Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—Child Placement Agencies.

28-4-179. Case records.

(a) The agency shall maintain case records in a manner that is uniform, detailed, well written, and organized. Records shall be current and be made available for inspection by the division. The agency shall show in their case records the following:

(1) Continuity of service plan;

(2) Documentation of the work of the agency; and

(3) Summaries and assessments of changes affecting the client and changes in the service delivery process.

(b) Foster home records. The agency shall keep separate records for each foster home. The record shall be started at the time of application. The foster home record shall contain:

(1) The application;

(2) Home study;

(3) Medical reports;

(4) Summary narrative containing the dates as well as the content material from the worker's contacts;

(5) References;

(6) Yearly evaluation of strengths and weaknesses of the foster family and assessment of the best way to maximize the foster care experience for the foster family and the children placed with them. This evaluation shall be reviewed with the foster family;

(7) Yearly relicensing recommendation study and forms connected with it; and

(8) Placement history of the foster home, children placed, dates admitted and discharged, and pertinent narrative information about the interaction and relationships within the foster family.

(c) Adoptive home records. The agency shall keep separate records for each prospective and actual adoptive family. The adoptive home record shall contain:

(1) The application;

(2) The adoptive home study;

(3) Medical reports;

(4) References;

(5) A copy of the information given to the parents concerning the child;

(6) All legal documents pertaining to the adoption;

(7) Summary narrative on the pre-placement and post-placement contacts with the family and the adopted child;

(8) A narrative which clearly indicates the reason(s) a family was not accepted or did not have a child placed; and

(9) After placement, a statement of plans for follow-up services to the child in placement and to the adoptive family.

(d) Child's records upon placement. The agency shall maintain individual records for each child placed in a foster or adoptive home which shall include:

(1) The name, sex, race, birth date, and birth place of the child;

(2) Name, address, telephone number, and marital status of parent or guardian of the child;

(3) All legal documents and court status;

(4) Medical history, cumulative health record, and psychological and psychiatric reports;

(5) Social history of the family and parent background clearly and fully stated to provide an informational tool for all subsequent workers;

(6) Summary narrative which reflects the dates of contact, initial assessments and case plan, and contact material of worker's visits;

(7) The circumstances precipitating the decision to place a child, the agency's involvement with the parents, including services offered, delivered or rejected. If placement is court ordered, the case record shall contain the court papers, summaries, and required court reports during placement;

(8) Educational records and reports;

(9) Summary of case review conference which reflects the contacts with and status of all family members in relation to the placement plan as well as the achievements or changes in the goals;

(10) Summary of the administrative or outside case review on the progress of each child toward determined goals;

(11) Summary and narrative regarding the child's contacts with the family. The material should reflect the quality of the relationships as well as the way the child is coping with them; and

(12) Copy of interstate compact forms, if applicable.

(e) Child's records upon discharge. Upon discharge, the following shall be placed in the child's case record:

(1) Date of discharge, reason for discharge, and the name, telephone number, address, and relationship of the person or agency to whom the child was discharged;

(2) A discharge summary containing services provided during care, growth and accomplishments and assessed needs which remain to be met with the service possibilities which might meet those needs; and

(3) Aftercare plans.

(f) Reports to the division. The agency shall provide written notification to the division of change of address of legal office. The agency shall provide statistical data to the division when requested for public information, research, or planning purposes. (Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

***** Authenticated Kansas Administrative Regulation *****