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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE POLICY</b> |                                    |
|   | <b>Chapter 8:</b> Out-of-Home Services                               | <b>Effective Date:</b> May 1, 2017 |
|   | <b>Section 27:</b> Maintaining Health Records - Medical Passport     | <b>Version:</b> 3                  |

## STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will maintain written and/or electronic documentation of health care services received by children who are under the care and supervision of DCS and are in out-of-home care. A 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 \(DCS Pamphlet 036\)](#), and these additional forms: [Statement of Care and Supervision/Authorization for Health Care \(SF 45093\) Card](#) and/or [Authorization for Health Care \(SF54247\) Form](#); [Consent to Release Mental Health and Addiction Records \(SF51128\)](#); [Record of Medical Treatment \(SF45092\)](#); and [Log of Medical Treatment \(SF45091\)](#). These forms must be included with the [Medical Passport \(DCS Pamphlet 036\)](#). The [Medical Passport \(DCS Pamphlet 036\)](#) will remain with the child and in the possession of the resource parent(s) throughout all out-of-home placements.

DCS will require that the child's resource parent(s) keep the child's [Medical Passport \(DCS Pamphlet 036\)](#) and/or electronic medical records up-to-date, with the child's most recent health care information. Electronic medical record access information should be recorded in the [Medical Passport \(DCS Pamphlet 036\)](#) if applicable. Additionally, DCS will keep a separate record of the child's health care information in the case management system.

**Note:** Medical records may be kept organized in a folder or binder with the child's [Medical Passport \(DCS Pamphlet 036\)](#) as an alternative to recording the information directly in the [Medical Passport \(DCS Pamphlet 036\)](#).

When the child achieves permanency (e.g., reunification, adoption, guardianship), DCS will ensure the permanent caregiver or the child, if released from out-of-home care after his or her 18th birthday, receives the [Medical Passport \(DCS Pamphlet 036\)](#), access to information for any electronic medical records, and a printed copy of his or her electronic medical records (if requested).

## 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](#)

## PROCEDURE

The Family Case Manager (FCM) will complete the following steps prior to each placement or as soon as possible thereafter:

1. Review the child's medical history at the initial Child and Family Team (CFT) Meeting. See policy [5.7 Child and Family Team Meetings](#). Issue a new [Medical Passport \(DCS](#)

[Pamphlet 036](#)), if one (1) has not yet been issued or the [Medical Passport \(DCS Pamphlet 036\)](#) is missing, and gather as much information as possible 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,
  - d. Other family members,
  - e. Previous resource parents, and
  - f. Existing electronic medical records.
2. Record any gathered information in the new or existing [Medical Passport \(DCS Pamphlet 036\)](#) and update the case management system.

**Note:** A copy of all medical documentation must be uploaded in the case management system, including the [Medical Passport \(DCS Pamphlet 036\)](#) and information to access any electronic medical records.

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

1. Give the child's [Medical Passport \(DCS Pamphlet 036\)](#) to the resource parent(s);
2. Explain to the resource parent(s):
  - a. The [Medical Passport \(DCS Pamphlet 036\)](#) must remain with the child,
  - b. It is the resource parent's responsibility to record all health care information in the [Medical Passport \(DCS Pamphlet 036\)](#) and/or verify that all health care information is recorded in the child's electronic medical record. See [Related Information](#) for more detail, and
  - c. The FCM must be provided information about every health care visit. See [Related Information](#) for more detail.
3. Review with the resource parent(s) information contained in the [Medical Passport \(DCS Pamphlet 036\)](#), calling attention to the following:
  - a. Identified issues (e.g., diagnoses and allergies),
  - b. Necessary treatment programs (e.g., medications and appointments),
  - c. Impending examinations and appointments, and
  - d. Any existing electronic medical record access information.

At each visit with the resource parent(s), the FCM should review the [Medical Passport \(DCS Pamphlet 036\)](#) and any other medical records. Any records not previously entered in the case management system, should be copied (a clear photograph is acceptable) and uploaded in the case management system.

Prior to a child's transfer to a different placement or exit from out-of-home care (e.g., reunification or adoption), the FCM will meet with the current resource parent(s) to review the child's [Medical Passport \(DCS Pamphlet 036\)](#) and/or electronic medical records to ensure the information is up-to-date. If needed, the FCM will collect additional health care records from providers and assist with scheduling necessary appointments. See policy [8.29 Routine Health Care](#) for further guidance.

When the child leaves out-of-home care, the FCM will provide the permanent caregiver or the child, if released from out-of-home care after his or her 18th birthday, with a copy of the [Medical Passport \(DCS Pamphlet 036\)](#) and any electronic medical records at no cost. See policy [8.41 Transitioning from Out-of-Home Care](#) for further guidance.

## PRACTICE GUIDANCE

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

Despite being called a “medical” passport, the child’s [Medical Passport \(DCS Pamphlet 036\)](#) is intended to be a record for a broad range of **health care** services the child receives. For the purposes of this policy, “health care” 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 health care, and must be documented in the child’s [Medical Passport \(DCS Pamphlet 036\)](#) and the case management system records.

### **Dual Record Keeping: Medical Passports and the case management system**

Every child’s health care records are kept in two (2) places:

1. In the child’s [Medical Passport \(DCS Pamphlet 036\)](#) and/or electronic medical records; and
2. Electronically in the case management system, in the 'Health Information' card on the child’s person page. The records in the case management system 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 \(DCS Pamphlet 036\)](#) is lost.

### **Children Placed in another Indiana County or Out-of-State**

When a child is placed in out-of-home care in a different Indiana county or out-of-state, the same policies and procedures apply. The supervising FCM will work with the resource parent(s) to ensure that the child’s [Medical Passport \(DCS Pamphlet 036\)](#), any electronic medical records, and the case management system records are kept up-to-date.

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

The FCM must provide the resource parent(s) with a blank [Medical Passport \(DCS Pamphlet 036\)](#), if the FCM is not able to obtain historical health care information about the child prior to the initial visit. See policy [8.1 Selecting a Placement Option](#) for additional guidance regarding the initial visit. When the historical health care information becomes available, the FCM must provide a copy of the information to the resource parent(s) and request that this information be entered into the current [Medical Passport \(DCS Pamphlet 036\)](#).

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

It is the policy of DCS to provide a [Medical Passport \(DCS Pamphlet 036\)](#) for each child in out-of-home care, including a child placed in a residential facility. It is the responsibility of the caregiver (including a residential facility) to keep the [Medical Passport \(DCS Pamphlet 036\)](#) updated, and the FCM must verify regularly that this occurs.

## FORMS AND TOOLS

1. [Medical Passport \(DCS Pamphlet 036\)](#) – Also available in hard copy
2. [Statement of Care and Supervision/Authorization for Health Care \(SF45093\) Card](#)
3. [Authorization for Health Care \(SF 54247\)](#)
4. [Consent to Release Mental Health and Addiction Records \(SF51128\)](#)
5. [Record of Medical Treatment \(SF45092\)](#)
6. [Log of Medical Treatment \(SF45091\)](#)
7. [Case Plan \(SF2956\)](#) – Available in the case management system

## RELATED INFORMATION

### **The Resource Parent(s) Need to Update the FCM Regarding Health Care Information**

The resource parent(s) must communicate to the FCM information about recent health care the child received. This exchange of information enables the FCM to update the child's health care records in the case management system. If possible, the FCM can photocopy recent entries made in the [Medical Passport \(DCS Pamphlet 036\)](#) and/or print electronic medical records as a way of capturing the new information so that it may be entered in the case management system. The sharing of information between the resource parent(s) and the FCM should occur more frequently if the child has medical issues.

### **Updating the Medical Passport at Health Care Appointments**

Each time a child receives a health care examination or treatment, which will not be recorded by the medical provider in an activated electronic medical record account, the child's [Medical Passport \(DCS Pamphlet 036\)](#) must be presented to the health care professional who attends to the child. The professional must be asked to complete applicable portions of the child's [Medical Passport \(DCS Pamphlet 036\)](#). If the professional is not willing or able to update the [Medical Passport \(DCS Pamphlet 036\)](#) onsite, the FCM or resource parent(s) must obtain a complete briefing on the details of the examination or treatment and complete applicable portions of the [Medical Passport \(DCS Pamphlet 036\)](#).