

References: CWS DOCUMENTATION FOR USE IN THE LEGAL SYSTEM

Child Welfare Services/Case Management System (2002). CWS/CMS Court Report Training Guide: Detention Report Retrieved on March 30, 2009 from <http://www.hwcws.cahwnet.gov/Resources/Guides/CWSApplication/CourtMgmt/Ct1%20Detention%20Report.doc>.

(K4, K5)

About the study/citation-

The citation provides the formatting for the detention report as it is entered in CMS/CWS. The information is provided in table format.

Findings/content-

On the following page is the copy of a portion of the format table for the jurisdiction/disposition report:

Detention Report

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	<i>Hidden Text -- Guidelines for Content</i>
<p><u>Upper Left Hand Corner Header</u> Agency Name</p> <p>Agency Address Social Worker’s Name Social Worker’s Phone Number</p> <p>Social Worker’s Caseload</p> <p>Number</p> <p>DSS Number</p>	<p>All Pre-populated data:</p> <p>Agency Name and Address comes from the Office Notebook of the Office associated with the user with primary assignment. SW’s name, phone number and Caseload #/Name come from the staff notebook of the user with primary assignment. The DSS number is the seven digit serial number from the state ID assigned to a family, and it will come from the state ID assigned to the oldest child in the report.</p>	<p><i>NONE</i></p>
<p><u>Center Header beginning with the 8th line</u> Name of County Superior Court Address of Court</p> <p>Name of Report</p>	<p>All Pre-populated data:</p> <p>County comes from the government entity associated with the user who has primary assignment. Address comes from the Court notebook of the court associated with the hearing. Name of report comes from the template based on user selection of report type in the report notebook.</p>	<p><i>NONE</i></p>
<p><u>(Hearing Information)</u></p> <p><u>Hearing date</u></p> <p><u>Hearing time</u></p> <p><u>Hearing Dept/Room</u></p> <p><u>Hearing Type/Subtype</u></p>	<p>Pre-populated data from the Hearing Notebook: There is no field in CWS/CMS for Room. If your court has Rooms instead of Depts., use that field to enter the room # and then that will populate into this section in the report.</p>	<p><i>NONE</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>In the Matter Of</u></p> <p><u>Child(ren)'s Name(s)</u></p> <p><u>Date(s) Of Birth</u></p> <p><u>Age(s)</u></p> <p><u>Sex</u></p> <p><u>Court Number(s)</u></p> <p> </p> <p>*IN LA, the JAI # will populate in the row underneath each child's name in this section.</p>	<p>Pre-populated data from the Hearing Notebook: The child(ren) selected for the Hearing determines which child(ren) are to be included in the report; however, specific detail regarding each child comes from each child's client notebook. The DOB, Age and Sex comes from the ID page and the Court Number comes from the Juvenile Court Number page. Child(ren) are displayed from oldest to youngest.</p> <p> </p> <p>*In LA there is a special page in the client notebook where the JAI # is entered.</p>	<p><i>NONE</i></p>
<p><u>Summary Recommendation</u> – County Option, optional location A.</p>	<p>User text entry for a very brief summary of what is being recommended at the end of the court report. Follow local instructions for completing this section..</p>	<p><i>NONE</i></p>
<p><u>Children's Whereabouts</u></p>	<p>User text entry. The hidden text cautions users not to disclose address detail if the Child(ren)'s address/whereabouts needs to remain confidential.</p> <p> </p> <p>Users should also follow local instructions regarding this section.</p>	<p><i>Enter the circumstances of the child(ren)'s whereabouts, but DO NOT disclose the address detail if the child is in a licensed foster family home which is exercising its right for its address to remain confidential pursuant to §308(a) WIC.</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>Parents/Legal Guardians</u></p> <p><u>Name(s)/Birthdate(s)</u></p> <p><u>Address/Phone</u></p> <p><u>Relationship/To Whom</u></p>	<p>Pre-populates from the Parents' and/or Legal Guardians' Client Notebooks. Name/DOB come from the ID page; address/phone come from the address page and relationships/to who come from the related clients' page.</p> <p>If a party's address needs to remain confidential, be sure the confidentiality control indicator in the client's notebook is checked.</p>	<p><i>NONE</i></p>
<p><u>Others</u> County Option</p> <p><u>Name(s)/Birthdate(s)</u></p> <p><u>Address/Phone</u></p> <p><u>Relationship/To Whom</u></p>	<p>At the time of the generation of this report, an NPDD dialog box will display on the screen. It will list various clients (i. e., SCP's associated with any child clients selected in the court report notebook, collateral clients, etc. These entities must have been created in CWS and associated to the child clients in the report in order to populate this NPDD. If there are no 'Others' created, the NPDD will NOT display at the time the report is generated and the fields in the Others section of the reports will be empty.</p> <p><u>[NOTE: Parents, Legal Guardians, and Child clients displayed in the Parents and In the Matter Of sections, will not be available in the Others NPDD.]</u></p> <p>The user may always edit/enter data directly into these fields in the report.</p>	<p><i>NONE</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>Interpreter</u> County Option</p> <p><u>Interpreter Required</u></p> <p><u>Language</u></p> <p><u>For Whom</u></p>	<p>This section is NOT populated from the data base at this time.</p>	<p><i>Please complete this section. However, you may need to separately notify your court of the need for an interpreter, if required to do so based on local practice/procedure.</i></p>
<p><u>Attorneys</u> County Option</p> <p><u>Name</u></p> <p><u>Address/Phone</u></p> <p><u>Representing</u></p>	<p>All prepopulated data: Attorney's name and address is from the attorney notebook; Representing is from the client notebook/attorney's page; or the SCP notebook/ attorney's page. Attorneys for tribes and tribal organizations need to be entered by the user.</p>	<p><i>NONE</i></p>
<p><u>ICWA Status</u> County Option as to display, only.</p> <p>Option A</p>	<p>Not prepopulated at this time. However, an NPDD will display at the time the report is generated that will ask whether the child is or maybe an Indian child or is not. If the user indicates that it does or may apply, the report will contain a sentence and a text field for user input.</p>	<p><i>Indicate which parent is affiliated with which tribe(s), if know. Also, indicate whether the tribe(s) and/or the BIA have been notified that dependent child proceedings have been initiated on the child(ren)'s behalf; further, whether the tribe, if known, has been notified of their right to intervene[SOC 319]. If the child(ren) are or may be Indian, enter efforts made to locate an Indian home for the child(ren)'s placement. Alternatively, if there are appropriate non-Indian placement alternatives for the child(ren), enter justification for NOT pursuing placement with an Indian caretaker.</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>ICWA Status</u></p> <p>Option B</p>	<p>Not prepopulated at this time. However, an NPDD will display at the time the report is generated that will ask whether the child is or maybe an Indian child or is not. If the user indicates that it does or may apply, the report will contain a grid and a text field for user input.</p>	<p><i>Indicate which parent is affiliated with which tribe(s), if know. Also, indicate whether the tribe(s) and/or the BIA have been notified that dependent child proceedings have been initiated on the child(ren)'s behalf; further, whether the tribe, if known, has been notified of their right to intervene[SOC 319]. If the child(ren) are or may be Indian, enter efforts made to locate an Indian home for the child(ren)'s placement. Alternatively, if there are appropriate non-Indian placement alternatives for the child(ren), enter justification for NOT pursuing placement with an Indian caretaker.</i></p>
<p><u>Notices</u> – County Option</p> <p><u>Name</u></p> <p><u>Relationship</u></p> <p><u>Method</u></p> <p><u>Notice date</u></p>	<p>All data is pre-populated from the Notice page in the Hearing Notebook.</p> <p>Check the data, however, as additional information may need to be added if the notice page has not been completed.</p>	<p>NONE</p>
<p><u>Legal History</u></p> <p>County Option</p> <p>Option A</p>	<p>User text entry for legal history of all child(ren) based on local practice. This information may include date detained, date declared, dates of subsequent reviews, date, and type of permanent plan ordered, etc. Additional information such as details regarding subsequent or supplemental petitions,</p>	<p><i>User text entry.</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
	multiple jurisdiction/disposition dates, prior dependency, etc., may also be entered in this section.	
<p><u>Legal History Grid</u></p> <p>Option B</p>	<p>Pre-populated data for most of the grid sections. These dates come from the hearings where the Hearings Results pages have specific findings and/or orders entered. <u>Sections that do NOT pre-populate at this time are the Initial Removal, and the Second 364 FM Review.</u></p> <p>Double check the dates to ensure accuracy.</p> <p>Dates are mapped based on the following information entered in the hearing results page:</p> <p>Det. Order “Detention Ordered – XXX” or “Detained from - XXX” or “Detained in the home of - XXX”</p> <p>Juris Finding “Child Described By Section 300”</p> <p>Dispo Order “Dependency Declared”</p> <p>1st FM Rev and all review hearings map from hearing type. (2nd FM Rev is user entry)</p> <p>FR Svs Term – Order "FR Services Terminated</p> <p>Non Reunification Ordered – Order - "361.5 FR Services Not Ordered "</p> <p>Initial PP Plan – First hearing with order</p>	

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
	<p>“PP Ordered –Adoption” “PP Ordered – Legal Guardianship” “PP Ordered - LTFC Initial” “Guardianship Established – 360 (a)” “Guardianship Established – 366.26”. The plan will display based on the order recorded.</p> <p>Current PP Plan – Most recent hearing with order “PP Ordered – Adoption” “PP Ordered – Legal Guardianship” “PP Ordered - LTFC Initial” “Guardianship Established – 360 (a)” “Guardianship Established – 366.26”,</p> <p>and “PP Ordered - LTFC Continued.” The plan will display based on the order recorded.</p> <p>The Additional Legal History section is a text field that can be used to meet local needs. Petition text can be entered here; or additional detail regarding §§342, 387 or 388 WI & C petitions, jurisdictional transfers, etc; or history of previous dependent child proceedings; or dependent child proceedings for parents, sibs, etc. Alternatively, in those counties that have multiple jurisdiction/disposition dates, an explanation regarding those should be entered here.</p>	

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	<i>Hidden Text -- Guidelines for Content</i>
Additional Legal History:		<i>Additional legal history for any child(ren), such as subsequent or supplemental petitions, multiple jurisdiction/disposition dates, prior dependency, etc., may be entered by the user in this section.</i>
<u>Summary Recommendation</u> – County Option, optional location B.	User text entry for a very brief summary of what is being recommended at the end of the court report. Follow local instructions for completing this section.	<i>NONE</i>
<u>Local County Use</u>	This begins the field for user text entry for those counties that select the C1 template set. Local counties must ‘individualize’ by creating sections via macros and/or auto-text to provide guides to meet federal, state and local requirements.	
	NOTE: Additional rows can be added to this document so that the sections created locally can be included in the training guide. To insert a row, highlight a row and go to the table menu and select ‘Insert Row.’ The new row will be inserted just above the row that is highlighted.	
<u>Recommendation</u>	Option exists for local text entry or automated insertion of recommendations.	<i>Local text entry for recommended advisements, inquiries, findings and/or orders based on local practice.</i>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<u>Director's Name</u> County Option	County choice as to whether a Director's name will populate.	NONE
<u>Agency Name</u> County Option	County Choice as to whether an Agency name will populate.	NONE
<u>Signature Section for Agency</u> SW's Name, Title, C/L # and Phone #; Supervisor's Name, Title and Phone #; Date	Pre-populated data except for date that must be entered by user at time report is signed. Social worker and supervisor data comes from staff notebooks.	NONE
<u>Judicial Signature Section</u> County Option	No data is pre-populated.	NONE

Implications for CWS-

In order to accurately complete a court report, the social worker must know and follow the procedural standards.

Child Welfare Services/Case Management System (2002). CWS/CMS Court Report Training Guide:Jurisdiction/Disposition Report Retrieved on March 30, 2009 from http://www.hwcws.cahwnet.gov/Resources/Guides/CWSApplication/CourtMgmt/Ct1%20Jurisdictional_Dispositional%20Report.doc.

(K4, K5)

About the study/citation-

The citation provides the formatting for the jurisdiction/disposition report as it is entered in CMS/CWS. The information is provided in table format.

Findings/content-

The following is the copy of a portion of the format table for the jurisdiction/disposition report:

Jurisdiction/Disposition Report

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<u>Upper Left Hand Corner Header</u> Agency Name Agency Address Social Worker's Name Social Worker's Phone Number Social Worker's Caseload Number DSS Number	All Pre-populated data: Agency Name and Address comes from the Office Notebook of the Office associated with the user with primary assignment. SW's name, phone number and Caseload #/Name come from the staff notebook of the user with primary assignment. The DSS number is the seven digit serial number from the state ID assigned to a family, and it will come from the state ID assigned to the oldest child in the report.	<i>NONE</i>
<u>Center Header beginning with the 8th line</u> Name of County Superior Court Address of Court Name of Report	All Pre-populated data: County comes from the government entity associated with the user who has primary assignment. Address comes from the Court notebook of the court associated with the hearing. Name of report comes from the template based on user selection of report type in the report notebook.	<i>NONE</i>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>(Hearing Information)</u></p> <p><u>Hearing date</u></p> <p><u>Hearing time</u></p> <p><u>Hearing Dept/Room</u></p> <p><u>Hearing Type/Subtype</u></p>	<p>Pre-populated data from the Hearing Notebook: There is no field in CWS/CMS for Room. If your court has Rooms instead of Depts, use that field to enter the room # and then that will populate into this section in the report.</p>	<p><i>NONE</i></p>
<p><u>In the Matter Of</u></p> <p><u>Child(ren)'s Name(s)</u></p> <p><u>Date(s) Of Birth</u></p> <p><u>Age(s)</u></p> <p><u>Sex</u></p> <p><u>Court Number(s)</u></p> <p> </p> <p>*IN LA, the JAI # will populate in the row underneath each child's name in this section.</p>	<p>Pre-populated data from the Hearing Notebook: The child(ren) selected for the Hearing determines which child(ren) are to be included in the report; however, specific detail regarding each child comes from each child's client notebook. The DOB, Age and Sex comes from the ID page and the Court Number comes from the Juvenile Court Number page. Child(ren) are displayed from oldest to youngest.</p> <p> </p> <p>*In LA there is a special page in the client notebook where the JAI # is entered.</p>	<p><i>NONE</i></p>
<p><u>Summary Recommendation –</u> County Option, optional location A.</p>	<p>User text entry for a very brief summary of what is being recommended at the end of the court report. Follow local instructions for completing this section..</p>	<p><i>NONE</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>Children's Whereabouts</u></p>	<p>User text entry. The hidden text cautions users not to disclose address detail if the Child(ren)'s address/whereabouts needs to remain confidential.</p> <p>Users should also follow local instructions regarding this section.</p>	<p><i>Enter the circumstances of the child(ren)'s whereabouts, but DO NOT disclose the address detail if the child is in a licensed foster family home which is exercising its right for its address to remain confidential pursuant to §308(a) WIC. However, any other requests for non-disclosure or confidential placement orders should be discussed in the Confidentiality of Placement section.</i></p>
<p><u>Parents/Legal Guardians</u></p> <p><u>Name(s)/Birthdate(s)</u></p> <p><u>Address/Phone</u></p> <p><u>Relationship/To Whom</u></p>	<p>Pre-populates from the Parents' and/or Legal Guardians' Client Notebooks. Name/DOB come from the ID page; address/phone come from the address page and relationships/to whom come from the related clients' page.</p> <p>If a party's address needs to remain confidential, be sure the confidentiality control indicator in the client's notebook is checked.</p>	<p><i>NONE</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p>Others <i>County Option</i></p> <p><u>Name(s)/Birthdate(s)</u></p> <p><u>Address/Phone</u></p> <p><u>Relationship/To Whom</u></p>	<p>At the time of the generation of this report, an NPDD dialog box will display on the screen. It will list various clients (i. e., SCP's associated with any child clients selected in the court report notebook, collateral clients, etc. These entities must have been created in CWS and associated to the child clients in the report in order to populate this NPDD. If there are no 'Others' created, the NPDD will NOT display at the time the report is generated and the fields in the Others section of the reports will be empty.</p> <p><u>[NOTE: Parents, Legal Guardians, and Child clients displayed in the Parents and In the Matter Of sections, will not be available in the Others NPDD.]</u></p> <p>The user may always edit/enter data directly into these fields in the report.</p>	<p><i>NONE</i></p>
<p>Interpreter <i>County Option</i></p> <p><u>Interpreter Required</u></p> <p><u>Language</u></p> <p><u>For Whom</u></p>	<p>This section is NOT populated from the data base at this time.</p> <p><u>[NOTE: Based on the county option, at the time the report is generated, a dialog box will be displayed to allow the worker to include this section or not.]</u></p>	<p><i>Please complete this section. However, you may need to separately notify your court of the need for an interpreter, if required to do so based on local practice/procedure.</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p>Attorneys County Option</p> <p><u>Name</u></p> <p><u>Address/Phone</u></p> <p><u>Representing</u></p>	<p>All prepopulated data: Attorney's name and address is from the attorney notebook; Representing is from the client notebook/attorney's page; or the SCP notebook/ attorney's page. Attorneys for tribes and tribal organizations need to be entered by the user.</p>	<p><i>NONE</i></p>
<p>ICWA Status County Option as to display, only.</p> <p>Option A</p>	<p>Not prepopulated at this time. However, an NPDD will display at the time the report is generated that will ask whether the child is or maybe an Indian child or is not. If the user indicates that it does or may apply, the report will contain a sentence and a text field for user input.</p>	<p><i>Indicate which parent is affiliated with which tribe(s), if know. Also, indicate whether the tribe(s) and/or the BIA have been notified that dependent child proceedings have been initiated on the child(ren)'s behalf; further, whether the tribe, if known, has been notified of their right to intervene[SOC 319]. If the child(ren) are or may be Indian, enter efforts made to locate an Indian home for the child(ren)'s placement. Alternatively, if there are appropriate non-Indian placement alternatives for the child(ren), enter justification for NOT pursuing placement with an Indian caretaker.</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
<p><u>ICWA Status</u></p> <p>Option B</p>	<p>Not prepopulated at this time. However, an NPDD will display at the time the report is generated that will ask whether the child is or maybe an Indian child or is not. If the user indicates that it does or may apply, the report will contain a grid and a text field for user input.</p>	<p><i>Indicate which parent is affiliated with which tribe(s), if know. Also, indicate whether the tribe(s) and/or the BIA have been notified that dependent child proceedings have been initiated on the child(ren)'s behalf; further, whether the tribe, if known, has been notified of their right to intervene[SOC 319]. If the child(ren) are or may be Indian, enter efforts made to locate an Indian home for the child(ren)'s placement. Alternatively, if there are appropriate non-Indian placement alternatives for the child(ren), enter justification for NOT pursuing placement with an Indian caretaker.</i></p>
<p><u>Notices</u> – County Option</p> <p><u>Name</u></p> <p><u>Relationship</u></p> <p><u>Method</u></p> <p><u>Notice date</u></p>	<p>All data is pre-populated from the Notice page in the Hearing Notebook.</p> <p>Check the data, however, as additional information may need to be added if the notice page has not been completed.</p>	<p>NONE</p>
<p><u>Legal History</u></p> <p>County Option</p> <p>Option A</p>	<p>User text entry for legal history of all child(ren) based on local practice. This information may include date detained, date declared, dates of subsequent reviews, date, and type of permanent plan ordered, etc. Additional information such as details regarding subsequent or supplemental petitions,</p>	<p><i>User text entry.</i></p>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
	<p>multiple jurisdiction/disposition dates, prior dependency, etc., may also be entered in this section.</p>	
<p><u>Legal History Grid</u></p> <p>Option B</p>	<p>Pre-populated data for most of the grid sections. These dates come from the hearings where the Hearings Results pages have specific findings and/or orders entered. <u>Sections that do NOT pre-populate at this time are the Initial Removal, and the Second 364 FM Review.</u></p> <p>Double check the dates to ensure accuracy.</p> <p>Dates are mapped based on the following information entered in the hearing results page:</p> <p>Det. Order “Detention Ordered – XXX” or “Detained from - XXX” or “Detained in the home of - XXX”</p> <p>Juris Finding “Child Described By Section 300”</p> <p>Dispo Order “Dependency Declared”</p> <p>1st FM Rev and all review hearings map from hearing type. (2nd FM Rev is user entry)</p> <p>FR Svs Term – Order "FR Services Terminated</p> <p>Non Reunification Ordered – Order - "361.5 FR Services Not Ordered "</p>	

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	<i>Hidden Text -- Guidelines for Content</i>
	<p>Initial PP Plan – First hearing with order “PP Ordered – Adoption” “PP Ordered – Legal Guardianship” “PP Ordered - LTFC Initial” “Guardianship Established – 360 (a)” “Guardianship Established – 366.26”. The plan will display based on the order recorded.</p> <p>Current PP Plan – Most recent hearing with order “PP Ordered – Adoption” “PP Ordered – Legal Guardianship” “PP Ordered - LTFC Initial” “Guardianship Established – 360 (a)” “Guardianship Established – 366.26”, and “PP Ordered - LTFC Continued.” The plan will display based on the order recorded.</p> <p>The Additional Legal History section is a text field that can be used to meet local needs. Petition text can be entered here; or additional detail regarding §§342, 387 or 388 WI & C petitions, jurisdictional transfers, etc; or history of previous dependent child proceedings; or dependent child proceedings for parents, sibs, etc. Alternatively, in those counties that have multiple jurisdiction/disposition dates, an explanation regarding those should be entered here</p>	

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	<i>Hidden Text -- Guidelines for Content</i>
Additional Legal History:		<i>Additional legal history for any child(ren), such as subsequent or supplemental petitions, multiple jurisdiction/disposition dates, prior dependency, etc., may be entered by the user in this section.</i>
<u>Summary Recommendation</u> – County Option, optional location B.	User text entry for a very brief summary of what is being recommended at the end of the court report. Follow local instructions for completing this section.	<i>NONE</i>
<u>Local County Use</u>	This begins the field for user text entry for those counties that select the C1 template set. Local counties must ‘individualize’ by creating sections via macros and/or auto-text to provide guides to meet federal, state and local requirements.	
	NOTE: Additional rows can be added to this document so that the sections created locally can be included in the training guide. To insert a row, highlight a row and go to the table menu and select ‘Insert Row.’ The new row will be inserted just above the row that is highlighted.	
<u>Recommendation</u>	Option exists for local text entry or automated insertion of recommendations.	<i>Local text entry for recommended advisements, inquiries, findings and/or orders based on local practice.</i>

Section and Sub-section Headings/Labels	Pre-Populated/From Where vs. User Entry	Hidden Text -- Guidelines for Content
Director's Name County Option	County choice as to whether a Director's name will populate.	NONE
Agency Name County Option	County Choice as to whether an Agency name will populate.	NONE
Signature Section for Agency SW's Name, Title, C/L # and Phone #; Supervisor's Name, Title and Phone #; Date	Pre-populated data except for date that must be entered by user at time report is signed. Social worker and supervisor data comes from staff notebooks.	NONE
Judicial Signature Section County Option	No data is pre-populated.	NONE

Implications for CWS-

In order to accurately complete a court report, the social worker must know and follow the procedural standards.

DePanfilis, D. and Salus, M.K. (2003). Child Protective Services: A guide for caseworkers. Washington, DC: National Clearinghouse on Child Abuse and Neglect Information. Retrieved on March 23, 2009 from <http://www.childwelfare.gov/pubs/usermanuals/cps/cps.pdf>

(K1-b,e,f,h, K3)

About the study/citation-

This manual provides the fundamental information that CPS workers should know to perform essential casework functions. This manual describes the responsibilities of CPS, the purposes and key decisions points for the different stages of the CPS process, and the effective documentation of actions. Appendices include a glossary of terms, sample casework tools, and references to additional publications and organizations.

Findings/content-

- In CPS, case records must document findings of assessment, decisions at each stage of the case process, interventions provided to the family, outcomes of interventions and progress towards goals.
- Content of case records should include:
 - A record of all dates and lengths of contact
 - Information about the initial assessment, including an assessment of the risk to and safety of the child
 - Information about diagnostic procedures, such as psychological evaluations
 - Clear documentation about assessment of safety and risk, basis for placement in out of home care, and information on the substantiation of any allegations.
 - Safety plan and referrals to other programs
 - Record of family assessment and a description of the treatment and intervention needs for the child and family
 - Description of any court involvement and status of legal pending actions
 - Case plan with specific, measurable goals and a description of the process used to develop the case plan
 - Specification of intervention outcomes
 - Documentation of case activities and information from community partners who are providing treatment to family
 - Information about progress towards goals, completion of case plans, risk reduction process and permanency options

- Inclusion of case closing summary that describes:
 - Outline summarizing original reason for referral
 - Outcomes of goals
 - Nature of the services and activities provided
 - Description of the level of progress towards goals/outcomes
 - Assessment of risk and safety as it now exists
 - Problems or goals that remain unresolved
 - Reason for closing the case
- There is also information on the principles of record-keeping, such as how to maintain confidentiality of records and maintaining accurate and timely records.
- There are also sections that provide information on the processes on the initial assessment, family assessment as well as on developing the case plan and concurrent plans.
- The purpose of case plans are to identify strategies with the family that address child maltreatment and to change behaviors, establish a benchmark to measure progress and develop a framework for case decision-making.
- Concurrent planning seeks to reunify children with their birth families while at the same time, establishing an alternative plan for permanency that can be implemented in case reunification does not occur.

Implications for CWS-

In order to effectively perform the functions of a social worker, the worker needs to understand and follow the standards of case planning and case work management, including the organization of legal documentation.

Judicial Council of California Administrative Office of the Courts and Center for Families, Children and the Court (2005). California Juvenile Dependency Court Improvement Program Reassessment. Retrieved on March 25, 2009 from <http://www.courtinfo.ca.gov/programs/cfcc/pdf/CIPReassessmentReport.pdf>

(K4)

About the study/citation-

The Administrative Office of the Courts (AOC) had originally conducted an assessment of Dependency Court in 1997. Then in 2005, the AOC conducted a reassessment that includes a progress report on the original recommendations, a detailed review of dependency court and new recommendations for court improvement. The reassessment also included a legal review focusing on California's compliance with federal and state mandates; and a court system evaluation conducted through a variety of research methods, such as focus groups.

Findings/content-

- Dependency petition-While removal is not a requirement for the initiation of dependency proceedings, most cases do involve the removal of the child from the family home. If the child is removed, the social worker must file a dependency petition in juvenile court with two court days.
- The initial/detention hearing- if the child is removed, the initial hearing must be held no later than the next court day after the petition is filed. If the child is not removed, the initial hearing must be held within 15 court days.
- Jurisdiction hearing- It must be held within 15 days of the detention order for detained children and within 30 days after the initial filing for nondetained children.
- Disposition hearing- In California, the disposition hearing can occur on the same day as the jurisdiction hearing and must occur within 10 court days of the jurisdiction hearing for detained children and within 30 judicial days for nondetained children. After hearing the evidence, the court must decide whether to dismiss the case, order informal services for the family, appoint a guardian or declare the child a dependent of the court.
- Review hearings- the status of a child in foster care must be reviewed no less frequently than once every six months as calculated from the date of the original disposition hearing.
- Permanency hearing-must be held no later than 12 months after the date the child entered foster care.

Implications for CWS-

The social worker needs to be aware of the different types of hearing and the reports that pertain to these hearings in order to follow the legal standard in CWS documentation.

Jones, W.G. (2006). Working with the Courts in Child Protection. Washington, DC: U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families Children's Bureau, Office on Child Abuse and Neglect. Retrieved on March 24, 2009 from <http://www.childwelfare.gov/pubs/usermanuals/courts/>

(K1-a, e, f, h, i, K2, K3, K4, K5)

About the study/citation-

The manual provides the basic information needed by CPS workers to work successfully with the courts. It introduces concepts and terminology related to the courts, describes court processes and presents information to help prepare caseworkers to work with the courts. It also offers information on guidelines for CPS workers for Permanency and Review Hearings.

Findings/content-

- The manual contains information on jurisdiction, juvenile courts, rights of parents, child abuse legislation, process and hearings in juvenile court, criminal court processes, domestic relation cases, such as divorce proceedings, how caseworkers work with the courts, court improvement and best practices.
- A glossary of terms, a resource listing, state telephone numbers to report child abuse, guidelines for caseworkers for permanency and review hearings and suggestions by the CFSR.
- Court reports are a way for workers to communicate information to the court and influence its decision. If CPS or the court has a standard format for such documents, the caseworker should use that.
- Petitions regarding ex parte removal. Also, the content of petitions that is essential in establishing jurisdiction is addressed.
- Discovery is a pretrial process that allows the parties to obtain information relevant to the case from other parties. Discovery usually involves the parents' and child's attorneys asking CPS for its records.
- Disposition Hearing- The court report identify history of CPS involvement, specify reasonable efforts to avoid placement and/or achieve reunification, identify and evaluate placement options, attach case plan and any relevant assessments/evaluations of the child and parents, and make other appropriate recommendations for court action.

- The case plan will state the goal for the child's permanent placement. When the goal is reunification, the case plan will identify the actions taken and the behavioral improvements to be achieved by the parents, specify services to be supported by CPS to assist the parents in dealing with identified problems, set forth time frames for goals, using objective and measurable criteria to determine if improvements had been achieved, and identifying and special needs of the child and proposed strategies for those needs.
- Review Hearing Report- must be accompanied by reasonable efforts affidavit detailing what has been done to achieve the permanency plan. This report should update the disposition hearing report and include whether the case plan is on target, whether the child's needs are being met, whether progress has been made towards achieving the case plan objectives, what reasonable efforts were made to achieve reunification, what is the time table for reunification and other pertinent information.

Implications for CWS-

The worker needs to understand the purpose of legal documentation and the importance of court reports. This information which assist the worker in following the documentation standards and court processes involved in each case.

State of California, Health and Human Services Agency and Department of Social Services (2003). Child Welfare Services Manual of Policies and Procedures:. Retrieved on March 23, 2009 from <http://www.dss.cahwnet.gov/ord/PG309.htm>

(K3)

About the study/citation-

This manual provides information on the policies and procedures for child welfare services. The manual contains regulations adopted by CDSS, regulations by other State Departments affecting CDSS programs, court decisions, and operational standards by which CDSS staff will evaluate performance within CDSS programs.

Findings/content-

- Each case record shall include several pieces of documentation, such as:
 - Documentation of reasons why the child is in an out-of-home placement and why the child is not placed with a sibling
 - Documentation of appropriateness of sibling contact

- Documentation of efforts to identify any paternal or maternal relatives
 - All assessments, case plans and case plans updates
 - For children in out-of-home care, all available health and education reports regarding the child including such documents as provision of informational materials regarding the Child Health and Disability Prevention (CHDP) program
 - Any administrative review report recommendations
 - Court order to county to detain and/or place the child
 - Foster child's data record
 - Documentation of the review and results of the child's potential for adoption, which shall specify why a child who is not reunified with his/her family is not appropriate for adoption
- Specifics regarding case plan documentation is in section 31-206.
 - Other specifics such as timeframes for documentation is also included.

Implications for CWS

The social worker needs to understand the legal requirements and mandates for documentation required by CDSS. Also, proper documentation assist the worker in the decision-making process.