

RESOURCE FAMILY APPROVAL PROGRAM

Single-underlined text with yellow highlights – Reflect changes made to the Written Directives in Version 8.

SECTION 11-07: Records Requirements

- (a) A Resource Family shall maintain separate, complete, and current records in the home for a child. A child's file shall include the following:
- (1) The name of the child, birth date, and date of placement with the Resource Family.
 - (2) A summary of the child's health and education information and records, including mental health information or records, as described in Welfare and Institutions Code section 16010.
 - (3) The Resource Family shall be responsible for maintaining information and records provided by physicians and educators including, but not limited to, the child's immunization records and any official grade or progress reports.
 - (4) Written authorization for the Resource Family to obtain medical and dental care in an emergency if authorization by the placement agency cannot be obtained.
 - (5) The case plan for the child.
 - (6) An itemized inventory list of the child's cash resources, personal property, and valuables.
 - (7) A copy of the personal rights accorded to a child.
 - (8) Written instructions by the physician of a child regarding the provision of family health care as described in Sections 11-15 and 11-16.
 - (9) Documentation of the date, time, and dose of any prescription medications and injections given to a child and the results of any glucose testing or monitoring for a child as described in Sections 11-15 and 11-16.
 - (10) Documentation of a child's refusal to take any psychotropic medication.
- (b) A Resource Family shall maintain separate, complete, and current records in the home for a nonminor dependent. A nonminor dependent's file shall include the following:
- (1) The name of the nonminor dependent, birth date, and date of placement with the Resource Family.
 - (2) A summary of the nonminor dependent's health and education information and records, including mental health information or records, as described in Welfare and Institutions Code section 16010.
 - (3) The pre-placement appraisal as described in Section 11-18.
 - (4) The transitional independent living plan.
 - (5) If the cash resources, personal property, and valuables of the nonminor dependent are entrusted to the Resource Family, then an itemized inventory list of these items.
 - (6) A copy of the personal rights accorded to a nonminor dependent.
 - (7) Written instructions by the physician of a nonminor dependent regarding the provision of family health care as described in Sections 11-15 and 11-16.
 - (8) Documentation of the date, time, and dose of any prescription medications and injections given to a nonminor dependent and the results of any glucose testing or monitoring for a child or nonminor dependent as described in Sections 11-15 and 11-16.
 - (9) Documentation of a nonminor dependent's refusal to take any psychotropic medication.

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- (c) A nonminor dependent shall have access to their records in a manner that ensures the confidentiality of other records maintained in the home.
- (d) A Resource Family is not responsible for obtaining and maintaining the nonminor dependent's health and educational information but may assist then on minor dependent with any recordkeeping that the nonminor dependent requests of the Resource Family. This health and education information may include, but not be limited to, the following:
 - (1) School records.
 - (2) Immunization records.
 - (3) Medical records.
- (e) Upon the request of a nonminor dependent, a Resource Family shall assist the nonminor dependent in obtaining and keeping their own records. These records may include, but not be limited to, the following:
 - (1) A certified birth certificate.
 - (2) A Social Security card.
 - (3) A California or other state identification card or driver's license.
 - (4) A proof of citizenship or residency status; or for an alien, evidence of an approved petition for special immigrant juvenile status pursuant to Title 8, C.F.R. Section 204.11.
 - (5) Death certificates of parents, if applicable.
 - (6) A proof of county dependency status for education aid applications.
 - (7) Written information concerning the nonminor dependent's dependency or delinquency case including information about the nonminor dependent's family history; the nonminor dependent's placement history; the names, telephone numbers, and addresses of siblings and other relatives; and the procedures for inspecting the documents described under Welfare and Institutions Code section 827.
- (f) All records for a child, as specified in subsection (a), or for a nonminor dependent, as specified in subsection (b), shall be available to a County or the Department to inspect, audit, and copy upon demand during business hours. Records may be removed if necessary, for copying. Removal of records shall be subject to the following requirements:
 - (1) A County or the Department representative may not remove any current emergency or health-related records for a child or nonminor dependent unless the same information is otherwise readily available in another document or format.
 - (2) Prior to removing any records, a County or the Department representative shall prepare a list of the records to be removed, sign, and date the list upon removal of the records and leave a copy of the list with the Resource Family.
 - (3) A County or the Department representative shall return the records to the home undamaged and in good order within three business days following the date the records were removed.
- (g) If a child or nonminor dependent is removed from a home, a Resource Family shall distribute the child's or nonminor dependent's records as follows:
 - (1) The child's or nonminor dependent's placement agency shall receive originals and any copies of all records.

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- (2) The child's or nonminor dependent's authorized representative, if applicable, shall receive copies of all records.
- (3) The nonminor dependent shall receive copies of all records.
- (h) A Resource Family shall maintain all information and records regarding a child or nonminor dependent in a confidential manner and not disclose any confidential information except as otherwise authorized bylaw.
- (i) A Resource Family shall maintain copies of current certificates verifying completion of cardio-pulmonary resuscitation (CPR) and first aid training or certificates as specified in Section 8-01(a)(1-2).