

Caregiver Maintenance of Records for Children in Custody

SUMMIT COUNTY CHILDREN SERVICES

ORC: N/A OAC: 5101:2-7-04; 5101:2-33-21 USC: N/A CFR: N/A	ORIGINAL: 5/25/06 REVISIONS: 12/17/08;12/1/10; 8/21/18 RELATED FORM(S): N/A RELATED PROCEDURE/POLICY(IES): N/A
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<input type="checkbox"/> Human Resources
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<input type="checkbox"/> Safety & Security
<input type="checkbox"/> Social Services - All Departments
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All Staff
 Bargaining Unit
 Non-Bargaining
 Management

POLICY:

Summit County Children Services (SCCS) foster caregivers will maintain a record on each foster child placed in their home.

PROCEDURE:

The caregiver foster child record shall include:

- A copy of the current individual child care agreement between SCCS and the caregiver;
- School reports, including report cards, diplomas, and certificates of achievement or merit;
- Medical information provided by the child’s physician and by SCCS, and current instructions regarding the foster child’s health care;
- The name and telephone number of the SCCS caseworker;
- The name and telephone number of the agency recommending the foster home certification if different than SCCS;
- The child’s placement journal and/or data that is pertinent to the foster child’s life book.

The caregiver must give the child’s record, and all other official documents regarding the child including the placement journal and life book materials to SCCS when the child leaves the home.

The caregiver shall not disclose or knowingly allow the disclosure of any information regarding the foster child or the foster child’s family to persons not directly involved in the child’s care and treatment. Unless otherwise authorized by the Executive Director or her designee, the caregiver is prohibited from using, publishing and distributing materials bearing the name, voice, likeness or any other identifiable representation of

children in the custody of SCCS. The sharing of confidential information is a violation of Ohio law.