

PILOT STANDING ORDER

PILOT PROGRAM FOR THE ZERO TO THREE (ZTT) TEAM PROJECT

NEW HAVEN SUPERIOR COURT FOR JUVENILE MATTERS

HON. CHRISTINE E. KELLER, CHIEF ADMINISTRATIVE JUDGE

HON. PETER BROWN, PRESIDING JUDGE, SUPERIOR COURT JUVENILE MATTERS

EFFECTIVE MAY 20, 2011

1. Program Eligibility

- (A) Any child who is age 0-3 and has been removed for the first time from a custodial parent or guardian and entered DCF care pursuant to a court order.
- (B) A parent(s)/guardian(s) participation in the ZTT Team Project is voluntary.
- (C) Parent(s)/Guardian(s)/Child(ren) must be a resident of the City of New Haven at time of referral.
- (D) If the parent(s) does not agree to participate or is ineligible, the child (age 0-3) may still benefit from ZTT services and monitoring. DCF, the child's caregiver and the child's attorney/GAL will confer and determine whether ZTT services and monitoring are necessary and/or appropriate for the child. If services for the child are deemed necessary and/or appropriate, the services may be codified pursuant to the court ordered Specific Steps.

2. Agreement to Participate in the Zero to Three Team Project

- (A) The parent(s) participation requires a written, executed "*Agreement to Participate/Consent for the Zero to Three Team Project*" and the execution of any associated "*Releases of Information*". By signing the Agreement, the parent(s) agree to adhere to the terms of the project as set forth in this Standing Order and said "*Agreement to Participate/Consent for the Zero to Three New Haven Team Project*", a copy of which is attached hereto and made a part hereof, as that Agreement may be amended from time to time.
- (B) If the child/parent(s) are deemed eligible and the parent expresses an interest to voluntarily participate, a referral will be made to the ZTT Community Coordinator.
- (C) A parent(s) or guardian(s) participation in the ZTT Team Project may be initiated by DCF, the Court Services Officer (CSO) and/or the attorneys.

- (D) Parent/Guardian(s) or minor parent(s)' court appointed guardian ad litem is/are required to sign for minor parent(s).

3. **Case Procedures for Zero to Three Team**

- (A) The original of the “*Agreement to Participate/Consent for the Zero to Three Team Project*” shall remain in the court file. Copies of the Agreement are to be provided by the ZTT Community Coordinator to DCF, the parent and the parent’s attorney.
- (B) By the 30th business day following placement of the child in out of home care, pursuant to an OTC or commitment on the neglect petition or motion to reopen and modify disposition and monthly thereafter, a ZTT Team Meeting will be held and facilitated by the ZTT Community Coordinator to discuss and draft the family and child’s case plan. Such ZTT Team Meeting will be held at a location that is mutually acceptable to all participants.
- (C) By the 60th business day following the placement of the child in out of home care pursuant to an OTC, an Administrative Case Review (ACR) will be held by DCF and facilitated by an Administrative Case Reviewer and attended by all interested parties, including the ZTT Community Coordinator.

4. **Zero to Three Community Coordinator Role and Responsibility**

- (A) The ZTT Community Coordinator will meet the parent(s) and their attorney(s) after the OTC Preliminary Hearing or following a hearing at which the court has committed the child to DCF to explain the program and to seek the parent's consent to participate.
- (B) Once eligibility requirements are met and there is an agreement to participate for the parent/child, the Community Coordinator may attend any court proceedings. S/he may attend any DCF meetings that concern the child, including but not limited to treatment planning conferences, administrative case reviews and other meetings scheduled in the case.
- (C) After the first case plan has been developed, the ZTT Community Coordinator will schedule monthly individual case team meetings and invite involved parties and community providers to share updates on child/parent progress.
- (D) The ZTT Community Coordinator is responsible to schedule, convene and facilitate all team meetings. The ZTT Team Meetings will be held at a location that is mutually acceptable to the participants.

- (E) The ZTT Community Coordinator is responsible for inviting involved parties, their attorneys and community providers to ZTT Team Meetings. The purpose of the ZTT Team Meetings is to share updates on child/parent progress.
- (F) The ZTT Community Coordinator will make and distribute minutes of all ZTT Team Meetings to all parties and attorneys of record for whom a “*Release of Information*” has been signed.

5. Attendance at Case Events

- (A) The parent(s) are permitted to participate in any ZTT Team Meeting facilitated by the ZTT Community Coordinator. The parent(s) can also participate in the CMC and CSC on a case by case basis as determined by the CSO.
- (B) DCF is required to provide the ZTT Community Coordinator with notices of any hearings, court proceedings, conferences, etc.

6. Information Sharing and Confidentiality

- (A) Pursuant to a signed “*Agreement to Participate/Consent for the Zero to Three Team Project*”, and any associated releases of information, any and all information held by ZTT or any service provider(s) related to the child’s or parent(s) treatment may be shared with the Court, DCF, attorneys of record and treatment providers.
- (B) Written or spoken communication between the ZTT Community Coordinator and the parent(s) is not confidential.
- (C) The ZTT Community Coordinator shall make a report to DCF or a law enforcement agency pursuant to C.G.S. § 17a-103 whenever the ZTT Community Coordinator becomes aware of any new information that gives him/her reasonable cause to suspect or believe that any child under the age of eighteen is in danger of being abused, or has been abused or neglected.
- (D) The ZTT Community Coordinator may keep minutes/records of team meetings and may use data from these records in accordance with the separate Memorandum of Agreement executed by the parties to the agreement for research, training or other approved purposes as long as identifying information about the parties is removed.
- (E) The ZTT Community Coordinator or any ZTT supervisor thereof may be called as a witness by any party and any documents prepared by the ZTT Community Coordinator may be given or made available to any party in the current or any future juvenile court proceeding involving the child(ren) or parent(s), pursuant to a court order.

7. **Termination of Participation in the ZTT Teams Project**

Participation in the ZTT Team Project may be terminated by either parent and/or the child for one or more of the following reasons:

- (A) The New Haven court's jurisdiction over the case ends.
- (B) DCF relocates the case outside the jurisdiction of DCF New Haven proper (City of New Haven).
- (C) The parent(s) revokes the releases signed pursuant to the "*Agreement to Participate/Consent for the Zero to Three Team Project*". The child's participation may continue as determined on a case by case basis.
- (D) A parent signs a document ending their participation in the ZTT Team Project.
- (E) The child is discharged for other administrative reasons, i.e. no treatment or intervention is indicated follow the necessary assessment.
- (F) The Court may end a parent's and/or child's participation in the ZTT Team Project for good cause.
- (G) The parent relocates outside the jurisdiction of DCF New Haven Proper (City of New Haven).