



Administrative Policies and Procedures: 16.23

Subject:	Resource Home Case Files
Authority:	TCA 37-5-106
Standards:	DCS 2-104 A
Application:	DCS Foster Care Staff and Supervisory Staff, Private Provider staff
Policy Statement:	
<p>A case file for resource parents will be opened upon receipt of an application. Any and all contacts with resource parents must be documented in the Resource Home case file. All resource parent case files shall be safeguarded from unauthorized and improper disclosure of information and shall be maintained and reviewed in a systematic order consistent with the following procedure. Private provider case files may contain equivalent forms.</p>	
Purpose:	
<p>To provide filing guidelines for ensuring that resource home case files are kept in an organized manner and contain all pertinent information.</p>	
Procedures:	
A. Confidentiality Sensitivity, and access to information	<ol style="list-style-type: none"> 1. Case Files must be marked "<i>CONFIDENTIAL</i>" on the spine of the binder and will have the last name and first initial of the family. Case files must be stored out of public view. 2. When writing case recordings, staff shall be mindful of the right to confidentiality and shall not include information about persons unrelated to the case, except where those persons have a direct effect on the resource family (in which case, only relevant information shall be documented). 3. When writing case recordings, without sacrificing accuracy and completeness, staff shall be sensitive to the emotional well being of the participants involved while considering the choice of terminology used (being mindful that the resource parent, child/youth, or birth family may be voluntarily or involuntarily exposed to the documentation in the future). 4. Documentation regarding custodial children should be specific only as it relates to the resource parent. 5. Resource parents shall have access to information in their case files as outlined in the Foster Parent Bill of Rights with the exception of third party documentation, documents deemed confidential by the agency, or protected

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	<p>health information pursuant to HIPAA.</p> <p>6. DCS may release copies of a resource parent home study to another agency upon receipt of release of information with the signature of the family. When applicable, portions of the resource parent home study may be considered public record and be released upon request. In such cases, consultation with the DCS Regional staff is appropriate, if needed.</p>
<p>B. Case File Style</p>	<p>1. All documents related to the resource family should be maintained in a 3 ring binder. This binder will serve as the official hard case file for the family.</p> <p>2. Information contained in each section(refer to <u>CS- 0725, Resource Home Case File Cover Sheets</u>) must be filed in chronological order with the most recent information located on top (for example- all discipline forms are placed together in the appropriate location in the case record with the most recent version placed on top).</p>
<p>C. Case File Contents Organization</p>	<p>All resource family case files will be organized in the following manner, however family files active prior to the effective date of this policy will be re-organized gradually as they are re-assessed or selected for auditing.</p> <p>1. <u>Home Study and Reassessments</u></p> <ul style="list-style-type: none">a) <u>Resource Family Cover Sheet, CS-0675</u> (Always on Top)b) <u>Resource Home Study and Verification Checklist, CS-0690</u>c) <u>Resource Home Mutual Re-Assessment, Re-Activation or Re-Classification, CS-0692</u> or applicable screens in child welfare information systemd) Home Study Addendums/Updates (If Applicable)e) Original DCS Home Studyf) <u>Expedited Placement Assessment Summary, CS-0682</u> (If Applicable)g) Previous or other agency studies (If applicable) <p>Note: All items listed in this section are simply the narrative summaries. All other sections are the supporting documents to these narratives and will be filed as outlined in sections # 2 - # 11, in chronological order with the most recent information located on top).</p> <p>2. <u>Resource Home Recording, CS-0709</u></p> <p>This section will include documentation of all successful and attempted contacts and correspondence with resource parents.</p> <p>3. <u>Background Checks</u></p> <p>(For all adults in the home, required at initial approval & re-assessment)</p> <ul style="list-style-type: none">a) <u>Background Checklist and Results Summary, CS-0845</u>b) <u>Background Clearance Check- Local Criminal History-CS-0751</u><ul style="list-style-type: none">◆ Local Law Enforcement checks◆ Any additional court documentation

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Note: Local background checks must include the applicant's last five (5) years of residence and remember to check the current, maiden and any other previous legal names.

c) **Internet Records Clearance, CS- 0687**

- ◆ Felony Offender Registry
 - www.tennesseeanytime.org/foil
- ◆ Meth Offender Registry
 - <http://www.tennesseeanytime.org/methor>
- ◆ State Sex Offender Registry
 - http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp
- ◆ National Sex Offender Registry
 - <http://www.nsopr.gov/>
- ◆ Abuse Registry
 - <http://health.state.tn.us/abuseregistry/index.html>

d) **Database Search Results, CS-0741**

- ◆ Child Protective Services Records Check.
- ◆ TN Kids (Person Search)
- ◆ Social Services Management System (SSMS)

e) **Fingerprint Card Information, CS-0691**

4. **Forms**

a) **Resource Family Application for Parenting, CS-0688**

b) **Authorization for Release of Information to DCS and Notification of Release, CS-0668**

(to be updated at expiration)

c) **Resource Family Update Checklist, CS-0685**

- ◆ (Re-assessment work aid)

d) **Home Safety Checklist, CS-0676** (initial approval and re-assessment)

e) **Resource Family Disaster Plan, CS-0871**

f) **Resource Parent Medical Report, CS-0678** (for all adults in the home)

g) **Medical Self Report(annual) Resource Parent/Child, CS-0707**

- ◆ (Used only for re-assessment)

h) **Child's Medical Record, CS-0427** (for all children in the home)

i) **Oath of Confidentiality, CS-0673** (initial approval and re-assessment)

j) **Notice of Privacy Practices (HIPAA)- CS-0699**

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- k) **Oath to Report Child Abuse or Neglect and Abide by the Child Safety Restraint Laws, CS-0670** (initial approval and re-assessment)
- l) **Disclosure Statement (Options/Services Available to Relatives), Form CS-0660** (when applicable)
- m) **Discipline Policy, CS-0553** (initial approval and re-assessment)
- n) **Family Eco Map-CS- 0782**
- o) **Resource Family Strengths/Needs-CS-0895**
- p) **REACT Family Entry Form, CS-0697**
- q) **REACT Family Status Form, CS-0698** (when applicable)

5. **Verification**

- a) Birth Certificate (for all household members)
- b) Valid Drivers License or RA approved plan for transportation (at time of approval and when license is renewed)
- c) Auto Insurance (at time of approval and when insurance is renewed)
- d) Current Auto Registration (at time of approval and when registration is renewed)
- e) Driving Record Check (at time of approval and required at reassessment)
- f) Pet Vaccination (at time of approval and when vaccination is due)
- g) Current Marriage Certificate (if applicable)
- h) Divorce Decree (for all previous marriages)
- i) Death Certificate (for any immediate family members)
- j) Final Decree of Adoption (for any past adoptions)
- k) Medical Insurance (required for adoption)
- l) Contingency Plan (required for adoption)

6. **Financial/Fiscal Information**

- a) **Monthly Income & Expenditures Form, CS-0431** -(initial approval and re-assessment)
- b) Proof of all reported sources of income- (initial approval and re-assessment)
- c) **Substitute W-9 Form- CS-0842**
- d) **Special or Extraordinary Rate Request, CS-0674** (If applicable)
- e) **Supplemental Respite Billing Form, CS-0656** (If Applicable)
- f) **Standard Claim Form, CS-0493** (with receipt copies)
- g) **ACH (Automated Clearing House) (Credits)(not wire transfers)FA-0825**
- h) Voided Check

7. **Placement Contracts**

- a) **Expedited Child Placement Contacts, CS-0626** (If Applicable)

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- b) **Daily Rate Child Placement Contract Between DCS and Resource Parents Approved to Provide Temporary Care- CS-0565**
- c) **Child Placement Contract Between The Tennessee Department of Children's Services and Foster Parents Approved to Provide Emergency Foster Care-CS-0530**
 - ◆ **Resource Home Placement Checklist, CS-0544**, must be completed for each placement contract.

8. **Training**

- a) PATH Completion Certificate
- b) Child's PATH Participation Certificate (If Applicable)
- c) Medication Administration (prior to approval and every two years thereafter)
- d) CPR and First Aid- Non Certified training(prior to approval and every two years thereafter) or CPR Certification (must be renewed at expiration)
- e) In-Service Training Completion Certificates

9. **Incident Reports/Corrective Action Plans** (if applicable)

- a) Serious Incident Reports
- b) Complaint Letters/Memos
- c) **Resource Home Corrective Action Plans-CS-0909**

10. **Correspondence**

- a) **Resource Parent Approval, CS-0702**
- b) Denial Letter (if applicable)
- c) Other Letters, notices or written correspondence
- d) Interstate Compact on the Placement of Children (ICPC) documents (if applicable)
 - ◆ **Interstate Compact Placement Request (100A), CS-0525**
 - ◆ **Interstate Compact Report on Child's Placement Status (100B), CS-0523**
- e) Interstate Compact on Juveniles documents (if applicable)

11. **Miscellaneous**

- a) Family Photograph
- b) Photo of Exterior of Home
- c) Autobiography or SAFE Questionnaires
- d) PATH In Review Homework
- e) Family Home Floor Plan (indication fire escape route)
- f) **Authorizations for DCS Custodial Child to Travel out of State /Out of Country, CS-0679** (if applicable)
- g) **Shared Home Authorization, CS-0672** (if applicable)

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	<p>h) Miscellaneous Work Aid Documents (if applicable)</p> <p>i) Home Study Reference Letters</p> <p><u>Note: Private Provider Agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.</u></p>
<p>D. Documentation</p>	<ol style="list-style-type: none">1. Case recording will be initiated by utilizing the <u>Resource Home Recording, form CS-0709</u>, upon receipt of the application for parenting. All significant events that occur with the family should be documented within five (5) working days and recorded on form CS-0709. This form should be printed and filed on a monthly basis until a decision is made regarding the family's approval.2. A summary of the interaction and participation of resource parent applicants during PATH and the home study process must be documented in the case file.3. An entry must be made in the family case file to indicate when the home study was submitted for approval, when the study was approved or denied, and if the study was denied, the reason for the denial must be stated.4. Once a family is approved as resource parents all significant events that occur with the family should be documented within five (5) working days.5. The quarterly summary should include a quarterly entry that summarizes the contact/activities of the previous quarter. The summary should also highlight the strengths demonstrated and the challenges faced by the family during the quarter and should be written in clear, concise sentences. The summary must not include slang language or subjective/personal value judgments. This process is to be maintained until the home is closed.6. E-mail correspondence with resource parents is not to include confidential, identifying information and should be minimized when possible because of the potential security risk associated with electronic communication outside of GroupWise.7. Abbreviations and acronyms used must be commonly understood and acceptable.8. All contacts with resource parents, either successful or attempted shall identify:<ol style="list-style-type: none">a) The name of the person contacted or attempted contact person,b) The location of the contact or attempted contact location,c) The beginning and end times of the contact or contact attempt, andd) If telephone contact was made, list who initiated the telephone call and if a message was left if there was no answer.9. The narrative of case recordings that document contacts (home visits, significant telephone calls or written correspondence) with resource parents shall be written in the following "PC-COP" format and entered into the current child welfare information system:¹

¹ ¹ Note: Currently, TNKids is the DCS Child Welfare Information System & will be replaced by the new computer system "TFACTS" in the future. When TFACTS is fully implemented, all references to TNKIDS or "current child welfare information system will mean TFACTS.

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	<ul style="list-style-type: none">a) Purpose of Contact – Why it was necessary to contact the family (i.e. to gather information, a response to a call or letter, to set up a visit etc.)b) Content - What was discussed and/or accomplished.c) Observation/Assessment -State in observable/measurable terms: individual behaviors and appearance, interactions among party’s present, significant environmental factors, any progress made.d) Plan - State what is to be done next as a result of this contact, or as a natural progression of the case management process, including date/time and location of the next planned contact.
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Forms:	Located in Case File Contents
Collateral documents:	Case Process Review