Contents and Format for Departmental Record Keeping

Rhode Island Department of Children, Youth and Families
Policy: 700.0065
Effective Date: March 17, 1986 Revised Date: December 9, 2011 Version: 4

The Department of Children, Youth, and Families has a standardized format for case recording, case record content and case record organization (Training School, Community Resources/ Children's Behavioral Health, and Adoption Subsidy records are excepted). This system accommodates case specific information sought and maintained by the staff. Possessing separate personal records, notes, duplicate files, or any information received from and/or about persons currently or previously involved with the Department is prohibited. It is the intent of the Department (except as indicated above) to consolidate all case-related information into one permanent family record.

While the Training School (RITS) may be in possession of all or part of the permanent family record, this record is at no time be incorporated into the RITS record. All materials and records sent from any other division to the RITS are returned to the Department's Master File upon a youth's discharge. If the child continues to need Departmental services upon discharge, materials and records are managed in conformance with DCYF Policy 1200.1620, Case Transfer Between the Rhode Island Training School and Family Services Units or Juvenile Probation.

Related Procedure

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Related Policy

Comprehensive Assessment and Service Planning
Rhode Island Children's Information System (RICHIST)
Case transfer Between the Rhode Island Training School and Family Services Units or Juvenile Probation

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Procedure from Policy 700.0065: Contents and Format for Departmental Record Keeping

A. The DCYF case record is a hard cover, three-ring binder with pre-printed index dividers outlining the contents of each record section:

1. Case record binders come in two sizes to accommodate the varying amounts of material accumulated in case records over time;
2. A clear plastic insert is attached to the spine of each binder; a tab is inserted on which is typed:
    a. Surname of family;
    b. Name of mother; and
    c. RICHIST number.
3. Case record binders are used only while the case is being serviced:
    a. The binders are designed to be reused;
    b. Closed cases are removed from the binder (including dividers) and stored in manila folders; and
    c. Empty binders generated by Family Services closings are returned to Intake for re-use.
4. Case record dividers consolidate all materials into specific sections.
    a. Pre-printed record sections include:
        i. Narrative/Case Activity Note
        ii. Risk and Protective Capacity Assessment and Service Plan in conformance with DCYF Policy 700.0075, Comprehensive Assessment and Service Planning, Documentation of Administrative Review;
        iii. Reports and Evaluations (filed by participant with each sub-divided by a cover sheet);
        iv. Medical/Dental (filed by participant with each sub-divided by a cover sheet);
        v. Legal;
        vi. Correspondence;
        vii. Special Forms/Documents;
        viii. Child Protective Services;
        ix. Special Services.
    b. On the back of each divider is printed the specific forms, documents, or other material to be incorporated into that section as well as instructions on how such material is to be filed.
        i. Two dividers, "Legal" and "Special Forms/Documents," are envelopes in which are stored specific documents or other material which cannot be three-hole punched.
        ii. As changes in policy occur or as new forms are developed, instructions for incorporation into the case record are provided.
    c. In each record section no more than one copy of any form, document, or letter is retained:
        i. Duplicate material in current or previously existing and reopened records is removed and destroyed; and
        ii. For any document or form which is periodically revised or time-limited, one copy of each original and update is filed in the appropriate record section as documentation of prior case events.
    d. Case record dividers are a permanent part of the family record and remain with the case record contents regardless of case activity.

B. All case records are stored securely and locked during non-work hours:

1. ~~Records are not be left on or in employees desks during non-work hours; and~~

2. Records or sections of records are not removed the work site unless for approved work-related reasons as specified in policy. The reason the record is being requested and the time frame it is requested for must be clearly stated. In all cases final approval must be granted by the Unit Administrator or designee.

C. Unless transferred for consolidation, Case Records (including dividers) are removed from the binder and placed in a manila folder for storage:

1. Case identifying information is typed on a white gummed tab and attached to the upper left corner of the manila folder;
2. The seven-digit RICHIST family root number is handwritten in ink in large, bold print on the upper right corner of the manila folder;
    a. The closed case record is sent to the Master File for storage:
    b. Master File accepts only complete records for storage; and
    c. Temporary or partial records sent to master File are returned to the sender. The primary worker ensures that this material gets incorporated into the permanent family record.
3. If the case is reactivated at a later date, a Master File employee places the contents in a binder, takes the tab from the "Special Forms/Documents," places it in the folder and forwards the record to the primary worker.

D. In addition, employees document activities in conformance with DCYF Policy 700.0100, Rhode Island Children's Information System (RICHIST).