



CASEWORK ACTIVITY

Disclosure of Information to Foster Parents and Orange Placement Packet

Revised August 9, 2011

Purpose

To ensure that, consistent with policy, sufficient information about children placed in out-of-home care is provided to foster parents and other care providers to enable them to meet the physical, emotional, developmental and educational needs of children in their care. Wis. Stats. 48.37(1) indicates foster parents (including assessment homes), treatment foster parents, operators of group setting, and child caring institutions must receive this information.

Responsibilities of Initial Assessment Social Worker

- It is the responsibility of the staff person who takes a child into temporary physical custody to provide critical information about the child to the provider and to give the provider the Orange Placement Packet when placing the child.
- The *Information for Foster Parents, Part A* (CFS-0872A) is required under s. 895.485(4)(a), Wis. Stats., and ch. HFS 37, Adm. Code. It is the responsibility of the Initial Assessment Social Worker (IASW) to complete the 3-ply paper form, review it with the provider, and have the provider sign it at the initial placement. A copy of the form must be placed in the Orange Placement Packet.
- CFS-0872A is available electronically from the DCF Forms repository. The information from the paper form should be transferred to the electronic to make updates easier.

NOTE: If the IASW has access to the electronic file and printer prior to placing the child, it is not necessary to fill out the 3-ply paper copy. The printed electronic copy can be placed in the Orange Placement Packet when the child is placed.

- As more information about the child becomes available, the IASW will update the electronic form and give the updated copies to the provider to place in the Orange Placement Packet. The electronic form should be transferred to the Ongoing Case Manager (OCM) at case transfer. According to DCF 37.05, these updates must be done within 7 days of receipt of the information or 3 days if the information is essential to the health, safety, and well-being of the child or the provider.
- The *Placement Verification Letter* and the *Memo to Medical Care Providers* must be completed with the child's information and placed in the Orange Placement Packet.
- The IASW goes over the material in the Orange Placement Packet with the provider and has the provider sign the *Placement Checklist* (CFS 2238) ensuring all documents listed are provided.

Documentation: Copies of the *Information for Foster Parents – Part A* and the signed *Placement Checklist* are filed in the green child folder in the family paper case file.



Responsibilities of the Ongoing Case Manager

- If an OCM takes a child into temporary physical custody, the OCM is responsible for the duties of the IASW listed above.
- The OCM is responsible for updating The *Information for Foster Parents – Part A* (CFS-0872B), received from the IASW at case transfer. This can be done on a electronic copy so updates can be made as they come in and given to the providers to place in the Orange Placement Packet.
- The *Information for Foster Parents – Part B* (CFS-0872B) form is also required under 895.485(4) (a), Wis. Stats., and ch. HFS 37, Adm. Code. This form must be completed by the Ongoing Case Manager and updated as more information becomes available and given to the provider to put in the Orange Placement Packet. According to DCF 37.05, these updates must be done within 7 days of receipt of the information or 3 days if the information is essential to the health, safety, and well-being of the child or the provider.
- For any subsequent placements, the staff person placing the child must obtain the placement packet from the foster parent/provider and ensure *Information for Foster Parents – Part A and B* are updated. The OCM reviews the information in the packet with the new provider and has the *Placement Checklist* (CFS 2238) signed ensuring all documents listed are in the packet.

Documentation: Copies of the *Information for Foster Parents – Part A and B* and the signed *Placement Checklist* are filed in the green child folder in the family paper case file.

Confidentiality and medical checks

- At the time that the Orange Placement Packet is given to the provider, the assigned IASW/OCM informs the provider of all confidentiality requirements under state and federal law and penalties that may be imposed for violating the rights to confidentiality of the foster child and the foster child's family. The provider signs the *Notice for Foster Parents Regarding Confidentiality of Records* (CFS 2186) form. Copies of this form are made and given to the licensing worker, foster parent/provider, and placed in the child's family case file.
- The ISAW/OCM also informs the provider of their role as a mandated reporter.
- The IASW/OCM will inform the provider of the requirement to take the child to the Child Protection Center (CPC) for an initial medical exam within five days and to the child's primary care physician or another medical care provider for a full exam within 30 days of placement.

When Information can be withheld from foster parents

In accordance with DCF 37.02(2), the OCM with his/her supervisor's approval, may withhold from the foster parent any information provided that:



IA 20.00
OCM 6.00

- The information is confidential, the agency does not have access to the information, and the agency has made a reasonable effort to obtain the information through appropriate releases of information;
- The exception does not jeopardize the health, safety or welfare of the foster child, the provider, or the community; and
- The information is not critical to the success of the placement and related treatment or services or the purposes described in DCF 37.02(2).

Documentation: Exemption must be documented as a case note in the family's eWiSACWIS record. This case note must include:

- The specific information not provided to the foster parents;
- The reasons for not providing the information;
- The name of any BMCW or contracted staff who participated in the decision, including the name of the assigned supervisor, and
- The date the decision was made.