



CASA COURT REPORT HANDBOOK

CASA of Los Angeles

www.casala.org

CASA of Los Angeles - Monterey Park Office

Edelman Children's Court
201 Centre Plaza Drive, Room 1100
Monterey Park, CA 91754-2158

TEL: (323) 859-2888

FAX: (323) 264-5020

CASA of Los Angeles- Antelope Valley Office

McCourtney Juvenile Justice Center
1040 W. Avenue J, Room 1130
Lancaster, CA 93534

TEL: (661) 723-2272

FAX: (661) 723-6875

Table of Contents

| | |
|--|----|
| Steps To Take When You Are Assigned To A Case | 4 |
| Introduction to the CASA Court Report | 5 |
| Case History | 5 |
| Current Status..... | 6 |
| Child/Youth’s Position | 8 |
| CASA Interviews..... | 8 |
| Summary and CASA Position | 9 |
| Recommendations..... | 10 |
| Hearings..... | 11 |
| WIC §366.21(e) Hearing – 6 Month Review | 12 |
| WIC §366.21(f) Hearing – 12 Month Review | 13 |
| WIC §366.22 Hearing – 18 Month Review..... | 14 |
| WIC §366.26 Hearing – Permanency Planning Hearing..... | 15 |
| WIC §366.3 Hearing – Review of Permanent Plan (RPP) | 16 |
| WIC §364 Hearing – Family Maintenance Review Hearing | 17 |
| Progress Hearings | 18 |
| Last Minute Information Report..... | 18 |
| WIC §366.31 Hearing – Non-Minor Dependent Review Hearing | 19 |
| Court Procedures and Etiquette | 20 |
| Coming to Court | 20 |
| Common Court-Related Abbreviations | 21 |
| Welfare and Institutions Code §300..... | 23 |
| Juvenile Dependency Flow Chart..... | 24 |
| Sample Court Layout | 25 |

Steps To Take When You Are Assigned To A Case

1. Read the CASA case file on ETO, take notes, and discuss with your supervisor.
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 reviewing and signing the appointment packet with your supervisor, contact the following:
 - a. Your child's/youth's/NMD's social worker (CSW).
 - b. Your child's/youth's/NMD's attorney.
 - c. Your child's/youth's caregiver; arrange meeting with child/youth.
 - d. Your CASA child/youth/NMD.
 - e. Your child's/youth's therapist, if applicable.
 - f. Your child's/youth's teacher and/or school counselor, if applicable.
 - g. Parent(s') attorney, if applicable.
 - h. Your child's/youth'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.**
 - i. Anyone else whom you or your supervisor have identified as needing to be contact.
4. Note the date/type of your child's/youth's /NMD's next hearing. Review the dependency court process **flow chart** (page 24 of this handbook) to determine where your child/youth/NMD is in the legal process.
5. Maintain contact with all the people relevant to the child's/youth's life. Always share relevant information with the social worker and child's/youth's/NMD's attorney.
6. Maintain required monthly phone/in-person contact with your supervisor; 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 the child's/youth's/NMD's attorney apprised of important events.
9. Update case information in ETO at least monthly.

Introduction to the CASA Court Report

The next few sections of this handbook will guide you through the components of a typical CASA Court Report. Use this handbook as a reference while you are writing your report. Writing your report will be a process; make sure you check-in with your supervisor with any questions and give yourself ample time (at least two weeks) for editing. Your supervisor will provide feedback on your report and has discretion to approve the final report for submission to court. Final reports must be submitted to court at least two business days before the court hearing.

General Tips and Guidelines:

- Use the standard CASA report template, unless directed by your supervisor.
- Reports should always be typed using 22.75 spacing and should be no longer than 5-7 pages.
- Report should be child-focused and fact-based.
- Narratives should be written in the third person, ex: "CASA believes that Mark should attend football camp this summer."

Case History

The Case History provides a brief summary of how the child/youth came to the attention of the court.

- Child's/youth's name and age.
- Date petition was filed, sustained, and counts sustained.
- Status of family reunification services or parental rights.
- Name(s) of parent(s) or legal guardian(s).
- Date CASA was appointed.
- ICWA Status.

Example:

Jennifer Smith is a 10 year old girl (DOB 06-11-2005) who came to the court's attention on January 15, 2016.

A petition was sustained on March 10, 2016 pursuant to WIC 300(b) and (g). Family reunification services have been ordered for mother, Mary Smith.

ICWA does not apply.

CASA was appointed on April 1, 2016.

Current Status

The Current Status provides a snapshot of **key facts** about what is happening in the life of your CASA child/youth. Your CASA report will include only the information that is relevant to your child/youth.

CHILD'S/YOUTH'S CURRENT PLACEMENT:

- Name of the current caregiver: resource parent(s), group home or other facility. The placement address should not be on the report.
- If the current placement has been designated as an adoptive placement, use only the last name initial of the resource family in the report.

FAMILY:

- The whereabouts of parents and siblings.
- Visits with parents and siblings: if/how monitored, location, and frequency.
- Services provided and parents' compliance or non-compliance, if applicable.
- Relatives/NREFM who could be considered for placement or who are in contact with the child/youth.
- Status of family finding (P3 – Permanency Partners Program) referral status.

EDUCATION:

- Name of school and grade, or daycare.
- Educational rights holder—if not the parents, when the rights were limited.
- Identify if the child/youth is in special education and date of the most recent IEP.
- Post-secondary plan.
- Current grades or other examples of how the child/youth is doing.
- The services referred to, providers and status.

DEVELOPMENTAL SERVICES:

- If the child/youth is under the age of three, identify if they are receiving early start services through the regional center.
- The regional center status/location, name of service provider.
- The date of IPP/ IFSP.
- The services referred to, providers and status.

MENTAL HEALTH:

- The usage and dosage of psychotropic medication, if appropriate.
- The date of the last psychotropic medication authorization (PMA).
- The services referred to, providers and status.

PHYSICAL HEALTH:

- The services referred to, providers and status.

Important!

Discuss these issues with your supervisor before you include them in your report:

- ❖ Pregnancy/family planning.
- ❖ Issues related to gender identity and/or sexual orientation.
- ❖ Drug use.
- ❖ Commercial sexual exploitation of children (CSEC).
- ❖ Criminal charges/probation.
- ❖ Mental and/or physical health diagnosis.

Child's/Youth's Position

The child/youth's position is an opportunity for the court to hear directly from the child/youth. Refer to your "Child Visit Log" on ETO for reference. **Do not editorialize or add your own interpretation.**

- What the child/youth would like to tell the judge
- What the child/youth has said about their placement, visits, therapy, and/or other significant events
- Indicate if the child/youth is unable to make a statement
- If child/youth is nonverbal, CASA can state relevant observations
 - Example: Jessica is 2 years old and nonverbal. Jessica continues to struggle to speak and mostly communicates through sounds, physical gestures, and cries. Jessica very much enjoys engaging in interactive and pretend play.
- In the last paragraph, state the dates of your contacts with the child/youth: in person, by phone, email, and text. **THIS IS MANDATORY!**

CASA Interviews

The CASA interviews are a chance for you to provide information you have received from important people in the child/youth's life. Refer to your "Case Note Logs" on ETO for reference. **Do not editorialize or add your own comments or interpretation of statements.**

- Begin each interview by stating and underlining the name and role/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
- Only include interviews and the salient details necessary for the court to make decisions
- Do not include interviews/discussions with CSWs or attorneys
- For each person interviewed, state the date(s) and type of contact made as the last paragraph (i.e., phone, text message, or in-person contact)
- Document unsuccessful attempts to contact important people in the child's/youth's life (e.g., CASA left voice mails for parent on 1/19/18, 1/30/18 and 2/4/18 and has received no response)

Documenting contact dates is absolutely necessary for credibility!

Summary and CASA Position

The Summary and CASA Position is your opportunity to summarize the current situation of the child/youth and to describe your opinion of what might be in the best interest of the child/youth.

- Briefly describe the child/youth as you see them. You may include your observations of the child/youth and are encouraged to share the child's/youth's strengths
- Using facts, your observations, and information from "CASA interviews", summarize the child's/youth's situation
- You may include any necessary explanations of statements made by individuals that you interviewed and that you included in "CASA Interviews"
- Based on the facts you have gathered, state your CASA opinion of what is in the best interest for this child/youth, your proposed long term goal for the child/youth, and how the current case plan and placement affect that goal
- Describe any concerns you have regarding the child's/youth's current status
- 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/youth's needs

Tip!

Be mindful of tone – all parties will read this report. Even if we disagree, our goal is to maintain a working team for the child/youth.

Recommendations

Recommendations are your requests to the judge about what you would like to see the court order. Recommendations should always be thoughtful and well-supported by the facts in your report. It is also important to know what recommendations are legally appropriate for the hearing you are attending. There may be times when you will not have recommendations to include in your report.

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 them, as you will have done so in the Summary and CASA Position
- 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 to provide services for whom it does not have jurisdiction over (e.g., it cannot order schools to place a child/youth in a specific program)
- CASAs can make recommendations regarding potential placements, including reunification. You must ensure the recommendation is appropriate for the type of hearing
- CASA can make recommendations about visitations and services needed for the child/youth and/or family

Tip!

- ❖ Review the previous minute order/court orders from the last hearing.
- ❖ Familiarize yourself with the hearing type – what must you address at this hearing and what are you able to recommend?

Hearings

It is important for you to pay attention to the types of hearings on your cases. This will help determine what type of report you will be writing and which recommendations are appropriate. There are some recommendations that can only be made at certain hearings.

The next section will go over common types of hearings you may see in your CASA work and key areas and recommendations to address for each hearing.

Tip!

- ❖ CASAs are expected to attend court for every hearing, especially if your child/youth will not be present. This is your opportunity to make sure your child/youth's voice is being heard and that the judge pays attention to the key issues of the case.
- ❖ Confirm your child/youth has transportation plans to court by calling your CSW and/or confirming with Shelter Care.
- ❖ If you make arrangements to transport your child/youth either before or after the court hearing, please make sure the attorney is aware prior to the court hearing.

WIC §366.21(e) Hearing – 6 Month Review

The .21(e) is the first review hearing in family reunification cases, held 6 months after the jurisdiction hearing. The purpose of the .21(e) review hearing is for the court to decide if the parents have been working towards the case plan and if it is safe for the child/youth to be returned to the care of the parents, or if an additional 6 months of reunification services are needed. At this hearing, it is also possible for the judge to decide that family reunification services should be terminated.

The CASA report should address whether or not return to the parent is appropriate and in the best interest of the child/youth. You can recommend services needed to reunify the family. Otherwise, you can address the need for reunification services to be terminated.

All recommendations around reunification or termination of reunification services must be well-supported in the report and discussed with your supervisor.

CASE HISTORY: Please refer to page 5 of the CASA Court Report Handbook

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook

CHILD’S/YOUTH’S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Please refer to page 8 of the CASA Court Report Handbook

SUMMARY AND CASA POSITION: Please refer to page 9 of the CASA Court Report Handbook

RECOMMENDATIONS: Please refer to page 10 of the CASA Court Report Handbook. In addition, at the 366.21(e) hearing, CASA can recommend one of the following:

- Child/Youth to be placed in the home of parent(s)
 - i. Ex: Marky Smith to be placed in home of mother, Jane Smith
- Parent(s) be granted six more months of family reunification services
 - i. Ex: Jane Smith be granted six more months of family reunification services
- Reunification services be terminated for parent(s)
 - i. Ex: Reunification services be terminated for Jane Smith

WIC §366.21(f) Hearing – 12 Month Review

The .21(f) is the second review hearing in family reunification cases, held 12 months after the jurisdiction hearing. The purpose of the .21(f) review hearing is for the court to decide if the parent(s) have been working towards the case plan and if it is safe for the child/youth to be returned to the care of the parent(s), or if further reunification services are needed. At this hearing, it is also possible for the judge to decide that family reunification services should be terminated.

The CASA report should address the same issues as those addressed at the 366.21(e) hearing. If it is not possible at this hearing for the child/youth to be returned to the parent(s), you should address the likelihood of the child/youth being returned if reunification services were extended an additional six months.

All recommendations around reunification or termination of reunification services must be well-supported in the report and discussed with your supervisor.

CASE HISTORY: Please refer to page 5 of the CASA Court Report Handbook

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook

CHILD’S/YOUTH’S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Please refer to page 8 of the CASA Court Report Handbook

SUMMARY AND CASA POSITION: Please refer to page 9 of the CASA Court Report Handbook

RECOMMENDATIONS: Please refer to page 10 of the CASA Court Report Handbook. In addition, at the 366.21(f) hearing, CASA can recommend one of the following:

- Child/Youth to be placed in the home of parent(s)
 - i. Ex: Marky Smith to be placed in home of mother, Jane Smith
- Parent(s) be granted six more months of family reunification services
 - i. Ex: Jane Smith be granted six more months of family reunification services
- Reunification services be terminated for parent(s)
 - i. Ex: Reunification services be terminated for Jane Smith

WIC §366.22 Hearing – 18 Month Review

The .22 hearing is the third review hearing in family reunification cases; it is held 18 months after the jurisdiction hearing. The purpose of the .22 review hearing is for the court to decide if the parent(s) have been working towards the case plan and if it is safe for the child/youth to be returned to the care of the parent(s). This is the last hearing at which the decision to return home can be made.

The CASA report can state a position of whether or not the child/youth can be returned home. If not, the court must terminate reunification services and proceed to a permanent plan hearing (WIC §366.26).

All recommendations around reunification or termination of reunification services must be well-supported in the report and discussed with your supervisor.

CASE HISTORY: Please refer to page 5 of the CASA Court Report Handbook

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook

CHILD’S/YOUTH’S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Please refer to page 8 of the CASA Court Report Handbook

SUMMARY AND CASA POSITION: Please refer to page 9 of the CASA Court Report Handbook

RECOMMENDATIONS: Please refer to page 10 of the CASA Court Report Handbook. In addition, at the 366.22 hearing, CASA can recommend one of the following:

- Child/Youth to be placed in the home of parent (s)
 - i. Ex: Marky Smith to be placed in home of mother, Jane Smith
- Reunification services be terminated for parent(s)
 - i. Ex: Reunification services be terminated for Jane Smith

WIC §366.26 Hearing – Permanency Planning Hearing

The .26 hearing is where the court makes a decision on the most appropriate permanent plan for the child/youth, including adoption, legal guardianship, or order a planned permanent living arrangement. This hearing is scheduled 120 days after family reunification services are terminated.

The CASA report should address any options for a permanent plan, such as adoption, guardianship, or a planned permanent living arrangement.

All recommendations around a permanent placement must be well-supported in the report and discussed with your supervisor.

CASE HISTORY: Please refer to page 5 of the CASA Court Report Handbook. In addition, it is important to include:

- When was family reunification terminated?
- What is the permanent plan?

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook

CHILD'S /YOUTH'S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Please refer to page 8 of the CASA Court Report Handbook

SUMMARY AND CASA POSITION: Please refer to page 9 of the CASA Court Report Handbook

RECOMMENDATIONS: Please refer to page 10 of the CASA Court Report Handbook. In addition, at the .26 hearing, CASA may recommend one of the following:

- Child/Youth to be placed in the home of parent(s)
 - i. Ex: Marky Smith to be placed in home of mother, Jane Smith
- Adoption of child/youth be identified as the placement plan
 - i. Ex: Adoption be identified as the permanent plan for Marky Smith
- Legal guardianship of child/youth be identified as the placement plan
 - i. Ex: Legal Guardianship be identified as the permanent plan for Marky Smith
- A planned permanent living arrangement be identified as the placement plan for child/youth
 - i. Ex: A planned permanent living arrangement be identified as the permanent plan for Marky Smith

WIC §366.3 Hearing – Review of Permanent Plan (RPP)

After the termination of family reunification services and the selection of a permanent plan, the court will continue to consider the effectiveness and continued need of the current permanent plan. If the court orders a permanent plan of adoption or legal guardianship, the status of the child/youth is reviewed every six months to ensure that the adoption or guardianship is completed as expeditiously as possible. If the child/youth is in a planned permanent living arrangement, the court will continue to assess permanency options. This hearing is also used to get an update on the child's/youth's current circumstances.

The CASA report should address the appropriateness of the permanent plan and inform the court of the child's/youth's circumstances and needs and make appropriate recommendations.

CASE HISTORY: Please refer to page 5 of CASA Court Report Handbook. In addition, it is important to include:

- When was family reunification terminated?
- What is the permanent plan?

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook

CHILD'S /YOUTH'S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Please refer to page 8 of the CASA Court Report Handbook

SUMMARY AND CASA POSITION: Please refer to page 9 of the CASA Court Report Handbook

RECOMMENDATIONS: Please refer to page 10 of the CASA Court Report Handbook

WIC §364 Hearing – Family Maintenance Review Hearing

Family maintenance review hearings are held when the child/youth is placed under the supervision of the dependency court, but is not removed from the physical custody of his or her parent or legal guardian (home of parent). These hearings are held every six months until jurisdiction is terminated or the child/youth is re-removed from the home.

The CASA report should address how the child/youth is doing in the home of the parent(s) and if there are any additional needs of the family.

CASE HISTORY: Please refer to page 5 of the CASA Court Report Handbook

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook

CHILD’S /YOUTH’S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Please refer to page 8 of the CASA Court Report Handbook

For 364 hearings, the CASAs should be sure to include an interview with the caregiving parent(s).

SUMMARY AND CASA POSITION: Please refer to page 9 of the CASA Court Report Handbook

RECOMMENDATIONS: Please refer to page 10 of CASA Court Report Handbook. In addition, at any 364 hearing, CASA may recommend one of the following:

- Family maintenance services to continue
 - i. Ex: Family maintenance services to continue for Jane Smith
- Termination of jurisdiction: If the CASA believes that the family is no longer in need of services, the CASA may recommend that the child’s/youth’s dependency case be closed.
This recommendation must be well-supported and discussed with supervisor.
 - i. Ex: Jurisdiction be terminated

Progress Hearings

In addition to statutory hearings, the court may order a report from DCFS or another agency or person to address progress on specific issues. The CASA may or may not be ordered to prepare a report and be present at the progress hearing, please discuss this with your supervisor.

For most progress hearings, you may submit an abridged report. In this report, we DO NOT include the case history and only include child/youth's position and interviews, if needed.

Your progress report should include the following:

CASE UPDATE: Provide information related to the court's orders that triggered this hearing. CASA may provide information on other issues, if necessary.

You may include recommendations related to services and/or visitations, if appropriate. There is no need to include a summary and CASA position if you are not making recommendations.

Last Minute Information Report

A last minute information report (LMI) is a one-page report used when there have been important changes to case information after a full report has been submitted. It also may be used if the CASA has very brief updates to share with the court. Please discuss the use of this template with your supervisor.

WIC §366.31 Hearing – Non-Minor Dependent Review Hearing

The primary purpose of the non-minor dependent (NMD) status review hearing is to focus on the goals and services described in the non-minor dependent's Transitional Independent Living Case Plan and the efforts and progress made toward achieving independence and establishing lifelong connections with caring and committed adults. This hearing is held every six months until the young adult turns 21.

The CASA report should address how the young adult is progressing in AB12 services, their transition to independence, and any additional supports they may need to help them achieve this. It is important to note that a non-minor dependent is an adult and has ownership of the information included in your court report. You are not to release information to the court that is not explicitly approved by the non-minor dependent unless it pertains to:

- The safety of the NMD
- Whether sibling and important adult connections have been made and maintained
- The adequacy of the NMD's placement
- Challenges the NMD may be having with meeting the eligibility requirements of AB12
- Whether the NMD received adequate assistance and documentation necessary to transition to successful adulthood

CASE HISTORY: This is an abridged case history. Do not include any information about the allegations that brought the young adult into the system. Include only:

- NMD's name and DOB
- Date CASA was appointed and the date the NMD consented to the CASA appointment.

CURRENT STATUS: Please refer to page 6 of the CASA Court Report Handbook. However, be mindful of the information you provide (see above).

NMD'S POSITION: Please refer to page 8 of the CASA Court Report Handbook

CASA INTERVIEWS: Discuss with your supervisor the need to include interviews

SUMMARY AND CASA POSITION: Please refer to page 10 of the CASA Report Handbook

Avoid including information that may be incriminating to the young person. This may include drug use or other potential illegal activity (See Tips on page 7). Please discuss these issues with your supervisor.

You should review the report with the NMD before submitting it to court.

Court Procedures and Etiquette

Coming to court is an important part of CASA advocacy. CASAs are expected to attend every hearing unless directed otherwise by your supervisor. Attending the hearing is your chance to speak directly to the judge/attorney and provide support for your CASA youth/child during the court process.

The next section will provide instructions for CASAs on how to be prepared for your court hearing and the resources that will help you understand the court process.

Coming to Court

1. Check your child's dashboard in ETO prior to the hearing. Your supervisor may have already uploaded the social worker's report to the Hearings Touchpoint.
2. Plan to arrive at the CASA office by 8:30am to pick up a clipboard, copy of your report, and to check-in with your supervisor.
3. Proceed to the courtroom and check-in with the bailiff. Provide the bailiff with the name of the child/youth and the calendar number of the child/youth's case.
4. If possible, connect with the child/youth's attorney prior to the case being heard to discuss your report and recommendations.
5. If possible, you may visit with your child/youth in Shelter Care before the hearing. Let the bailiff and the child's attorney know you will be leaving the courtroom. Be mindful to keep your visit short, to ensure the attorney has time to visit.
6. When your case is called, you will sit at counsel table with your child/youth and their attorney. You may be asked to "state your presence/appearance for the record". If you wish to speak with the judicial officer after the attorneys have spoken, say "Your honor, may I address the court?"
7. You may visit with your child/youth in Shelter Care after the hearing.
8. Check-in with the CASA office before you leave court. Debrief the results of the hearing with your supervisor.
9. The minute order for the hearing will be available a day or two after the court hearing. Make sure you review the minute order, note the date of the next hearing and let your supervisor know if you see any errors.

Common Court-Related Abbreviations

- **ADJ** (Adjudication, AKA Jurisdiction Hearing, Pre-trial Conference): Hearing focused on the facts of the petition allegation. Court hears arguments, and allegations are sustained or dismissed. CASA report may not address allegation issues.
- **CFT**: Child and family team
- **CLC**: Four law firms (CLC1, CLC2, CLC3, CLC4) who represent children who have come under the protection of either the Los Angeles Dependency Courts
- **Contest**: When a party challenges a decision made by a court
- **County Counsel**: Attorneys responsible for representing DCFS
- **CSEC**: Commercially sexually exploited children
- **DCFS** (Department of Children and Family Services): Is responsible for care, custody, & supervision of children in foster care
- **Detention Hearing**: Court determines, based on prima facie evidence whether a child must be detained pending Adjudication
- **Disposition Hearing**: Court may formally declare child to be dependent of the Court, set visit frequency and whether monitored, and determine if the parents should receive Family Reunification (FR) services
- **FLO**: Family Law Order
- **FR**: Family Reunification
- **HOP** (Home of Parent): Order returning child to care of parent
- **ICPC** (Interstate Compact on Placement of Children): Agreement between states about placing and monitoring children outside state of residence
- **ICWA** (Indian Child Welfare Act): Federal law re custody of Indian children
- **IEP** (Individualized Education Program): Guides the delivery of special education support and services for a student with a disability
- **JR** (Judicial Review): Court review of case after Disposition when child is in parents' home (every 6 months)
- **LADL** (Los Angeles Dependency Lawyers): 5 law firms are responsible for representing parents in the Dependency system
- **Minute Order**: The official orders of the Court as shown in the Court minutes
- **NMD**: Non-Minor Dependent
- **NMDR**: Non-Minor Dependent Report
- **P3**: Permanency Partners Program
- **PPH** (Permanency Planning Hearing): Hearing to evaluate a permanent plan. Must be held at least once every 12 months. At first hearing permanent plan is selected
- **PMA** (Psychotropic Medication Authorization Form): Psychotropic medications must be approved on this form before being administered
- **PPLA**: Planned Permanent Living Arrangement

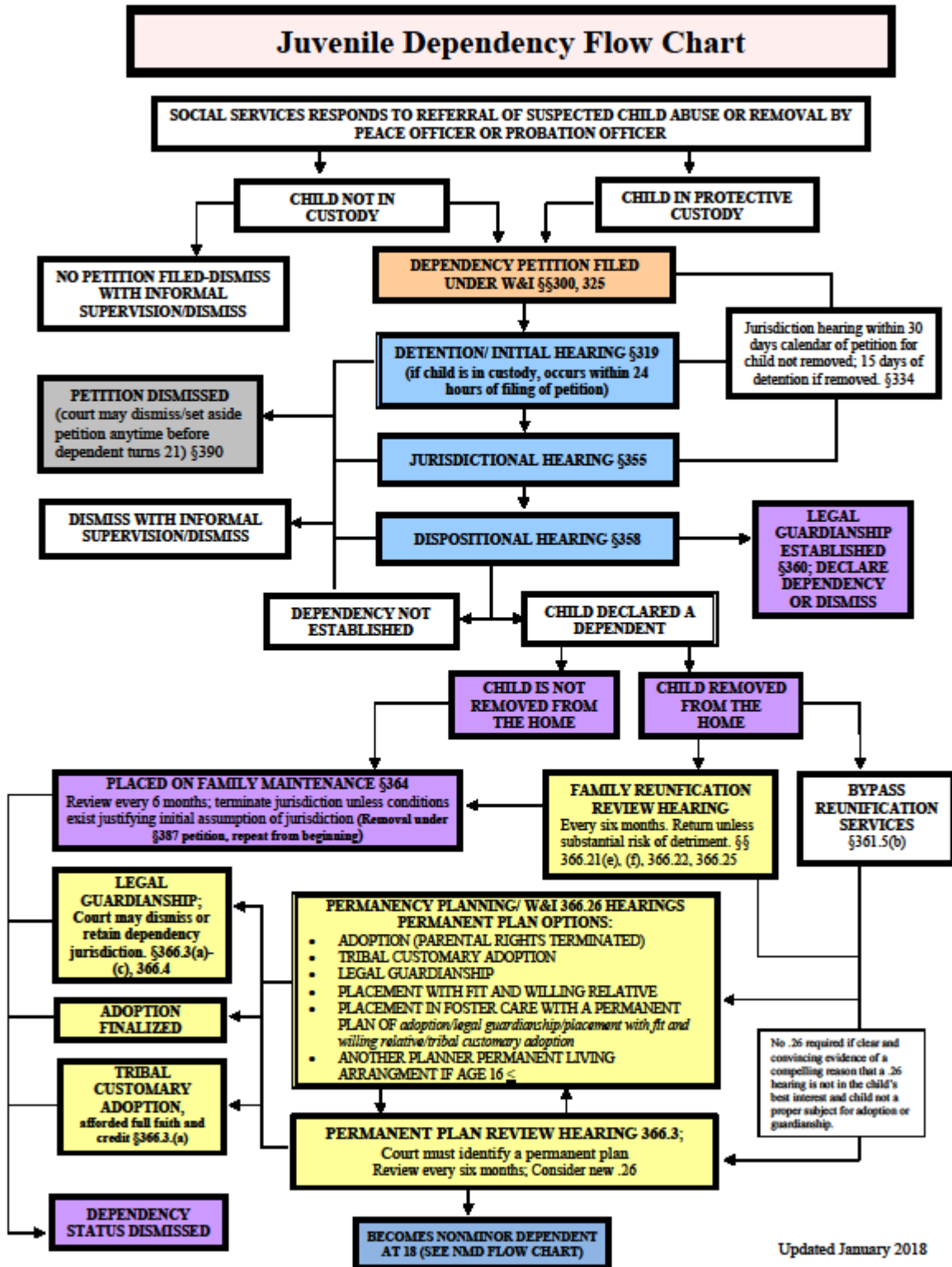
- **PRI** (Pre-Release Investigation): Court order for DCFS to investigate whether child can be placed at a relative or non-related extended family member
 - **PRU**: Placement Recruitment Unit
 - **RFA**: Resource family approval (aka foster family or home study approval)
 - **ROR** (Receipt of Report): Non-appearance hearing to receive the report from the Social Worker
 - **RPP** (Review of Permanent Plan Hearing): Six month review status of child for whom a permanent placement plan has been ordered
 - **SP** (Suitable Placement): Court order for child to be placed away from both parents.
 - **Title 20s**: Notes from a CSW about a particular case.
 - **Unit**: 15 minutes of Court time (per unit) as estimate in contested hearings
 - **WIC** (Welfare and Institutions Code): CA Law of which the 300 series applies to CASA work
-
- **301**: Voluntary Contract
 - **317 Attorney**: Independent attorney
 - **342 Petition**: New & different allegation regarding dependent child
 - **387 Petition**: Supplemental petition (may be filed with original petition) for child to be removed from parents, or other care-givers and placed in foster care.
 - **388 Petition**: Motion by any party asking change to previous order
 - **390 Dismissal**: Dismissal of petition or case
 - **602 Petition**: Petition to declare child under 18 ward of Court due to child's violation of the law
 - **730 Evaluation**: Court-ordered Mental Health forensic examination to determine appropriate treatment of child, parents, or others
 - **241.1 Report**: Report recommending whether Dependency Court or Delinquency Court should be primary for a dual-jurisdiction child
 - **JV-218**: Child's opinion about the psychotropic medication prescribed.
 - **JV-219**: Statement about the psychotropic medication prescribed (CASAs use this to provide input on the medication)
 - **JV-220**: Approval to administer psychotropic medications
 - **JV-220A**: Physician's Statement about psychotropic medications
 - **JV-223**: Court order (approval/denial) of psychotropic medications
 - **JV-290**: Caregiver information form
 - **JV-505**: Statement regarding parentage
 - **JV-535**: Order limiting Ed Rights & appointing Ed. Rep; defining educational needs
 - **JV-536**: Appointment of educational surrogate
 - **JV-538**: Findings and orders regarding transfer from school of origin
 - **JV-539**: Request for hearing regarding child's education

Welfare and Institutions Code §300

If a child/youth is under the age of 18 and is described by the conditions outlined in WIC § 300, he/she is a proper subject for jurisdiction by the Juvenile Court. The court must make a finding that the child/youth falls within the provisions of § 300, and after doing so, may adjudge the child/youth to be a Dependent of the Court. WIC § 300 describes the circumstances under which a social worker may petition the Court to take jurisdiction over a child/youth. Below is a summary of each sub section:

- **300(a)** – severe physical harm or a substantial risk of severe physical harm by a parent or legal guardian, inflicted non-accidentally
- **300(b)** – failure to protect and/or supervise or a substantial risk of failure to protect and/or supervise resulting in abuse and/or neglect; inability to provide regular care due to mental illness, developmental disability or substance abuse
- **300(c)** – severe emotional abuse or a substantial risk of severe emotional abuse
- **300(d)** – sexual abuse or a substantial risk of sexual abuse
- **300(e)** – severe physical abuse to a child under the age of 5
- **300(f)** – the child's parent caused a death of another child through abuse or neglect
- **300(g)** – no provision for support; parent incarcerated or institutionalized and cannot arrange for care of the child; parents whereabouts is unknown
- **300(h)** – the child has been freed for adoption by one or both parents for 12 months by either relinquishment or termination of parental rights or an adoption petition has not been granted
- **300(i)** – cruelty
- **300(j)** – abuse of a sibling

Juvenile Dependency Flow Chart



Updated January 2018

Sample Court Layout

