Health & Education Passport

Rhode Island Department of Children, Youth and Families

Policy: 1000.0035

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To ensure that all children in foster homes, group homes, certified relative homes, and residential care facilities receive necessary health and education services and proper follow-up treatment, a packet of information known as the Health and Education Passport has been developed. The Passport contains a summary of the child's past and current health care as well as education information. It is designed to remain with the child's caretaker during placement (youth in the Training School are excluded) and to go with the child when he/she is returned home.

Amendments to Federal Law 96-272 (effective 4/1/91) require the Department to review and update the child's health and education records at the time of each placement and to provide a copy of this information to the foster care provider. This information is provided to the child's caretaker through the Health and Education Passport.

The Health and Education Passport (blue folder with three pockets) provides:

1. Foster parents, certified relatives, group homes, and residential care facilities with a health history and education information at the time of placement.
2. Continuity of medical care and prevention of duplicate services.
3. Documentation of health care provided to the child.
4. Information to be used in an emergency situation.
5. Permanent health and education record for the child following placement.
6. Student Identification Card to facilitate the enrollment of a child in school.

The Health and Education Passport is a confidential record and is subject to Departmental policies on confidentiality.

Related Procedures

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Contents of Health and Education Passport Folder

Procedure From Policy 1000.0035: Health and Education Passport

A. ~~Contents of Health and Education Passport Folder:~~

1. ~~The left pocket contains the following information:~~
    a. ~~Identifying face sheet (DCYF #126);~~
    b. ~~Completed and signed Emergency and Routine Medical Authorization for a Child in Placement (DCYF #004).~~
    c. ~~Student identification card (DCYF #132A).~~
2. ~~The center pocket contains the health and education information form (DCYF #132). This form is used to record the child's medical history, to provide a format to document any new medical conditions or problems, and to provide relevant education information.~~
3. ~~The right pocket contains the following color-coded forms:~~
    a. ~~Medical and dental encounter form (yellow) (DCYF #133);~~
    b. ~~History of developmental, psychosocial, and educational problems (pink) (DCYF #134); and~~
    c. ~~EPSDT (Early and Periodic Screening, Diagnosis, and Treatment) Program Periodicity Schedule (blue) (DCYF #135).~~

Use of the Health and Education Passport

Procedure From Policy 1000.0035: Health and Education Passport

A. For each child entering placement, the primary service worker sets up a Passport folder and completes the individual forms listed below to establish a base of information. The passport should be set up after it has been determined that a child will remain in placement (i.e. an Order of Detention, Ex-parte has been granted, a voluntary has been signed, or custody has been given to the Department and placement ordered by the Court):

1. Identifying Face Sheet (DCYF #126).
2. Emergency and Routine Medical Authorization for a child in Placement (DCYF #004).
3. Student Identification Card (DCYF #132A):
    a. Each city or town is required by RIGL 42-72.4-1 to immediately enroll a child in its school system when the DCYF #132A is presented.
    b. A copy of the DCYF #132A is filed in the child's case record.
    c. Prior to enrolling the child in school, the worker updates information on the DCYF #132A. Blank copies of the form are available in the units.
4. Health and Education Information form (DCYF #132):
    a. DOB and client number.
    b. The worker fills out as completely as possible each section of the form by obtaining necessary information from the child's parent(s), other caretaker(s), case record reviews, and his/her knowledge of the child's history. When information is missing, the worker indicates on the form the reasons that the information is not available and accessible and the steps being taken to obtain the information.
    c. On page #2 of the DCYF #132A, there is a section entitled "placement". The worker completing this section must indicate a generic type of placement (e.g. foster home, relative care, residential placement, etc.) and not the name of the caretaker.
5. History of Developmental, Psychosocial, and Educational Problems (DCYF #134):
    a. The worker briefly describes significant problems in these areas, indicating attempted remediations.
    b. The worker should be aware that some developmental, psychosocial, and educational information is classified as restricted by Rhode Island law and DCYF policy (refer to section C below.)
6. Known examination dates are recorded at the bottom of the EPSDT form (DCYF #135).
7. A copy of this initial information is placed in the medical/dental section of the child's case record.

B. ~~The primary service worker gives the Passport to the foster parent, certified relative, or director/medical director of the facility or group home. The foster parent, certified relative, or director/medical director or designee is then responsible for taking the folder to the physician/dentist each time the child goes for a visit and for having the health care professional complete a medical and dental encounter form (DCYF #133):~~

1. ~~During the visit, the health care provider will also be asked to update the medical problem list and medications sections of the Health and Education Information form (DCYF #132).~~
2. ~~If appropriate to the visit, the health care provider is asked to date the appropriate column of the EPSDT form DCYF #135).~~
3. ~~The foster parent, certified relative, or director/medical director is responsible to update the DCYF #132 as significant events occur (e.g. hospitalizations, new physicians, etc.).~~

C. ~~All children entering placement, or children who do not have a passport and are changing placements, require the formulation of a passport.~~

D. ~~When a child is no longer in placement, a copy of all passport information is made by the primary service worker and filed in the medical/dental section of the child's case record. The original passport is given to the biological or adoptive parents, depending on the case disposition.~~

E. ~~The primary service worker periodically reviews the passport to assess its accuracy and completeness. The worker must review and update the passport at the time of each placement and provide the updated copy to the foster parent, certified relative, or director of the child care facility or group home.~~

Confidentiality of Information in the Passport

Procedure From Policy 1000.0035: Health and Education Passport

A. The Passport is a confidential document and is subject to the Department's policies on confidentiality, as well as pertinent RI law.

B. Certain information, due to its particularly sensitive nature, is restricted by RI Law and Departmental policy. Use of this information in the Passport requires additional administrative approval:

1. When parental rights are terminated, all TPR/Adoption material becomes restricted. To avoid conflict with state law and departmental policy, the worker shall not include information that identifies the child's family of origin (e.g. names of parents and siblings, previous address, etc.) in the Passport. In this way, the record can remain intact if there is a termination of parental rights.
2. When parental rights are terminated, placement and social material subsequent to TPR also becomes restricted. This information must be expunged by the worker from the Passport when termination of rights occurs.
3. The following are also restricted materials and shall not be included in the Passport unless the conditions listed in subsection c exist:
    a. Reporter/Source Information.
    b. Juvenile Arrest/Conviction/Detention Materials.
    c. Mental Health Records including references to psychiatric hospital admission or certification (RIGL 40.1-5-26, Confidential Information and Record Disclosures).

C. If the worker sees a well substantiated need to include restricted confidential information in the Passport, RIGL 42-72-8, Confidentiality of Records, makes allowances for such circumstances in conjunction with proper administrative approval. Confidential Records may be disclosed when:

1. The DCYF Director determines that the disclosure to individuals or public or private agencies for the purposes of temporary or permanent placement of the child is needed to accomplish that placement.
2. The DCYF Director determines that there is substantial risk of imminent physical injury by the person to himself or others and that disclosure is necessary to reduce that risk.

D. The forms in the Health and Education Passport are designed to offer a concise method of documentation. The worker/caretaker shall not include additional reports or documents in the Health and Education Passport.