

**STANDING ORDER FOR THE ZERO TO THREE (ZTT) TEAM PROJECT NEW HAVEN SUPERIOR COURT FOR  
JUVENILE MATTERS**

**Chief Administrative Judge, The Honorable Dawne Westbrook**

*Effective February 1, 2013*

*Updated August 2023*

**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 a city/town served by the Superior Court for Juvenile Matters at 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. Informed Consent for Participation in the Data Collection by the Milford Court Team Site (Site), using the ZERO TO THREE Safe Babies Court Team Approach-**

(A) The parent(s) participation requires a written, executed "Informed Consent for Participation in the Data Collection by the Milford Court Team Site (Site), using the ZERO TO THREE Safe Babies Court Team Approach" 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 "Informed Consent for Participation in the Data Collection by the Milford Court Team Site (Site), using the ZERO TO THREE Safe Babies Court Team Approach", 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. Final 1/8/2013

(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 "Informed Consent for Participation in the Data Collection by the Milford Court Team Site (Site), using the ZERO TO THREE Safe Babies Court Team Approach" 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 and the child's attorney/GAL.

(B) By the 60th 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 Case Planning Conference (CPC) will be held and facilitated by the Administrative Case Reviewer and attended by all interested parties, including the ZTT Community Coordinator. The purpose of the conference is to discuss and draft the family and child's case plan. Such CPC will be held at the DCF office. The Case Plan will be approved by the Social Worker Supervisor within 15 business days.

(C) By the 90th 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 an In Court Review (ICR) will be held. The purpose of the ICR is to discuss the child and family's progress in the ZTT Program. The DCF Social Worker will file a written case status update with the Court and provide copies for all counsel of record one week in advance of the ICR.

(D) By the 6th month 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. Progress towards and barriers to the permanency plan will be discussed at this ACR.

#### **4. Zero to Three Community Coordinator and Child and Family Team Meeting Facilitator 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 ZTT 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. Final 1/8/2013

(C) After the first case plan has been developed, the DCF staff will schedule monthly individual Child and Family Team (CFT) Meetings and invite involved parties and community providers to share updates on child/parent progress.

(D) The DCF staff is responsible to schedule, convene and facilitate all CFT meetings. The CFT Meetings will be held at the DCF office. (E) The DCF staff is responsible for inviting involved parties, their attorneys and community providers to CFT Meetings. The purpose of the CFT Meetings is to share updates on child/parent progress.

#### **5. Attendance at Case Events**

(A) The parent(s) are permitted to participate in any CFT Meeting facilitated by the CFT Meeting Facilitator. The parent(s) can also participate in the CMC and CSC on a case by case basis as determined by the CSO.

(B) The ZTT Community Coordinator shall be provided with notices of any hearings, court proceedings, conferences, etc. by the DCF Social Worker.

## **6. Information Sharing and Confidentiality**

(A) Pursuant to a signed "Informed Consent for Participation in the Data Collection by the Milford Court Team Site (Site), using the ZERO TO THREE Safe Babies Court Team Approach", 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 CFT Meeting Facilitator and the parent(s) is not confidential except as provided for pursuant to state and federal law.

(C) The ZTT Community Coordinator and the CFT Meeting Facilitator shall make a report to DCF or a law enforcement agency pursuant to C.G.S. § 17a-103 whenever the ZTT Community Coordinator or CFT Meeting Facilitator 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. Final 1/8/2013 (E) The ZTT Community Coordinator, CFT Meeting Facilitator, any ZTT or DCF supervisor thereof may be called as a witness by any party and any documents prepared by the ZTT Community Coordinator or CFT Meeting Facilitator 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 the Superior Court for Juvenile Matters (SCJM) at New Haven and the court matter is transferred to another SCJM.

(C) The parent(s) revokes the releases signed pursuant to the "Informed Consent for Participation in the Data Collection by the Milford Court Team Site (Site), using the ZERO TO THREE Safe Babies Court Team Approach". 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 the Superior Court for Juvenile Matters(SCJM) at New Haven and the court matter is transferred to another SCJM.