

Jurisdiction

Review

Chapter 5 covered the following areas:

1. How to set up a detention hearing;
2. How to create a petition;
3. How to create a detention report;
4. How to create standard notices;
5. How and why to associate attorneys;
6. How to document a Juvenile court number for a child client;
7. How to document who was present at a hearing;
8. How to document findings and orders at a hearing; and
9. How to how to schedule the next hearing.

This chapter will deal with how to create a Jurisdictional Report and to schedule the following hearings associated to a child. How to document the required “Adult Relative Notifications” and how to record and document the ongoing efforts to find and document individuals who might be interested in maintaining a lifelong relationship with the child.

Creating a New Jurisdiction Report

The Jurisdiction Hearing must be set within thirty days of the initial hearing for non-detained minors and within 15 days of the initial hearing for detained minors, usually on a “Law and Motion” day. Typically, Law and Motion days are a specific day of the week, or days of the week. In some local jurisdictions, it is only one day of the week. In other local jurisdictions, it might be 2, 3 or 5 days a week. It depends on the volume of Juvenile Court cases typically heard during the week. Usually any rulings made are for non-contested issues. If there were areas of contention, the Court would normally set those matters for a specific date and time in the future.

The last chapter stated that the Court could also set this hearing as a Juris/Dispo hearing. A Juris/Dispo hearing simply combines a Jurisdictional Hearing with a Dispositional Hearing and has the elements of both hearings.


At a Jurisdictional hearing, the Court determines which allegations in the petition, if any, are true. This may be done by the parents or parent admitting the allegations are true or by the department proving the allegations are true. If the parents or the child/children, through their attorneys, disagree with the department on an important issue or recommendation, the Court will be likely to set the matter for a “Contested” hearing.

To document that a hearing is a contested hearing in CWS/CMS first open the “Case” for the child by clicking on the “Open



Existing Case” folder. Next, open the child’s case. If desired, open the case for each sibling. All cases

open the same way. After selecting the "Open Existing Case Folder," select the case or case to open by clicking on them and then clicking on the "OK" button to the top right.

Next, open the scheduled hearing. To open a scheduled hearing, go to the "Court Management" Section  and click the



gavel, or "Open Existing Hearing" notebook. That will result in a selection box that will display the most current hearing. To select that hearing, click on the child and the hearing, then click the "OK" button in the top right. To set a "Contested" Hearing or a "Continued" Hearing, **do not** click on "Create New Hearing." The application will usually have already have the hearing scheduled. The next page shows the selection box.

Open Notebook: Information Available: Current [X]

Select Item to Open
Hearing [v] [Load]

For this Case

	Local	ID	Name	Start Date	End Date
1	<input checked="" type="checkbox"/>	0751-5617-6778-9000153	Training, Child	09/30/2009	

Open this Hearing

	Date	Minors Calendared	Hearing Type	Subtypes
1	10/09/2009	Training, Child	Jurisdiction	

OK
Cancel
New
Remove
Sort...
History...
Help

After opening the correct hearing, go to the “Results” page. Click on the “+” in the grid as before. Next, change from “As

- ☒ As Recommended
- ☐ As Recommended with Modifications
- ☐ Contrary to Recommendations
- ☐ Continued

Recommended” to “Continued” by clicking in the radial button ☐ next to “Continued.” When

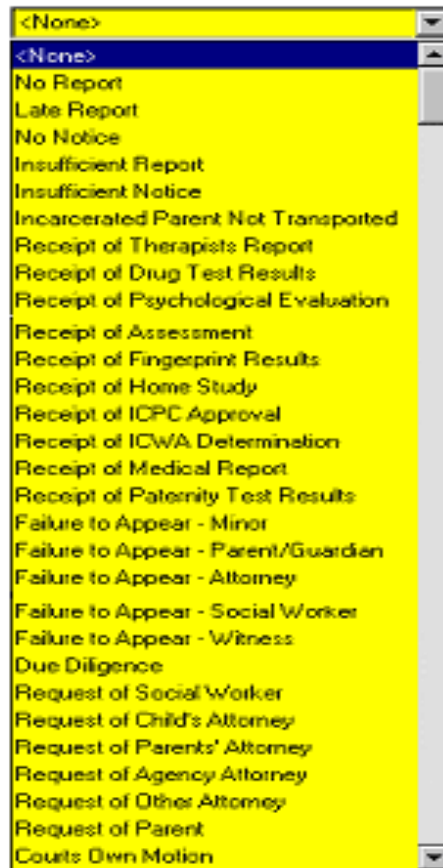
- ☐ As Recommended
- ☐ As Recommended with Modifications
- ☐ Contrary to Recommendations
- ☒ Continued

finished, the selection should look like this.

Next, go to the Hearing “ID” page, the first page of the notebook. There, a new set of fields has become mandatory. The new

mandatory fields are in the “Hearing Continue” information box.

Complete the fields with the time, date and “Continuance Reason.” Select the “Continuance Reason” from the following selections shown in the drop down menu when the down arrow is clicked.



The more common responses are “Request of Parents’ Attorney” and “Request of Parents.”

After making the appropriate choice of a continuance reason, the “Hearing Continued” information box looks like the following example.

Hearing Continued
Next Hearing Date Next Hearing Time

10/15/2009

01:00pm

Continuance Reason

Request of Parents' Attorney

“Request of Parents’ Attorney” was chosen as the Continuance Reason. When completed, go to the “Action” drop down menu.

Client Disposition...
Create Continued Hearing
Create Next Hearing
Create Amended Petition



In the “Action” drop down menu, select or click on “Create Continued Hearing.”

That will result in the creation of a “New” Hearing notebook. The ID page is complete.

Client Services - Case [Training, Child] - [Hearing [10/15/2009]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Minors Citations and Subpoenas Notices Results Attendees

Identification

Hearing Information

☒ Hearing Date Set Hearing Date Time
☐ Date Not Set 10/15/2009 01:00pm

Court Information

Court Department
Glenn County Superior Court 1

Title Judicial Officer
Judge Training Judge

Hearing Continued

Next Hearing Date Next Hearing Time
: am

Continuance Reason

Interpreter Needed

Interpreter Requested for this Language

Notes

Create New

+ Petition Notebook + Court Report Notebook + Hearing Summary Document
+ ICWA/JV Document

Ready Case [Training, Child] -> Hearing [10/15/2009]

The “Minors” page will have automatically filled in. Notice that the “Subtype” is also completed as “Continued.”

Client Services - Case [Training, Child] - [Hearing [10/15/2009]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Minors Citations and Subpoenas Notices Results Attendees

Minors

	Name	Type	Subtype
1	Training, Child	Jurisdiction	Continued

Minor
Training, Child

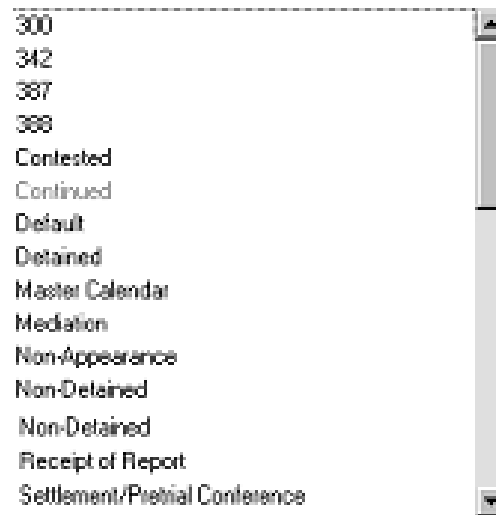
Hearing Type
Jurisdiction

Hearing Type/Subtype Description

	Subtypes
1	Continued

Ready Case [Training, Child] -> Hearing [10/15/2009]

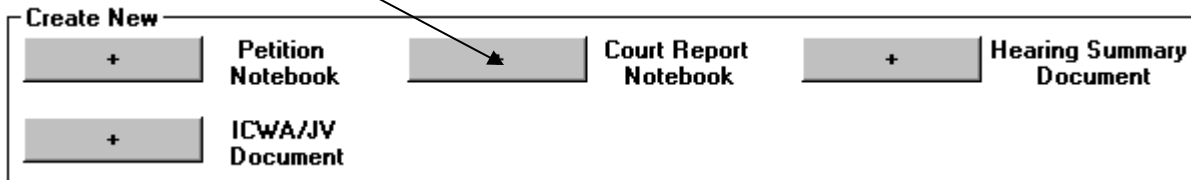
Enter a second “Subtype” of “Contested” if desired. To do that, click on the “+” in the left top corner of the “Subtype” box. Then, select from the following drop down menu.



Notice that the “Continued” reason is greyed out. That is because it has already been selected and cannot be selected a second time for the same hearing.

County practices vary on when to create the Jurisdictional Report. In some counties, the Jurisdictional Report is only created when and if the Jurisdiction is contested. The process to create a Jurisdictional Report is the same regardless of specific county practice around the need to create the report.

To create a Jurisdictional Report, go to the scheduled "Jurisdictional Hearing." Click on the "Court Report Notebook" button in the "Create New" information box.



Create New

+	Petition Notebook	+	Court Report Notebook	+	Hearing Summary Document
+	ICWA/JV Document				

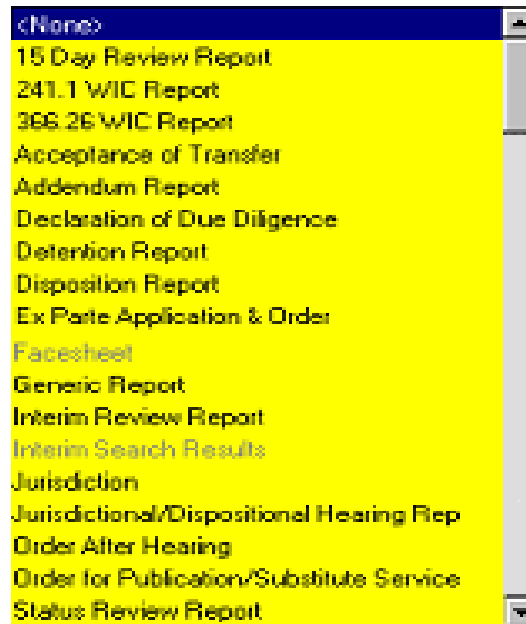
As with all "New" Court Report Notebooks, first select which type of Court Report is to be created.

Do this by clicking the down arrow in the "Report Type" selection box.



Report Type

That will result in the following list.



For a Jurisdiction Report, select “Jurisdiction” by clicking on Jurisdiction in the list.

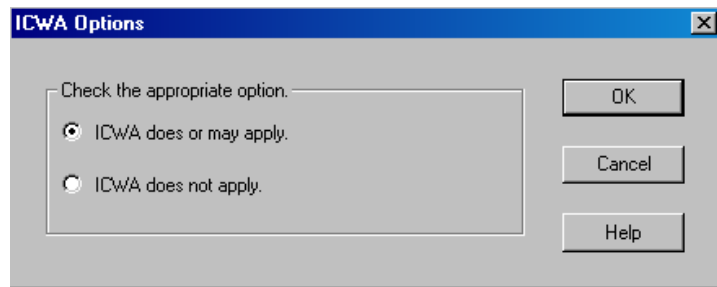
Remember that the report type varies depending on the type of hearing and County practice. After selecting the report type, select which minors are a part of the report by clicking on the “+” in the top left corner of the “Court Related Information” information box. Next, go to the bottom of the page and click on the “Court Report Document” button in the “Create New” information box at the bottom of page.

The screenshot displays a software window titled "Client Services - Case [Training, Child] - [Court Report [Jurisdiction]]". The window features a menu bar with options: File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Tools. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

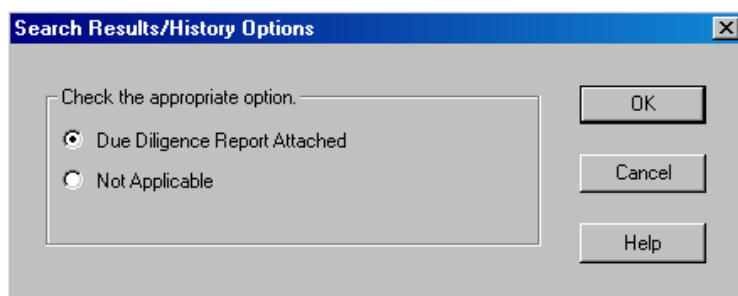
- Identification:** Includes a "Report Type" dropdown menu set to "Jurisdiction" and a "Filed Date" dropdown menu.
- Court Report Information:** Contains a table with a "+" button in the top left corner. The table has a header "Minors" and one row with the value "1 | Training, Child".
- Approval:** Includes an "Approval Status" dropdown menu set to "Request Not Submitted" and a "Date" field.
- Description:** A large text area for entering details.
- Create New:** A section at the bottom with a "+" button and a "Court Report Document" button. An arrow from the text above points to this button.

The status bar at the bottom of the window shows "Ready" on the left and "Case [Training, Child] -> Hearing [10/15/2009] -> Court Report [Jurisdiction]" on the right.

Again, there will be a series of dialogue boxes that should be answered and then say, “OK.” The first dialogue box is asking about the Indian Child Welfare Act. If there is any information that makes it appear that the child is or may be a member of an Indian Tribe, the answer is YES. Remember, only the tribe is able to make a determination regarding possible eligibility.



The second dialogue box is regarding searches for any missing parents.



If a birth parent's whereabouts are unknown, the department is responsible to make a diligent effort to find the missing parent. If the parent's whereabouts are unknown, the Court needs to be informed regarding what actions the department has taken to find the missing parent. This is a requirement until the parental rights of the missing parent are terminated by Court action. However, a “formal” report may not be necessary at this time. In some counties, enter the search efforts to date under the heading that this dialogue box will create if “Due Diligence Report Attached” is selected.

After clearing the dialogue boxes, the application will create the “Jurisdiction Report” document. Much of the layout is exactly the same in court reports. In the Jurisdiction Report, the title is changed to “Jurisdiction.” The “Hearing Type/Subtype” is also changed to match the type of hearing.

JURISDICTION REPORT

Much of the demographic information will pre-populate into this report from the CWS/CMS data base. Other information is entered by the user into form fields designed for local text entry. Either the cursor or the F11 key may be used to navigate from one non protected form field to another. Navigating with the F11 key puts your cursor in the correct position to proceed. With the first letter entered, both the form field and the text in the form field, if any, disappear.

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Subtype</u>
10/15/2009	01:00pm	1	Jurisdiction / Continued Contested

In this case, the Hearing was continued, and the matter is contested which is what the report shows.

The next difference is that a new section has been added, “Legal History.” The format will depend on which template your county has chosen to use.

<u>LEGAL HISTORY</u>		
<u>300 WIC Subsection(s)</u>		
<u>Initial Removal</u>	<u>Initial Detention Order</u>	<u>Initial Jurisdiction Finding</u>
	Child - 10/02/2009	
<u>Initial Disposition Order</u>	<u>Initial 364 FM Review</u>	<u>Second 364 FM Review</u>
<u>Initial 366.21(e) – 6 Month FR Review</u>	<u>Initial 366.21(f) – 12 Month FR Review</u>	<u>Initial 366.22 – 18 Month FR Review</u>
<u>FR Services Terminated</u>	<u>Non-Reunification Ordered</u>	
<u>Initial Permanent Plan: Type/ Date Ordered</u>		<u>Current Permanent Plan: Type/ Date Ordered</u>

“Legal History” will be a part of all status review hearing reports from this point on if your county is using a Court Report template series that uses this feature.

All of the fields in “Legal History” except for “Initial Removal” will populate if the necessary data has been entered into the application and the next hearing has been created correctly. If the next hearing is created by clicking on the “+” under the gavel, the data will never populate and the error cannot be fixed. If the correct findings and orders are not entered into the “Results” page, that portion of the history will not populate, and if the petition status is not changed from pending, that section will not populate.

The next section of the “Report” that is different from the Detention Report is the “Reason for Hearing” section. This is usually telling the Court the legal history up to this point. It may be a simple paragraph that summarizes the Court history to date. A common example is the following: “The minor was detained on September 29, 2009. There was a Detention Hearing on October 2, 2009. The child was detained, and the matter was set for Jurisdiction on October 9, 2009. On October 9, 2009, the matter was set for a Contested Hearing on October 15, 2009, at 1:00 PM. This is the time and place for that Hearing.” This section is a part of all following status reviews and may be copied and added to as needed.

The next new section is the “Jurisdiction” section. This is where the allegations in the petition are proven. The section itself is made up on several subsections; Allegation(s), Supporting Evidence and Witness Statements. Witness Statements also has several subsections: Child(ren), Parents/Legal Guardians, Social Worker and Others.

There are two major models for working with this section. One model is to list all allegations then list all the supporting evidence and witness statements. If there are a number of allegations, this can be confusing so care should be taken to be clear.

A second model is to list an allegation then list all the supporting evidence and witness statements to prove that specific allegation. Then go to the next allegation and list all the supporting evidence and witness statements to prove that allegation. Each allegation is thus handled separately. This model is far clearer but takes more entry.

An added benefit of using the second model is that occasionally an allegation that cannot be proved is discovered. If this happens, it is appropriate to ask the Court to dismiss that allegation in the body of the report or at the start of the Hearing. The department will be continuing its investigation, and if new information comes to light, it is okay to drop or add allegations as necessary.

The last new section is the “Assessment/Evaluation” section. This is the only place in a Court report that a worker gets to express an opinion. Tell the Court what is believed to be the best plan for the minor or minors based upon the facts supplied in the body of the report.

Since this is a Jurisdiction Hearing, the usual Assessment/Evaluation is that any allegation that the department did not ask to have dismissed are found true. The recommendation section is the same as with all the Reports including the Detention Report discussed before, and County practice will remain the same. Follow County practice when recommending findings and orders.

Unless the department is recommending that the petition be dismissed in its entirety, the department will recommend a hearing date for the Dispositional Hearing. That date is on a law and motion day approximately two weeks from the date of the Jurisdiction.

Documentation of attendees and setting the next hearing is exactly the same process as for the Detention Hearing. Document who attended the hearing in the “Attendees” page, documents findings and orders in the “Results” page and use the “Action” drop down menu to “Create Next Hearing.”

Adult Relative Search Efforts

Rule 5.637. Family Finding (§§ 309(e), 628(d)) Rule 5.637 adopted effective January 1, 2011

- Within 30 days of a child's removal from the home of his or her parent or guardian, if the child is in or at risk of entering foster care, the social worker or probation officer must use due diligence in conducting an investigation to identify, locate, and notify all the child's adult relatives.
- The social worker or probation officer is not required to notify a relative whose personal history of family or domestic violence would make notification inappropriate.

The first step is to record or document efforts made to find adults who may be interested in maintaining a lifelong relationship with the child. In CWS/CMS those efforts are documented by recording search efforts in either the “Search Log” notebook” or the “Collaterals” notebook.

In the “Client Management” section, open the child client and navigate to the “Search Log” page of the adult client being searched for. The “Search Log ” page is shown below.

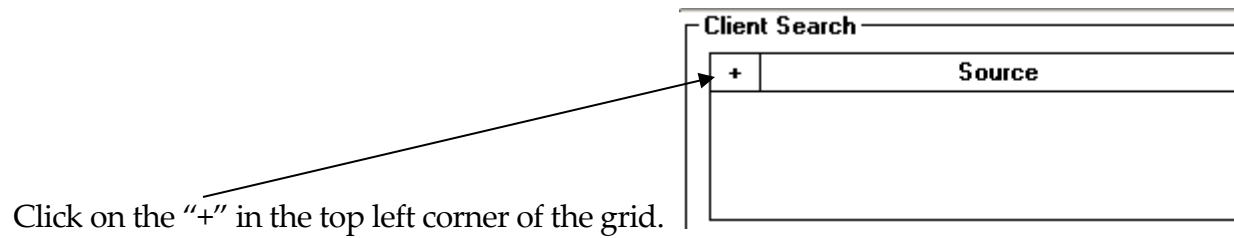
+	Source	Date of Search	Description	Results

Source: [] Date of Search: [] Action Result Date: []

☐ File Clearance

Description: [] Results: []

Ready Case [Training, Child] -> Client [Uncle Training]



That will result in the following screen.

Client Services - Case [Training, Child] - [Client [Uncle Training]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Demog. Address Names Related Clients ID Num Juv. Cr. # Search Log AFDC-FC Attorneys Service Providers I.C.W.A. Adoption Info AAP Eligibility



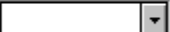
Client Search

	Source	Date of Search	Description	Results
1				

Source Date of Search Action Result Date

☒ File Clearance

Description Results

Source	Date of Search	Action Result Date
		

Clicking on the down arrow in “Source” will provide a drop down menu.

<None>	CYA	MEDS	
Air Force	DMV	Navy	
Army	DOJ	Neighbor	
Attorney	Eligibility Worker	Other Search Source	School for Forward of Scho
Child Support Division	Employer	Postal Service/Last Known	SACSS
Coast Guard	Landlord	Prison	SAWS
County Jail	Local Jail	Probation/Parole	Utility Company
CDS	Local Police	Property Rols/Assessor	Voter Registration
CII	Maines	Referred for Location Servi	Welfare
CWS/CMS	Minor	Relatives/Friends	W/CHIS

Choose one of the sources listed. Then enter the “Date of Search.” Next, enter the date that a result, or answer, was obtained to the search. This may be the same as the “Date of Search” or may be later.

If “File Clearance” ☐ **File Clearance** is checked, it indicates that the search selected in the Client Search grid was performed for file clearance purposes. Next, complete the “Description” narrative. Use the narrative section to further describe the search.

Description

You can enter up to 4,000 characters in this field.

The last thing to do is complete the “Results” narrative by entering what the results of the search were. If new information pointing to a possible location was provided, document that information then follow the information to confirm or reject the possible new address.

Results

You can enter up to 4,000 characters in this field.

There is no magic number of searches. The requirement is that the search efforts are diligent.

It is also possible that an adult who the child would like to maintain a lifelong relationship with has been entered in CWS/CMS as a collateral. In that case, go to the “Collateral” notebook in the “Client Management” section. Open an Existing Collateral by

clicking on the “Open Existing Collateral” icon, or create a New Collateral by clicking on the “+” under the “Open Existing Collateral” icon. If creating a “New” collateral, complete the identifying information on the first three pages.

Clicking on the “+” icon will result in the following dialogue box.

New Notebook

Select Item to Create
Collateral [v] Load

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	13	Male	06/07/1998
2	Training, Father	35	Male	07/09/1976
3	Training, Mother	34	Female	01/02/1977
4	Training, Sibling	8	Female	08/05/2003
5	TrainingJ, Grandmother	57	Female	09/12/1954

OK
Cancel
Sort...
Help

Select the client that the collateral being created is related to by clicking on the correct client, then clicking on the “OK” button to the right of the dialogue box.

The “Collateral” notebook will open to the “ID” page. Enter all known information for this page. “First” and “Last” name fields are mandatory.

Client Services - Case [Case, Training] - [Collateral [,]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID Address Related Clients Background Check Relative/NREFM Assessment Search Log

Identification

Name

Prefix First M.I. Last Suffix

Gender: ☐ Male ☐ Female ☒ Unknown

Birth Date Marital Status

E-mail Address

Agency

Agency Name

Badge No.

Phone Numbers

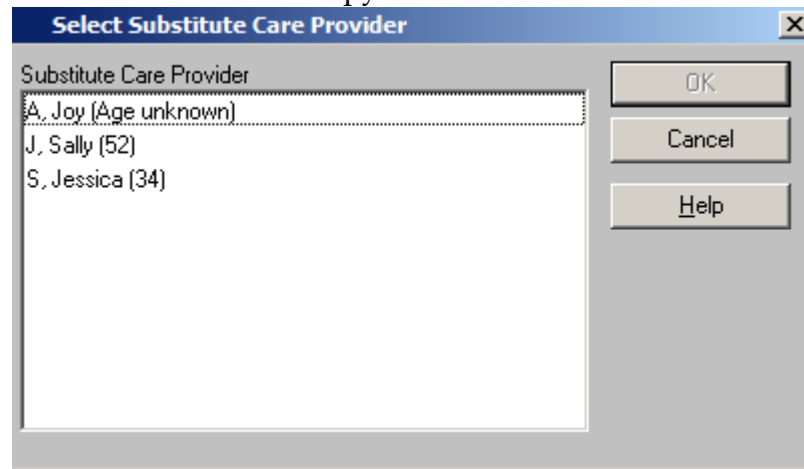
Primary Phone Extension

Fax Phone

Comments

[Copy SCP Info](#)

An option on the “ID” page is to copy the information from a Substitute Care Provider (SCP), also known as a foster parent, to create that SCP as a collateral. This would usually be a previous SCP, not a current SCP. If selected, when the **Copy SCP Info** button is clicked, the application will ask which SCP to copy and show a list of all SCPs currently in cache to select from. Click



on the correct SCP, and then click on the “OK” button.

Continuing with creating a “New” collateral. After entering the known information on the “ID” page, next click on the “Address” page. Enter all known data relating to the “New” collateral’s address. An example of the “Address” page follows.

When the address page has been completed, click on the “Related Clients” page.

On the “Related Clients” page, shown below, document how this collateral is related to the selected client. This page is virtually identical to the “Related Clients” page in the “Existing Client” notebooks.

Client Services - Case [Case, Training] - [Collateral [Training,Collateral]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Related Clients Background Check Relative/NREFM Assessment Search Log

	Name	Collateral	Active	Family Finding	Rel. Notification
1	Training, Child		Yes		

Client: Training, Child Collateral Category: ☒ Active Status

Comments:

Family Finding Efforts

On Behalf Of: Date Identified:

	Status	Start Date	End Date

Lifelong Connection Status: Start Date: End Date:

Relative Notification

On Behalf Of:

	Date	Method/Exception	Response

Date: Method/Exception: Response:

Ready Case [Case, Training] -> Client (Case Focus Child) [Child Training] -> Collateral [Training,Collateral]

Collateral Category

First clicking on the down arrow of the “Collateral Category” drop down menu. Select the correct relationship from the list provided. When complete go the the “Search Log” page. This is identical form and function as the “Search Log” page in the “Existing Client” notebooks. Proceed as shown earlier in this chapter.

When all necessary searches for relatives and or collaterals have been completed and documented in this manner, it is possible to create a report for the Court, showing what search efforts have been made. That report is a “Declaration of Due Diligence” report. The Declaration of Due Diligence is also used to report to the Court any search efforts made for a absent parent.

To create the “Declaration of Due Diligence” report in CWS/CMS go to the “Court Management” section.



Open the hearing that the report will be associated to by clicking on the gavel (Never the “+”)

From the resulting list of hearing, select the correct hearing and open that hearing by clicking on the hearing and then clicking the “OK” button to the right, or simply double clicking on the correct hearing. Following is the screen after selecting the hearing.

Client Services - Case [Case, Training] - [Hearing [09/13/2011]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID Minors Citations and Subpoenas Notices Results Attendees

Identification

Hearing Information

☒ Hearing Date Set Hearing Date: 09/13/2011 Time: 10:00am
☐ Date Not Set

Court Information

Court: Sacramento Juvenile Court Department:
 Title: Judicial Officer
 Judge: Training Judge

Hearing Continued

Next Hearing Date: Next Hearing Time: : am
 Continuation Reason:

Interpreter Needed

Interpreter Requested for this Language:

Notes

Create New

+ Petition Notebook + Court Report Notebook + Hearing Summary Document
 + ICWA/JV Document

From the "Create New" information box, select "Court Report Notebook" and click on the '+' button. That will open the "Court Report Notebook."

Client Services - Case [Case, Training] - [Court Report {}]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID

Identification

Report Type [] Filed Date []

Court Report Information

	Minors
1	Training, Child

Approval

Approval Status	Date
Request Not Submitted	[]

Description

Create New

+ Court Report Document

Ready Case [Case, Training] -> Hearing [09/13/2011] -> Court Report []

Select "Declaration of Due Diligence" from the drop down menu for "Report Type."

Report Type

Declaration of Due Diligence
<None>
15 Day Review Report
241.1 WIC Report
366.26 WIC Report
Acceptance of Transfer
Addendum Report
Declaration of Due Diligence
Detention Report
Disposition Report
Ex Parte Application & Order

That will result in a change in the "Court Report Information" box.

- Court Report Information -			
+	Minors	Approval	
1	Training, Child	Approval Status	Date
		Request Not Submitted	

Prior to selection

Report Type
 Declaration of Due Diligence

Filed Date

Court Report Information

	Description
+	Minors
1	Training, Child

Search Efforts For:

☒ Related Client ☐ Collateral

Relationship

After selection

Select the specific person that this report is regarding. Remember, the report is detailing the efforts made to find a specific individual, not all of the individuals that were searched for. It is necessary to create a separate report for each individual searched for in the exact same manner.

When the individual is selected, click on the “+” button next to “Court Report Document” in the “Create New” information box

Create New

+ Court Report Document

at the bottom of the page.

Declaration of Due Diligence Document Information

Document Header Information

Minors

Training, Child

Search Results For

Name

Training, Collateral

Relationship to Case Client

No Relation

Start Date

End Date

Load

Search Results

Date of Search	Action Result Date	Search Source

OK

Cancel

Help

The application will open a new dialogue box.

Select the minor or minors for this report by clicking on the name. Enter the date that the search efforts were started in the “Start Date” box, and the date the search efforts were ended in the “End Date” box. When the minor or minors have been selected and both the “Start Date” and “End Date” have been entered, the “Load” button will become enabled or active.

Declaration of Due Diligence Document Information [X]

Document Header Information

Minors

Training, Child

Search Results For

Name

Training, Collateral

Relationship to Case Client

No Relation

OK

Cancel

Help

Start Date

12/31/2011

End Date

12/31/2011

Load

Search Results

Date of Search	Action Result Date	Search Source
----------------	--------------------	---------------

Click on the "Load" button.

Declaration of Due Diligence Document Information

Document Header Information

Minors

Training, Child

Search Results For

Name

Training, Collateral

Relationship to Case Client

No Relation

OK

Cancel

Help

Start Date

12/31/2011

End Date

12/31/2011

Load

Search Results

Date of Search	Action Result Date	Search Source
12/31/2011	12/31/2011	CWS/CMS
12/31/2011	12/31/2011	DOJ

The search efforts that correspond to the provided information will then be shown in the “Search Results” box. If there is no information in the “Search Results” box, after clicking “Load”, then there will be no information to create a “Declaration of Due Diligence” with. If the search efforts were correctly recorded in CWS/CMS, then something in the information in the dialogue box is incorrect. The usual problem is that the “Start Date” and the “End Date” do not encompass the dates of the search. If data is shown in the “Search Results” box, click on the “OK” button in the top right corner of the dialogue box and the application will create a “Declarations of Due Diligence” report. A sample “Declaration of Due Diligence” document is in Chapter 9, Disposition.

Adult Relative Notifications

Under California Rules of Court (CRC) Rule 5.534, General provisions-all proceedings, paragraph (f), section (3)

When the whereabouts of an adult relative of the child is known the department should document and provide to the Court evidence of compliance with Welfare and Institutions Code section 309 and provide the relatives with all of the following.

- *The written notice required by section 309 and the "Important Information for Relatives" document as distributed in California Department of Social Services All County Letter No. 09-86;*
- *A copy of Relative Information (form JV-285), with the county and address of the court, the child's name and date of birth, and the case number already entered in the appropriate caption boxes by the social worker; and*
- *A copy of Confidential Information (form JV-287).*

To create and document compliance in CWS/CMS the user would first open the appropriate case. With the case open, open the child or children whose relative is being informed of the child's or children's' situation. Open the "Related Clients" page of the Child's notebook. An example, with the child's uncle selected follows.

Client Services - Case [Case, Training] - [Client (Case Focus Child) [Child Training]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Demog. Address Names Related Clients ID Num Juv. Cr. # Search Log AFDC-FC Attorneys Service Providers I.C.W.A. Adoption Info AAP Eligibility

Related Clients

+	Relative	Related As	Family Finding	Rel. Notification
1	Training, Father	Father/Son (Birth)		
2	Training, Mother	Mother/Son (Birth)		
3	Training, Sibling	Sister/Brother		
4	Training, Uncle	Nephew/Uncle (Paternal)		

Relative's Name

Training, Child /
 Training, Uncle

Start Date End Date

☐ Live at the same location ☐ Parent's Whereabouts Unknown

Family Finding Efforts

On Behalf Of Date Identified

+	Status	Start Date	End Date

Lifelong Connection Status Start Date End Date

Relative Notification

On Behalf Of

+	Date	Method/Exception	Response

Date Method/Exception
 Response

Ready Case [Case, Training] -> Client (Case Focus Child) [Child Training]

Click on the “+” in the top left of the grid in the “Relative Notification” information box.

Relative Notification

On Behalf Of

+	Date	Method/Exception	Response

Date

Method/Exception

Response

Enter the date of the notification and from the “Method/Exception” drop down menu select the appropriate answer.

Relative Notification

On Behalf Of

+	Date	Method/Exception	Response
1	12/31/2011		

Date: Method/Exception:

<None>
E-mail
Fax
In-Person
Mail
Phone
No Notice: Domestic/Family Violence Hist

When the selection is completed, go to the “File” Action Menu.

Client Services - Case [Case, Training] - [Client (Case Focus Child) [Child Training]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Demog Address Names Related Clients ID Num Juv. Cr. # Search Log AFDC-FC Attorneys Service Providers I.C.W.A. Adoption Info AAP Eligibility

Related Clients

+	Relative	Related As	Family Finding	Rel. Notification
1	Training, Father	Father/Son (Birth)		
2	Training, Mother	Mother/Son (Birth)		
3	Training, Sibling	Sister/Brother		
4	Training, Uncle	Nephew/Uncle (Paternal)		Yes

Relative's Name
Training, Uncle

Training, Child /
Training, Uncle
Nephew/Uncle (Paternal)

Start Date End Date

☐ Live at the same location ☐ Parent's Whereabouts Unknown

Family Finding Efforts

On Behalf Of Date Identified

+	Status	Start Date	End Date

Lifelong Connection Status Start Date End Date

Relative Notification

On Behalf Of
Training, Child

+	Date	Method/Exception	Response
1	12/31/2011	Mail	

Date Method/Exception Response

12/31/2011 Mail

Ready Case [Case, Training] -> Client (Case Focus Child) [Child Training]

From the “File” Action Menu drop down list, select “Print Report.”

Client Services - Case [Case, Training] - [Client (Case Focus Child) [Child Training]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

New Referral Ctrl+R
 New Case...
 Open Folder... Ctrl+O
 Find Folder...
 New Notebook... Ctrl+B
 Open Notebook... Ctrl+N
 Print... Ctrl+P
 Print Report...
 Print Setup...
 Save to Database Ctrl+S
 Save Locally
 1 Case [Case, Training]
 2 Referral [Training Child]
 3 Case [Transitional Independent Case Plan]
 4 Case [B, Marcia]
 Exit

ID Num Juv. Cr. # Search Log AFDC-FC Attorneys Service Providers I.C.W.A. Adoption Info AAP Eligibility

Related As	Family Finding	Rel. Notification
Father/Son (Birth)		
Mother/Son (Birth)		
Sister/Brother		
Nephew/Uncle (Paternal)		Yes

☐ Live at the same location ☐ Parent's Whereabouts Unknown

Family Finding Efforts

On Behalf Of Date Identified

+	Status	Start Date	End Date

Lifelong Connection Status Start Date End Date

Relative Notification

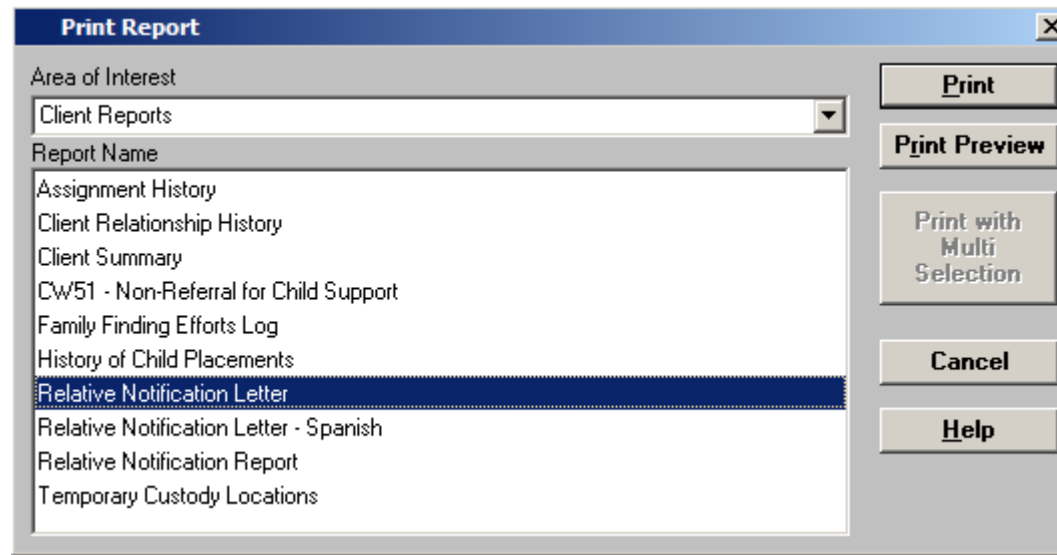
On Behalf Of

+	Date	Method/Exception	Response
1	12/31/2011	Mail	

Date Method/Exception
 Response

Open, print, save, or exit Case [Case, Training] -> Client (Case Focus Child) [Child Training]

From the “Print Report” dialogue box, select “Relative Notification Letter” and click “**Print Preview**.”



Selecting “Print,” will create the document, without a chance to edit the document prior to printing.

Before creating the letter, the application will require more information. Complete the following dialogue box with the correct information.

Relative Notification Letter [X]

Select Minors and Recipients

You may select multiple minors. When multiple minors are selected they will be grouped together in the notification letter(s).

Minors

- Training, Child (13)
- Training, Sibling (8)

A separate letter is generated for each recipient unless you choose to group all recipients on a single letter. If you group them on one, the letter will be generated with just one address.

☐ Group all selected recipients on one letter

Recipients

- Training, Father (Client)
- Training, Mother (Client)
- Training, Uncle (Client)
- Training, Grandmother (Client)

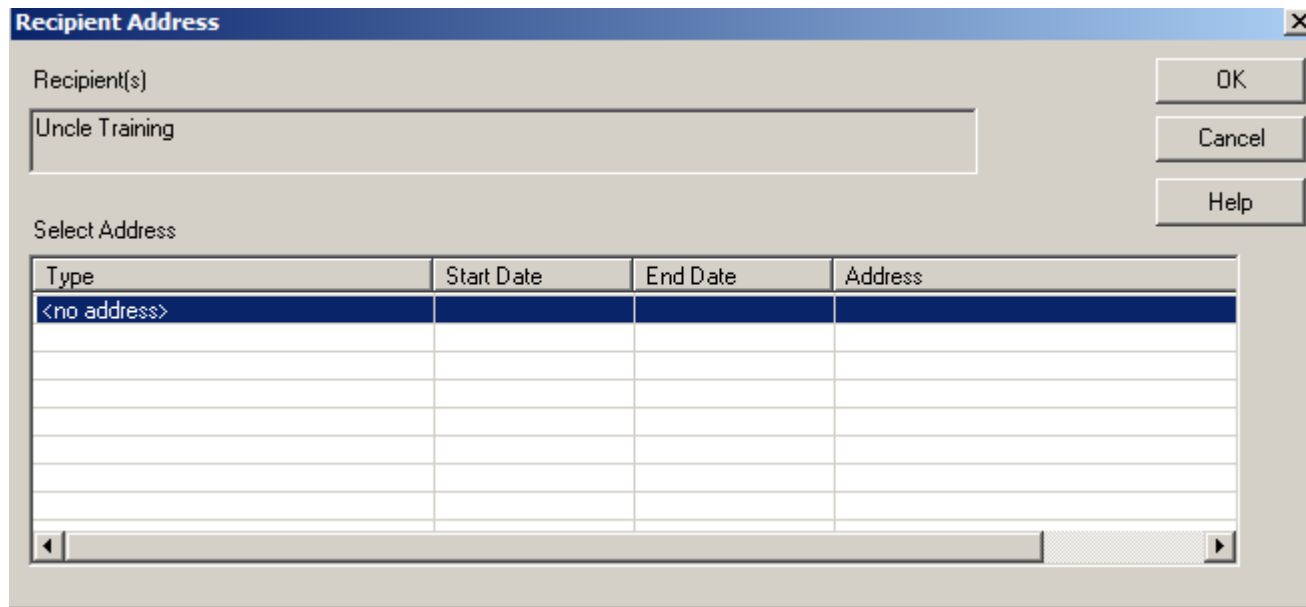
OK
Cancel
Help

Select the child or children this notification letter is in regards to.

Only check this box, if multiple recipients are receiving copies of exactly the same notification letter, such as a married couple.

Select which individual or individuals are going to receive this notification letter. This is a multi-select field and more than one recipient may be selected. Unless the group all box is checked, each recipient will receive an individual letter.

After clicking “OK”, there will be a new dialogue box. Use this dialogue box to select the correct address for the recipient.

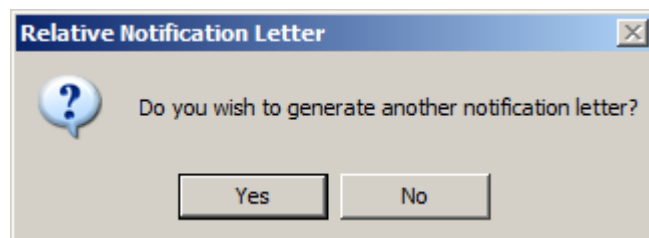


The "Recipient Address" dialog box features a title bar with a close button. It contains a text field labeled "Recipient(s)" with the text "Uncle Training". To the right of this field are three buttons: "OK", "Cancel", and "Help". Below the text field is a section titled "Select Address" containing a table with four columns: "Type", "Start Date", "End Date", and "Address". The first row of the table is highlighted in blue and contains the text "<no address>". The table has a scrollbar at the bottom.

Type	Start Date	End Date	Address
<no address>			

In this example, no address was saved to the database prior to trying to create the document. After making a selection, click the “OK” button in the top right of the dialogue box.

This will result in the final dialogue box in this series.



The "Relative Notification Letter" dialog box has a title bar with a close button. It features a question mark icon and the text "Do you wish to generate another notification letter?". At the bottom, there are two buttons: "Yes" and "No".

If the grouping option had been used, and it was not necessary to create individual letters to other recipients, click on the “Yes” button. More commonly, the grouping option is not used, and the “No” button would be selected. That would result with the application creating the notification letter. Below is an example of the letter. The letter is a word document and may be edited as necessary.

December 31, 2011

Uncle Training

Re: Child Training 06/07/1998

Dear Uncle Training:

I am a child welfare services social worker/probation officer for Consortium County. I am writing to tell you that Child Training has been temporarily removed from his or her parent(s)/legal guardian(s) and may be/has been placed in foster care.

We are required by law to notify relatives when a child is removed from their home and to tell the child’s relative how they may help during this difficult time. A few of the ways that you can help include:

- Giving us information about other relatives and how we can contact them.
- Calling, writing or visiting the child.
- Offering yourself, or other relatives, as a possible permanent caregiver for the child.
- Giving support to both the child and parent(s)/legal guardian(s).

You may also provide information directly to the juvenile court by either writing or attending a court hearing.

If you are interested in placement of the child in your home, there may be financial assistance or other services and/or supports available. The enclosed document, "Important Information for Relatives," gives more information that may help answer some of your questions about this situation and foster care.

This could be the only notice you get about this matter, so please contact me at the telephone number listed below as soon as you can if you desire to be involved. If you do not respond, you may not get another opportunity to participate. A "collect call" will be accepted. Your reply to this letter does not obligate you in any way.

Sincerely,

Susan W
800 No Way Orland, CA 95963
(530) 000-0000

Enc: "Important Information for Relatives"

Activities

Go Activities Handout, Chapter 6.

Mapped Documents, Process Maps and Cheat Sheets

Northern Training Region /
Training Department
604 East Walker St
Orland, California 95963
Susan Weekly
(530) 555-1234
Weekly 2
DSS No. 5487854

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF GLENN**
1279 County Road K, Orland, California 95963

JURISDICTION REPORT

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Subtype</u>
10/15/2009	01:00pm	1	Jurisdiction / Continued, Contested

IN THE MATTER OF

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Court Number</u>
Child Training	10/01/2001	8	M	J - 01254

SUMMARY RECOMMENDATION

CHILD(REN)'S WHEREABOUTS

PARENTS/LEGAL GUARDIANS

<u>Name/</u> <u>Birthdate</u>	<u>Address/</u> <u>Phone</u>	<u>Relationship/</u> <u>To Whom</u>
Mother Training 01/01/1971		Mother/ Child
Father Training 01/01/1970		Father (Alleged)/ Child

INDIAN CHILD WELFARE ACT STATUS

The Indian Child Welfare Act does or may apply.

<u>Child's Name</u>	<u>Indian</u> <u>Child</u>	<u>Tribe (If Known)</u>	<u>ICWA</u> <u>Eligible</u>
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NOTICES

<u>Name</u>	<u>Relationship</u>	<u>Method</u>	<u>Notice Date</u>
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SEARCH RESULTS/HISTORY

Due Diligence Report attached.

LEGAL HISTORY

300 WIC Subsection(s)

Initial Removal

Initial Detention Order
Child - 10/02/2009

Initial Jurisdiction Finding

Initial Disposition Order

Initial 364 FM Review

Second 364 FM Review

Initial 366.21(e) – 6 Month FR
Review

Initial 366.21(f) – 12 Month FR
Review

Initial 366.22 – 18 Month FR
Review

FR Services Terminated

Non-Reunification Ordered

Initial Permanent Plan: Type/ Date Ordered

Current Permanent Plan: Type/ Date Ordered

Additional Legal History

REASON FOR HEARING

PATERNITY/LEGAL RELATIONSHIPS

PRIOR CHILD WELFARE HISTORY

CRIMINAL HISTORY

JURISDICTION

Allegation(s)

Supporting Evidence

Witness Statements

Child(ren):

Parents/Legal Guardians:

Social Worker:

Others:

ASSESSMENT/EVALUATION

RECOMMENDATION

Respectfully Submitted,

By

Susan Weekly, Social worker trainee, Weekly 2, (530) 555-1234

Date

Nyal Homsher, Program Manager, (530) 384-1485

Date