



Series: 900 Data Management

Policy Name Contents & Organization of Archived and Active Electronic Client Records

Policy Number 901

Origination Date: 11/01/2013

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Regulation

Policy It is the policy of Communities Connected for Kids to establish a process for processing and maintaining archived electronic client records on a secured server and active files in FSFN.

Procedure

General Procedures -

1. Communities Connected for Kids will maintain all active client case file records in Florida Safe Families Network. (FSFN)
2. Historical electronic client records are located in on a secured server until they are uploaded into FSFN.
3. Each electronic record is maintained, secured, tracked, and inventoried within the secured server and uses the Florida Safe Families Network (FSFN) official case name and case identification number for retrieval and identification purposes.

Organization of Active Client Record - FSFN

1. Electronic records are organized in the sections outlined in the File Cabinet or within the Medical/Mental Health heading.
 - a. The sections within the file cabinet consist of the following:
 - i. Adoption
 - ii. Credit Checks
 - iii. Education
 - iv. Employment
 - v. File Cabinet
 - vi. Hotline
 - vii. Income/Eligibility
 - viii. Independent Living
 - ix. Medical Records
 - x. Ongoing Services
 - xi. Out of County Services



- xii. Other
- xiii. Participant Documents
- xiv. Service Request Authorization
- b. The sections within the Medical/Mental Health heading consist of the following:
 - i. Medical/Mental Health

Organization of Archived Client Record for the retrieval of old case documents located in ASK

a. Section 1: Investigative History (Documents from PI)

- 1) File Face Sheet
- 2) HSN Demographic Face Sheet
- 3) FAHIS Reports/Initial Assessment
- 4) CSA's
- 5) Safety Plans
- 6) Police Reports
- 7) Diligent Search
- 8) Persons by Name
- 9) Background Checks
- 10) Abuse Reports
- 11) Investigative Decision Summary (IDS)

b. Section 2: Identification Records

- 1) Birth Certificates
- 2) Photographs
- 3) Fingerprints
- 4) Social Security Cards

c. Section 3: Legal

- 1) Case Plans
- 2) Court Action Forms
- 3) Court Orders
- 4) Shelter & Custody Orders
- 5) Petitions
- 6) Pre-Disposition Study (PDS)
- 7) Judicial Reviews (JRSSR)
- 8) Home Study
- 9) Proposed Settlement Agreement Worksheet
- 10) Referral for Permanency Planning
- 11) Affidavits
- 12) UCCJAs



- 13) GALs
- 14) Fact Sheet to Legal
- 15) Court Reporting Forms

d. Section 4: Staffings

- 1) IFCC (72-hour) staffing
- 2) 30-day (case plan) staffing
- 3) 90-day staffings
- 4) Permanency Planning staffing
- 5) New Baby staffing
- 6) Reunification staffing
- 7) Visitation/overnight staffing
- 8) High risk/critical juncture staffings
- *NOTE: Independent Living staffings go in Independent Living section 9.*

e. Section 5: Case Activity

- 1) Chronological notes
- 2) Case Notes Detail
- 3) Notice of Case Manager Change
- 4) Termination Summary (closed cases)
- 5) Family Assessment
- 6) Child Monthly Visit Forms
- 7) Birth Parent Monthly Visit Forms
- 8) Requests for Courtesy Supervision/Visitation
- 9) Emergency Information Sheet

f. Section 6: Medical information (Child)

- 1) Child Safety Risk Assessment (ICSA)
- 2) Child Health Screening (EPSDT)
- 3) Dental Records/Visit Documentation
- 4) Immunization Records
- 5) Medicaid Information/Card
- 6) Medical Reports
- 7) Medical/Substance Assessments & Results
- 8) Child Protective Team (CPT) Report
- 9) Prescriptions
- 10) Psychological/Psychiatric Evaluations
- 11) Mental Health Reports
- 12) Therapists/Psychological

g. Section 7: Mental Health/Assessments/Provider reports (Parents)



- 1) CBHA
 - 2) Drug Screening
 - 3) Mental Health Reports
 - 4) Psychological/Psychiatric Evaluations
 - 5) Alcohol, Substance Abuse Assessments & Reports
 - 6) Provider Reports for Parents' Tasks
 - 7) Residential Group Home Reports
 - 8) Parent Employment/Housing Information
 - 9) MDT Reports
 - 10) DNA Testing Results
- h. Section 8: Revenue Maximization**
- 1) TANF Eligibility & Determination
 - 2) Title IV-EA Applications
 - 3) Title IV-E Applications
 - 4) Flex Fund Requests
 - 5) Temporary Cash Assistance form
 - 6) Master Trust
 - 7) SSI/SSA Information
- i. Section 9: Independent Living**
- 1) IL Case Plan
 - 2) IL Assessments
 - 3) IL Staffings
 - 4) IL Reports
- j. Section 10: Releases/Authorizations/Referrals**
- 1) Releases for Services
 - 2) Authorization for Release of Information
 - 3) Clients' Rights
 - 4) Consents for Medical Care
 - 5) Authorization to Dispense Medication
 - 6) Signed Permission to copy Documents
 - 7) Provider Referrals
 - 8) Daycare Referrals (Title XX Information)
- k. Section 11: Placement**
- 1) Placement Authorizations
 - 2) Status Change Forms & Waivers
 - 3) Gal Notifications
 - 4) Exit Interviews



- 5) Placement Agreement
- 6) ICPC Forms (Interstate Compact on Placement of Children)
- 7) Client Resource Record receipt

I. Section 12: Correspondence/Education

- 1) Family/Foster Family Correspondence
- 2) Newspaper Articles
- 3) Incoming and outgoing letters
- 4) Email correspondence
- 5) Report Cards
- 6) Educational Testing & Records

m. Section 13: Master Trust

- 1) Clients Information
- 2) Master Trust Anecdotal Record
- 3) Comments
- 4) Judicial Review
- 5) Medical Records
- 6) Florida Dept of Health – Health Exam
- 7) Florida Dept of Health – Certification of Immunization
- 8) Judicial Review Social Study Report/Case Plan Update
- 9) Court Orders
- 10) Birth Certificate
- 11) Social Security Administration Form SSA-11-BK Application for Benefits
- 12) Social Security Administration Form SSA-3820-BK Function Report
- 13) Authorization to Disclose Information to the Social Security Administration
- 14) Social Security Notice of Appointment
- 15) Request to be Selected as Payee Notice/Application
- 16) Social Security Administration Retirement, Survivors and Disability Insurance
- 17) Social Security Administration Supplemental Security Income
- 18) Representative Payee Report
- 19) Advance Notice of Termination of Child's Benefits
- 20) Client Payment History
- 21) Client Placement History
- 22) ARGOS Placement Report
- 23) FSN Person Management Report
- 24) Master Trust Balance Excel Spreadsheet
- 25) Correspondence
- 26) Notarized Designation of Client Money and Property
- 27) Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits



- 28) Client Trust Fund Withdrawal Request
- 29) Check Copy
- 30) Receipts
- 31) Certification of Receipt of Funds or Purchases
- 32) Social Security Administration Receipt for Payment
- 33) Form SSA-1099

Section 14: Relative Caregiver

Section 15: Adoption

Section 16: Adoption Activities

Section 17: DCF Case Files

Approved: Carol Deloach

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