



COUNTY OF HUMBOLDT

For the meeting of: 11/7/2023

File #: 23-1431

To: Board of Supervisors

From: DHHS: Social Services

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Data Access Agreement with the Judicial Council of California Regarding Access to Various Juvenile Court Forms

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute, the attached data access agreement with the Judicial Council of California regarding access to various juvenile court forms;
2. Authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to, and any other agreements, certifications, attestations and documents directly associated with, the attached data access agreement with the Judicial Council of California, after review and approval by County Counsel, Risk Management, and the County Administrative Office; and
3. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one (1) fully executed, certified copy of the Board Order related to this item.

SOURCE OF FUNDING:

N/A

DISCUSSION:

The Judicial Council of California recently adopted and/or revised a number of forms used in juvenile court proceedings. Many of these forms are minute orders for juvenile dependency and delinquency hearings. Reprogramming computers and case management systems to incorporate the new forms has created a significant workload for some courts and other governmental agencies, such as the California Department of Social Services and local probation, prosecution and defense agencies. A number of courts and governmental agencies have requested Microsoft Word versions of these forms.

The attached data access agreement with the Judicial Council of California allow authorized Department of Health and Human Services - Child Welfare Services ("DHHS - Child Welfare

Services”) personnel to access various juvenile court forms in unlocked versions of Microsoft Word© for the sole purpose of incorporating such forms into the DHHS - Child Welfare Services case management system.

Accordingly, DHHS - Child Welfare Services recommends that the Board approve, and authorize the DHHS - Child Welfare Services Director, or a designee thereof, to execute, the attached data access agreement with the Judicial Council of California regarding access to various juvenile court forms. It is also recommended that the Board authorize the DHHS - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to, and any other agreements, certifications, attestations and documents directly associated with, the attached data access agreement with the Judicial Council of California, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in accessing needed juvenile court forms.

FINANCIAL IMPACT:

There are no direct costs associated with the attached data access agreement with the Judicial Council of California regarding access to various juvenile court forms. As a result, approval of the attached data access agreement with the Judicial Council of California will not impact the Humboldt County General Fund.

STAFFING IMPACT:

Approval of the attached data access agreement with the Judicial Council of California will not impact current staffing levels.

STRATEGIC FRAMEWORK:

The recommended actions support the following areas of the Board of Supervisors’ Strategic Framework.

Core Roles: N/A

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached data access agreement with the Judicial Council of California regarding access to various juvenile court forms. However, this alternative is not recommended since it will result in a loss of immediate access to current juvenile court forms.

ATTACHMENTS:

1. Data Access Agreement with the Judicial Council of California Regarding Access to Various Juvenile Court Forms
2. Memorandum from the Judicial Council of California Regarding Access to Various Juvenile

File #: 23-1431

Court Forms

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A