

Kids Central, Inc. System of Care Procedure Manual

Series: Education

Procedure Name: Case Chronological Documentation

Procedure Number: 1504

Origination Date: 2/13/2012

Revision Date: 7/9/2012

Authority: 39 F.S.; 65C-11.002 F.A.C.

Reference: CSE 2.05

Attachments: School Planning Conference Summary

Procedure

It is the procedure 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, FSFN.

1. All decisions made regarding case closure or redirection, along with the rationale for the decisions reached, will be clearly documented in FSFN.
2. All decisions made regarding services and compliance will be clearly documented in FSFN.
3. 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 FSFN. Contacts include, but are not limited to, visits, meetings, telephone calls, and attempted contacts. Pertinent persons for the case are the child, schools, case managers, the parent(s)/caregiver(s), and all collateral contacts. There should be a brief chronological notation documenting 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. Results and recommendations
5. All documentation in FSFN will be made at the time of the activity, or immediately following the activity, but no later than 48 hours after the activity.

Kids Central, Inc. System of Care Procedure Manual

6. The Supervisor will review the case chronological recording in FSFN on an ongoing basis:
 - a. Date of Review and individuals present
 - b. Topics discussed including progress as it relates to the K-12 Report Card
 - c. Tasks for follow-up and who is responsible
 - d. Supervisor's signature and date
 - e. The Supervisor must note in FSFN that a "supervisory review" has occurred
 - f. Provide guidance to Educational Staff any deficiencies in documentation (Supervisory comments on counselor performance must be documented separately from the case file).

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date