

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.12	SUBJECT: MEDICAL RECORDS FOR CHILD IN CUSTODY
OAC : 5101:2-42-66.1, 2-42-66.2, 2-38-08	EFFECTIVE DATE: 1/29/02
	REVISION DATE: 4/08, 12/17
	REVIEW DATE: 9/04, 11/05, 1/07, 4/08, 9/09, 12/17

PURPOSE: To ensure that BCCSB collects and maintains records of physical health and treatment of all child in custody.

POLICY: The agency shall follow 5101:2-42-66.1 of the Ohio Administrative Code regarding required health care for children in placement. Health information about a child, who is in the temporary or permanent custody of the Butler County Child Services will be entered into SACWIS. The case record will contain a record of physical health examinations, developmental and psychological assessments, and treatments for each child in the care or custody of the agency.

PROCEDURE:

- A record of a child's health care will contain, but not be limited to, the following when applicable:
 - A listing of a child's most recent and current medical, mental health, dental, and other health care providers including EPSDT/HEALTHCHEK providers;
 - A record of immunizations and dates of immunizations;
 - A record of a child's illnesses, hospitalizations, surgeries, impairments, injuries, and other significant medical problems and dates for each event;
 - A record of physical health examinations and treatments;
 - A record of dental examinations and treatments;
 - A record of vision examinations and treatments;
 - A record of speech and hearing assessments and therapy/treatments;
 - A record of developmental assessments and therapy/treatments;
 - A record of mental health assessments, and therapy/treatments;
 - A record of drug screens, assessments, and therapy/treatments;
 - A record of the child's sexual development history including any family planning methods;
 - A record of sexual abuse if existing;
 - A record of the child's prescription and nonprescription medications and any allergies to medications;
 - A record of the child's food allergies and any other allergies;
 - The child's cultural background as it may relate to nutrition, health care practices, and other relevant information;
 - The health history of the biological parents and extended family;

- Any other pertinent health information necessary to assure that those persons, who are providing care for the child have adequate information to provide such care.
1. The assigned caseworker will ensure and document in SACWIS that HEALTHCHEKs are completed no later than five (5) working days after the date of the child's most recent placement setting, unless medical care is needed sooner, a medical screening of the child must be completed in order to prevent possible transmission of common childhood communicable diseases and to identify any symptoms of illness, injury or maltreatment. **This includes children moving from one foster placement to another.** The medical screening shall be conducted by:
 - A licensed physician
 - An advanced practice nurse.
 - A registered nurse.
 - A licensed practical nurse.
 - A physician's assistant.

 2. The assigned worker will ensure that all children in the custody of the agency through age 20 who are Medicaid eligible complete the following exam schedule for foster children:
 - All children must have a HEALTHCHEK exam within 60 days of placement and document in SACWIS.
 - Children over three (3) years must have an initial dental screening within 180 days (6 months) of initial placement and every 6 months thereafter.
 - Infants under two (2) years must have a HEALTHCHEK exam at the following ages:

2 months	10 months
4 months	12 months
6 months	18 months
8 months	24 months
 - Children over two (2) years must have a HEALTHCHEK exam annually during the anniversary month of placement into substitute care.

 3. For children with an open agency case who are not in agency custody, the assigned caseworkers shall request the custodian sign a release of information to permit the agency to obtain the child's medical records if medical neglect is suspected to be an issue for the family.
 4. The agency will maintain a record of a child's health care as a distinct part of the case record
 5. The Education and Health Information form will also contain current medical information (JFS 1443).
 6. The assigned caseworker is responsible for entering the health information in the child's person record. The assigned caseworker must generate the Education and Health Information form (JFS 1443) and provide a copy to the parents, guardians or custodian during each

semiannual administrative review (SAR). A substitute caregiver shall have access to all health care information to provide daily care for the child.

12-15-17

APPROVAL DATE:

A handwritten signature in blue ink that reads "William Morrison". The signature is fluid and cursive, with a long horizontal stroke at the end.

William Morrison, Executive Director