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**FILE  
ESTABLISHMENT**

A case file must be established for children who are:

- Committed to the department.
- Placed by court order and supervised by the department.
- Placed voluntarily in an alternative placement for which department funds are being disbursed or for whom services are provided (Exception: Adoption medical subsidy cases).
- Out-of-Town Inquiry (OTI). (See FOM 722-14, Courtesy Supervision.)

The above case files should be arranged in the order prescribed below.

See also SRM 171, Service Case Activity Reporting.

**CASE RECORD/  
CASE FILE  
CONTENTS**

Services case activity reporting: Case records for children receiving foster care services must contain all court orders, forms and narrative reports. All items must be maintained in the designated sections of the case file, as applicable for the individual case file/record.

**First Section  
(Legal)**

- All petitions.
- All court orders.
- DHS-269, Criminal History Information Request (RFF 269).
- DHS-3185 (RFF 3185), Child's Placement and Education Record.
- SWSS generated transfer to foster care information/placement outline. (See FOM 722-01, CPS - Foster Care Transfer Summary.)

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**Second Section  
(Narrative)**

- DHS-3813 (RFF 3813), Request for Assistance/Voluntary Foster Care.
  - Court reports.
  - Pre-ten waiver request(s) and approval(s).
  - Initial Service Plan, DHS-65 (RFF 65).
  - Updated Services Plan, DHS-66 (RFF 66) and/or DHS-68 (RFF 68).
  - Family and Child 's Assessment of Needs and Strengths forms (FANS /CANS) DHS-145 (RFF 145) and DHS-146 (RFF 146).\*
  - Parent-Agency Treatment Plan and Service Agreement, DHS-67 (RFF 67).
  - Reunification Assessment, DHS-147 (RFF 147).\*
  - Safety Assessment, DHS-149 (RFF 149).\*
  - Independent living contract.
  - Permanent foster family agreement.
  - Foster Care Action Summary, DHS-69 (RFF 69).
  - Adoption evaluation and quarterly progress reports.
- \* Service plans produced in SWSS will contain these assessments. Child placing agencies must attach all required assessments to the service plans.

**Third Section  
(Medical and  
Psychological)**

- DHS-221 (RFF 221), Medical Passport.
- DHS-1662 (RFF 1662), DHS-1664 (RFF 1664) Youth Health Record Initial Physical.
- Medical reports/evaluations.

- Psychological reports/evaluations.
- Copy of DHS-3762 (RFF 3762) Authorization for Medical Care.
- DHS-1354 (RFF 1354), Third Party Liability Questionnaire.

#### **Fourth Section (Education and Employment)**

- School records/report cards.
- Copy of notification to school administration.
- School social work reports.
- Vocational training records.
- All employment information.
- Individual Education Planning (IEP) committee reports.

#### **Fifth Section**

- Correspondence.
- Envelope, which contains:
  - Birth certificate.
  - Current snapshot.
  - Social Security number verification (a verified number on CIMS is the only requirement).
- DHS-2171 (RFF 2171) MARE Registration.

#### **Sixth Section (Financial)**

- DHS-133A (RFF 133A), Service Transaction.
- DHS-5S (RFF 5S), Case Status Notice.
- DHS-3205 (RFF 3205), Foster Care Ward Placement/Benefit Eligibility Record.
- DHS-4699 (RFF 4699), Children's SSI Screening Document.
- DHS-352 (RFF 352), Determination of Appropriate Funding Source.
- DHS-350 (RFF 350), Redetermination of Funding Source.
- DHS-634's (RFF 634) Nonscheduled payments.

- DHS-3377 (RFF 3377), Youth Clothing Checklist.
- DHS-3600 (RFF 3600), Individual Service Agreement (Private placing agency or child care institutional placements, as appropriate).
- County fiscal forms (child care fund payments).
- Independent living budget.
- DHS-176 (RFF 176), Benefit Notice.
- DHS-3508 (RFF 3508), Request for Adjustment to County Charges.
- DHS-1582 (RFF 1582), Payment Voucher DHS-1582 CS (RFF 1582CS), Children's Services Payment Authorization.
- DHS-470 (RFF 470), Assessment for Determination of Care For Children Age One Day Through Twelve Years.
- DHS-470A (RFF 470A), Assessment for Determination of Care For Children Age Thirteen and Over.
- DHS-1945 (RFF 1945), Assessment for Determination of Care For Medically Fragile Children in DHS.
- DHS-4713 (RFF 4713), Service Youth Profile Report.