

PROTOCOL:

Safely Surrendered & Relinquishment

OVERVIEW

The Safely Surrendered Baby Law responds to the increasing number of newborn infant deaths due to abandonment in unsafe locations. First created in January 2001, the Safely Surrendered Baby Law was signed permanently into state law in January 2006.

California's Safely Surrendered Baby Law permits the parent(s)' voluntary surrender of a baby within 72 hours of birth. Under this law, parent(s) can safely surrender their baby, at designated safe surrender sites, and be protected from prosecution for child abandonment. This law makes it easier for a parent who might otherwise abandon their baby in an unsafe place, to safely surrender the baby for adoption.

This protocol provides definitions and guidelines for the safe surrender of babies including the procedures for taking referrals, reporting temporary custody, coding in CWS, and what to do if a parent re-claims the child within the 14 day time period. The protocol also covers procedures for relinquishment of a baby or child.

TABLE OF CONTENTS

Definitions

Procedures

Relinquishment

Safely Surrender

Hospital

CFS

Reclaim

Resources

References

Table 1

Table 2

DEFINITIONS

Abandoned Deceased Baby

- The baby is either murdered (e.g., asphyxiated, stabbed, etc.) and then abandoned or dies from neglect due to abandonment (e.g., dehydration, hyper/hypothermia, etc.) in a public (e.g., dumpsters, alleys, rail yards, residence steps, stairwells, etc.) **or** private location (e.g., hidden and/or abandoned in private residence closets, bathtubs, wastebaskets, etc.)

Abandoned Surviving Baby

- The baby is abandoned in a public (e.g., dumpsters, alleys, rail yards, residence steps, stairwells, etc.) **or** private location (e.g., hidden and/or abandoned in private residence closets, bathtubs, wastebaskets, etc.) and survives.

The following are not considered Abandoned Surviving Babies:

- Babies who are “abandoned” into the care of persons, even those who are strangers to the parent.
- Babies who are left in hospitals after birth by mothers who fail to make plans for their care (i.e., “Boarder Babies”).

Certificate of Finding

A type of birth certificate that is obtained for Safely Surrendered Babies. It is completed by the appropriate staff at the hospital or surrender site where the child was safely surrendered. However, if needed, the Social Worker may obtain the VS 136, Certificate of Finding of Unknown Child or Safely Surrendered Baby.

Note: If a birth certificate is issued for a SSB, whether in error or prior to the surrender of the baby, the birth certificate must be sealed and a Certificate of Finding of Unknown Child or Safely Surrendered Baby filed in its place. In order to facilitate this procedure, a court order to seal the birth certificate must be obtained. If a SSB has been issued a birth certificate in error, an adoption cannot be finalized until the birth certificate has been sealed and a Certificate of Finding of Unknown Child or Safely Surrendered Baby is issued in its place.

Confidentiality

A parent or other person who safely surrenders a baby does not have to give his or her name, thus guaranteeing confidentiality. In cases where a parent’s name is known (e.g., mother registers at the hospital where she gives birth), the law states:

“Any personal identifying information that pertains to the parent or individual who surrenders a child shall be redacted from any medical information provided to child protective services or the county agency providing child welfare services and shall not be disclosed by any personnel of a Safe Surrender Site that accepts custody of a child.”

Good Samaritan

People “assisting” the parent with surrendering the baby for the purpose of effecting the safe surrender, if they do so without compensation, and in good faith. In these instances, a person assisting in a safe surrender would not be civilly liable for injury or death of the baby as a result of any act or omission except those acts or omissions constituting gross negligence, recklessness, or willful misconduct.

Medical Questionnaire (SOC 861)

A California Department of Social Services (CDSS) generated questionnaire of the child’s medical history provided to the parent(s) and/or Good Samaritan at the surrender site. Completion of the questionnaire is not required, but is highly encouraged as it is very useful in caring for the baby. Documentation of the questionnaire is completed by CFS during the coding of the child as a safely surrendered baby. A link to the questionnaire is [here](#).

Reclaiming a Child

SSB law provides 14 days from the date of the surrender the ability of the parent to reclaim the child as long as there is no suspicion of abuse or neglect. If CPS has been contacted, the determination as to whether or not the child is returned is made by CFS after an investigation is conducted. For more details see [here](#).

Relinquishment (See Table 1 for differences between Safely Surrender)

A newborn is considered to be a Voluntarily Relinquished Baby when:

- Parents who do not believe they have the means, ability and/or desire to parent their baby may choose to place the baby for adoption by making the appropriate arrangements with a licensed adoption agency.

Relinquishments require two appointments on two separate days and the second appointment must occur after the child is born and the mother is released from the hospital. It is also necessary that the child be found adoptable. CFS does not routinely accept designated relinquishments due to the requirement that CFS must return the child if the relinquishment does not result in a finalized adoption and many designees are unknown persons to us. Relinquish cannot be part of a negotiated agreement as there can be no coercion or perceived pressure. The adoptions unit handles all relinquishments.

Note- There does not need to be child abuse and/or neglect issues present to relinquish.

Safe Surrendered Baby (SSB) (See Table 1 for differences between Relinquishment)

A newborn is considered to be safely surrendered if **ALL** the following apply:

- Is 72 hours of age or younger
- Is voluntarily surrendered by a parent or an individual with "lawful custody"
- Is surrendered to personnel on duty at a designated Safe Surrender Site (hospital, fire station or with paramedics)
- Has not suffered abuse and/or neglect

Note- The parent(s) must have left the premises of the surrender site before CFS can intervene. The newborn may be surrendered to any employee on duty at a designated public or private hospital emergency room or any designated county fire station. The parent is not required to give a name or any other information. An individual appointed by the parent 'Good Samaritan' also may surrender the baby on behalf of the parent, with no questions asked.

Surrender Site

A location designated by the Board of Supervisors where the baby can be surrendered safely, legally and confidentially within three days (72hrs) of the birth by the parent(s) or 'Good Samaritan' assisting the parent. In Contra Costa County the child can be surrendered at a designated fire station, public or private hospital. For a list and address of surrender sites in Contra Costa County see [here](#).

PROCEDURES

RELINQUISHMENT:

All parents that wish to relinquish need to be referred to adoption's main number. The adoptions unit handles all relinquishments. Once the parent contacts the adoptions unit the relinquishment process can begin. The adoptions unit cannot make the initial contact with the parent(s).

If there are concerns about the parent's mental health by the adoptions worker, then a letter of competency from the parent's treating provider is necessary. The meeting to sign the relinquishment documents must take place within 30 days of the date of the provider's letter.

If the parent's ability to comprehend the consequences of their actions is at all in question without a guardian ad litem (GAL), the relinquishment cannot occur.

Once all the relinquishment paperwork is completed then it is submitted on the next business day by FedEx to CDSS. **The relinquishment is considered final only after CDSS has acknowledged it and responded so in writing.**

Until CDSS has acknowledged the relinquishment, the child will be voluntary in out-of-home placement, there is no need to file a WIC 300 petition.

If only one parent relinquishes then County Counsel will file for termination on the other parent unless there is a CFS reason for involvement then a WIC 300 petition will be filed with regard to that parent.

Without Referral or CFS Case

When there is no current CPS involvement (no open referral) and a parent expresses their desire to relinquish, the party that the parent made this statement to, should refer the parent to the adoptions unit at 925-602-6910. The WOD for the adoptions unit or the supervisor will then take the call.

The case should not be entered as a referral and the call should not go to screening. If the call originates in screening, the screener will need to refer the reporting party to the adoptions unit at 925-602-6910. The adoptions unit will meet with the parent on two separate occasions and go over the necessary paperwork for the relinquishment, for a voluntary placement and for the funding for the placement.

Once the relinquishment has been taken then a case will be created without a referral in the CWS/CMS system.

With A Referral or CFS Case

CFS will proceed with relinquishment process if the case is in Contra Costa County and the County Adoption Agency determines the child to be adoptable. If there is an open referral in Contra Costa County, consult with ER Supervisor about the referral and relinquishment request by the parent(s).

If there are no current abuse or neglect issues, then the parent wishing to relinquish should be referred to the adoptions unit 925-602-6910. The WOD for the adoptions unit or the supervisor will then take the call.

CWS PROCESS

STEP 1: **Adoptions Worker creates a case without a referral then** completes the Client Information page by entering; first and last name, gender and DOB. If there is no name yet identified for the child the naming convention is;

- First name=**Baby or Child** (dependent on age of child)
- Last name=**Relinquish**

STEP 2: On Case ID page under **Case Status** heading select plus sign and select 'Voluntary' underneath where it says 'Status.' Effective date is the date of relinquishment. Then under **Intervention** select 'Relinquishment'

STEP 3: Go to the placement management section (red button) and select **Create placement** then select **Temporary Custody Only**

New Notebook

Select Item to Create
Placement [Load]

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Relinquish, Baby	0 Female		12/22/2010

Select this Placement Home

	County	Facility Type	Facility Name	License
--	--------	---------------	---------------	---------

Buttons: OK, Cancel, **Temporary Custody Only**, Non-Foster Care, Sort..., Help

Then complete the **Temporary Custody** page as below:

- 1) Select the radial button to in the removed by box to staff person – which should be the adoptions staff person that took the relinquishment. The primary reason for removal listed in the REASON FOR REMOVAL box should be Relinquishment.
- 2) Enter removal time
- 3) Removed From heading-(Mother Birth or Adoptive)
- 4) Reasons For Removal heading- Relinquishment

Client Services - Case [Relinquish, Baby] - [Temporary Custody]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info

Temporary Custody: ☒ Yes ☐ No

Removal Date: 12/22/2010

Removal Time: 11:07am

Removed By: ☒ Law Enforcement ☒ Staff Person ☐ Safely Surrendered Baby

Law Enforcement: Officer: First MI Last Name Officer Phone Ext Badge/ID No.

Staff Person: **Hershock, Hollendale** Receivers of Safely Surrendered Baby:

Removed From: First Caretaker Relationship To Child: **Mother (Birth or Adoptive)** First Caretaker Removed From: Second Caretaker Relationship To Child: **Father (Birth or Adoptive)** Second Caretaker Removed From:

Reasons For Removal: Primary Reason For Removal: **Relinquishment** Secondary Reasons For Removal:

Notification Information: Mother Notified: Custody Notification Date Time: Father Notified: Custody Notification Date Time: Child Notified: ☐ Yes ☒ No ☐ Not applicable Notification Comments: Guardian Notified: Custody Notification Date Time: Attorney Notified: Custody Notification Date Time: Confidential Placement: ☐

Temporary Custody Termination: ☐ Child Released ☒ Continue In Custody Date Time:

***NOTE-**After the child's relinquishment has been acknowledged by the state then the child should be placed. Also, in relinquishments the parent's information is not confidential. Relinquished babies parent information is listed on the relinquishing docs and are not confidential.

STEP 4: The STATE ID page must be completed prior to making a placement

- 1) Select plus sign and select **State ID**.
- 2) Complete the **Serial Number** –ie. 1234567, **Asst. Unit** -1 & **Person Number** -11
- 3) Aid Code is **ND**
- 4) Start Date as date of relinquishment

STEP 5: Create the placement in the placement management section:

Save to Database. You have now successfully completed the relinquishment of a child in CWS.

SAFELY SURRENDERED BABY:

SURRENDER SITE PERSONNEL:

Any person on duty at a safe-surrender site shall accept physical custody of a minor child 72 hours-old or younger pursuant to Health and Safety (HS) Code Section 1255.7. This includes when a mother that has just given birth walks out of the hospital without making plans for the child. Mother does not have to state that she is safely surrendering. If a parent or other individual having lawful custody of the child voluntarily surrenders physical custody of the child to personnel who are on duty at the safe-site, the qualified person at the safe-site will: of the child to personnel who are on duty at the safe-site, the qualified person at the safe-site will:

- STEP 1: Complete a medical screening examination of the newborn and provides necessary medical care for the infant.
- STEP 2: Provide or make a good faith effort to provide the parent or person surrendering the newborn a medical questionnaire [\[Safely Surrendered Baby- Medical Questionnaire \(SOC816\)\]](#) and asks the person to complete the questionnaire at the site or to mail in the completed questionnaire.
- Completion of the questionnaire is done at the parent's convenience and is optional.
- STEP 3: Places a coded, confidential ankle bracelet on the newborn.
- STEP 4: Makes a good faith effort to provide the parent or person surrendering the newborn with a duplicate of the coded, confidential ankle bracelet.
- STEP 5: *Advises the parent that the parent or surrendering party may reclaim the infant within 14 days by contacting the:
- Hospital, if the reclaiming is made within 48 hours, or
 - Department of Children and Family Services (CFS) at 925-602-6910, in the event the child has been placed in temporary custody.
- *Note-** Prior to the child being reclaimed, CFS will conduct a welfare check to determine if there is any abuse and or neglect concerns of the parent(s). To do this, the parent(s) or individual(s) who has legal custody must have vacated the premises of the surrender site.
- STEP 6: As soon as possible and no later than 48 hours, surrender site contacts the child welfare agency to report the safely surrendered baby situation.
- In Contra Costa County, the hotline number to call is 877-881-1116.
- STEP 7: Provides the child welfare agency social worker with all pertinent medical information and, if available, the medical questionnaire completed by the parent without any of the parents; identifying information.
- If the completed medical questionnaire is later returned to the hospital, hospital staff forwards the questionnaire to:

Department of Children and Family Services
Adoptions Supervisor Holliday Hertweck
500 Ellinwood Way, Pleasant Hill, CA 94523

CFS Screener

STEP 1: Asks the reporter from the surrender site the following questions;

- Is the child less than 72 hours old?
- Did the parent say that they do not want to take the baby home and would like to surrender the child? What was said?
- Was the parent provided with information about the Safe Surrender Program and how it works at the Safe Surrender site? You can refer them to CDSS web page for instructions.
- Has the parent been provided with a medical questionnaire and return envelope by the hospital or fire station, or other Safe Surrender site?
- Have the parent and child been fitted with matching bracelets and the bracelet number recorded?
- For situations where the mother has just given birth at the hospital and wishes to safely surrender the infant:
 - Has the parent left the hospital yet? **If so proceed to Step 2, if not, STOP and provide instructions below;**

Instruct the hospital to call only after the parents had discharged and left the hospital or other site. Once the parent has left the hospital, the hospital should phone over the referral and it will be processed and assigned as an immediate for a worker to respond.

STEP 2: CREATE SAFELY SURRENDER REFERRAL IN CWS

*****DO NOT ENTER ANY IDENTIFYING INFORMATION INTO CWS*****

*****REDACT ANY IDENTIFYING INFORMATION THAT IS RECEIVED*****

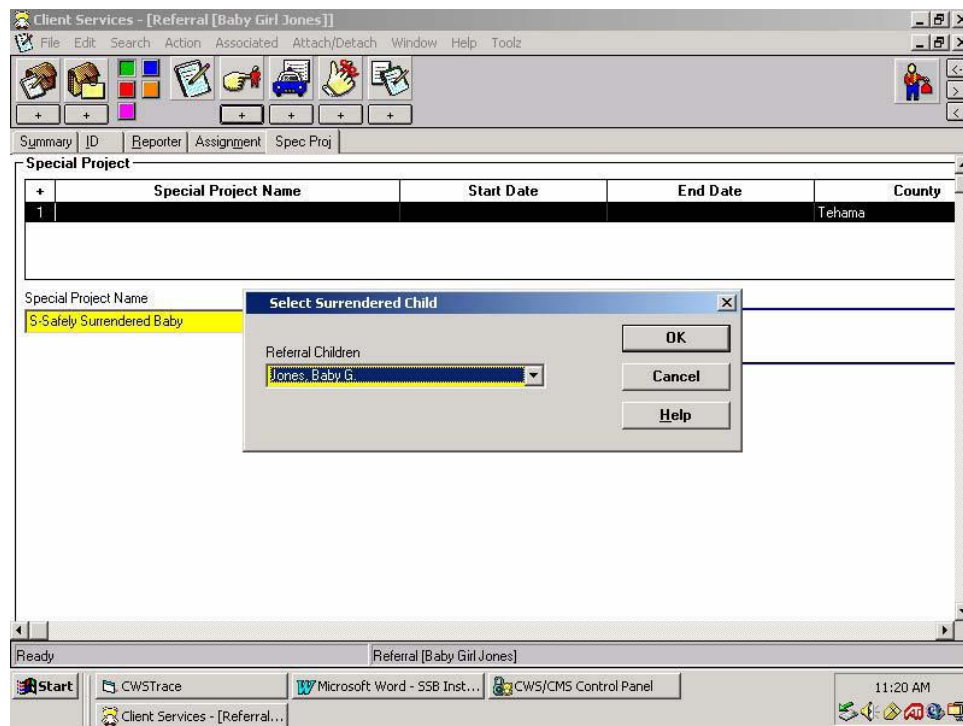
Before entering the Special Project Codes for a SSB, workers must perform the following steps to fully enable the data fields:

- Create a new referral following the usual procedures.
- The referral must be assigned to a worker.
- Create a child client notebook with name, DOB, and complete all mandatory and known fields including necessary items on the ID NUM Page. (e.g., State ID, Aid Code, appropriately issued serial number, Assistance Unit, and Person Number). **In order to uphold SSB confidentiality requirements, the name of the baby should be entered anonymously, such as Doe, Baby Girl or Doe, Baby Boy with unique ID from bracelet.**
- Create an allegation notebook with the allegation of “caretaker absence/incapacity”.

- Create notebooks for the parents as **Mother Unknown and Father Unknown**. Do not enter dates of birth, phone numbers or addresses for the parents. Redact any information which may be on documents from the reporter (i.e. hospital records or DC 23).
- Save to Database

STEP 3 Referral: Special Project Page

- From the Referral in CWS/CMS, click on the, “Special Projects” page tab.
- Select the (+) button in the information grid. This will enable the Special Project drop down list.
- From the drop list, select “S-Safely Surrendered Baby” (See Figure 1 Below). (This option is not available (disabled) on the Special Project page in Case and Placement Home notebooks).
- In the “Special Project Name” field, click the arrow to display the available list of Special Projects. Select “S-Safely Surrendered Baby” indicator. This will bring up a dialogue box.
- Click the arrow and select the child client that has been surrendered. If correct, click the “OK” button (See Figure 1 below). Additional babies can be entered by clicking on the “+” for multiple births.



(Figure 1)

When you select this option; The “Safely Surrendered Baby Information” frame appears and additional fields become available for completion.

Client Services - [Referral [Baby Girl Jones]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Spec Proj

Special Project

	Special Project Name	Start Date	End Date	County
1	S-Safely Surrendered Baby	03/01/2004		Tehama

Special Project Name: S-Safely Surrendered Baby Start Date: 03/01/2004 End Date: County: Tehama Description: "Safely Surrendered Baby" (formerly "Safe Arms for Newborns") provides for the health and safety of unwanted newborns. For these cases, CPS staff are...

Safely Surrendered Baby Information

Surrender Information

Child Client: Jones, Baby G. Date: 03/01/2004 Time: 11:22am Bracelet ID: Enter No. Comments:

Surrendered By: Relationship to Client:

Notification Information

Parental/Custodial

Parent/Custodian given ankle bracelet ID information?

☐ Yes ☐ No ☐ Attempted ☒ Unknown

Parent/Custodian provided medical questionnaire?

Reclaim Information

	Attempted Reclaim By	Relationship	Date
--	----------------------	--------------	------

Ready Referral [Baby Girl Jones]

Start CWSTrace Microsoft Word - SSB Inst... CWS/CMS Control Panel 11:23 AM

(Figure 2)

- Enter the date the surrendered baby was taken into protective custody.
- CWS will auto-populate Baby Girl or Baby Boy Doe.
- If more than one child is involved (e.g. multiple births), the grid will show the other child only if the social worker created a row for each child using the *Safely Surrendered Baby Special Project Codes* (see # 6 above)
- Enter in the date and time the baby was surrendered. (This field defaults to the date the data is entered so make sure you change this if the surrender date is different from the date the information is being entered.)
- Click on the Bracelet ID button (see Figure 2) and the following dialogue box will open as shown below in (Figure 3).

Client Services - [Referral [Baby Girl Jones]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Reporter Assignment Spec Proj

Special Project

	Special Project Name	Start Date	End Date	County
1	S-Safely Surrendered Baby	03/01/2004		Tehama

Special Project Name
S-Safely Surrendered Baby

Safely Surrendered Baby Information

Surrender Information

Child Client
Jones, Baby G.

Surrendered By
[Yellowed Out]

Enter Bracelet ID Number

Enter the surrendered baby's ankle bracelet ID number.

ID Number Type: Ankle Bracelet ID

Medical Record: 4545454545

OK Cancel Help

The ankle bracelet ID number is being recorded as a Medical Record number for the surrendered child. The Medical Record number is displayed on the ID Number page of the Client notebook.

Notification Information

Parental/Custodial

Parent/Custodian given ankle bracelet ID information?
☐ Yes ☐ No ☐ Attempted ☒ Unknown

Parent/Custodian provided medical questionnaire?

Reclaim Information

	Attempted Reclaim By	Relationship	Date
--	----------------------	--------------	------

Ready Referral [Baby Girl Jones]

Start CWSTrace Microsoft Word - SSB Inst... CWS/CMS Control Panel 11:26 AM

(Figure 3)

- The user should enter in the number on the child's bracelet that identified this child at the hospital. If entered correctly, click, "OK." This Medical Record Number is then populated on the ID Number page of the child's Client notebook.
- Enter in "Mother Unknown" or "Father Unknown." **The name of the parent/guardian should not be entered into any section of CWS/CMS, including any written narratives.** If entered in error, any identifying information should be removed to protect the anonymity of the surrendering individual. If a parent reveals their name on the medical background questionnaire, the name should not be entered into CWS/CMS. Any personal identifying information that pertains to a parent or individual who surrenders a child shall be redacted from any medical information provided to CPS or the county agency providing child welfare services. If the name was provided, do not look up in CWS/CMS.
- Click the arrow that will display a drop down list of possible relationships to the child. Indicate the relationship of the surrendering adult to the child if known. If the relationship is not known select, "Unable To Identify."

- You may enter any relevant information in the “comments” section about the contact of the adult(s) who surrendered the infant.
- This field defaults to “unknown”. When the “yes” option button is selected, it indicates the parent/custodian was given the opportunity to receive the ankle bracelet ID number for the child client who was surrendered. Workers should indicate, “Yes”, “No”, “Attempted” or “Unknown.” (See Figure 4)
- If known, the Screener should indicate if the custodial client completed and returned the questionnaire and the manner in which it was done. The worker should select the appropriate option button that answers this question, (e.g. Unknown, Provided/Never Returned, etc.).
- The “Date Questionnaire Returned” field is only enabled when the option button, “completed and returned “immediately” or “completed and mailed back” has been selected. If the “completed and mailed back” option is selected the system will default to the current date.

Client Services - [Referral [Baby Girl Jones]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Reporter Assignment Spec Proj

Special Project Name: S-Safely Surrendered Baby Start Date: 03/01/2004 End Date: County: Tehama Description: "Safely Surrendered Baby" (formerly "Safe Arms for Newborns") provides for the health and safety of unwanted newborns. For these cases, CPS staff are

Safely Surrendered Baby Information

Surrender Information

Child Client: Jones, Baby G. Date: 03/01/2004 Time: 11:22am Bracelet ID: Enter No. Comments:

Surrendered By: Unknown Birth Mother Relationship to Client: Mother (Birth or Adoptive)

Notification Information

Parental/Custodial

Parent/Custodian given ankle bracelet ID information?

☒ Yes ☐ No ☐ Attempted ☐ Unknown

Parent/Custodian provided medical questionnaire?

☐ Completed and Returned Immediately ☒ Completed and Mailed Back ☐ Provided/Never Returned ☐ Declined

Date Questionnaire Returned: 03/01/2004

Reclaim Information

+	Attempted Reclaim By	Relationship	Date

Attempted Reclaim By: Relationship to Client:

Date: Time: Comments:

Ready Referral [Baby Girl Jones]

Start CWSTrace Microsoft Word - SSB Inst... CWS/CMS Control Panel Client Services - [Refe...]

11:32 AM

(Figure 4)

Client Services - [Referral [Baby SSB VIII]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Reporter Assignment Spec Proj

Special Project

Special Project Name	Start Date
1 S-Safely Surrendered Baby	10/10/2010

Special Project Name Start Date End Date County Description

S-Safely Surrendered Baby 10/10/2010 10/10/2010 Your County "Safely Surrendered Baby" (formerly "Safe Arms for Newborns") provides for the health and safety of unwanted newborns. For these cases, CPS staff are

Safely Surrendered Baby Information

Surrender Information

Child Client Date Time Bracelet ID Comments

Baby Girl Doe 10/10/2010 10:10am Enter ID

Surrendered By Relationship to Client

Unknown Mother Mother

Notification Information

Parental/Custodial

Parent/Custodian given ankle bracelet ID information?

☒ Yes ☐ No ☐ Attempted ☐ Unknown

Parent/Custodian provided medical questionnaire?

☒ Completed and Returned Immediately ☐ Completed and Mailed Back ☐ Provided/Never Returned ☐ Declined ☐ Unknown

Date Questionnaire Returned

Notified Child Protective Services

Date Time

10/10/2010 10:10am

Reclaim Information

Attempted Reclaim By	Relationship	Date

Attempted Reclaim By Relationship to Client

Date Time Comments

Successful Reclaim

(Figure 5)

- Complete Screener Narrative, Determine Response, and Assign to District.

NOTE: These fields default to "unknown." However, during CDSS' quarterly review of SSB referrals, it was found that in many cases, when one or more of the narratives discussed the medical questionnaire or the ID bracelet, the field had been left marked "unknown." When the requested information is available, both fields must be completed accurately as they are data elements critical to tracking the effectiveness of the SSB law

Client Services - Referral [Baby Girl Jones] - [Client [Baby Jones]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Demog Address Names Related Clients ID Num Juv. Cit. # Search Log AFDC-FC Attorneys Service Providers SOC318

Name and Identification

Client Information

Prefix First Middle Last Suffix Name Type
 Baby Girl Jones Doe

Gender Marital Status SSN Alien Registration #
 Unknown Never Married

Driver's License - State/Number Date of Birth or Age and Age Unit
 02/27/2004 3 Days

☐ Self Reporter ☐ Client is a Minor Mother Client Number
☐ Common Address ☐ Outstanding Warrant Exists 0908-7267-6823-2026410

Confidentiality

☐ Confidentiality In Effect
 Ineffective Date

Safely Surrendered Baby

☒ This Client has been involved in the Safely Surrendered Baby Program

Other Client Information

ICWA Eligible Incapacitated Parent
☐ Yes ☐ Yes
☒ No ☐ No
☐ Not Asked ☒ Unknown
☐ Pending ☐ Not Applicable

☐ Child has Indian Ancestry

Language

Primary Language
 Secondary Language

Literate
☐ Yes
☒ No
☐ Unknown
☐ Not Applicable

Ethnicity

Primary Ethnicity White
 Other Ethnicity

Hispanic or Latino Origin

Ready Referral [Baby Girl Jones] -> Client [Baby Jones]

Start CWSTrace Microsoft Word - SSB Inst... CWS/CMS Control Panel 11:57 AM

Client Services - Refer...

(Figure 6)

*****ANY IDENTIFYING INFORMATION (i.e., names, dates of birth, address, or phone numbers) THAT IS ACCIDENTAL/INADVERTENTLY SENT TO SCREENING NEEDS TO BE REDACTED ON ANY AND ALL DOCUMENTS BEFORE SENDING THE PACKET AND REFERRAL TO THE DISTRICT*****

Save to Database. You have now successfully completed the Safely Surrender of a child in CWS!

CFS ER WORKER:

STEP 1: RETRIEVE CHILD

Upon receiving a referral regarding a surrendered newborn, the ER Social Worker:

- Responds immediately, in person, to the referral.
- If the surrender site is a hospital and the referral was received during standard business hours (Monday through Friday- 8am to 5pm), meets the ER Social Worker at the hospital Emergency Room.
 - ER Social Worker will work with hospital to obtain medical records with any identifying information regarding the birth parents redacted.
- Interviews hospital staff members*** who had contact with the parent who surrendered custody of the newborn, if available, to:
 - Inquire as to whether the person who surrendered the baby was provided a copy of the ID bracelet.
 - Inquire whether the person surrendering the child was provided with medical questionnaire [Safely Surrendered Baby Medical Questionnaire (SOC861)]? (If yes, notes date.)
 - Did the person decline to complete the questionnaire?
 - Was the questionnaire completed & returned?
 - Inquire if the parent was advised of her/his right to reclaim the newborn.
 - Inquire whether anyone has attempted to reclaim the child, date this occurred and whether the person who attempted to reclaim was the same person who surrendered.

Note the above information in CWS/CMS documentation.

*****Note:** *If the referent attempts to provide you with information regarding the identity of the child's parent or the person surrendering the child, respectfully advise them no identifying information is required and will not be documented.*

- Obtains copies of the medical questionnaire, if completed by parent and if available.
- If the person surrendering the baby is still at the site when the social worker arrives, the social worker checks to make sure the person has received the questionnaire and understands that completion of the form is optional and that the parent can fill out the form at his/her own convenience.
- Makes a note of the child's bracelet ID number for inputting into CWS/CMS.
- Places the newborn in temporary custody

STEP 2: CONTACT REQUIRED AGENCIES

- Complete the Safely Surrendered Baby Report to the California Department of Social Services (SOC1670).
- Save the SOC1670 in pdf file format.
- Send the SOC 1670 via a **SECURE e-mail** to:
 - ssb@dss.ca.gov (as instructed on the form)
 - Adoption Supervisor
- Call the California Missing Children's Clearinghouse Hotline (MCCH) at 1-800-222-3463, within 24 hours of placing the child in temporary custody:
 - State that you are calling under the "Safe Surrender Law"
 - Report all known identifying information concerning the newborn,
 - Name of child, if known
 - Age
 - Sex
 - Race
 - Hair and eye color

RECLAIMED CHILD

If the parent wants to reclaim the child and does so prior to CFS involvement, then the hospital may return the child to the parent as long as there is no suspicion of abuse or neglect. Once CFS has been contacted, the determination as to whether or not the child is returned is made by the Social Worker after an investigation is conducted.

IF THE PARENT IS RECLAIMING AT THE HOSPITAL:

The law allows the parent to reclaim the child from the hospital, within 14 days of surrender, if:

- The hospital still has custody of the child.
- There is no indication that the child has been the victim of abuse or neglect.

Note-The voluntary surrendering of a child pursuant to Health & Safety Code Section 1255.7 (e) is not in and of itself a sufficient basis for reporting child abuse or neglect.

IF THE PARENT IS RECLAIMING FROM CFS WHILE CASE IS IN THE ER PROGRAM:

When a screener receives a call from a parent wanting to reclaim a surrendered baby, the screener:

- Documents the parent's identifying information.
- Asks the date of birth of the newborn.
- Asks the name and location of the hospital or fire station where the infant was surrendered.
- Searches CWS/CMS to find the newborn's identity and assigned Social Worker (SW).
- Contacts the assigned Social Worker to let him/her know of the request by the parent.

Gives the parent the name, telephone number and address of the assigned SW and the SW's supervisor and advises the parent to contact the SW and/or supervisor.

Upon being contacted by the screener or parent regarding a return of a surrendered newborn to the parent, the ER SW:

- Determines if the 14 day timeline in which the mother may reclaim the newborn applies.
- Attempts to complete, within 24 hours, a face-to-face contact with the parent, a home assessment and a safety and risk assessment. If no risk of abuse/neglect then closes referral.
- Verifies the identity of the parent by comparing the unique ID bracelet of both parent and child then assesses the parent's ability to care for the infant and any other children in the parent's care without any identifying information having been entered regarding the child or parent(s).
- Documents any findings in the child's Contact Notebook in CWS/CMS.
- Consults with their supervisor.

CFS ADOPTION WORKER:

STEP 1: REFERRAL NOTEBOOK

Reclaim Information

- Click on the (+) button to activate the grid "Attempted Reclaim By", "Relationship" and "Date." The fields then become mandatory fields. The social worker must enter the appropriate data on, "Attempted Reclaim By" and "Relationship" fields. If left unchanged, the date and time will populate to the current date and time as seen immediately below. (See Figure 7)

The screenshot displays the 'Client Services - [Referral [Baby Girl Jones]]' window. The 'Reclaim Information' section is active, showing a table with one entry for 'Jane Smith' as the 'Attempted Reclaim By' person, with a 'Relationship' of 'Mother (Birth or Adoptive)' and a 'Date' of '03/01/2004'. Below the table, there are fields for 'Attempted Reclaim By' (Jane Smith), 'Relationship to Client' (Mother (Birth or Adoptive)), 'Date' (03/01/2004), 'Time' (04:03pm), and 'Comments'. A checkbox for 'Successful Reclaim' is also present. The 'Notification Information' section on the left includes options for 'Parent/Custodial' (Yes, No, Attempted, Unknown) and 'Parent/Custodian provided medical questionnaire?' (Completed and Returned Immediately, Completed and Mailed Back, Provided/Never Returned, Declined, Unknown). The 'Notified Child Protective Services' section shows a date of '03/01/2004' and a time of '11:16am'.

Reclaim Information: Attempted Reclaim By:

- For the selected reclaim episode enter the name of the individual who attempted to reclaim the child client if provided to the staff. If the name was provided only via the medical questionnaire, then the parent's name should not be entered in CWS/CMS. (See above explanation in the section: "Safely Surrendered Baby Information: Surrendered By")

Reclaim Information: Relationship to Client

- Click the arrow and select the appropriate relationship to the child or "unable to identify."

Reclaim Information: Date, Time

- The user may click the date field twice to enter in the current date or the arrow to select a date from the calendar. The Reclaim date must be greater than or equal to the surrender date.

Reclaim Information: Comments

- Worker may add additional comments entered for the selected reclaim episode as appropriate.

Reclaim Information: Successfully Reclaimed

- This check box should be marked if the parent is successful in reclaiming the child.

Client Notebook: ID Page Safely Surrendered Baby

- The ID page in the Child Client notebook has a single check box located under the "confidentiality frame. It is located on the right side of the page. This check box is auto-populated if the client child is identified as an SSB child on the Special Projects Page. This checkbox is not available in adult client notebooks. (See Figure 7)

Client [Baby G. Jones]

Summary ID Demog Address Names Related Clients ID Num Juv Cr# Search Log AFDC-FC Attorneys

Name and Identification

Client Information

Prefix First Middle Last Suffix Name Type
Baby G. Jones Legal

Sex at Birth Marital Status SSN Client Index Number (CIN)
Female - - - -

Driver's License - State/Number Date of Birth or Age and Age Unit
05/13/2019 1 Days

☐ Self Reporter Alien Registration #
☐ Client is a Minor/NMD Parent Client Number 1264-6595-2267-9072547
☐ Outstanding Warrant Exists

SOGIE Data

Sexual Orientation
Unable to Determine
Reason Unable to Determine
Client Does Not Know
Description

Gender Identity
Did Not Ask
Description

Gender Expression
Did Not Ask

Language

Primary Language
Secondary Language
Literate
☐ Yes
☐ No
☐ Unknown
☐ Not Applicable

Race/Ethnicity

Specify Race if known
Primary Ethnicity
Unable to Determine - Reason
Other Ethnicity
Other Ethnicity

Safely Surrendered Baby

☒ This Client has been involved in the Safely Surrendered Baby Program

Confidentiality

☒ Confidentiality In Effect
Effective Date 08/06/2010

Other Client Information

ICWA Eligible Incapacitated Parent Indian Ancestry Notification

(Figure 8)

Other Information to Know About the Special Project/SSB Page:

- If the SSB Special Project information row is deleted and the other data fields still contain information, an error message will be displayed in a dialogue box, stating; "If "yes" is selected, then all the associated SSB information will be deleted. If "no" is selected, the system will not delete the information."
- When a SSB referral is closed with a reason of, "Open A New Case" or "Child Already In Case" the system will automatically populate the Special Project Information for each Referral Client who was a SSB into the client case.
- When this information is viewed from the Case Notebook, it will be in "Read Only." Any modifications can only be made from Referral.
- The "Closed Case/Referral Update" privilege would provide the user the ability to update these pages for closed cases and referrals.

STEP 2: PLACEMENT NOTEBOOKPlacement Notebook: Child Removal Info Page: Removed By:

- On the Child Removal Info page, there is a frame entitled, "Removed By." This is for recording that either law enforcement or a CWS staff person took the child into custody. If received as a Safely Surrendered Baby, the worker should click on the "Safely Surrendered Baby" radio button which will enable the field, "Receiver of the Safely Surrendered Baby." Enter the name of the staff person to whom the baby was surrendered.

Please note when selecting this item, only one choice is permitted. Within this field the child must be removed by Law Enforcement, a CWS staff person, or a designated SSB facility staff. (See Figure 9 below)

(Figure 9)

Placement Notebook: Child Removal Info Page: Receiver of Surrendered Baby

- When a child has been identified with an SSB Special Project code, this field will become enabled and mandatory. Unless otherwise entered, the system default will populate the name of the Officer or Staff person or SSB based on the selected "Removed By" option button (See figure 8 above).

RESOURCES

[Medical Questionnaire](#)

[Procedures for Accepting a Newborn Under the California Safely Surrendered Baby Law](#)

[CDSS Safely Surrendered Baby Information Site](#)

[CoCoCo Safely Surrender Sites](#)

[CoCoCo Health Center Information](#)

[CoCoCo Safely Surrendered Baby Program Brochure](#)

REFERENCES

Section 1255.7 of the Health and Safety Code.

Section 271.5 of the Penal Code

Senate Bill 136, chapter 824 of 2000

Senate Bill 139, chapter 150 of 2003

Senate Bill 1413, chapter 103 of 2004

TABLE 1: SAFELY SURRENDERED VS. RELINQUISHMENT

Safe Surrender	Voluntary Relinquishment
The baby must be less than 72 hours old.	Child can be more than 72 hours old
The baby would be placed in a foster/adoptive home chosen by CFS.	The parent is able to share his/her preference as to what kind of adoptive family he/she prefers, and, if a dependent child then county adoption agency will process. If the child is not a dependent, the adoption is done through a private adoption agency, or private adoption attorney.
The parents' identity will be anonymous.	Relinquished babies parent information is listed on the relinquishing docs and are not confidential. CFS does not provide the parents name to the child in relinquishments, however through private adoptions they can waive that information and provide it to the child and the adopting parents.
The child will not know their family or medical history unless the parent completes the medical questionnaire (SOC861).	The child will know his or her family medical history and background, if the parents provide information.
The parents will not be able to exchange correspondence with the adoptive family, and there is no possibility of an "open" adoption.	The parents may be able to exchange correspondence with the adoptive family.
The parent will not have to disclose information regarding the birth father.	The parent will be asked to disclose information regarding the birth father.

TABLE 2: COURT PROCESS ON A SSB RECLAIMED CHILD

If..	and..	then..
Requests to reclaim before 14 day from surrender...	The parent is assessed to be able and willing to care for the newborn	<ul style="list-style-type: none"> Return the child to the parent. Offer Voluntary Family Maintenance, Informal Supervision services or Voluntary Family Reunification services, if appropriate or Close the case, if no further services are needed or accepted.
Requests to reclaim before 14 days from surrender...	The parent is assessed to be unable due concerns to care for the newborn to abuse/neglect	<ul style="list-style-type: none"> File the 300 Petition. Proceed with normal detention process by submitting detention report.
Requests to reclaim before the 14 days from surrender and the 300 Petition has been filed...	The parent is assessed to be able and willing to care for the newborn	<p>Prior to Detention Hearing</p> <ul style="list-style-type: none"> Offer VFM, IS or Voluntary Family Reunification services, if appropriate. Files an Application for Order to the Court requesting the Petition be dismissed. Close the case after the Petition is dismissed, if no further services are offered.
		<p>After Detention Hearing has been held:</p> <ul style="list-style-type: none"> If appropriate and/or requested offer IFS or Voluntary Family Reunification services. Files an Application for Order to the Court requesting the Petition be dismissed. Close the case after the Petition is dismissed, if no further services are offered.
Requests to reclaim before the 14 days from surrender and the 300 Petition has been filed	The parent is assessed to be unable to care for the newborn	<ul style="list-style-type: none"> Proceed with the Dependency Investigation. Amend Petition to include allegations of abuse and/or neglect. Submit the Jurisdictional/Dispositional report with the appropriate recommendation.