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## **APPENDIX C: CASE RECORD ORDER FOR OUT-OF-HOME PLACEMENT CASES**

06/2022

The Family Service Worker shall maintain and organize the current case record on every child in foster care in their caseload. Policy I-D: Official Record Keeping & Access to Official Records, states that a hard copy file of case information will be maintained for data not in the Division's information management system. Hard copy files will be created, if necessary for case review. The following is the case record order for maintaining files on information not in the Division's information management system. This case record order will also be used when hard copy files are created for case review.

### **Front Left: Legal Section**

Original Birth Certificate

Social Security Card SS-5

Affidavit (including protection plan and TDM if applicable)

Petitions

Emergency Order

Summons

Warning Orders

Adjudication Order

Six (6) Month Review Orders

Order Terminating Parental Rights and Granting to DHS the Power to Consent to Adoption

Court Reports (including attachments) for all hearings

Photograph of Child printed from the Division's information management system

Blue Face Sheet

Order Terminating Parental Rights (if applicable), next to the top, then most current court order followed by all legal documents related to that order, for example, petition, warning orders, or summons). Other information behind this is filed in chronological order with the most current on top. Behind each court order, file all legal documents and court reports related to the order. A blue face sheet should be on top of all records in this section and readily visible when the file is open.

### **Front Right: Child and Adolescent Needs and Strengths (CANS or Family Advocacy and Support Tool (FAST) and Case Plans**

Any Family Strengths, Needs, and Risk Assessment (FSNRA) or Case Plans prior to CANS/FAST CANS/FAST signed by family members, stakeholders, and parties to the case

Case Plan signed by family members, stakeholders, and parties to the case  
Transitional Plan (if applicable)

Order: filed in chronological order with the most current on top.

### **Center Left: Contacts**

Documentation of Efforts to Locate Family from Lexis Nexis search results

Handwritten Contact Sheets or home visiting forms signed by family members who were present during visit  
Handwritten Notes pertaining to the case (including phone messages)  
Printed Contacts (printed for IV-E Review only)

Order: File in chronological order with the most current on top.

**Center Right: Correspondence**

CFS-590: Invitation to Family Centered Meeting  
Email verification of distribution of 590, CANS/FAST, Case Plan and Court Reports  
Emails and Faxes  
Incident Reports (use the Incident Reporting Information System link on DHS Share)  
Letters or Memos  
CFS-4000 and/or DHS-81: Release of Information

Order: Releases of Information should be grouped on the bottom. Other documents should be filed in chronological order with most current on top.

**Back Left: Medical and Educational**

CFS-352: Medical, Dental, Vision, Hearing and Psychological Episodic Form  
CFS-353: Past Medical History Records Requested (Release of Information)  
CFS-366: Health Screening/Initial Physical  
CFS-368: Child Health Services  
Plan CFS-456: Birth Family Background  
Comprehensive Assessment Report (UAMS, PACE)  
Drug Screens  
CFS-364: Medication Logs  
Placement Reports (Therapeutic Foster Care (TFC), Residential Care)  
Provider Reports including Parenting and Anger Management  
Psychological Evaluations  
School Records such as Report Cards, Individualized Education Plans (IEP), Educational Testing Reports, or Early Intervention Assessments)

Order: Child's medical record on top; others intermixed with most current on top.

Note: Educational records and reports for each age appropriate child, not just those children with special educational needs, shall be filed in the foster child's case record. Reports and records include report cards, Individual Education Plan (IEP), etc.

**Back Right: Forms and Financial**

CFS Numbered Forms (Without Specification for other Filing Instructions)  
CFS-334: Authorization for Billing (Only for payments from Child's Trust Account)  
Encumbrance and Service Referral  
Paperwork  
Medicaid Application  
Medical Bills

Medical Passport  
Social Security Card  
Application Supervisory  
Review Forms

Order: Intermixed with most current on top.