

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



June 28, 2000

ALL-COUNTY INFORMATION NOTICE NO. I-63-00

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROBATION OFFICERS

SUBJECT: PROVISION OF CASE PLAN INFORMATION TO OUT-OF-HOME CARE PROVIDERS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this information notice is to remind counties that social workers and probation officers placing children in out-of-home care are responsible for providing case plan information to care providers. State and county licensing staff, Foster Parent Associations and care providers have informed the California Department of Social Services (CDSS) that this is not always occurring. As you know, it is important that case plan information be given to care providers so that appropriate services can be provided to meet specific case goals of children in their care.

As part of this requirement social workers and probation officers are responsible for sharing medical and education information with foster care providers. The following are excerpts from pertinent laws and regulations:

- 42 U.S.C. Section 675(5)(D) provides a child's health and education record is to be reviewed and updated, and supplied to the foster parent or foster care provider with whom the child is placed, at the time of each placement of the child.
- Welfare and Institutions Code (WIC) Section 16010(a) provides that when a child is placed in foster care the case plan is to include:
 - A summary of the health and education information or records, including mental health information or records of the child;
 - Names and addresses of the child's health, dental and education providers;
 - The child's school record, including his or her grade level performance;
 - Assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement;
 - A record of the child's immunizations and allergies;
 - The child's known medical problems, including any current medications;
 - The child's past health problems and hospitalizations;
 - A record of the child's relevant mental health history; and
 - Any other relevant mental health, dental, health and education information concerning the child.

Page Two

- WIC Section 16010(c) provides that as soon as possible, but not later than 30 days after initial placement of a child into foster care, the social worker or probation officer is to provide the caretaker with the child's current health and education summary as described in Section 16010(a). For each subsequent placement, the caretaker shall be provided with a current summary within 48 hours of the placement.
- Manual of Policies and Procedures, Division 31, Section 31-405 requires social workers and probation officers to:
 - Ensure the out-of-home care provider understands and supports the child's case plan, and is aware of any changes to it;
 - Provide the out-of-home care provider the child's background information including, but not limited to, educational, medical, placement, family and behavioral histories; and
 - Provide the out-of-home care provider information of any known or suspected dangerous behavior of the child being placed.

If you have any questions regarding the requirements to provide case plan information to out-of-home care providers, you may contact Anne Smith, of the Foster Care Policy Bureau, at (916) 322-0725.

Sincerely,

Original Signed by:

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division