

CHILDREN AND FAMILY
SERVICES HANDBOOK



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PAGE NO.:
ISSUED/REVISED: 06-27-08

HEALTH AND EDUCATION
PASSPORT (HEP) PROTOCOL

SECTION: 31-906
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I. GENERAL

In establishing compliance with the use of the Health and Education Passport (HEP) the department worked in collaboration with the Child Health & Disability Prevention Program (CHDP) and Contra Costa County Office of Education Services (COE). The program includes Public Health Nurse (PHN) liaisons and Educational Liaisons housed in our three district offices. The liaisons and assigned Social Casework Specialist (SCS) will work together to facilitate the gathering of health and education information and establishing best practice services for our foster children. When a child is placed in foster care, the case plan for each child recommended pursuant to Section 358.I shall include a summary of the health and education information or records, including mental health information or records, of the child. The summary will be maintained in the form of a health and education passport and input into the CWS/CMS system and made available to foster parent/substitute care providers and emancipated foster children.

II. REFERENCE

CWS/CMS Update #02-8, Instructions for the HEP-Health Notebook.
W & I Code 308,318,369,827,16010
ACIN # 1-20-08
AB 1261
DM31-604 - Psychotropic medication

III. POLICY

Effective January 1, 2004, the PHNs and Educational Liaisons for each district office, facilitates, monitors, and evaluates health care and education coordination services required by Division 31 Regulations for new dependents in foster care, within 30 days of initial placement, and follows the periodicity schedule. All updated information will be facilitated by the assigned SCS with assistance from the PHNs and Educational Liaisons, and within 48 hours of subsequent change of placement. Described below are the roles and responsibilities of the PHNs, Educational Liaisons, SCS, foster parent/substitute care providers, and clerical support.

IV. PROCEDURE

A. PHN

1. Assure, in conjunction with the Social Worker, that children placed in county out-of-home care receive preventative and treatment services to assure the child's physical, behavioral, dental, and developmental health is maintained at the optimum level possible.

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2. Schedule and/or assist care providers in arranging for an initial comprehensive health screening examination within 30 days of the child's entry into foster care.
3. Identify current health resources and assist in the development of new resources.
4. Assist in gathering and/or interpreting existing medical records, information from parents, foster parent/substitute care providers, health care providers, schools, and other sources regarding the child's health history and/or current health care needs, including monitoring psychotropic medication.
5. Assure necessary medical/health care information, including all medications (i.e. psychotropic meds and diagnosis) is available to health care providers, SCS, and foster parent/substitute care providers and documented in the Health and Education Passport within the CWS/CMS system.
6. Document contacts with all parties on the CWS-HEP1 form, and submit it to the HEP clerk to input the information in the Health and Education Passport within the CWS/CMS system.
7. Work in collaboration with the Educational and Mental Health liaison programs.
8. PHN oversight will be provided of the medical, dental, behavioral, and developmental needs of Out-of-County children and children being served by a Foster Family Agency in collaboration with the assigned social worker and the Foster Family Agency.

B. EDUCATIONAL LIAISONS

1. Receives SOC 158 from the Clerical Specialist.
2. Assist, in conjunction with the assigned SCS, in the enrollment of foster children into the new school.
 - a) Per AB 1261 "the new school shall immediately enroll the foster child even if the foster child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce records or clothing normally required for enrollment, such as

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previous academic records, medical records, proof of residency, other documentation, or school uniforms.”

- b) Per AB 1261 “The new school, within two (2) business days of the foster child’s request for enrollment, will contact the school last attended by the foster child to obtain all academic and other records.”
3. Assist in gathering educational records for foster children by contacting the school last attended by the foster child to obtain all academic and other records.

NOTE: Per AB 1261 “the school last attended by the foster child shall provide all records to the new school within two (2) business days of receiving the request.”

4. Complete the CWS/CMS-HEP Educational Information page on all newly referred children (white form), and updated information on the CWS-HEP-2 Educational Updated Form (blue) , to the HEP clerk for input into the Health and Education Passport within the CWS/CMS system.
5. Assess and insure educational needs of the foster children are addressed, advocate with school districts where appropriate, including tutoring, IEP, special needs, etc.
6. Work in collaboration with other liaison staff including the PHN and mental health liaisons.

C. SOCIAL CASEWORK SPECIALIST (SCS)

1. HEALTH

- a) Work closely with out-of-home providers (foster/resource parents/group home administrators, etc.) to assure that children in out-of-home placement receive appropriate and timely medical care (this includes medical, dental, mental health, and behavioral services).
 - 1) For any child/ren removed from parental or relative care, a CHDP medical assessment is required within the first thirty (30) days of placement.
 - 2) For any child/ren placed with current medical concerns (acute
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or chronic illness, on medication, recent hospitalization, current medical follow-up requirements, notify the PHN immediately of the child, where the child is placed, and any other relevant information that will assist in ensuring that there is no delay in services for the child.

- b) Identify those foster children with medical and dental needs and refer them to PHN.

2. EDUCATION

- a) Assure the educational placement of child/ren is appropriate, and the child is enrolled within 3 business days.
- b) Identify those foster children with educational needs and refer them to the educational liaisons to assure assessment is done to determine appropriate educational services.
- c) Assure that those minors needing special educational services are referred for an IEP.
- d) Monitor academic progress of child/ren, and document appropriately in CWS/CMS.
- e) Assure that hard copies of educational information (i.e. IEPs, transcripts, etc.) are maintained in the case file.
- f) For children who have just come into out-of-home care, or who have had a placement change, work with the parents, foster parents/ substitute care providers, and educational liaisons to obtain a copy of their school records should they need to be enrolled in a new school.

NOTE: Per AB 1261 schools are mandated to immediately enroll all foster children upon notice, when there is a change of placement and it is found to be in the best interest of the child.

3. GENERAL INSTRUCTIONS

- a) Bring a current copy of the HEP to home visits using the CWS-HEP 1 for initial or updated information.
- b) Assure the HEP information is entered into the HEP notebook in the

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CWS/CMS system **EITHER** by the SCS **OR** by giving it to the clerical support for input (see attachment I), upon receipt. (Reminder: Save to database).

c) **Highlight following areas (Court Report or Status Reviews):**

REQUIRED

- 1) Medical – doctor name, doctor’s address, date of visit, type of visit, i.e. annual checkup or “other”.
- 2) Medications – type, dosage, duration, diagnosis.
- 3) Dental – dentist’s name, address, date of visit, reason for visit, i.e. cleaning, exams.
- 4) Education – school name, grade level, date entered grade level/date left grade level, progress reports, IEP or any school related issues.
- 5) Psychotropic meds – [CMS31-604v2.pdf](#) follow instructions from this Manual Section.

Incomplete documentation submitted by Social Worker will be returned to them to fill in the missing information and highlights. It is essential that there is current and updated information on children in the Child Welfare System.

NOTE: Sibling groups – each child is entered individually into CWS/CMS, therefore information documented must be clearly identified for each child. (Example: A different color highlighters for each child)

OR

Provide the above information on the CWS HEP3 (Health and Dental update) form (1 page) and CWS HEP2 (Education update) form (1 page)

d) Assure availability and accuracy of information in the HEP notebook

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prior to writing/updating court reports, etc. by reviewing the HEP notebook for current and accurate information.

- e) Update the HEP at every 6-month status review, and/or administrative review until the case is closed or an adoptive finalization is completed. Provide hard copy of HEP for supervisory review.
- f) Send a current copy of HEP and the HEP caregiver compliance letter (see attachment II) to the foster parent/substitute care provider.
- g) Should the attorney for the child invoke the *holder of the privilege* preventing the therapist from revealing information to anyone, upon notification, petition the court (no ex parte order) to allow open communication between CFS and the therapist.

D. CLERICAL

1. HEP CLERK

- a) Receives a copy of the SOC 158 from the clerical specialist to start health care services for an initial or change of placement on a foster child.
- b) Input information in the HEP provided by the PHN and/or Educational Liaison. (see attachment I)
- c) Enter the placement date, generate a HEP document, and print.
- d) Assemble PHN packets including both the health/dental and educational update forms, prepaid envelopes with the HEP clerk's PCN on the front, the current HEP, business cards of the assigned PHN and Educational liaison, and mail packet to the foster parent/substitute care provider.
- e) Input all updated information into the HEP notebook i.e. PM 160 forms, immunizations, birth records, hospitalizations, updated HEP forms, education updates, and medical reports including psychotropic medications. (Click on attached link for ACIN1-20-08 instructions)
[Enter Psychotropic meds into CWS/CMS](#)
- f) Route appropriate update forms to the assigned PHN and Educational Liaison.

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- g) Obtain an Authorization for Release of Information (DC5A) from the SCS, then gather medical/dental and educational records and resources, which includes copying, faxing, and mailing.
- h) For out-of-district foster children (i.e. SCS is in East Co., the child is placed in West Co.) generate a HEP form and packet including the West Co. PHNs information and mail to the foster parent/substitute care provider. Forward the SOC 158 to the West Co. PHN.
- i) Enter information provided by the assigned Social Worker that is clearly highlighted in the court or status review reports or from the CWS HEP 2 (Education update form) and/ the CWS HEP 3 (Medical/Dental update form)

NOTE: If the court/status review reports are not clearly highlighted you may return them to the assigned Social Worker for clear highlighted identification of HEP information.

2. UNIT CLERK

- a) At each 6-month status review and/or administrative review, remove existing HEP, generate a new document, and attach the CWS/HEP 1, court report, and the Foster Parents Notice Worksheet (DC 130), and give the complete packet to the SCS **for review with Supervisor**.
- b) Input any new information received from the SCS (**OR** the SCS can input directly) into the CWS/CMS system. (Reminder: Save to database). Again, remove existing HEP and generate a new document.
- c) Give the completed packet to the SCS for review and mail to the foster parent/substitute care provider with a prepaid envelope.

3. CLERICAL SUPERVISOR – All County Division at SUMMIT CENTER

Receives all Court Ordered signed authorizations for psychotropic medication from Dr. Ross Andelman's office for input into the Health and Education Passport within the CWS/CMS System.



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E. CONFIDENTIALITY

HEP information must be treated as confidential, and only shared with the aforementioned staff, court, assigned attorneys, parents, guardians, prospective caregivers, multidisciplinary services team, school district designee where the minor is enrolled, facility authorized by law to care for the minor, providers of medical, dental, surgical or other remedial treatment recognized or permitted under the laws of the state.

Confidential material will be marked as such and **no pertinent information will be documented in the HEP notebook in the CWS/CMS system or the case file when it relates to HIV, AIDS or AIDS related conditions, STD's, or Pregnancy related conditions of minors.**

*** All confidential/sensitive cases should be entered by the lead clerk.**

** REMINDERS

CONTACTS- The PHN, RN, or CHW (Community Health Worker) must be identified as the staff person on the HEP notebook in the CWS/CMS system. They are the contact with the child and providing and/or identifying service needs.

REPORTS- To track cases not entered into CWS/CMS the Supervisor will run Safe Measures reports. (ATMs will run the same reports for the Division Managers)

Contact Person: First-line Supervisors and above may contact the HEP Program Analyst with questions concerning this Department Manual Section.

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ENTERING INFORMATION IN CWS/CMS

Generating HEP

1. Open existing case.
2. Open Client Management Section (blue)
3. From menu, select + Create New Document – Client
4. Select Health and Education Passport.
5. Make selection from choices as to time frames etc., and click OK.
6. Your next screen takes you to WORD.
7. Print document.
8. Click File: and close, then minimize WORD.

Entering Compliance Date

1. Open Placement section (red)
2. Open Existing Placement (second notebook - house with children)
3. Select current caregiver and click OK.
4. On ID page, scroll to bottom.
5. In CHDP Program box, enter date SCP is given HEP (use date on letter or date hand delivered).
6. Save to database.

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ATTACHMENT II

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Dear Caregiver:

Enclosed please find the current Health and Education Passport (HEP) for ^. This document, generated from the records that we have on file, will follow ^ in the event that s/he requires a new placement. The Health and Education Passport provides important information that you, the social worker, the education liaison, the public health nurse, and others have gathered.

It is our responsibility to ensure that The Health and Education Passport is updated on a regular basis. At this time, the enclosed Health and Education Passport may be incomplete or out of date; with your assistance we hope to update it so that it reflects accurate information.

If you have new or updated information to share regarding the child in your care please note it on the enclosed document and forward it to our attention **as soon as possible** in the envelope provided. We will make the necessary changes in our database and provide you with an updated version at our next home visit.

We hope that the Health and Education Passport will provide you with information that will be beneficial to both you and the child in your care. **Any pertinent medical information should be shared with the physician when you bring the child in for the required medical examination that s/he must receive within the first thirty (30) days of placement.** If you have any questions regarding the Health and Education Passport, please do not hesitate to call me at ^.

Sincerely,

^

Social Casework Specialist I/II

Enclosures:
Health and Education Passport

HEP Caregiver compliance letter

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