



**Series:** 1300: Records Management

**Policy Name:** Access to Child Case Records

**Policy Number:** 1306

**Origination Date:** 11/1/2013

**Revision Date:** 7/1/2018

**Regulation:** FS 39.00145 - SB 126

**Policy:** It is the policy of Communities Connected for Kids that all employees will comply with Florida's public records law.

### Procedure

The following proposed guidelines are established to ensure compliance with s.39.00145, Florida Statutes, establishing clear authorization for the release of case records of a child under the supervision of Communities Connected for Kids. The guidelines apply to children under in-home protective services, those who were in out of home care and subsequently returned to a parent or relative and youth who age out of care.

1. Within 90 days after a child leaves the Department's custody, information must be provided to a person with legal custody of the child or the young adult who was in the Department's custody on how to obtain a case record. Children's Legal Services will include in all court orders where custody of a child is changed, notification that records are available to the child, the child's caregiver, guardian ad litem, or attorney until the child reaches the age of 30 years.
2. When a case manager or other provider in the local system of care receives a request from an authorized party for a case record, notification of such request must be emailed to [flbcrecordsrequest@cckids.net](mailto:flbcrecordsrequest@cckids.net) which will notify all relevant parties of the request (e.g., Communities Connected for Kids point of contact, Communities Connected for Kids counsel, DCF regional counsel, etc). This request must be submitted no later than 24 hours after receipt of the request.
3. The Director of Quality & Data Management will serve as the single point of contact responsible for ensuring that the complete case record is retrieved and processed upon receipt of request.
4. An initial redaction of documents shall be performed by Communities Connected for Kids Legal Counsel and submitted to the single point of contact within 14 days of the receipt of the request. Following redaction, the case record must be submitted to Regional General Counsel Offices' by the single point of contact for review and approval of release which must occur within 14 days of receipt of Regional General Counsel.
5. The single point of contact must notify the requesting party within two days of receipt of the record of the time and place to be provided the case record.
6. The time frames are developed to ensure the case record is provided to the authorized party no later than 30 days after the request is received by the single point of contact. The written communication establishing local protocol may depart from the 14 day redaction and legal review



time frames proposed so long as the case record is provided to the authorized party no later than 30 days after the request is made.

7. The authorized party will be notified by the single point of contact if there are any delays in the ability to respond to the request for the case record within this established 30 day time frame.
8. A complete and accurate copy of the case record includes the full name and street address of all shelters, foster and group homes, treatment facilities or locations where the child has been placed. It also includes case plans, pre-disposition reports, judicial reviews reports, court orders, guardian ad litem reports, evaluations and comprehensive assessments, medical health history, school records and report cards, mental health reports, hospitalization / residential setting records, any letters, photographs and all other information contained in the case record as directed under law.
9. Service recipients may add a statement to their case records, and any response by personnel is added with the service recipient's knowledge; and the service recipient is given the opportunity to review and comment on such additions. At case closing, case records are reviewed and unsummarized notes, personal observations, and impressions are expunged.
10. Reviews of case records by service recipients are conducted in the presence of professional personnel on the organization's premises; and carried out in a manner that protects the confidentiality of family members and others whose information may be contained in the record.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018