Kids Central, Inc. System of Care
Policy & Procedure

Series:	**Placement and Foster Care**
Policy Name:	**Child's Resource Record aka: Bluebook**
Policy Number:	**107**
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Authority:	**409.165 F.S., 409.145 F.S., 65C-30.011(4) F.A.C., 65C-12.001 F.A.C.**

Policy

It is the policy of Kids Central, Inc. to ensure a Child Resource Record, known as the Bluebook, is developed and maintained for every child entering out of home licensed care.

Procedure

A. Licensed Out of Home Care:

1. The Child Resource Record or Bluebook shell is created by the Placement Specialist at the time a new intake is received. The shell contains the basic information on the child and upon more information being available these documents are added to the Bluebook. The Bluebook is electronic and is located in Mindshare which the out of home caregivers have access to.

2. The Placement Specialist is responsible for uploading documents into the Bluebook until the case is staffed to a Case Management Agency (CMA). At the time the staffing occurs, it becomes the CMA's responsibility to upload all new documents into the Bluebook via Mindshare.

3. It is essential all licensed out of home caregivers have access to Mindshare and the Bluebook as it contains important information which allows the licensed caregiver to provide appropriate supervision and care to the child.

4. The licensed out of home caregiver must notify the Placement Department within twenty-four (24) business hours if they do not have access to Mindshare or if the child's Bluebook is not available via Mindshare. If this occurs, the Placement Department will immediately begin to make attempts to rectify the situation and will notify the occurrences to the Placement Supervisor. The Placement Specialist will provide an update to the licensed out of home caregiver daily until the situation is resolved.

5. The licensed out of home caregiver has the option to refuse the placement of a child if the Bluebook is not available via Mindshare at the time of placement.

B. General Information:

1. The Bluebook should be available to the out of home caregiver at the time of placement and should be available to all out of home caregivers when a placement change is made.

2. At the time of initial placement, the Bluebook shall include the following information:

    a. Name of FCM or the Child Protective Investigator (CPI), cell phone number and email address.

    b. Name of the FCM or CPI Supervisor, cell phone number and email address.

    c. Consent for medical treatment.

    d. Child's social security number.

    e. Child's date of birth.

    f. Placement Letter.

    g. Medicaid or other insurance information, if available.

3. The following documentation should be added to the Bluebook by the person designated by the CMA as it becomes available over the course of the placement:

    a. Medical, dental, psychological, psychiatric and behavioral history.

    b. Copies of documentation regarding all on-going medical, dental, psychological, psychiatric and behavioral services, including child health check-ups provided through Medicaid.

    c. Copy of the Comprehensive Behavioral Health Assessment (CBHA).

    d. Parental consent for treatment or court order.

    e. Copy of the Medicaid card.

    f. Copy of the Shelter Order.

    g. Copy of the court order or Voluntary Placement Agreement placing or accepting the child into out-of-home care.

    h. Copy of Predisposition Report.

    i. Copy of the Case Plan.

    j. Copy of the most recent Judicial Review Social Study Report.

k. School records, including:

   i. Report Cards
   ii. FCAT results
   iii. Any psycho-educational evaluations or other evaluations of the child made to determine the child's educational needs and/or eligibility for special educational services
   iv. All disciplinary records
   v. All Individual Educational Plans, including meeting notes
   vi. Any consents or communications from the child's parents
   vii. Any notes or information from the guidance counselor/guidance office

l. An envelope for storing pictures.

m. The most recent photograph available.

n. Copy of the child's birth certificate or birth verification certified by the Office of Vital Statistics as appropriate.

o. Documentation of immigration status, including certificate of citizenship, if available.

4. When the CMA has originals of documents required to be included in the Bluebook, the original documents will be placed in the child's case file (if still being utilized) and the copies scanned into the electronic Bluebook via Mindshare if it is a licensed placement.

5. When medical or educational information is not available or accessible, written documentation of the efforts made to obtain the information will be placed in the case file.

6. The FCM will ensure the licensed out of home caregiver has updated medical and court related documentation uploaded into the electronic Bluebook a minimum of every thirty (30) days. If the placement is with a relative or non-relative, hard copies will be provided to the caregiver to be placed in the Bluebook a minimum of every thirty (30) days.

7. If additional information is needed in the Bluebook, the FCM and the caregiver will work together to ensure the Bluebook is promptly updated.

8. When a child leaves out of home care, a copy of the child's Bluebook will be given to the biological parents. Prior to this occurring, the FCM will redact all information regarding any licensed out of home placements (i.e. out of home placements names, addresses, phone numbers and email addresses).

Approved By:

John Cooper, Chief Executive Officer — Date 11/4/13