

## ***Protocol for Using the Child Protective Services/Pima County Juvenile Court Case Plan Summary***

The PCJCC Pre-Hearing Conference facilitators will maintain a supply of the color copies of the CPS/PCJC Case Plan Summary for substance abuse and non-substance abuse cases (see attached). The electronic version of the summaries can be found in: Departmental Folders—Dependency—Pre-Hearing Conferences. The facilitators will also maintain a supply of the CPS/PCJC Case Plan Summary PPH forms (see attached). The electronic version of these can be found in the same folder.

Before each PHC, the PHC facilitators will fill in the name, J# and PPH date on a CPS/PCJC Case Plan Summary for each parent who is a party to the case.

At the beginning of each PHC, the facilitators will hand out laminated color copies of the CPS/PCJC Case Plan Summary to all participants (including the parents) so everyone can follow along. The facilitator will keep the originals that they have prepared for each parent.

While reviewing the CPS case plan during the PHC, the facilitator will cross out any tasks on each parent's CPS/PCJC Case Plan Summary that are not applicable. The facilitator will add any additional case plan tasks in the spaces provided at the bottom of the CPS/PCJC Case Plan Summary.

If there are disagreements about case plan tasks, the facilitator will indicate those on the CPS/PCJC Case Plan Summary PPH form.

After the PHC, the PHC facilitator will provide copies of the completed PHC checklist, the CPS/PCJC Case Plan Summaries, and the CPS/PCJC Case Plan Summary PPH form to the attorneys.

The PHC facilitator will provide the completed CPS/PCJC Case Plan Summary PPH form and the color CPS/PCJC Case Plan Summaries to the judge.

The judge will make any necessary changes to the CPS/PCJC Case Plan Summaries and the CPS/PCJC Case Plan Summary PPH form during the PPH. The bailiff will then make black & white copies of the CPS/PCJC Case Plan Summaries and the CPS/PCJC Case Plan Summary PPH form to be distributed with the handwritten minute entries. The color originals will be provided to the parents.

If the parents are not present, the bailiff will provide the color originals to the CPS investigator to pass along to the parents if/when they contact CPS.