
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: October 6, 2009
Revised: September 11, 2014
Current Revision Date: October 12, 2016

Number: I-0405

Completion of the JV-225

Purpose	To provide guidelines for the distribution and collection of <i>Your Child's Health and Education (JV-225)</i> .
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Approved	This policy was approved by Gary Taylor, Director of CFS, on October 12, 2016. <i>Signature on file.</i>
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Most Recent Revision	This revision of the Policy and Procedure (P&P) incorporates clarification of the duties of the Health and Education Passport (HEP) Clerk.
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Background	<p>At the initial Detention hearing, Welfare and Institutions Code (WIC) Section (§) 16010(f) requires the Juvenile Court to direct each parent or legal guardian present to provide Children and Family Services (CFS) complete medical, dental, mental health, and educational information on the child, the child's mother, and the child's biological father (if known). This information is collected using the <i>Your Child's Health and Education (JV-225)</i>.</p>
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At the Dispositional hearing, WIC § 16010(f) further requires the Court to make a determination as to whether the parent(s) or legal guardian provided this information to CFS.

Information obtained from *Your Child's Health and Education (JV-225)* will be integrated into the child's Health and Education Passport (HEP).

Note: The Orange County Juvenile Court will only accept English versions of the form for filing with the Court.

Definitions

For the purposes of this P&P, the following definitions apply:

Parent(s): The biological mother and father. It does not include alleged fathers.

Legal guardian: A person who is given the legal authority and responsibility to care for a child.

POLICY

Distribution of JV-225

A. **Detention Hearing:**

In accordance with WIC § 16010(f), distribution of *Your Child's Health and Education (JV-225)* to the parent(s)/legal guardian present at the initial Detention hearing is required.

In Orange County, the parent(s) or legal guardian present at the initial Detention hearing will be provided the *Your Child's Health and Education (JV-225)* by their attorney. The Court will order the parent(s)/legal guardian to provide the completed form to CFS by the Jurisdiction/Dispositional hearing.

B. **After Detention Hearing:**

If a parent or legal guardian is not present at the Detention hearing, but their whereabouts subsequently become known, per CFS policy, the assigned Senior Social Worker (SSW) will:

- Provide the parent(s)/legal guardian with the *Your Child's Health and Education (JV-225)* at the first point of contact, or via U.S. Mail return receipt, whichever is most expeditious
- Request return of the completed form by the clerical date of the next scheduled hearing

Note: Prior to completion of the Jurisdictional/Dispositional hearing, if an alleged father is identified as biological, the assigned SSW or Family Services Worker (FSW) will provide the *Your Child's Health and Education (JV-225)* and request that it be completed.

Completion Assistance If a parent/legal guardian requests assistance in completing the *Your Child's Health and Education (JV-225)*, the assigned SSW or designee will provide assistance.

Collection of JV-225 The assigned SSW or FSW will request completion of the *Your Child's Health and Education (JV-225)* from the parent(s)/legal guardian by the Jurisdictional/Dispositional hearing.

If a parent or legal guardian does not return the *Your Child's Health and Education (JV-225)* by the time of the Jurisdictional/Dispositional hearing, the assigned SSW will accept the completed form at any point thereafter.

For suggested guidelines involving the distribution and collection of *Your Child's Health and Education (JV-225)*. See [Attachment 1—JV-225 Suggested Processing Procedures](#).

Reporting to Court The Jurisdictional/Dispositional Hearing Report (JD Report) will indicate whether the parent(s)/legal guardian provided a completed *Your Child's Health and Education (JV-225)* on behalf of each child. Document whether or not the form was returned in the “Evaluation of the Child” section of the JD report.

When the completed *Your Child's Health and Education (JV-225)* is received post-Disposition, the assigned SSW may document receipt of the form in a court report.

Routing the JV-225 A completed *Your Child's Health and Education (JV-225)* will be forwarded to the HEP clerk as follows:

- If the parent submits a completed *JV-225* to Court, the assigned court Information Processing Technician (IPT)/typist will forward the *JV-225* to the HEP clerk after the file is returned from Court
- If the assigned SSW receives a completed *JV-225* from the parent(s)/legal guardian, the assigned SSW will forward the form to the HEP clerk

The HEP clerk will send a copy to the child’s attorney and file original returned *Your Child's Health and Education (JV-225)* with the Court. The Court IPT/typist will file a copy in the child’s Legal File.

Documentation The assigned SSW or designee will document receipt of a completed *Your Child's Health and Education (JV-225)*, and/or assistance provided to the parent(s)/legal guardian, into a CWS/CMS case contact pursuant to CFS P&P [Case Compliance and Documentation \(E-0105\)](#).

Exception: If the parent returns the form directly to Court, there is no requirement to document receipt of the completed form in CWS/CMS.

The HEP clerk will enter education information and the Public Health Nurse (PHN) will enter medical information from the *Your Child's Health and Education (JV-225)* into CWS/CMS **that has not already been documented**.

For further information on the collection, documentation, and data entry of health and education information for children in out-of-home care, refer to CFS P&P [Health and Education Passport \(I-0403\)](#) and [CWS/CMS Data Entry Standards—Health and Education Passport](#).

Filing The completed *Your Child's Health and Education (JV-225)* will be filed in the child's Permanent Record, as follows:

- Medical Acco
- Legal File, Right Side

REFERENCES

Attachments and CWS/CMS Data Entry Standards Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—JV-225 Suggested Processing Procedures](#)
- [CWS/CMS Data Entry Standards—Health and Education Passport](#)

Hyperlinks Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.

- CFS P&P [Health and Education Passport \(I-0403\)](#)
- CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)

Other Sources Other printed references include the following:

None.

FORMS

Online Forms Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

	Form Name	Form Number
	None.	

Hard Copy Forms Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. ***For reference purposes only***, links are provided to view these hard copy forms, where available.

	Form Name	Form Number
	Your Child's Health and Education	JV-225
	Your Child's Health and Education (Spanish)	JV-225 S

CWS/CMS Forms Forms that may **only** be obtained in CWS/CMS are listed below. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

	Form Name	Form Number
	None.	

Brochures Brochures to distribute in conjunction with this policy may include:

	Brochure Name	Brochure Number
	None.	

LEGAL MANDATES

[Welfare and Institutions Code Section 16010\(f\)](#) details use of the *Your Child's Health and Education (JV-225)* to gather medical, dental, mental health, and educational information regarding a child.

[Juvenile Court Rule 5.668\(c\)](#) requires the Court to order each parent or legal guardian to complete *Your Child's Health and Education (JV-225)* or request the assistance of the social worker in completing the *Your Child's Health and Education (JV-225)*.