

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 12.1	SUBJECT: CLIENT CASE FILE ARRANGEMENT
OAC:	EFFECTIVE DATE: 12/13/2005
PCSAO:	REVISION DATE: 12/5/2005, 12/1/07
	REVIEW DATE: 12/1/07
<b>PURPOSE:</b> This policy will insure consistency in the construction and maintenance of client case files. The policy interfaces with the Imaging Program to also insure consistency of scanned files.	

12.1.1 Case folders must be in chronological order with the most current information on top of the file.

12.1.2 All information must be filed in the appropriate folders at Intake, and folders added as needed by SIU, Ongoing, PPLA, and Adoption.

FOLDER	CONTENTS
<b>FACE SHEET</b>	Agency Face Sheet
<b>FAC SIS</b>	Intake screening form-FAC SIS copy (purple), FCNB school district, Hearing dates (5011), Child's AFCARS (white), Initial case plan (5010), Case changes/transfer/closing (yellow), Semi-annual review (green), Administrative case review (green), health education record/visitation health form (blue), central registry/dispositional report (pink), Initial case plan (green), Amended case plan (green), Supplemental case plan (green), OAPL Registration (white), Kinship Placement form (green).
<b>INTAKE/INVESTIGATIONS</b>	<b>All in chronological order.</b>  Quality Casework Practice Checklist  Intake screening form (purple, or Intake Report Worksheet)  Background checks/Police crime reports  Record of contact sheets (in chronological order with the appropriate referral), or dictation on the investigation.

	<p>Photos</p> <p>Other with child care responsibility form</p> <p>Client Matches printout (Central Registry from other counties)</p> <p>Mandated reporter letters</p> <p>Family/AP disposition letter</p> <p>Investigative activity not completed form</p> <p>Dispositional report for MRDD</p> <p>Newspaper Articles</p> <p>SIU or 3rd party investigation information</p> <p>Dispositional Grievance Hearing Reports</p>
<b>ASSESSMENTS</b>	<p>Family Risk Assessment Matrix (Will not be in older files)</p> <p>Family Assessment</p> <p>Safety Assessment</p> <p>Any waivers issued on the case</p> <p>Genogram / Ecomap</p>
<b>CASE PLAN</b>	<p>All case plans and Amendments</p> <p>Safety plans</p> <p>Concurrent plans</p>
<b>SAR/ACR</b>	<p>Semi-annual review form (1414)</p> <p>Administrative case review</p> <p>Letters of notification in chronological order</p>
<b>CASE CONFERENCE</b>	<p>Case Conference notes/forms (All of section will not be in older files)</p> <p>Family Case Conference Tracking Form.</p> <p>Letters of Invitation</p> <p>Family Team meeting notes</p>

	Family Team Meeting tracking form.
<b>DICTATION</b>	<p>Transfer summary</p> <p>Visitation record</p> <p>Ongoing dictation</p> <p>Staffing forms</p> <p>Closing summary</p> <p>Case aide dictation</p>
<b>COURT JUVENILE DELINQUENCY</b>	All information regarding a youth's delinquency issues.
<b>COURT/CRIMINAL/ DOMESTIC RELATIONS</b>	All information regarding Criminal Court involvement or Domestic Relations
<b>COURT JUVENILE A.N.D.</b>	<p>Complaints</p> <p>Diligent search results</p> <p>Shelter care hearing</p> <p>Exparte's</p> <p>Voluntary agreement for custody</p> <p>All Court Entries in chronological order</p> <p>Extension for Temporary Custody</p> <p>Extension of Voluntary Agreement for custody</p> <p>File for Permanent Custody or PPLA</p> <p>Permanent Surrender of child (1666)</p> <p>Affidavits</p> <p>Legal advertisements</p> <p>GAL/CASA reports</p> <p>Prosecutor face sheet</p> <p>Legal opinions</p>

	Subpoena's
<b>SOCIAL SUMMARIES</b>	Social summaries Addendum to social summaries
<b>CORRESPONDENCE</b>	All letters/correspondence involved with the case Client Rights form Address Information request (Postmaster letter) Notice of Placement/Visitation Change Protective Service Alert Notice to foster parent of court hearing Miscellaneous correspondence
<b>RELEASE OF INFORMATION</b>	All releases of information
<b>ADULT PROVIDER INFORMATION</b>	Assessments (psychological, psychiatric, substance abuse, etc.) Service Referrals and record of services Service provider reports and correspondence to providers including: FPP reports Medical Information
<b>CHILD'S NAME PLACEMENT</b>	Blue placement history sheet Individual Child Care Agreement Medical / Educational form (1443) Monthly reports and incident reports from Placement providers (in chronological order by placement provider) Clothing inventory Clothing request Tribal notification form Independent living services referral Photo (for a child in temporary or permanent custody, a color

	<p>photograph. The photo must be updated annually).</p> <p>Permission slips</p>
<p><b>CHILD'S NAME</b></p> <p><b>PROVIDER INFORMATION</b></p>	<p>Copies of all referrals</p> <p>(child's name) Assessment (psychological, psychiatric, etc.)</p> <p>(child's name) Provider reports (non placement) and correspondence to providers, Treatment Plans</p> <p>Cluster referral</p> <p>Social service aide request</p> <p>Record of Services form</p>
<p><b>CHILD'S NAME</b></p> <p><b>MEDICAL</b></p>	<p>All ongoing medical records</p> <p>5 day screening</p> <p>Immunization records</p> <p>Healthcheck forms</p> <p>Consents to treat</p> <p>Permission for medication</p> <p>Surgery Checklist</p>
<p><b>CHILD'S NAME</b></p> <p><b>EDUCATIONAL</b></p>	<p>IEP's</p> <p>Multi factored Evaluations</p> <p>Report cards</p> <p>Interim reports</p> <p>MRDD information</p> <p>Other educational information</p>
<p><b>INTERSTATE</b></p>	<p>ICPC 100A's</p> <p>ICPC 100B's</p> <p>Checklist for out of state placements.</p>

	All other interstate correspondence
<b>FINANCIAL</b>	<p>IV-E eligibility</p> <p>PRC</p> <p>FPP applications</p> <p>Cris-E printout</p> <p>OWF forms</p> <p>Purchase order requests</p> <p>Approval for contracted services</p> <p>Cluster shared funding</p> <p>Respite care application, request, and financial agreement</p> <p>Request for funds from Children's Gift Fund</p> <p>CSEA info</p> <p>Pre-termination information form</p> <p>Financial assessor paperwork</p> <p>JFS 8008</p>
<b>RELATIVE RESOURCES</b>	<p>Home studies</p> <p>Relative/non-relative resource lists</p>
<b>LIFE BOOK</b>	Copy of completed Life Book
<b>PERMANENT PLANNING</b>	<p>Social/medical history (1616)</p> <p>Adoption summary</p> <p>Child inventory checklist (1685)</p> <p>Case transfer checklist to adoption or PPLA</p>
<b>OTHER COUNTY/STATE INFORMATION</b>	Any information that has been received from another county and/or state
<b>VITAL STATISTICS</b>	Birth certificates

	Social Security cards Driver's license Immigration papers Verification of births Green Card Death Certificate
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Approval Date: 12/1/07

Michael A. Fox, Executive Director