

88069.7 Content of Certified Family Home or Licensed Foster Family Home Case Record

(a)

Each foster family agency shall maintain a case record for each certified family home or licensed foster family home used by the foster family agency.

(b)

Each certified family home or licensed foster family home case record shall include the following information on each home: (1) A copy of the completed application that includes information required by Section 88031, Application for Certification. (2) A written record of the home study. (3) Medical reports. (4) Correspondence. (5) Applicable legal documents. (6) Verifications of required information, including a signed statement acknowledging the child abuse and neglect reporting responsibilities of Penal Code Section 11164 et seq. (7) Evaluation of findings. (8) Decisions reached. (9) Actions taken. (10) Contacts with references. (11) A record of each child placed in the home and the dates the child was in care.

(1)

A copy of the completed application that includes information required by Section 88031, Application for Certification.

(2)

A written record of the home study.

(3)

Medical reports.

(4)

Correspondence.

(5)

Applicable legal documents.

(6)

Verifications of required information, including a signed statement acknowledging the child abuse and neglect reporting responsibilities of Penal Code Section 11164 et seq.

(7)

Evaluation of findings.

(8)

Decisions reached.

(9)

Actions taken.

(10)

Contacts with references.

(11)

A record of each child placed in the home and the dates the child was in care.

(c)

In addition to Subsection (b) above, each case record of a certified family home shall include: (1) Fingerprint clearances. (2) Child Abuse Index Check Clearances. (3) Any necessary fire clearances as specified in Section 83020. (4) A copy of the Certificate of Approval. (5) Documentation of the required 12 hours of annual training for certified parents as required by Section 1506(b)(2) of the Health and Safety Code. (6) A copy of any complaint investigation report, the findings of that

report, and the action taken by the foster family agency.

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Fingerprint clearances.

(2)

Child Abuse Index Check Clearances.

(3)

Any necessary fire clearances as specified in Section 83020.

(4)

A copy of the Certificate of Approval.

(5)

Documentation of the required 12 hours of annual training for certified parents as required by Section 1506(b)(2) of the Health and Safety Code.

(6)

A copy of any complaint investigation report, the findings of that report, and the action taken by the foster family agency.

(d)

All information in case records shall be confidential and shall be available only to the licensing agency; and to placement agency staff and foster family agency personnel that need access to the information to perform their duties. (1) This requirement does not relieve the foster family agency of the responsibility for transmitting copies of substantiated complaints to specified parties, as required by section 88061 (l).

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(e)

All case records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements: (1) Licensing representatives shall not remove any current emergency or health-related information for current foster children unless the same information is otherwise readily available in another document or format. (2) Prior to removing any records, a licensing representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or designee. (3) Licensing representatives shall return the records undamaged and in good order within three business days following the date the records were removed.

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