

Division of Children and Family Services Protection and Safety Procedure #23-2016	
Regarding:	Document Imaging for DCFS and Foster Home Case Files Update
Rescinding:	#5-2014
Date Effective:	06/1/2014 updated 8/24/16
Contact:	Jodi Allen at (402)-471-6288 or Jodi.allen@nebraska.gov
Issue by:	Douglas J. Weinberg , Director, Division of Children and Family Services

Procedure:

All documents for the Division of Children and Family Services (DCFS), including Initial Assessment Files, State Ward Files, Alternative Response Files, Non-Court Files, Bridge to Independence Files and Foster Home Files shall be imaged through the Add Image Icons in N-FOCUS. With the exception of those listed below, all documents imaged in N-FOCUS shall be shredded or returned to the appropriate party. **The following documents shall also be maintained in a hard file:**

- Any certified document containing a raised seal, for example: birth certificate, school transcript, certified court order, including certified adoption decree.
- Signed Relinquishment of Parental Rights.
- Original documents necessary for an adoption or evidence in a court room.
- Any document that is not readily and easily readable when imaged.
- Social Security Card
- Photographs, cards or other keepsakes that may be valuable to the family should be given to the appropriate person. If said person is not available, they will be maintained in the hard file.

Please note the following:

Documents contained within N-Focus, such as Required Monthly Contacts, Structured Decision Making® Assessments and Family Team Meetings (list is not all inclusive) should not be imaged, **with the exception of any document that contains a handwritten signature. If the document is a part of N-FOCUS such as those listed above, then only the signature page containing the handwritten signature must be imaged.**

Ideally, documents should never be imaged more than once in a file. For instance, if a mental health therapist provides a report, that report should be imaged under the Mental Health/Substance Abuse Category one time. Generally, it should not be found in any other category. However there may be times when this does occur such as with attachments to a court report.

DCFS FILE CATEGORIES AND DOCUMENTS

SECTION ONE: COURT AND LEGAL DOCUMENTS

Court:	Court Orders and Memos
	Notice of Hearings
	Journal Entries
	Juvenile Offender Orders
	Petitions/Affidavits
	Subpoenas
	Delivery Verification Sheet (fax sheet to the Court)
	Evidence for Court
	Guardian ad Litem Reports
	Update Letters for Court
Legal Documents:	Birth Certificate
	Request for Birth Certificate
	Hospital Birth Record
	Marriage Documentation
	Divorce Decrees
	Religious Documents (Baptismal, Family Bible, Church Record)
	Request for Petition
	Paternity Acknowledgements/Legal Findings
	Probation Reports
	Relinquishment Paperwork
Administrative Hearing Information:	Placement, Program and Services Summary
	Notice of Preliminary Hearing and Allegations
	Notice of Finding of Probable Cause
	Request for Administrative Revocation Hearing
	Recommendation and Order (from parole revocation hearing)
Central Registry:	Evidence used to make Central Registry Decision

SECTION TWO: CONTACTS, CORRESPONDENCE, AND INSTITUTIONAL DOCUMENTATION

Contact Information:	Child and Family Face Sheets if applicable
	Contact Numbers
Correspondence:	Releases (Medical & Others)
	Emails
	Fax Cover Sheets & Confirmations
	Letters
	Mail Notices Certified/Registered
	Newspaper Articles

	Signed Letters from DHHS
	Returned Letters
	Travel Permits
Institutional Documents:	Admission Summary
	Group Leader Reports
	Individual Treatment Plan
	Institutional Discharge
	Intake Summary
	Release Recommendations
	Youth Counselor Release Recommendation Form
	YRTC Reports
	HHS/OJS Placement Worker
	Parole Violator's Summary
	Recommitment Summary
	Revocation Letter to Juvenile
	Release Summary

SECTION THREE: CHILD AND YOUTH INFORMATION	
Placement:	Placement Agreements
	Nebraska Caregiver Responsibility (NCR) Tool (signed)
	Disclosure
	Change of Placement Notification
	Home Approval/Home Study
	ICPC/ICJ
	Common Referrals
	Emergency Shelter Care Contract
	Placement and Approval Paperwork
	Progress/Placement Reports (Monthly Summaries)
	Placement Worksheet
Medical:	Insurance/Medicare/Medicaid Cards
	Insurance Policy Information
	Medical Records
	Dental Information
	Eye Exam Information
	Immunizations
	Child's Record for Placement
	Health Check (EPSDT) form
	Doctor Statement
	Documentation of Special Needs for Child Care
	Disability Report

	Physician's Disability Determination
	DD Eligibility Paperwork
	IPP Report from DD
	Incapacity Statement
	Medicaid Enrollment Center Correspondence
	Physical/RN Statement for Health Maintenance Activities
	Physician's Confidential Report
	Pregnancy Verification
Mental Health/Substance Abuse:	
	Behavioral Health Evaluation
	Counseling/Therapist Report
	Drug and Alcohol Evaluations
	Pre-Treatment Assessments (PTA)
	Drug Screening and Test Results
	Evaluations of Children and Parents
	Mental Health Reports
	Mental Status Exam
	Psychiatric Evaluations
	Psychological Evaluations
	Therapist Letters
	Letters from Mental Health Providers
	Community Treatment Aide Reports
	Enhanced Treatment Group Home Reports
	Residential Treatment Center Reports
	Medicaid Managed Care Information
Education:	
	Letter to School
	Letters from Education Professionals
	Superintendent Letters
	School Identification Card
	School Records
	School Schedules
	Report Cards
	MDT/IEP Information
	High School Diploma
	College/Vocational School Diploma
	ESU Evaluation Report
OJS:	
	Notice of Case Assignment
	Conditions of Liberty/Change in Conditions of Liberty
	Behavioral Accountability Meeting (BAM) Form
	Youth Responsibilities Agreement
	Grievance and Appeals Procedures/Forms

	Detainer/Apprehension Order
	Travel Permit
	Authorization to Release from Detention
	Release from Hold Order
	Initial Classification/Routine Reclassification Forms
	Urinalysis Test
	Pre-Dispositional Investigation Report (from probation)
	Closing Summary
	Report of Sending State upon Parolee or Probationer
	Parole or Probation Investigation Request
	Application for Services and Waiver
	Consent for Voluntary Return by Runaway, Escapee or Absconder
	Requisition Form
	Requisition for Return for Escapee/Absconder
	Discharge from Parole Letter
	Electronic Monitor Forms
	Furlough Permit
	NCIC Entry Form
	OJS Revocation Packet, Including Evidence
	Placement Worksheet
	Tracker Form/Reports
Adoption/Guardianship Information:	
Relinquishment -	Medical History
	Guidelines for Relinquishment Interview
	Non-Consent by Biological Parent
	Affidavit of Non-Consent
	Voluntary Relinquishment
	Relinquishment Acceptance Letter
	Notice to Father
	Statement of Necessity to Identify Father
	Affidavit of Identification of Birth Father
	Statement of Father
	Waiver of Written Notice
	Request for Biological Father Registry Certificate
	Notice of Intent to Claim Paternity and Obtain Custody
	Certificate of No Claim of Paternity
	Statement of Legal Risk
	Affidavit of Due Diligence
Placement -	Adoption Exchange
	Adoptive Placement Agreement
	Open Adoption Agreement
Adoption Finalization Forms -	Relinquishment of a Child for Purposes of Adoption

	Letter to Attorney
	Adoption Summary
Subsidy - Adoption	Determination of Child's Eligibility for Subsidy (Adoption & Guardianship)
Application & Documents	Application for Subsidized Adoption
	Subsidized Adoption Agreement
	Determination of Child's Eligibility for Subsidized Adoption, Non-Recurring - Expense Reimbursement
	Agreement for Subsidy, Non-Recurring Adoption Expense Reimbursement
	Request for Reimbursement Non-Recurring Adoption Subsidy
	Documentation of Child's Special Needs
	Petition to Adopt
	Adoption Decree
	Change Request/Decision/Response
	Interstate Compact on Adoption and Medical Assistance

SECTION FOUR: FAMILY RECORD

Casework:	Genogram
	Eco map
	Signed SDM Assessments: PCA, Safety Plan, Risk
	Voluntary Services Agreements
	Team Meeting Agendas
	Sign In Sheets (FTM or other meetings)
	Case Transfer Summary
	Child Advocacy Center (CAC) - Interviews
Alternative Response:	AR Consent Forms
	AR Documents (Protective Factors Questionnaire)
	Family Plan
Financial:	Service Authorization and Billing Documents
	Child Support Information
	Family Financial Information, Initial Eligibility, and Review
	IM-AFC Forms
	IM-FC Forms
	Income and Resources
	Payment Computation Budget

SECTION FIVE: OTHER REPORTS

Case Plan/Court Report:	30-Day Letter to the Court/Case plan
	Case Plan (signed)

	Court Report/Education Court Report
	Court Report Addendum
	Visitation Plan
Independent Living:	Transitional Living Information
	PALS Referrals
	PALS Documents
	Ansell Casey Skills Assessment
	Independent Living Agreement
	Power of Attorney for Health Care Decisions
	Project Everlast Referral and Documents
	NYTD Survey
	CFSS Checklist for Transition Planning with Youth
Bridges to Independence:	B2I Case Transfer Checklist
	Bill of Rights
	Court Report Packet
	Exit Survey
	IMFC Packet
	Notice of Actions
	Voluntary Services/Support Agreement
FCRB/CASA:	Foster Care Review Board Reports
	CASA Reports
Evaluations and Provider Reports:	Service Referrals
	Shelter Reports
	Family Support Reports
	Visitation Reports
	Intensive Family Preservation Reports (IFP)
	Daily Logs
	Other Reports from Providers

SECTION SIX: DOCUMENTATION	
ICWA:	All ICWA Documentation
ID-Citizenship/Relationship:	Alien Registration Receipt Card
	Arrival - Departure Record
	Census Record
	Certificate of Citizenship
	Certificate Request
	Citizenship Papers

	Corrections/Institutional Record
	Death Certificate
	Department of Homeland Security
	Document Verification Request
	EDC (Expected Date of Confinement-Estimated Due Date)
	Employment Authorization Document
	Indian Census Records
	Memoriam Card
	Military Identification Card
	Newspaper Notice
	Refugee Travel Document
	State Identification Card
	Supplement, Other Immigration Documents, Passport - US & Foreign
	United States Citizenship Attestation
Initial Assessment:	Notice to Minor on Central Registry
	Notice to Minor Return Receipt
Restricted (Appendix):	Correspondence with Attorney General's Office
	Correspondence with Contracted Private Attorney
	Correspondence with County Attorney's Office
	Correspondence with DHHS Legal Staff
	Critical Incidents
	HIV/AIDS Test and Result Information
	Genetic Testing Results
	Law Enforcement Reports
	National Criminal History Pass/Fail Sheet
	Youth Credit Report
	Social Security Card
	Any Document Containing Reporter Information

FOSTER HOME FILES

Relevant documents should be imaged to the organization or person (not a Master Case)

Background Check	Local Law Enforcement Check
	Nebraska Data Exchange Network (NDEN) Background Check Results
	Eligible/Ineligible Results from National Criminal History Check
	Sex Offender Registry Check Results
	Signed Release to Conduct Background Checks
	Signed Waiver for National Criminal Check
Financial	Direct Deposit
	Signed W-9
Foster Care Organization:	Application for Licensure
	Alternative Compliance For Foster Care Licensure
	Animal Licensing/Vaccinations
	Completed Health Information Report
	Compliance Checklist
	Compliance Review Form
	Continuing Training Certificates
	Floor Plan/Diagram/Fire Escape Plan
	Foster Care License Suspension and Revocation Letters and Supporting Documentation
	Learning Summaries
	Licensing Notice of Change
	Ongoing Training Hours Documentation
	Questionnaire
	References
	Request to Load Organization
	Pre-Service Foster Parent Training Certificate
	Revocation Hearing Orders
	Signed Confidentiality Statement
	Signed Discipline Agreement
	Signed HIPPA Release Form
	Signed License Application
	Training Waiver
	Well Water Test Results
Home Study	Home Study
	Self- Study
ID-Citizen/Relationship	Driver's License
	Vehicle Registration

	Individual Vehicle Insurance Card
	Proof of Ability to Work
Provider Supporting Documentation	Correspondence
	Corrective Action/Improvement Plan
	Monthly Contact
	Notice of Non-Support of a Home
	Signed Discipline Policy
	Support Plan