



FOR YOUR INFORMATION

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Issue 26-14

Date: 07/29/2026

CFT MEETING NOTES INCLUDED WITH DEPENDENCY COURT REPORTS

The purpose of this FYI is to inform case carrying staff to include the [CFT Meeting and Planning Notes \(DCFS 6074\)](#) as an attachment to the court report.

Per [All County Letter No. 22-73 \(ACL 22-73\)](#), child welfare departments must document the occurrence of the CFT meetings within the court reports. Additionally, [All County Letter No. 25-54 \(ACL 25-54\)](#) requires that a copy of the CFT meeting and planning notes/action plan must be attached to the court report with any necessary redactions. See information below which explains redactions and when they are necessary.

What information should be documented in the court report?

- Date of the CFT meeting
- Team members in attendance (and why required attendees may not have been present).
- Refer the Court to the attached CFT meeting and planning notes/action plan for more information

Which pages of the [CFT Meeting and Planning Notes \(DCFS 6074\)](#) should be attached to the court report?

Pages 3-6 should be attached to the court report. The information documented on these pages should include:

- Action steps to address identified needs of the child/youth/NMD and family
- Action steps to address educational needs of the child/youth/NMD
- Action steps for Family Bonding
- Potential barriers to the implementation of the plan and how the Child and Family Team will address those barriers

What are redactions and when are they necessary for the [CFT Meeting and Planning Notes \(DCFS 6074\)](#)?

- When a [CFT Authorization for Use of Protected Health and Private Information \(DCFS 6109-A\)](#) release of information form has not been signed, redactions may be necessary because the information exchanged among team members during CFT meetings is subject to the privileges and confidentiality requirements of state and federal law. WIC section 16001.9(a)(26) provides



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that youth, including youth in foster care, have the right to confidentiality of medical and mental health records, including, but not limited to, human immunodeficiency virus (HIV) status, SUD history and treatment, and sexual and reproductive health care, consistent with existing law.

- Redacting/redaction is the process of blocking out confidential information. If redactions are necessary, staff may follow the attached [Redacting Method for CFT Meeting and Planning Notes DCFS 6074\) guide](#).
- When Safety is a concern: If the team determines that the disclosure of information would present a reasonable risk of a significant adverse or detrimental effect on the child's or youth's psychological or physical safety, the information shall not be released.

Further, the CFTM Facilitator, CSW, and SCSW shall utilize the Debrief to discuss what redactions are necessary and what next steps are warranted including consulting with County Counsel, should questions regarding confidentiality arise and to prevent disclosure of information that may be subject to protections.

What if a [CFT Authorization for Use of Protected Health and Private Information \(DCFS 6109-A\)](#) release of information form is not signed by all necessary parties prior to the CFT meeting?

If a [CFT Authorization for Use of Protected Health and Private Information \(DCFS 6109-A\)](#) release of information form is not signed by the child, parent, guardian, or other appropriate person for the release of confidential information such as mental health, physical health, substance abuse, or reproductive health information, the holder (i.e. therapist, substance use treatment provider, etc.) of the confidential information may not disclose the information at the CFT meeting. If the required CFT Authorization for Use of Protected Health and Private Information (DCFS 6109-A) release of information form is not signed at the time of the CFT meeting (CFTM), the team will need to discuss how to proceed. This may result in certain individuals being unable to share information or the meeting being rescheduled until the release of information form can be signed. CFT Facilitators should ensure that a valid CFT Authorization for Use of Protected Health and Private Information (DCFS 6109-A) release of information form is completed during the Family Engagement for information to be shared effectively by and with the team.

Are the CFT Meeting participants informed that the CFT Meeting and Planning Notes are attached to the court report?

The [Team Conference Understanding of Confidentiality \(DCFS 6123\)](#) form indicates that anything discussed during the meeting must not be repeated, either directly or indirectly, outside of the meeting,



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except by DCFS staff and service providers in the course of implementing the plan and reporting to the Court. The CFT meeting facilitator is responsible for ensuring that each participant signs the form.

The facilitator should also reiterate during the discussion of confidentiality and mandated reporting that a summary of the meeting is documented in the court report and a portion of the [CFT Meeting and Planning Notes \(DCFS 6074\)](#) will be attached.

Furthermore, the CSW will attach DCFS led [CFT Meeting and Planning Notes \(DCFS 6074\)](#) where CANS is discussed. Outside agency action plans (i.e., Wraparound, STRTP led meetings) shall not be attached to the court report.

If a CFTM has not been held prior to the Receipt of Report (ROR) date, the CSW shall notify Court that they will submit the [CFT Meeting and Planning Notes \(DCFS 6074\)](#) upon completion.

If you have any questions regarding this release,
please e-mail your question to:

Policy@dcfs.lacounty.gov