

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 8:</b> Out-of-Home Services	<b>Effective Date:</b> June 1, 2008
	<b>Section 27:</b> Maintaining Health Records - Medical Passport	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 404.322</b>
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The Indiana Department of Child Services (DCS) will maintain written and electronic documentation of healthcare services received by children who are under the care and supervision of DCS and are in substitute care. A written summary of the child's medical history should be included in the child's [Case Plan \(SF2956\)](#).

All children who are placed in out-of-home care will be issued a [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#), and these additional forms: [Authorization for Medical Services \(SF45093/CW3319\)](#), [Consent to Release Mental Health and Addiction Records \(SF51128/CW0045\)](#), [Record of Medical Treatment \(SF45092\)](#), and [Log of Medical Treatment \(SF 45091\)](#). These forms must be included with the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#). The [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) will remain with the child and in the possession of the resource family throughout all out-of-home placements.

DCS will require that the child's resource family keep the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) up-to-date, with the child's most recent healthcare information. Additionally, DCS will keep a separate record of the child's healthcare information in Indiana Child Welfare Information System (ICWIS) [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#).

When the child achieves permanency (e.g., reunification, adoption), DCS will ensure that the permanent caregiver or the child, if released from substitute care after his or her 18th birthday, receives the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#).

**Code References**

1. [IC 31-28-1: Health Summary Records of Children Receiving Foster Care](#)
2. [IC 31-28-2: Medical Records of Children Receiving Foster Care](#)
3. [IC 31-28-3: Medical Passport Program for Children Receiving Foster Care](#)

<b>PROCEDURE</b>
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The Family Case Manager (FCM) will complete the following steps prior to placement or as soon as possible thereafter:

1. Review the child's medical history at the initial Child and Family Team (CFT) Meeting. See separate policy, [5.7 Child and Family Team Meetings](#). Issue a new [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#), if no [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) exists, and gather as much information on the child's health care history from any of the following sources:
  - a. The child,
  - b. Previous health care providers,
  - c. The child's parent, guardian, or custodian, and

- d. Other family members and previous resource families.
2. Record any gathered information in the new or existing [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) and update ICWIS.

At the time of placement or within three (3) days of placement, the FCM will:

1. Give the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) to the resource family.
2. Explain to the resource family:
  - a. The [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) must remain with the child, until the child leaves the resource family's home,
  - b. It is the resource family's responsibility to record all health care information in the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#). See Related Information, [Updating the Medical Passport at Health Care Appointments](#) for more detail, and
  - c. Ensure they are given information about every healthcare visit. See Related Information for more detail.
3. Review with the resource family information contained in the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#), calling attention to the following:
  - a. Any identified problems,
  - b. Necessary treatment programs, and
  - c. Impending examinations, etc.

Prior to a child's transfer to a different placement or prior to a child's exit from substitute care (e.g., reunification, adoption, etc.), the FCM will meet with the current resource family to review the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) and to ensure the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) contains the most up-to-date information about the child's healthcare; however, if they are not up-to-date, assist with scheduling necessary appointments. See separate policy, [8.28 Routine Health Care](#).

When the child leaves the resource family's home, the FCM will:

1. Collect the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) and any other health care records from the resource family;
2. Collect additional health care records from providers, if necessary, update the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) and ICWIS; and
3. Provide the permanent caregiver or the child, if released from substitute care after his or her 18th birthday, with a copy of the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) at no cost. See separate policy, [8.40 Transitioning from Out-of-Home Care](#).

#### **PRACTICE GUIDANCE**

N/A

#### **FORMS AND TOOLS**

1. [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#)- Available only in hard copy
2. [Authorization for Medical Services \(SF45093/CW3319\)](#) – Order via Forms Management
3. [Consent to Release Mental Health and Addiction Records \(SF51128/CW0045\)](#)
4. [Record of Medical Treatment \(SF45092/CW3320\)](#) – Order via Forms Management

5. [Log of Medical Treatment \(SF45091/CW3321\)](#) – Available in ICWIS
6. [Case Plan \(SF2956\)](#) – Available in ICWIS

## RELATED INFORMATION

### **What Records are Kept?**

Even though the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) is called a “medical” passport, it is intended to be a place of record for a broad range of **healthcare** services that the child receives. For the purposes of this policy, “healthcare” includes, but is not limited to: medical, dental, mental health, developmental, vision, hearing, and speech care. Specialized treatments, such as substance abuse, behavioral counseling, and chiropractic therapy are also considered as healthcare, and must be documented in the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) and ICWIS records.

### **Dual Record Keeping: Medical Passports and ICWIS**

Every child's healthcare records are kept in two places:

1. In hard copy in the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#), and
2. Electronically in ICWIS, on the 'Medical Passport' screen. The records in ICWIS serve two functions:
  - a. The records enable the FCM to review the child's health care information at any time, and
  - b. The records serve as a “backup” in case the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) is lost.

### **The Resource Family Updating the FCM with Healthcare Information**

The resource family must communicate to the FCM information about recent healthcare the child received. This exchange of information enables the FCM to update the child's healthcare records in ICWIS. If possible, the FCM can photocopy recent entries made in the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) as a way of capturing the new information so that it may be entered in to ICWIS. The sharing of information between the resource family and the FCM should occur more frequently if the child has medical issues.

### **Updating the Medical Passport at Healthcare Appointments**

Any time a FCM or resource family transports a child to receive a healthcare exam or treatment, he or she must bring the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) to the appointment. The FCM or resource family must ask the healthcare professional who attends to the child, to complete applicable portions of the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) immediately following the examination or treatment (e.g., Physical Examinations section, Identified Medical Problems section, etc.). If the professional is not willing or able to update the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) onsite; then, the FCM or resource family must get a complete briefing on the details of the examination or treatment and complete applicable portions of the [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#).

### **Children Placed in Another Indiana County or Out of State**

When a child is placed into substitute care in a different Indiana county or another state, the same policies and procedures apply. The supervising FCM will work with the resource family to assure that the child's [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) and ICWIS records are kept up-to-date.

### **Delay in Obtaining Health Care Information**

The FCM must provide the resource family with a blank [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#), if the FCM is not able to obtain historical healthcare information about the child prior to the initial visit that must occur within three (3) days of the placement. When the historical healthcare information becomes available, the FCM must provide a copy of the information to the resource family and request that this information be entered into the current [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#).

### **Medical Passports for Children in Residential Facilities**

Indiana law does not mandate a [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) to children who are placed in a residential facility; however, it is the policy of DCS to provide and use a [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) for those children.

**Note:** Indiana Law states that a [Medical Passport \(DCS Pamphlet 036 \(R2/3-06\)\)](#) is to be provided to all children who receive foster care funding through DCS, including Indiana children who are placed in foster care outside of Indiana.