

Kids Central, Inc. System of Care Procedure Manual

Series: Kinship

Policy Name: Case Chronological Documentation

Policy Number: 1306

Origination Date: 08/30/10

Revision Date: 04/04/13

Procedure

It is the policy of Kids Central, Inc. to document all contacts with clients, service providers, and other involved parties in the client's file in the official case record, Lauris Online and/or in FSFN, when appropriate.

1. All decisions made regarding case closure or redirection, along with the rationale for the decisions reached, will be clearly documented in Lauris Online printed to be included in the case file.
2. All decisions made regarding services and compliance will be clearly documented in Lauris and printed to be included in the case file.
3. Lauris Online and/or FSFN must contain a chronological recording of all case activities. (Arranged in order of time of occurrence). All contacts with all persons pertinent to the case will be clearly documented in Lauris Online and in the case file. Contacts include, but are not limited to, visits, telephone calls, and attempted contacts. Pertinent persons for the case are the child, the guardian, and all collateral contacts. There should be a brief chronological notation documenting support groups, telephone calls, multi-disciplinary team meetings, family team conferencing, and staffings.
4. Documentation should include:
 - a. Who was present
 - b. Where the meeting/contact occurred
 - c. Type of contact (i.e. home visit, office visit, telephone contact)
 - d. What was discussed
 - e. What was observed
 - f. Date of meeting/contact (day, month and year)
 - g. The kinship staff making the contact must print his/her first and last name with each entry that is recorded (if anyone other than the Kinship staff makes a contact this must be explained in the recording)
5. All documentation in Lauris Online and FSFN will be made at the time of the activity, or immediately following the activity, but no later than 48 business hours after the activity.

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6. The Kinship Supervisor must provide supervision on all cases on a quarterly basis. The Kinship Supervisor must document the supervision in Lauris Online and/or in FSFN, when appropriate.

Approved By:

John Cooper, Chief Executive Officer

Date