CMS Case Plan—Update](#)
-

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Absent Parent Search \(G-0801\)](#)
- CFS P&P [Adoption Application—Denial and Grievance \(C-0101\)](#)
- CFS P&P [Adoption Finalization \(C-0401\)](#)
- CFS P&P [Adoption Matching Procedure \(C-0701\)](#)
- CFS P&P [Adoption Review Hearings \(C-0404\)](#)
- CFS P&P [Case Compliance Contacts and Documentation \(E-](#)

- [0105\)](#)
- CFS P&P [Case Plan Development/Elements \(D-0101\)](#)
- CFS P&P [Child Health and Disability Prevention Program \(I-0203\)](#)
- CFS P&P [Custody \(Exit\) Orders and Custody Transfers to Non-Custodial Parents \(G-0201\)](#)
- CFS P&P [Child's Rights at Court \(G-0303\)](#)
- CFS P&P [Clearances—Relative Assessment \(K-0101\)](#)
- CFS P&P [Confidentiality—CFS Client Records \(F-0105\)](#)
- CFS P&P [Courtesy Supervision \(K-0501\)](#)
- CFS P&P [Family Maintenance Six Month Review Report \(G-0315\)](#)
- CFS P&P [Family Reunification Status Review Reports \(G-0317\)](#)
- CFS P&P [Health and Education Passport \(I-0403\)](#)
- CFS P&P [Indian Child Welfare Act \(G-0309\)](#)
- CFS P&P [Incarcerated and Institutionalized Parents \(G-0308\)](#)
- CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#)
- CFS P&P [Interstate Compact on the Placement of Children \(ICPC\) \(K-0502\)](#)
- CFS P&P [Jurisdictional/Dispositional Hearing Report \(G-0310\)](#)
- CFS P&P [Legal Guardianship—Dependents \(K-0402\)](#)
- CFS P&P [Limiting Educational Rights \(I-0103\)](#)
- CFS P&P [Maintaining Connections with Important Persons \(D-0410\)](#)
- CFS P&P [Notices of Hearing \(G-0507\)](#)
- CFS P&P [Out-of-Home Placement \(K-0208\)](#)
- CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#)
- CFS P&P [Placement Change Notification \(K-0209\)](#)
- CFS P&P [Psychotropic Medication: Dependent Child \(I-0306\)](#)
- CFS P&P [Relative/NREFM Placement Assessments \(K-0105\)](#)
- CFS P&P [School Placement and Transfer \(I-0102\)](#)
- CFS P&P [Sensitive/Highly Sensitive Referrals and Cases \(F-0107\)](#)
- CFS P&P [Structured Decision Making \(D-0311\)](#)
- CFS P&P [Substance Abuse Services for Children \(D-0510\)](#)
- CFS P&P [Team Decision Making \(D-0308\)](#)
- CFS P&P [Visitation Guidelines \(D-0313\)](#)
- CFS P&P [WIC 366.26 Hearing Report \(G-0312\)](#)
- PDU Dispatch [Court Report Recommendations—Autotext \(G-0321-D\)](#)
- PDU Dispatch [Food Stamp Applications for Transitioning Youth \(D-0512-D\)](#)
- [Structured Decision Making Policies and Procedures Manual \(Via SDM Application\)](#)

Other Sources Other printed references include the following:

- Court Typing Work Process Guidelines
-

REQUIRED FORMS

Online Forms Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

| Form Name | Form Number |
|---|--------------------|
| Adoption Request | ADOPT-200 |
| Adoptive Placement Agreement | AD-907 |
| Adoptive Placement Agreement (Spanish) | AD-907SP |
| Attorney Notice of Placement Change | F063-25-572 |
| Acknowledgement of Participation in Case Plan Development | F063-28-244 |
| Acknowledgement of Participation in Case Plan Development (Spanish) | F063-28-244SP |
| ILP Services—Proof of Wardship Letter | F063-25-617 |
| Letters of Guardianship | JV-330 |
| Notice of Hearing Worksheet | F063-28-04 |
| Permanent Planning Assessment | F063-18-242 |
| Statement Regarding Parentage | JV-505 |
| Statement Regarding Parentage (Spanish) | JV-505 S |
| Request to Change Court Order | JV-180 |

Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only***, links are provided to view these hard copy forms, where available.

| Form Name | Form Number |
|---|---------------------------------------|
| Authorization for Release of Information | F063-25-228 |
| Application for Petition | F063-28-43 |
| Personal Rights | LIC 613B |
| Visitation Attachment | JV-400 |
| Orange County Foster Youth Services Educational Progress Report | Orange County Department of Education |

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

| Form Name | Form Number |
|--|---------------------|
| Early Childhood Zero Through Five HEP Facesheet | None F063-28-323 |

Brochures

Brochures to distribute in conjunction with this procedure include:

| Brochure Name | Brochure Number |
|---------------|-----------------|
| None. | |

PROCEDURE

**Required Actions—
Completing the
Periodic Review
Report**

The following procedure will be followed **when completing each heading of a Periodic Review Report** for a Permanent Placement (PP) case. (Refer to [CWS/CMS Data Entry Standards—Writing a Court Report Using CWS/CMS](#) for instructions regarding generating a court report in CWS/CMS.)

Note: Autotext codes are indicated, when available, for completion of the Periodic Review Report.

| <u>Staff Responsible</u> | <u>Step</u> | <u>Required Action</u> |
|--------------------------|-------------|------------------------|
|--------------------------|-------------|------------------------|

Unless otherwise specified, complete each heading of the Periodic Review Report, as detailed below.

- | | | |
|---------------------|----|---|
| Assigned SSW | 1. | Heading: “Status Review Report” will pre-populate. |
| | 2. | Hearing Date: Enter date hearing will be held. |
| | 3. | Hearing Time: Enter 08:30 a.m. |
| | 4. | Dept./Room: Enter number of courtroom in which dependency proceedings are being held. |
| | 5. | Hearing Type/Subtype: If it does not pre-populate, enter “366.3 Post Permanency Plan Review.” |
| | 6. | In The Matter Of: Verify the accuracy of pre-populating information for each child addressed in the report: |

- Name
- Date of Birth
- Age
- Gender
- Court Number (i.e., Dependency [DP] Number)

7. Summary Recommendation: Select appropriate autotext Summary Recommendation for child(ren) receiving PP services.

For available court report recommendations, refer to [Attachment 4—Status/Interim Review Hearing Recommendation Desk Guide](#) contained in PDU Dispatch [Court Report Recommendations—Autotext \(G-0321-D\)](#).

Note: Refer to “Court Recommendation Considerations” in the Policy section above when assessing the appropriate recommendation.

8. Child(ren)’s Whereabouts: Indicate current placement (include date of placement):

- a. If placed with a prospective adoptive parent, do not provide any identifying information (e.g., name, phone number, address, relationship to child) regarding a prospective adoptive parent.
- b. If placed with a parent, (prospective) legal guardian, relative or NREFM, document full name, relationship to child, address, and phone number.
- c. If placed with a licensed/certified foster home or Emergency Shelter Home, document foster parent’s first name and phone number.
- d. If placed in group home or other facility, document name of facility, address, and phone number.

Note: For confidential placements, indicate child is in a “Confidential Placement” and include the date Court ordered the placement to remain confidential (unless request is made at present hearing). Contact the Court Officer on the date of the hearing to provide verbal notice of the child’s whereabouts.

9. Insert heading entitled “Child’s Attendance At Court,” utilizing autotext code **CAC**, for each child addressed in the report. Edit the populating text as to advisement of a child’s right to attend the scheduled hearing.
10. Parents/Legal Guardians: Complete the following, as applicable to the permanent plan:

Adoption case:

Provide the date parental rights were terminated. Do not include any additional identifying information.

LG/LTFC case:

Available information (name, date of birth, address, phone number, and relationship) will pre-populate regarding mother, alleged/presumed father(s) and legal guardian(s). Check for accuracy and ensure all “alleged/presumed” fathers are listed correctly.

For incarcerated parents, include address of correctional facility (jail/prison) and booking/California Department of Corrections (CDC) number.

Note: If Court orders a parent/legal guardian’s contact information “confidential,” do not include it in the report.

11. Interpreter: When an interpreter is required, indicate the person(s) requiring an interpreter and the language for which interpretation is needed. If no interpreter is required, this section may be deleted.

Note: Contact the Court Officer SSSS prior to date of the hearing when an interpreter is required for a language other than Spanish, Vietnamese, or Korean.

12. Indian Child Welfare Act Status (ICWA):
 - a. Indicate whether or not ICWA applies (use autotext code **ICWA1** or **ICWA2**, as applicable). If ICWA does or may apply, identify the person affiliated with the tribe and the name of the tribe (if known).
 - b. Document information/statements regarding ICWA that were received from each person that led to

this conclusion. Include any statements obtained from the ICWA Unit. (Refer to CFS P&P [Indian Child Welfare Act \[G-0309\]](#)).

- c. Document efforts to notice the Bureau of Indian Affairs (BIA), tribe (if known), and the Secretary of the Interior (if tribal affiliation is known). This information will be obtained from the ICWA Unit.
- d. Detail prior Court rulings (include date) regarding ICWA for each child. Include rulings from any prior dependency, if applicable.

Note: Check appropriate Court Minute Order to confirm the referenced ICWA finding.

If no Court finding has been made regarding ICWA, utilize autotext code **ICWA3** to request an ICWA finding be made.

- e. Document efforts to obtain current ICWA information if parents and/or relatives are located subsequent to initial ICWA finding.

13. Search Results/History: Provided there have been no search efforts made during the current period of review, delete this section.

14. Legal History: Available information will pre-populate. Check all dates for accuracy and applicability to current dependency proceedings. Document the following for each child, as available:

- a. **Subdivisions of WIC § 300** included in Original sustained Petition and/or any sustained Supplemental/Subsequent Petition(s). Use applicable autotext codes **(A)** to **(J)**.

Note: Supplemental Petitions (WIC § 387) include new allegations of abuse related to allegations sustained in the Original Petition. Subsequent Petitions (WIC § 342) include additional count(s) not reflected in the Original sustained Petition.

- b. Date of **Initial Removal** (date *Application for Petition [F063-28-43]* signed). Include subsequent removal date for any previously failed FM case.
- c. Date of **Initial Detention Order** (date of first Detention hearing). Include date of subsequent Detention order for any previously failed FM case.
- d. Date of **Initial Jurisdiction Finding** (date Original Petition sustained). Include date of jurisdictional finding for any Supplemental/Subsequent Petition.
- e. Date of **Initial Disposition Order** (may differ from initial jurisdiction). Include date of any dispositional finding for any Supplemental/Subsequent Petition.
- f. Date(s) of all **prior statutory court hearings** (as applicable), which may include:
 - Initial/subsequent 364 FM Reviews
 - Initial 366.21(e) (SMR) Review
 - Initial 366.21(f) (TMR) Review
 - Initial 366.22 (EMR) Review
 - Initial 366.25 (24 Month) Review
- g. Date **FR Services Terminated** or **Non-Reunification Ordered**.
- h. **Initial and Current Permanent Plan** (specify type and date ordered). These will vary from one another if Court has ever changed the permanent plan.

15. Additional Legal History:

- a. Use autotext code **ALH1** to document **all sustained counts** of the Original Petition. Include sustained language; do not summarize/paraphrase. Duplicative counts need not be repeated.

Note: Review legal file to ensure any amended petition counts are accurately reflected.

Use autotext code **ALH2** to indicate custody is vested with SSA.

As applicable, indicate and provide the date:

- Court ordered non-reunification
- FR services terminated
- Permanent plan (specify type) ordered
- Parental rights terminated
- De facto parent standing granted on behalf of the child (specify individual)

b. Use autotext code **ALH3** to indicate a dependency case was transferred from another county.

c. Use autotext code **ALH4** or **ALH5**, to document any sustained Supplemental/Subsequent Petition. All sustained petition counts will be documented similarly to the Original sustained Petition.

Note: For any previously failed FM case, indicate date child was initially returned to custody of the parent(s)/guardian(s).

d. Document legal history (including out-of-county/out-of-state) of the child and any sibling who has prior dependency cases. Include the following:

- Date on which child was declared a dependent
- Subdivisions of WIC § 300 under which child was declared
- All sustained counts of Original/Supplemental/Subsequent Petition(s) (as applicable). Do not summarize/paraphrase; duplicative counts need not be repeated
- General description of services offered/provided (e.g., FR, FM, PP)
- Date on which child was returned to parent or a permanent plan established

- e. Use autotext code **ALH6** to document other Court involvement, including Family Law, Criminal, or Probate. Include the case number and any specific information about the case.

16. Paternity/Legal Relationships: Complete the following, as applicable to the permanent plan:

Adoption case:

Provided parental rights have been terminated, delete this section.

LG/LTFC case:

Use autotext code **DAD1** to **DAD7** (as applicable). Document factual information regarding paternity. Do not include opinions/assumptions.

- a. Detail prior Court rulings (include date) regarding paternity of each child (include alleged/presumed fathers).

Include the names of all parents of record, regardless of whether the Court has designated alleged/presumed status or the parent has ever appeared at a hearing on behalf of the child.

- b. Provide a chronological summary of the dates of the mother's marriage(s) and divorce(s).
- c. If paternity is unresolved, indicate that Court has not yet made a determination of paternity, or that insufficient information is available to determine paternity. Include the following, as applicable:
 - New statements obtained regarding paternity of each child. Note who made the statement, the date on which the statement was made, and what exactly was stated
 - Whether an alleged parent has been provided the *Statement Regarding Parentage (JV-505)*, unless already documented in a previous report or search declaration
 - Results of any paternity testing completed

17. Family Assessment Update – Current Family
Circumstances: Complete the following, as applicable to the permanent plan:

Adoption case:

Delete this section.

LG/LTFC case:

Specify whether birth parent(s) have maintained involvement with the child and/or contact with CFS. Detail significant changes during the current period of review (**as the information is available**), regarding:

- Living environment (provide description)
- Household composition (include all children, relatives, and roommates). (**Note:** If dependent children reside in the home, identify legal status of each child [e.g., FM, FR on Trial Visit])
- Employment/Sources of income
- Legal status/residency (discuss residency issues as they relate to the child, if applicable)
- Marital status or other significant relationships
- Involvement with law enforcement (e.g., criminal cases [specify charges, case number, hearing date, outcome]). (**Note:** If incarcerated, indicate anticipated release date)
- Probation/Parole status and anticipated date of expiration
- For LTFC cases only, if parent's circumstances have changed such that a Trial Visit, reinstatement of FR services, or child return under FM supervision is being considered, discuss (if known):
 - Ability to provide physical care consistent with child's needs
 - Ability to access community resources to meet family's needs
 - General description of medical condition (do not specify) that may impact ability to parent and protect the child
 - Efforts/progress to address causes necessitating out-of-home placement, including relevant correspondence with service providers/collateral contacts (**Note:** Document correspondence)

pursuant to Policy section, "Writing the Periodic Review Report")

As applicable, provide any available information regarding new/pending child abuse investigations.

As applicable, document background clearances completed per Policy section entitled "Reunification Reassessment Clearances." Include criminal and child abuse/neglect history of:

- Parent (include record subsequent to child's removal, as relevant to child the safety and parent's ability to exercise custody/control of child)
- Other adults residing in the home of the parent (detail child abuse history/arrests/ convictions but **do not** provide identifying information regarding the individual)

Note: Document placement and caregiver (including legal guardian) related information in the Out-of-Home Placement – Current Placement section of the report.

- 18.** Family Assessment Update – Evaluation of Child(ren): Replace subheadings utilizing autotext code **CHILD1**. Address each element of populating text based upon case-specific circumstances.

Note: Do not address multiple children within each section. Utilize autotext code **CHILD1** for each child.

- a. Medical: Document all known medical information regarding the child, including but not limited to:
- Specific medical conditions (current/past) (**Note:** HIV/AIDS status of the child will be referred to as a *"life threatening illness"*)
 - Identification of chronic medical problems or conditions requiring ongoing medical care
 - Medications prescribed/administered
 - Last physical/dental exam (include results)
 - Other medical visits/procedures (include reason)
 - History of immunizations

Include the name and contact information (phone/address) of the child's health care providers.

b. Developmental: Indicate whether the child is developing at an age-appropriate level. Include:

- Specific observations of behaviors
- Involvement in age-appropriate extracurricular activities
- Results of developmental screenings, including Early Childhood Zero Through Five form (if not previously documented in a court report)
- Eligibility for and/or receipt of Regional Center special developmental services (e.g., speech/physical therapy). If applicable, include:
 - Date treatment began and frequency
 - Specific treatment goals
 - Progress of treatment

Note: Refer to [Structured Decision Making \(SDM\) Policies and Procedures Manual](#) for descriptions of "Physical and Cognitive Developmental Milestones."

c. Educational: As it relates to the child, to the extent that information is available, address:

Note: Refer to the *Orange County Foster Youth Services Educational Progress Report*, if provided, for information relevant to this section.

- Educational rights, including:
 - Identification of who holds educational rights
 - The need to limit educational rights
- Background information (e.g., current school)
 - If a placement change occurred during the current period of review, include AB 490 District Liaison's recommendation and rationale regarding the child's continued enrollment in his/her school of origin

(see CFS P&P [School Placement and Transfer \[I-0102\]](#))

- Achievements/school records (e.g., grades, credits towards graduation)
- Educational needs/services (e.g., Individualized Education Program [IEP])

Include the name and contact information of the child's educational service providers.

d. Mental & Emotional Status: Describe the child's:

- Reported/observed affect/behavior
- Behavior problems and/or mental health needs (if any)
- History of substance use/abuse and substance abuse treatment referrals provided (see CFS P&P [Substance Abuse Services for Children \[D-0510\]](#))
- Participation in therapy, as applicable. Include:
 - Date treatment began and frequency
 - Specific treatment goals
 - Progress of treatment

If child receives psychotropic medication, provide name/dosage of medication and reason for prescription. Indicate date of current Court authorization. Refer to CFS P&P [Psychotropic Medication: Dependent Child \(I-0306\)](#).

Include the name and contact information of the child's mental health care providers, as applicable.

Include results of any psychological evaluation completed for adoption-related purposes (if not previously documented in a court report).

Note: Identify any special needs of the child and services the child is receiving or may benefit from. If the child is a **minor parent**, discuss his/her needs with regards to his/her role as a parent.

19. Family Assessment Update – Out-Of-Home Placement: Complete the following, as applicable to the permanent plan:

Adoption case:

Delete this section.

LG/LTFC case:

Complete each subheading below, as indicated.

Note: For siblings, discuss each child separately if placed with different caregivers.

a. Current Placement: Document the following:

- Placement type (include physical description of household; note any changes to household composition during current period of review)
- Duration of placement (e.g., date of placement)
- Child's adjustment to placement (include statements from child and caregiver/legal guardian)
- Continued appropriateness of placement selection as it relates to the child's placement needs and/or special medical needs

Include Placement Preservation/Change of Placement TDM meeting summary, as applicable.

Provide the following additional information, as applicable to the placement type:

- Group Home: Unless already documented in the Case Plan, indicate the reason the group home meets the child's specialized treatment needs. For any child under the age of six, indicate the nature of, and anticipated duration of the treatment. For further information, refer to CFS P&P [Out-of-Home Placement \(K-0208\)](#)
- Out-of-County or Interstate Compact on the Placement of Children (ICPC): Include rationale for placement and description of responsibilities of the sending/receiving agencies. Unless already documented in the Case Plan, specify how the service needs of the child (e.g., visitation, social worker contact requirements) will be met

- For further information regarding out-of-county placements, refer to CFS P&Ps [Out-of-Home Placement \(K-0208\)](#) and [Courtesy Supervision \(K-0501\)](#)
 - For further information regarding ICPC placements, refer to CFS P&P [Interstate Compact on the Placement of Children \(ICPC\) \(K-0502\)](#)
- ICWA applies: Provide documentation of a placement plan that meets ICWA placement preferences **or** provide reasons that good cause exists to deviate from those preferences. For further information, refer to CFS P&P [Indian Child Welfare Act \(G-0309\)](#)
- b. Sibling Placement: Utilize autotext code **OH4** if child is not a member of a sibling set. If the child is a member of a sibling set, discuss the following:
- Nature of sibling relationships (include impact on placement and permanency planning)
 - Use autotext codes **OH1** to **OH3** to address appropriateness and status of sibling placement including, as applicable:
 - Efforts/barriers to facilitate sibling placement
 - Reason(s) efforts to facilitate sibling placement would be contrary to the safety and/or well-being of the child(ren)
- c. Consideration of Relative Placement: Indicate whether or not the child is placed with a relative.

Utilize the following autotext, as applicable:

- **NORELATIVES**—Child is not placed with a relative and there are no relatives to consider for placement
- **RELATIVE1**—If a relative is identified and considered for placement during the current period of review. Indicate:

- Child for whom placement is being considered
 - Relative's name, relationship, contact information
 - Status of assessment and placement
- **RELATIVE2**—If a relative assessment is completed during the current period of review, document consideration of those factors specified in [Attachment 2—Relative Placement Assessment Documentation](#).

If multiple relatives are considered for placement, repeat use of **RELATIVE1** and **RELATIVE2**, as applicable. Address approved relatives first.

Note: Information relevant to this section will be forwarded to the assigned SSW, by Placement (Diversion/RAU) staff, for inclusion in the Periodic Review Report.

- d. Independent Living Plan (ILP) Services: Utilize autotext codes **ILP1** to **ILP5** to indicate the following to the extent the information is available:
- Whether the child is eligible for ILP services (16 years of age or older)
 - Development of a Transitional Independent Living Plan (TILP)
 - Child's participation (or factors precluding participation) in ILP services

For information regarding eligibility and provision of ILP services, refer to CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#).

- 20.** Placement History: For any child in out-of-home care, utilize autotext code **PLACEHIST**. Indicate:

- Date of original placement
- Date of current placement
- Total number of placements
- Whether child was ever returned home. (**Note:** Trial Visit is not considered a return home)

Indicate whether any placement change occurred during current period of review (include reason).

21. Services Provided/Family Compliance: Include only the following statements, verbatim:

“THE CASE PLAN FOR THE FAMILY DURING THE PAST PERIOD OF SUPERVISION HAS BEEN:

PERMANENCY PLANNING

*Projected Goal Completion and Termination of CWS:
(specify date of current hearing)”*

22. Adequacy of Services Provided To The Child Pursuant to WIC 391: For any child over **15 years nine months of age**, complete the following, as applicable to the permanent plan:

Adoption case:

Include section **only** if youth is not placed with a prospective adoptive parent and/or has reached age of the majority prior to adoption finalization.

LG/LTFC case:

Include section for each Periodic Review hearing.

When completing this section utilize autotext code **ILPPLAN** and document the following (as applicable):

- a. Whether the child was informed of the hearing at which termination of dependency will be recommended.
- b. Child’s availability and/or desire to attend the scheduled hearing to terminate dependency.
- c. Description of participation/progress in ILP programs/services (if not addressed elsewhere in court report).
- d. Status of provision of documents, or information on securing documents, regarding the child’s:

- Personal/identifying information
- Medical/educational records
- Family history
- Dependency/placement history

e. Status of provision of referral assistance to child.

Refer to the Policy section, “Recommendation Considerations – Termination of Dependency for Transitioning Youth,” for additional requirements when recommending emancipation of a child who has reached the age of the majority.

23. Visitation: Summarize current Court-ordered Visitation Plan (if any) with birth family (e.g., parents/dependent siblings). Describe frequency and nature of visits (e.g., unmonitored, supervised, monitored) and all efforts to facilitate visitation.

As applicable, utilize autotext code **VST** and detail visitation over the current period of review. Include:

- Specific observations of activities, including positive and negative interactions
- Child’s affect prior to and following visitation
- Specific statements from child and visiting parties regarding visits
- Level of compliance with Visitation Plan, noting any patterns of tardiness/no-shows/cancellations
- Reasons a visit was canceled/terminated
- Modifications to visitation arrangements (e.g., requiring confirmation due to frequent no-shows)

Address the following, as applicable to the permanent plan:

Adoption case:

Detail efforts to facilitate post-adoption contact with siblings and other birth family if not addressed in the Compliance with Permanent Plan section of the report (see [Attachment 3—Periodic Review Report \[Adoption Cases\]](#)).

LG/LTFC case:

Discuss appropriateness of continued visitation with

parents and the Visitation Plan to maintain ties with other dependent siblings (not placed with child) **or** reasons sibling visitation is not appropriate. Include statements regarding desires for ongoing contact/visitation

Note: Diligent efforts will be made to facilitate sibling visitation *unless* Court determines by clear and convincing evidence that sibling interaction would be contrary to the safety or well-being of the child(ren).

See CFS P&P [Visitation Guidelines \(D-0313\)](#) for information regarding visitation requirements.

24. Contacts: Provide dates of all completed/attempted contacts. Note whether staff other than the assigned SSW completed the contact.

Note: Ensure frequency and nature of contacts is in compliance with Court-ordered Case Plan, per CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#).

Document contacts for each Case Plan Participant (e.g., child, legal guardian) and caregiver (including prospective adoptive parents) as follows, utilizing autotext code **CNT**:

- a. Face-to-Face: All in-person contacts/home visits. Indicate any unannounced visits.
- b. Telephone: All relevant telephone calls/messages. If telephone contacts too numerous to list, approximate the number per month.
- c. Letter/Email: Any written correspondence sent/received.

Note: For LG and LTFC cases only, pursuant to best practice, document any completed/attempted contact with a birth parent, pursuant to the guidelines above.

25. Family's Perception Of Their Needs: Summarize child's perception of the following:

- Strengths/support
- Cooperation/compliance with Case Plan
- Current needs
- Desires regarding disposition of the hearing

Note: If birth family (e.g., parent) remains involved with Case Plan, address their perceptions of the above (as the information is available).

Include exact statements from child. Do not include SSW's opinion.

- 26.** Permanency/Adoptability Assessment: Complete the following, as applicable to the permanent plan:

Adoption/LG:

Delete this section **unless** the *Permanent Planning Assessment (PPA) (F063-18-242)* has been updated during the current period of review.

LTFC:

Complete this section for **each** periodic Review hearing.

Note: The Policy section entitled "Permanent Planning Assessment (PPA)" details when to update the PPA.

When completing this section, summarize the findings and recommendation of the most recent PPA and discuss the following, as applicable:

- a. Specific reasons why the child is **or** is not suitable for Adoption (i.e., characteristics of the child that indicate adoptability or non-adoptability).
- b. Statutory factors suggesting termination of parental rights may be detrimental or undesirable to the child. See CFS P&P [Permanent Planning Assessment \(G-0313\)](#).
- c. Significant changes since the last PPA, including identification of any person willing to accept Adoption/LG of the child. Indicate that person's relationship to the child.

Note: If an updated PPA suggests the permanent plan is no longer appropriate, recommend a WIC § 366.26 hearing be calendared.

27. Compliance with Permanent Plan: Complete this section, as applicable to the permanent plan:

Adoption:

See [Attachment 3—Periodic Review Report \(Adoption Cases\)](#), for documentation guidelines applicable to each subheading of this section of the court report.

LG/LTFC:

See [Attachment 4—Periodic Review Report \(LG/LTFC Cases\)](#), for documentation guidelines applicable to each subheading of this section of the court report.

28. Assessment/Evaluation: Provide professional opinion regarding the continued appropriateness and progress towards achieving the child's permanent plan. Summarize and evaluate case-specific circumstances and factual information providing the basis for conclusions. Do not present new facts or information.

- a. Summarize the reason(s) the child was brought into protective custody (include date):

Example:

“The Court has for its consideration the safety and welfare of the child(ren), (Name)(s), who (was/were) brought into protective custody on (date) due to....”

- b. Provide a concise synopsis of the following:
- Child's current well-being and adjustment to placement
 - Relationship between child and caregiver/legal guardian/prospective adoptive parent
 - Child's involvement/ongoing contact with birth family (if applicable)
 - Degree of compliance with the Case Plan, including efforts to finalize the permanent plan
 - For Adoption/LG cases, specify: what has been completed,

requirements that have yet to be completed, and CFS efforts to meet those requirements

- For LTFC cases, efforts to identify a prospective adoptive parent or legal guardian

- For LTFC cases only, if considering Trial Visit, reinstatement of FR services, or child return under FM supervision, discuss:

- Circumstances of parent and ability to meet child's physical/protective needs

–Or–

- Specific risk factors indicating FR would be detrimental to the child

c. Discuss recommendation regarding:

- Continuing appropriateness of permanent plan as it relates to the child's permanency needs
 - If no longer appropriate, indicate reason
- Projected timeframe towards achieving legal permanence for the child
- Continued appropriateness of the Case Plan including reason(s) modification may be appropriate (e.g., new service needs identified)

29. Case Plan: Provided a Case Plan Update will be submitted, utilize autotext code **CP**:

- Indicate whether each Case Plan Participant, including the child (as age and developmentally appropriate), participated in development of the Case Plan Update
- Provide date of client engagement in case planning (**Note:** This date will coincide with the signature date [if any] on *Acknowledgement of Participation in Case Plan Development [F063-28-244]*)
- Refer the Court to the attached Case Plan Update

30. Recommendation: Select appropriate autotext Long Recommendation and verify consistency with Summary Recommendation.

For available court report recommendations, refer to [Attachment 4—Status/Interim Review Hearing Recommendation Desk Guide](#) contained in PDU Dispatch [Court Report Recommendations—Autotext \(G-0321-D\)](#).

Required Actions—Filing the Periodic Review Report The following procedure will be followed **when filing a Periodic Review Report** and associated Case Plan Update for a Permanent Placement (PP) case.

| <u>Staff Responsible</u> | <u>Step</u> | <u>Required Action</u> |
|--------------------------|-------------|------------------------|
|--------------------------|-------------|------------------------|

Note: Sensitive and Highly Sensitive cases require extraordinary processing and handling. See CFS P&P [Sensitive/Highly Sensitive Referrals and Cases \(F-0107\)](#).

Assigned SSW

1. Submit the following to the court typist/Information Processing Technician (IPT) by the clerical deadline:
 - a. Completed Periodic Review Report.
 - b. Legal file associated with case.
 - c. *Notice of Hearing Worksheet (F063-28-04)*.

Note: Ensure all relevant Structured Decision Making (SDM) tools have been completed.

In addition, submit the following, as applicable:

- Case Plan Update
 - Include *Acknowledgement of Participation in Case Plan Development (F063-28-244)* **signed** by Case Plan Participants, including the child (age 12 years and older and in PP). (**Note:** If any required signature is not obtained, ensure the reason is documented on the form and in the Case Plan section of Periodic Review Report)
- Transitional Independent Living Plan (TILP)
- Proposed Exit orders

- For preparation and processing of proposed **Exit orders**, refer to CFS P&P [Custody \(Exit\) Orders and Custody Transfers to Non-Custodial Parents \(G-0201\)](#)
- *Letters of Guardianship (JV 330) and Visitation Attachment (JV 400)*. (**Note:** See CFS P&P [Legal Guardianship—Dependents \(K-0402\)](#) for further information regarding preparation/submission)

For further responsibilities of the assigned SSW, to be completed in conjunction with each Periodic Review hearing, refer to [Attachment 6—Status/Periodic Review Hearing Checklist](#).

- | | |
|---------------------|---|
| IPT | <ol style="list-style-type: none"> 2. Prepare and distribute Notice of hearing pursuant to CFS P&P Notices of Hearing (G-0507). 3. Edit and format Periodic Review Report and Case Plan Update and provide to SSSS for review. As applicable: <ul style="list-style-type: none"> • Attach completed <i>Acknowledgement of Participation in Case Plan Development (F063-28-244)</i> to Case Plan Update • Attach TILP to Status Review Report, pursuant to CFS P&P Independent Living Program (ILP) Services (D-0504) |
| SSSS | <ol style="list-style-type: none"> 4. Review Periodic Review Report and Case Plan Update for required modifications (if any). <p>Note: Ensure the Periodic Review Report follows all guidelines regarding content and documentation, as set forth in this policy.</p> |
| Assigned SSW | <ol style="list-style-type: none"> 5. Complete requested modifications (as necessary) and return to SSSS for review. |
| SSSS | <ol style="list-style-type: none"> 6. Upon further review/approval: <ol style="list-style-type: none"> a. Sign Periodic Review Report. b. Sign <i>Acknowledgement of Participation in Case Plan Development (F063-28-244)</i>. c. Approve SDM and Case Plan (in CWS/CMS). |

Return to assigned SSW for signature.

Assigned SSW

7. Following review and approval of Periodic Review Report and any associated Case Plan Update, by SSSS, sign:
 - a. Periodic Review Report.
 - b. *Acknowledgement of Participation in Case Plan Development (F063-28-244)* if not already signed.

Note: If the assigned SSW preparing the Periodic Review Report/Case Plan Update is unable to sign, the assigned SSSS may sign on the SSW's behalf.

8. File copy of *Acknowledgement of Participation in Case Plan Development (F063-28-244)* in Case Plan acco.

Note: Original *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will remain attached to Case Plan Update for submission to Court.

Assigned SSW or SSSS

9. Return signed Periodic Review Report and Case Plan Update to IPT.

IPT

10. Complete further modifications (as necessary) and prepare packet consisting of original and copies of the following, as applicable:
 - Periodic Review Report
 - Case Plan Update with attached *Acknowledgement of Participation in Case Plan Development (F063-28-244)*

File and distribute pursuant to *Court Typing Work Process Guidelines*.

11. Provide a copy of Periodic Review Report and Case Plan Update to applicable parties, as directed on the *Notice of Hearing Worksheet (F063-28-04)*. See CFS P&P [Notices of Hearing \(G-0507\)](#).

12. Provide packet to Court Courier.

Court Courier

13. Deliver packet to Court Officers Unit.

**Court Office
Staff**

14. File the following documents with Court Clerks Office, no later than **4:00p.m., 10 calendar days** (excluding judicial holidays) prior to the scheduled hearing date:

- **Original** signed Periodic Review Report
- **Original** Case Plan Update with attached *Acknowledgement of Participation in Case Plan Development (F063-28-244)*

Distribute remaining copies to all attorneys of record and any CASA appointed on behalf of the child.