



CASA REPORTS HANDBOOK

Formats and Checklist

July 2015

Included are the 366.21 (e) and (f), 366.22, 366.26, Review of Permanent Plan (RPP), Progress Hearings

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Referrals to CASA/LA for the appointment of a CASA volunteer are appropriate when:

1. **A child is age 0-5 years** and there are concerns about the child's medical, educational/ developmental needs or multiple placements.
A CASA will (a) gather information about the child's overall development by observing the child, interviewing caregivers, biological parents and service providers; (b) gather and review relevant records; (c) identify barriers to service provision and advocate for solutions to the barriers; (d) gather information about efforts for concurrent planning; and (e) provide specific information about the above to the court.
2. **Court ordered or mandated services** have not been delivered in a timely manner or the lack of the **child's personal documents** are impeding reunification, permanency efforts, aging out efforts or provision of services to the child.
A CASA will (a) monitor a case to inform the court on the status of court orders; (b) identify barriers to service provision and advocate for solutions to the barriers; (c) assist in securing the child's personal documents; and (d) provide specific information about the above to the court.
3. The court has concerns about the **appropriateness of a current placement, or lack of success in previous placements.**
A CASA will (a) gather information about the placement; (b) interview the child, caregiver, and service providers; (c) observe the child in the placement; (d) assess services being provided; (e) identify barriers to appropriate services and **advocate for solutions to barriers**; and (f) provide specific information about the above to the court.
4. The court has concerns about a child's **education.**
A CASA will (a) review educational records; (b) interview educational personnel, child, and caregiver(s), educational rights holder; (c) determine if appropriate educational records have followed the child; (d) work with the caregiver/holder of educational rights to determine if appropriate educational services and supports are being offered and /or provided to the child; (e) advocate for solutions to barriers by participating in IEP meetings or school related conferences; and (f) provide specific information about the above to the court.

5. The court has concerns about a child's **mental health and/or the psychotropic medication(s) a child is receiving.**

A CASA will (a) gather information about the child's mental health needs by interviewing the child, relevant service providers, practitioners, caregivers, and/or family members; (b) identify barriers to service provision; (c) advocate for solutions to barriers; and (d) provide specific information about the above to the court.
6. The court has concerns about a child's **medical needs.**

A CASA will (a) gather information by interviewing the child, relevant service providers, practitioners, caregivers, and/or family members; (b) gather medical records(when appropriate); (c) identify barriers to provision of services; (d) advocate for solutions to barriers; and (e) provide specific information about the above to the court.
7. The court has concerns about a child's involvement with **Regional Center.**

A CASA will gather information about the child's developmental needs by interviewing and/or observing the child, caregivers, family members, relevant service providers, and practitioners; (b) review developmental and medical records; (c) identify barriers to provision of services; (d) advocate for solutions to barriers; (e) participate in IPP or IFSP meetings; and (f) provide specific information about the above to the court.
8. A child may be called to **testify in a criminal proceeding.**

A CASA will (a) gather information about the progress of the criminal court proceedings; (b) accompany the child, if appropriate, to the criminal proceedings or ensure a supportive adult attends the hearing with the child; and (c) provide specific information to the dependency court.
9. A youth is on track to graduate, but needs assistance to pursue a **post secondary education or obtain career technical training (CTE) or vocational training.**

A CASA will (a) assist the youth in gathering information on post secondary opportunities, CTE or vocational training; (b) monitor completion of requirements to graduate from high school, or earn a GED; (c) monitor DCFS's development of a TILP to pursue those opportunities; (d) monitor the youth's development of a plan to pursue those opportunities; (e) identify barriers to accessing these resources/opportunities; (f) ensure youth has all necessary personal documents; (g) advocate for workable solutions; and (h) provide specific information about the above to the court.

GENERAL CRITERIA FOR WHY A CASE IS REFERRED FOR A CASA

10. The court is concerned that a youth **aging out of foster care** does not have an appropriate and /or viable transition plan due to unforeseen and/or exceptional circumstances.

A CASA will (a) interview the youth, the youth's caregivers, service providers, and DCFS personnel; (b) gather information in order to identify the unforeseen barriers to developing and implementing a transitional plan; (c) ensure youth has all necessary personal documents; (d) advocate for solutions to the barriers; and (e) provide specific information about the above to the court.

11. A **COURTESY HOME VISIT (CHV)** by a CASA program in another state may provide additional information for the court.

A CASA will (a) contact CASA program in requested state to determine if they will accept a request for a courtesy home visit; (b) manager or coordinator appointed to case will assign a CASA to case to provide the local program with relevant case information; (c) CASA program in requested state will conduct the CHV and provide a written report of their findings. This will be submitted to the court; and (d) a CHV is not intended to replace an ICPC or other information from DCFS.

STEPS TO TAKE WHEN YOU ARE ASSIGNED A CASE

1. Read the file and take notes. You will be given a case assignment sheet that states the names, addresses, and telephone numbers of the parties in the case and other important persons.
2. Do not call anyone related to the case until you receive your appointment packet. The appointment packet will contain copies of your appointment order and business cards.
3. After receipt of appointment packet, contact the following:
 - Your child's social worker (CSW)
 - Your child's attorney
 - Your child's caregiver; arrange meeting with child(ren)
 - Your CASA child
 - Your child's therapist, if applicable
 - Your child's teacher and/or counselor, if applicable
 - Your child's biological parents, if applicable. **If case is pre-adjudication, you must obtain permission from the parent(s) attorney to speak with them.**
 - If case is post-adjudication you may speak with parents without seeking permission from their attorney.
 - Anyone else that you or your coordinator have identified to interview.
4. What is the next date of your child's hearing? What type of hearing? Review the dependency court process **flow chart** to determine where your child is in the legal process.
5. Follow the general formatting guidelines for the type of hearing to ensure relevant information is gathered. Re-interview if necessary. Maintain contact with all persons relevant to the child's life. Always share relevant information with the CSW.
6. Stay in contact with your coordinator at least once a month. Staff needs to be apprised of the status of your case.
7. Stay in contact with the CSW and independent living plan (ILP) coordinator if applicable.
8. Keep child's attorney apprised of important events.
9. Maintain case information in ETO **at least** monthly.

GENERAL FORMATTING GUIDELINES

Reports should be typed, double-spaced and be no longer than 5-6 pages unless pre-approved by your Coordinator. Do not submit your notes as the report. Narrative should be written in the third person. Use titles such as Mr. and Ms. when referring to adults.

SAMPLE REPORT OUTLINE

In the Matter of:)	Case No: CK00000
)	
Ben Harris,)	DATE: September 11, 2010
)	DEPT: 520
A child.)	HRG: 366.21(e)

CASE HISTORY:

Ben (DOB 12/1/1995) came to the attention of the court on 1/4/10 when a petition was filed alleging his mother, Kathy Price, left the children alone. The petition was sustained on 3/10/10 pursuant to WIC §300 (b) and (g).

CURRENT STATUS:

Since 1/4/10, Ben has lived in the foster home of maternal aunt, Carol Hill in Monterey Park.

CHILD'S POSITION:

Ben stated he likes his aunt Carol, but misses his mother. He would like to get a dog.

CASA met with Ben on 4/10/10, 5/20/10, 6/15/10, 7/22/10, and 8/25/10. *[You MUST include dates of contact]*

CASA INTERVIEWS:

Kathy Price, mother: Ms. Price stated she is in compliance with her case plan and wants her son back.

CASA met with Ms. Price on 5/1/10, 6/30/10, and 8/1/10 and spoke with her via telephone on 7/31/10. *[You MUST include dates of contact]*

Carol Hill, maternal aunt:

Anita Dashee, school counselor:

SUMMARY AND CASA POSITION:

What is the outcome of the interviews? What decisions need to be made?

RECOMMENDATIONS:

Based on the facts and circumstances stated above, CASA respectfully submits the following recommendations:

1. Family Reunification service be extended six more months;
2. DCFS discretion to liberalize mother's visits

CASE HISTORY

- Child(ren)'s names and ages.
- Date petition was filed, sustained, and what counts were sustained.
- Status of family reunification services.
- Child's placement history, including number of placements (Be brief).
- Name(s) of parent(s) or legal guardian.
- Type of father e.g. alleged, presumed, biological.
- Names and ages of siblings.
- Date CASA was appointed.
- ICWA Status.

CURRENT STATUS:

- Child's current placement;
- Family: Whereabouts of parents.
 - Current visitation schedule and how monitored.
 - Parent's compliance or non-compliance with case plan and court orders.
 - Siblings; where, visitation frequency, and barriers to the visitation.
 - Relatives who could be considered for placement.
- Status of the current court orders. *[Check Minute Orders]*
- Education: name of school and grade.
 - Ed rights holder. If not parents, when they were limited.
 - Identify if child is in special education and date of most recent IEP.
 - Provide report cards or give examples of how the child is doing.
 - If child is under age of 3 years, identify if s/he is receiving Early Start Services through Regional Center. Identify services specifically.
- Child's special needs.
- Services referred, provider and status.
- Regional Center status. Services s/he is receiving. Regional Center location.
- Psychotropic medication; Medications, dosages, and diagnosis.
- Medical issues (Mental health).

WIC §366.21(e) – 6 MONTH REVIEW HEARING

CASA report should address whether or not return to the parent is safe and in the best interest of the child. If not, and the child is over the age of 3 at the time of detention, the court may grant 6 more months of Family Reunification (FR) services. CASA should recommend services needed to reunify the family. If the child is under 3, CASA should address if there is a substantial probability for safe return if 6 more months of FR services were granted. Otherwise, CASA should address the need for FR to be terminated and a date set for a .26 Permanency Planning Hearing.

CASE HISTORY:

- Please refer to page 9 of *CASA Reports Handbook*

CURRENT STATUS:

- Please refer to page 10 of *CASA Reports Handbook*

CHILD'S POSITION:

- What has the child said about his/her placement, visits, therapy, and/or other significant events?
- What would the child like to tell the judge?
- If child is too young to make a statement, state that.
- Do not editorialize or add your own interpretation.
- The last paragraph states the dates of your contacts with the child in person and by phone. **MANDATORY!**

CASA INTERVIEWS:

- Lead off each interview by stating and underlining the name and title or identification of the person interviewed, e.g., Kathy Price, mother or Jim Goodman, MFT, Ben's therapist. Be sure names are spelled correctly.
- Use a new paragraph for each person interviewed.
- Document only what the person told you.

- Do not editorialize or add your own comments or interpretation of statements.
- Interview all persons with information relevant to the child such as parents, teachers, including statements from counselors, foster parents, foster agency, CSW, day care providers, and any other persons/agency providing services or who could be a possible resource. *Only include salient details necessary for the court to make decisions.*
- Do not include interviews/discussions with CSWs or attorneys.
- As the last paragraph for each person's interview, state the date(s) interviewed. Separate in-person contact from phone and email. *Documenting contact dates is absolutely necessary for credibility.*
- Document unsuccessful attempts to contact important people in the child's life, e.g., CASA left voice mails for parent on 1/19/10, 1/30/10 and 2/4/10 and has received no response.

SUMMARY AND CASA POSITION:

- Briefly describe the child as you see him/her. You may reference your observations of the child.
- Using facts, your observations, and information from CASA INTERVIEWS, summarize the child's situation.
- State facts, not conclusions. The judicial officer will make the conclusions based on those facts.
- Based on the facts you have gathered, state the CASA opinion of the best interest for this child, your proposed long term goal for the child and how the current case plan and placement affect that goal.
- Describe any special needs the child may have and whether or not services are being provided to meet those needs. If services

are not being provided, state your recommendations for services. Provide information about any resources you may have located that could assist in meeting the child's needs.

- Include any necessary explanation of statements made by individuals you have included under CASA INTERVIEWS.
- Include any agreements or differences of opinion between the CASA and the CSW or information stated by the CSW to the CASA regarding services for the child or other significant issues.
- How are visits with parents and siblings going? Where are the visits held, and does it need to be liberalized or more structured?
- What services were provided and how did the parents comply or not comply. Are the resources benefiting the family or are there alternatives to be examined?
- At the .21(e) hearing, CASA shall recommend one of the following and must state supporting facts in the SUMMARY:
 - Home of parent;
 - Six more months of FR; or
 - FR terminated and a 366.26 hearing to be set in 120 days
- This section **must** include all necessary information to support the CASA's recommendations.
- If the child is 0-5 years old, attach most recent photo.

RECOMMENDATIONS:

- Recommendations must be based on the facts and circumstances stated in the SUMMARY AND CASA POSITION. Briefly state each recommendation. **It is not necessary to explain why you are making the recommendation.**

- At the .21(e) hearing, CASA shall recommend one of the following:
 - Home of Parent;
 - Six more months of FR; or
- FR terminated and a 366.26 hearing to be set in 120 days
- Recommendations must be for things the court can actually order.
 - The court can order CSW to ensure services are provided. The court cannot order other agencies or people over whom it does not have jurisdiction to provide services; it cannot order schools to place a child in a specific program.
- Make visitation recommendations if necessary.
- Make recommendations on services needed for the child and/or family

NOTES:

WIC §366.21(f) – 12 MONTH REVIEW HEARING

CASA report should address the same issues as those that are addressed at the .21(e) hearing. If it is not possible at this hearing for the child to be returned to the parent, the CASA should address the likelihood of the child being returned if FR services were extended until 18 months after the initial removal date.

CASE HISTORY:

- Please refer to page 9 of *CASA Reports Handbook*

CURRENT STATUS:

- Please refer to page 10 of *CASA Reports Handbook*

CHILD'S POSITION:

- What has the child said about his/her placement, visits, therapy, and/or other significant events?
- What would the child like to tell the judge?
- If child is too young to make a statement, state that.
- Do not editorialize or add your own interpretation.
- The last paragraph states the dates of your contacts with the child in person, by phone, text, and email. **MANDATORY!**

CASA INTERVIEWS:

- Follow the CASA INTERVIEWS format from the .21(e) hearing.
- Include only new interviews since the .21(e) hearing.

SUMMARY AND CASA POSITION:

- Follow the format from the .21(e) hearing.

RECOMMENDATIONS:

- Recommendations must be based on the facts and circumstances stated in the **SUMMARY AND CASA POSITION**. Briefly state each

recommendation. It is not necessary to explain why you are making the recommendation.

- At the .21(f) hearing, CASA shall recommend one of the following:
 1. Home of parent;
 2. Six more months of FR; or
 3. FR terminated and a 366.26 hearing to be set in 120 days
- The court can order CSW to ensure services are provided. The court cannot order other agencies or people over whom it does not have jurisdiction to provide services; it cannot order schools to place a child in a specific program.
- Make visitation recommendations if necessary.
- Services needed

NOTES:

WIC §366.22 – 18 MONTH REVIEW HEARING

This is the last hearing to address the likelihood of a safe return to the parents. CASA should state a position whether or not the child can be returned home. If not, the Court must terminate FR services and proceed to a permanent plan hearing (WIC §366.26).

CASE HISTORY:

- Please refer to page 9 of Reports Handbook*

CURRENT STATUS:

- Please refer to page 10 of Reports Handbook*

CHILD'S POSITION:

- What has the child said about his/her placement, visits, therapy, and/or other significant events?
- What would the child like to tell the judge?
- If child is too young to make a statement, state that.
- Do not editorialize or add your own interpretation.
- The last paragraph states the dates of your contacts with the child in person, by phone, text, and email. **MANDATORY!**

CASA INTERVIEWS:

- Follow the CASA INTERVIEWS format from the .21(e) hearing.
- Include only new interviews since the last hearing

SUMMARY AND CASA POSITION:

- Do not mention adoption, guardianship, or long term foster care. It is premature.
- State what court orders have not been followed by the parents.
- If indicated, this is the time to clearly recommend termination of reunification services and ask for a 366.26 hearing to be set within 120 days from this .22 hearing,

- Detail what services were provided and how did the parents comply or not comply. This will help determine whether "reasonable efforts" have been made.
- Can child be safely returned home to parent(s)? Why?
- State why it would be detrimental for the child to be returned to the parents, if this is your position.
- Address future visitation, should there be any and why or why not. What has visitation been and were the visitation orders followed?

RECOMMENDATIONS:

- Recommendations must be based on the facts and circumstances stated in the **SUMMARY AND CASA POSITION**. Briefly state each recommendation. It is not necessary to explain why you are making the recommendation.
- At the .22 hearing, CASA shall recommend one of the following:
 1. Home of Parent; or
 2. a 366.26 hearing to be set in 120 days
- The court can order CSW to ensure services are provided. The court cannot order other agencies or people over whom it does not have jurisdiction to provide services; it cannot order schools to place a child in a specific program.
- Make visitation recommendations if necessary.
- Services needed

NOTES:

366.26 – PERMANENCY PLANNING HEARING aka Selection and Implementation

A Permanent Plan must be ordered at this hearing. CASA must recommend adoption, guardianship or planned permanent living arrangement aka long term foster care. Or, if there has been a change in circumstances, the CASA may recommend HOP (Home of Parent).

CASE HISTORY:

- Please refer to page 9 of CASA Reports Handbook

CURRENT STATUS:

- Please refer to page 10 of CASA Reports Handbook
- Status of adoption home study.

CHILD'S POSITION:

- What has the child said about his/her placement, visits, therapy, and/or other significant events?
- What would the child like to tell the judge?
- If child is too young to make a statement, state that.
- Do not editorialize or add your own interpretation.
- The last paragraph states the dates of your contacts with the child in person, by phone, text, and email. **MANDATORY!**

CASA INTERVIEWS:

- Follow the CASA INTERVIEWS format from the .21(e) hearing.
- Caregiver's position on permanent plan must be included.
- Include only new interviews since the last hearing.

SUMMARY AND CASA POSITION:

- Recommendations must be based on the facts and circumstances noted in this section of your report.

- Summarize and conclude the CASA opinion of the best interest for this child. Information gathered should lead to your conclusion for this section.
- At the .26 hearing, CASA shall recommend one of the following recommendations, which must be supported in this section:
 1. Adoption be identified as the permanent plan, parental rights be terminated, and the case be transferred to adoptions. *[The text of your report must support this recommendation.]*
 2. Adoption be identified as permanent plan without terminating parental rights.
 3. Legal guardianship. *[Make sure the prospective guardian wants this, and state their names. Do they have ASFA approval? A relative may be considering this option also.]*
 4. A Planned Permanent Living Arrangement. *[When the child is bonded with his/her biological family and/or adoption or guardianship is unlikely.]*
 5. Home of Parent *[if there has been a change in circumstances, which the parent can prove, and the issues for which the child was removed has been ameliorated.]*
- The court can order CSW to ensure services are provided. The court cannot order other agencies or people over whom it does not have jurisdiction to provide services; it cannot order schools to place a child in a specific program.
- Make visitation recommendations if necessary.
- Services needed
- Here is where you may comment on DCFS recommendations.

RECOMMENDATIONS:

- Recommendations must be based on the facts and circumstances stated in the **SUMMARY AND CASA POSITION**. Briefly state each recommendation. It is not necessary to explain why you are making the recommendation.
- Briefly state each recommendation. It is not necessary to explain why you are making the recommendation.
- At the .26 hearing, CASA must recommend one of the following:
 1. Home of parent
 2. Adoption be identified as the permanent plan, parental rights be terminated
 3. Without terminating parental rights, adoption be identified as the placement plan.
 4. Legal guardianship.
 5. A planned permanent living arrangement.
- Visitation
- Services

Tip: If CASA recommendation is termination of parental rights (TPR) attach a copy of the child(ren)'s birth certificate.

NOTES:

REVIEW OF PERMANENT PLAN (RPP) or R364 (held every 6 months)

After the court orders a permanent plan and court jurisdiction continues (e.g. the child is long-term foster care, guardianship, or the adoption has not been finalized) the court will continue to review the case every six months. At this hearing the court must consider what progress has been made to provide the child with a permanent home. CASA should address the appropriateness of the permanent plan and inform the court of the child's circumstances and needs and make appropriate recommendations.

If the child is in the physical custody of the parent but remains under the jurisdiction of the court there will still be a status hearing every six months. These hearings are held pursuant to WIC §364 and are called R364 review hearings.

CASE HISTORY:

- Please refer to page 9 of CASA Reports Handbook*
- When was FR terminated?
- What is the permanent plan?

CURRENT STATUS:

- Please refer to page 10 of CASA Reports Handbook*

CHILD'S POSITION:

- What has the child said about his/her placement, visits, therapy, and/or other significant events?
- What would the child like to tell the judge?
- If child is too young to make a statement, state that.
- Do not editorialize or add your own interpretation.
- The last paragraph states the dates of your contacts with the child in person, by phone, text, and email. **MANDATORY!**

CASA INTERVIEWS:

- Include only information gathered since the last hearing
- Lead off each interview by stating and underlining the name and title or identification of the person interviewed e.g., Kathy Price, mother or Jim Goodman, MFT, Ben's therapist. Be sure names are spelled correctly.
- Use a new paragraph for each person interviewed.
- Document only what the person told you.
- Do not editorialize or add your own comments or interpretation of statements.
- Interviews should include all persons with information relevant to the child's situation, for example: the parents, teachers, counselors, foster parents, foster family agency social workers, neighbors, day care providers, and any resources you have contacted that are providing services or could provide services.
- Do not include conversations/discussions with CSWs or attorneys.
- As the last paragraph for each person's interview, state the date(s) interviewed. Separate in-person from phone.
Documenting contact dates is absolutely necessary for credibility.

SUMMARY AND CASA POSITION:

- Recommendations must be based on the facts and circumstances stated in the **SUMMARY AND CASA POSITION**. Briefly state each recommendation. It is not necessary to explain why you are making the recommendation.
- Using facts, observations and information from **CASA INTERVIEWS**, summarize the child's situation.

REVIEW OF PERMANENT PLAN

- State facts, not conclusions. The judicial officer will make the conclusions based on those facts.
- Is the permanent plan still appropriate?
- Based on the facts you have gathered, summarize CASA opinion of the best interest for this child.
- Make visitation recommendations if necessary.
- Services needed
- If child is TAY (14-18 years old) what is the transitional plan?

RECOMMENDATIONS:

- Recommendations must be based on the facts and circumstances stated in the **SUMMARY AND CASA POSITION**. Briefly state each recommendation. It is not necessary to explain why you are making the recommendation.
- The court can order CSW to ensure services are provided. The court cannot order other agencies or people over whom it does not have jurisdiction to provide services; it cannot order schools to place a child in a specific program.
- Services for the child?
- Visitation orders?
- What is needed for TAY? (See page 26)

NOTES:

PROGRESS HEARING

In addition to statutory hearings the court may order a report from DCFS or another agency or person to address specific issues and calendar hearings known as progress reports. The CASA may or may not be ordered to prepare a report and be present at the progress hearing.

Your progress report should state the following:

CASE UPDATE:

- Provide information related to the court's orders that triggered this hearing. [check the minute orders]
- CASA may provide information on other issues, if necessary

SUMMARY AND CASA POSITION:

- CASA does not have to write a SUMMARY AND POSITION if CASA is not making recommendations.

RECOMMENDATIONS:

- A CASA may make recommendations related to services and visitation.

NOTES:

ISSUES RELATED TO TRANSITIONAL AGE YOUTH (TAY)

Youth ages 14 years and up are referred to as transitional age youth (TAY). At each hearing, the CASA should be addressing the transitional plan for the youth, which may include but is not limited to:

- Is the youth receiving tutoring or academic support services?
- How many credits does the youth have?
- Does the youth need or have an individualized education plan (IEP)?
- Has the youth taken the California Exit Exam (CAHSEE)?
- Is the youth on track to graduate?
- Has the youth been referred to or completed independent living program (ILP) aka youth development services (YDS) life skills training?
- Does the youth have a meaningful transitional independent living plan?
- Does the youth have post-secondary or vocational goals?
- Has an adult peer been identified?
- Is the youth eligible for SSI?
- Does the youth have proof of his/her dependency letter?
- Does the youth have a certified copy of his/her birth certificate, Social Security card, Medi-Cal Card and California ID?
- If the youth is 18, what AB12 instruction have they received?

At 18 a youth holds his/her own educational rights.

For your report, replace "*A Child.*" with "*A Youth.*" (In the Matter of... section) and replace the **CHILD'S POSITION** with **YOUTH'S POSITION**

ISSUES RELATED TO CHILDREN AGES 0-5

The Early Childhood Checklist below is available electronically and is used for reporting on children 0-5 years of age.

EARLY CHILDHOOD CHECKLIST _____ (date)

Child's Name: _____ DOB: _____ Case #: _____

- Number of placement change(s) since last hearing?
- Birth certificate attached? yes or no
Date b/c submitted to court?
- Current photo of child attached? yes or no
Date submitted to court?
- Social security card (redacted) attached? yes or no
Date submitted to court?
- Does child have health insurance? yes or no
- MediCal/Health insurance card attached? yes or no

Medical concerns: yes or no

- Date of last physical appointment?
- Date of last dental if appropriate?
- Immunizations current? yes or no
- Immunization record attached? yes or no
- Height/Weight and percentiles/ head circumference? As of Date?

MAT referral: yes or no

- Date ordered by court?
- Date of referral? Attached? yes or no

Developmental concerns? yes or no

- Social/emotional? yes or no
- Gross motor? yes or no
- Fine motor? yes or no
- Speech/language? yes or no
- Adaptive? yes or no

Educational rights holder?

- If not parent, who?
- When appointed?

Regional Center:

- Court ordered referral date?
- Date of referral to Regional Center?
- Eligible for services: yes or no
- Date of IFSP/IPP?
- IFSP or IPP attached to CASA report? yes or no

Education:

- Enrolled in preschool? yes or no
- Name of school?
- Date Court ordered referral for assessment?
- Date of assessment referral for special education services?
- Eligible for special education? yes or no
- Date of IEP?
- IEP attached to CASA report? yes or no Date submitted to court?

RECOMMENDATIONS

FREQUENTLY USED RECOMMENDATIONS:

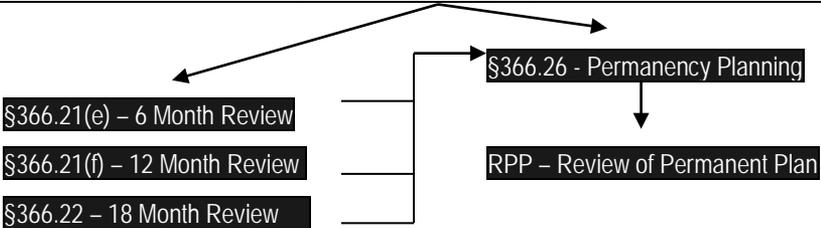
- DCFS discretion to liberalize mother/father's visits.
- Visits with mother be monitored
- Ben be ordered home of parent - mother
- Ben remain suitably placed at the Smith foster home
- Ben may not be removed from the Smith foster home absent exigent circumstances
- 60-day progress hearing be set for status report on today's orders
- DCFS ensure Ben is receiving individual counseling
- DCFS ensure Ben is receiving grief and loss counseling
- Jurisdiction be terminated
- Jurisdiction be continued
- CASA be relieved and this be stated on the minute order
- DCFS ensure Ben has an updated TILP
- DCFS refer Ben to ILP
- DCFS ensure Ben has the following documents: certified copy of birth certificate, California identification card and Social Security card and dependency letter
- Ben's birth certificate be attached to the next court report.

NOTES

NOTES

DEPENDENCY COURT PROCESS AND THE CASA

File Petition
Welfare and Institutions Code §300
Detention Hearing
Court determines, based on prima facie evidence, if the child must be detained pending Adjudication; appoints attorneys, makes Paternity and ICWA inquiries, and orders services. Court may refer the case for a CASA at this hearing
Adjudication (aka Jurisdiction Hearing or Pre-Trial Resolution Conf. PRC)
Focus is on the facts of the petition allegation. Court hears arguments, and allegations are sustained or dismissed. CASA report may NOT address allegation issues. At this and every hearing, CASA should always inform the Court of the child's needs and circumstances and make appropriate recommendations.
Disposition Hearing
Court formally declares child to be a dependent of the court and determines if the parents shall receive Family Reunification (FR) services in order for the child to return home. If so, the court orders parents to follow the Case Plan for reunification and sets a review hearing (.21(e)) in six months. CASA report should focus on return to parent, placement with relatives or foster care placement. It should also make recommendations regarding visitation as well as any services, the child and family may need in accordance with the best interest of the child. If FR services are not ordered, the Court will set a date for a P.26 hearing to make a permanent plan for the child.



Welfare and Institutions Code §300

- (a) physical harm
- (b) neglect
- (c) emotional damage
- (d) sexual abuse/risk
- (e) <5+ severe physical abuse
- (f) death of another child by abuse/neglect
- (g) parent incarcerated/institutionalized
- (h) freed for adoption/termination 12 mos.
- (i) cruelty
- (j) sibling abused/neglected + substantial risk

For more info see ABCs of Dependency at casala.org or <http://www.leginfo.ca.gov/calaw.html>

Return to Parents

Unless parental rights are terminated, the court may order the child Home of Parent (HOP) at any hearing. The court may terminate jurisdiction at that time or order that Family Maintenance (FM) services be provided and set a review hearing (JR 364) to determine if the case may be closed.