

STATE OF WISCONSIN
Department of Children and Families
Division of Safety and Permanence

DSP Memo Series 2010 - 10
October 6, 2010
Re: CONTENTS OF A CHILD
WELFARE CASE RECORD
& IMAGING

To: Area Administrators/ Human Services Area Coordinators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Indian Child Welfare Directors
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Cyrus A. Behroozi 
Administrator

Introduction

This memo provides clarification to child welfare agencies and the Special Needs Adoption Program (SNAP), including county departments and the Bureau of Milwaukee Child Welfare (BMCW), on content requirements of a child welfare case record. This memo also provides direction on imaging documents in eWiSACWIS.

The attachment identifies items that must be included in a child welfare case record, when applicable, whether in a paper file or electronically in eWiSACWIS. Items listed in column 1 are currently available in eWiSACWIS and expected to be documented in eWiSACWIS. A variety of child welfare records, however are obtained through various sources (e.g., courts, attorneys, and providers of services) which are typically maintained in paper files. The imaging feature in eWiSACWIS allows for documents to be imaged and stored in the system case record. Based on input from stakeholders statewide, the Department is expanding the scope of imaging in eWiSACWIS. Items listed in column 2 may be imaged and the Department encourages agencies to image these items to reduce the size of the paper file and make these items accessible as part of the system case record. Also based on stakeholder input, some items due to the sensitive or confidential nature of the information or the format of the document, should not be part of the system case record. Items listed in column 3 should be in the paper case file only.

The Department recognizes that agencies vary in their capacity to image documents and manage records in electronic form. Items pertaining to title IV-E eligibility are required to be imaged in the system. Other items listed in column 2 are at the discretion of the agency. If agencies cannot image documents needed for title IV-E purposes, the title IV-E statewide eligibility unit will image the documents for agencies.

Adoption Records

Adoption records are unique given that the statutes require that documents be kept permanently. Currently, microfiche is the only process that meets the standard set by statute. Therefore, if adoption records are imaged, paper copies must also be kept until the record is microfiched by the Department.

eWiSACWIS Changes

The Department made modifications to the eWiSACWIS imaging functionality. These modifications will be available October 18, 2010.

Document Summary

This memo describes which records are considered part of a child welfare case record as well as which records can be imaged.

REGIONAL OFFICE CONTACT: DCF Area Administrator
Statewide Eligibility Unit

CENTRAL OFFICE CONTACT: Child Welfare Policy Section Manage
Division of Safety and Permanence
Bureau of Safety and Well-being
608.422.6961

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachment: Contents of a Child Welfare Case Record

CONTENTS OF A CHILD WELFARE CASE RECORD

Document	eWiSAC WIS	Image	Paper File
Access report			
Adoption assistance forms (partly hand-written)			
Adoption face sheet (life of case)			
Adoption placement agreement			
Adoption referral			
Adoption report to the court			
All home studies			
AODA reports			•
Assessment of child's abilities/projected functional level as adult			
Assessment of safety of placement			
Background reports (CPS, criminal, other states)			
Baptismal/religious certificate			
Birth certificate (certified)		••••	••••
Birth record, delivery information, newborn report			
Case notes			
Case plan			
Case progress evaluations			
Citizenship documentation/status			
Concurrent planning referral			
Correspondence, including all correspondence with tribes/BIA in ICWA cases Note: does not include attorney-client privileged communication			
Court orders (original, revisions, extensions, restraining orders, domestic violence restraining orders, order of adoption, family court)			
Court reports			
Declarations of paternal interest			
Dental records			
Documents from service providers			
Family assessment			
Family interaction plan			
Forms and notifications re: Soc. Sec., VA, SSI, other			
Foster care rate forms			
Good cause documentation for not seeking child support (Kinship) (note: should be added to eWiSACWIS)			
Independent living assessment			
Independent living plan			
ICWA templates			
Individualized Education Plan (IEP)/M-Team Evaluations			••
Informal disposition			
Information for physical custodians, Part A			
Information for physical custodians, Part B			
Initial assessment reports			
Inter-agency agreements			
Letters from birthparents			
Letter to maltreater			
MA number/MA card			

Document	eWiSAC WIS	Image	Paper File
Medical record (s. 48.425) Copy of immunization record Medical and genetic history Medical exam results of birth parent within last year Child's prenatal care and medical condition at birth			•••
Name, date of birth, sex of siblings			
Out-of-Home Safety Plan			
Paternity notices and summons			
Permanency plan			
Permanency plan review reports			
Petitions			
Photos of child, et. al.			
Placement agreements			
Police reports (must be redacted)			
Private Insurance information			
Protective plan (signed copy)			
Psychological reports on children or birth parents			•
Purchase of service contracts			
Recommendation of guardian			
Referral form/report			
Release of information/consent forms signed by parents/guardians/legal custodians			
Religious preference of birth parents			
Report of adoption investigation (home study)			
Requests for petitions			
Responses to mandated reporters and relatives			
Safety assessment and plan			
School records			••
Services intake			
Social security card			
Social services agreement			
Statement applying standards and factors in s. 48.426(2) and (3)			
Statement of facts supporting need for TPR			
Statement of reasonable efforts made to prevent TPR			
Statement regarding the likelihood of the child's adoption			
Test and exam results of child and parents ordered by agency/court			
Title IV-E eligibility forms			
Travel authorizations			
Voluntary placement agreements			

- 48.47(7g), 42 USC 622(b)(15), 42 USC 675(1)(c)(vi) to (viii)
- 48.38(4)(dg), 42 USC 675(1)(c)(ii) to (iv) and (viii) and (5)(c), 42 USC 677(i)(6)
- 48.38(4)(dr), 42 USC 622(b)(15), 42 USC 675(1)(c)(vi) to (viii)
- certified copy of birth certificate should be kept in the paper file, but an imaged copy is acceptable for documentation in eWiSACWIS for Title IV-E eligibility and other purposes