

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Substitute Care  
**Policy Number:** 6.02.19  
**Policy Name:** Foster/Adoptive Parent Request for Access to Foster Parent Case Record

**Original Effective Date:** 01/11/2010  
**Revision Date(s):** 09/01/2014, 02/01/2013  
**Current Revision Date:** 12/01/2017  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To establish guidelines for the release of foster/adoptive parent records to the named foster/adoptive parent. These records may be shared as outlined below upon the written request of the foster parent.

**SCOPE:** This policy applies to any foster/adoptive parent who is licensed, has requested licensure or has been recommended for licensure or adoption approval by CCDCFS and all resource managers. The policy will be adhered to by all foster/adoptive parents, relative caregivers, and agency staff members.

### **POLICY**

It is the policy of DCFS to respond to all requests for copies of foster/adoptive case records in a uniform manner. All requests for foster/adoptive records must be reviewed and redacted as required by this policy prior to releasing any information.

### **PROCEDURES**

- A. If a foster parent requests a copy of their record, the request must be made in writing.
- B. Upon receipt of the request, the agency sends the request to the Senior Manager in the unit which the record is housed for review.
- C. The Senior Manager contacts the current Supervisor and Resource Manager, if the case is active. If the case has been closed, the last assigned Supervisor and Resource Manager will be contacted.
- D. The Resource Manager and Supervisor reviews the case.

- E. The Senior Manager reviews the record, following the attached checklist regarding what information may be disseminated. The information that can be shared is copied. If there are questions or concerns regarding disseminating information, staff must consult with the Civil Prosecutor.
  - 1) Any and all information regarding children placed in the home is redacted from all forms.
  - 2) Any and all information regarding biological families of children placed in a foster home is redacted from all forms.
- F. Two copies of the record is made. A second review is conducted to ensure all the approved information is present.
- G. The attached checklist is completed and placed in the record to document what information was reviewed and released.
- H. The record is scanned and a file of what information was released is attached electronically to the record in the system. The second hard copy is given to the Deputy Director of Extended Services and Resources.
- I. The information to be released is reviewed and approved by the Deputy Director of Extended Services and Resources. A cover letter, signed by the Deputy, is enclosed with the released information.
- J. If there is more than one parent on the foster parent license or adoption approval, both parents have the right to a copy of this record.

**SEE ALSO:**

Ohio Administrative Code Section 5101:2-33-23  
Case Records for Children Services

**FORM**

Request for Foster Parent and/or Foster-Adopt Record – Documentation Checklist

# REQUEST FOR FOSTER PARENT AND/OR FOSTER-ADOPT RECORD

## Documentation Checklist

\* Any and all forms must have all children and biological family information redacted\*

### YES

- App 1691
- Training Plan
- Licenses
- Safety Audit
- Foster Home Supplemental  
with Redaction
- Home Study WITHOUT  
References
- Caregiver Assessment

### NO

- Police and Fire Reports  
Received from Official Sources
- Foster Home/Adoptive References
- Foster Home/Adoptive Referral Forms
- UCIF / ICCA - All Printouts  
(Level of Care Tool)
- NO PRINTOUTS FROM  
FACTS / SACWIS
- All Forms Re: ALL ABOUT ME
- Any Child Specific Info
- Case Notes
- Form 1653 – Medical Form
- Staffing Report(s)
- Requested Special Board Rates
- 14 Day Notice(s)
- Semi-Annual Review
- All SIU Forms and Information