

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

**Policy Chapter:** Child Health Care  
**Policy Number:** 9.00.04  
**Policy Name:** Child's Medical Records Request

**Original Effective Date:** 06/28/2006  
**Revision Date(s):** 10/01/2015  
**Current Revision Date:** 10/01/2015  
**Approved By:** Thomas D. Pristow

**PURPOSE:** To ensure that the Worker of Record (WOR) for any child involved with the Cuyahoga County Division of Children and Family Services (CCDCFS), whether or not in custody, consistently requests the complete medical record of the child (i.e. medical, birth, dental, vision, and specialty records); and to ensure requests are consistent as dictated by the age of the child.

**SCOPE:** This policy applies to all CCDCFS direct service staff.

**POLICY**

- I. The child's WOR requests the complete medical record including, but not limited to, medical, birth, dental, vision and specialty records.
  - A. The complete medical record is requested within the first week of case assignment on all non-custody intake cases and within the first week of custody/placement for all custody cases.
  - B. Subsequent records are requested every six (6) months for children under the age of two (2) and on an annual basis for children over the age of two (2).
  - C. The ***Social and Medical History (ODJFS 1616)*** is started for each child at the point of custody

**PROCEDURES**

- I. The WOR requests the complete medical record (i.e. medical, birth, dental, vision and specialty records) for all non-custody and custody children involved with CCDCFS. The records are requested within the first week of assignment for non-custody intake cases and within the first week of custody/placement for all custody cases. For custody cases, the complete records are forwarded

by the WOR to the new medical provider within the first sixty (60) days of custody/placement to expedite services.

- II. The **Social and Medical History (ODJFS 1616)** is started for each child at the point of custody. The WOR reviews this form monthly with the biological family for accuracy until the form is fully completed prior to the first Semi-Annual Review (SAR).
- III. Medical records are requested every six (6) months for children under the age of two (2) years old. They are requested in preparation for both custody and non-custody SARs. In custody cases, the **Medical and Educational Form (ODJFS 1443)** is prepared and updated for SARs, therefore records may need to be requested on a more frequent basis. Subsequent requests are specifically dated, so as not to duplicate records. Parental permission is obtained prior to requesting medical records on all non-custody cases.
- IV. Medical records are requested annually for all children over the age of two (2). They are requested in preparation for both custody and non-custody SARs. In custody cases, the **Medical and Educational Form (ODJFS 1443)** is prepared and updated for SARs, therefore records may need to be requested on a more frequent basis. Subsequent requests are specifically dated, so as not to duplicate records. Parental permission is obtained prior to requesting medical records on all non-custody cases.
- V. Dental records are requested annually for all children age three (3) and over. If a child under the age of three (3) is seeing the dentist for any reason, the dental records are requested initially and annually thereafter. The records are requested in preparation for both custody and non-custody SARs. In custody cases, the **Medical and Educational Form (ODJFS 1443)** is prepared and updated for SARs, therefore records may need to be requested on a more frequent basis. Subsequent requests are specifically dated, so as not to duplicate records. Parental permission is obtained prior to requesting dental records on all non-custody cases.
- VI. Vision/Optical records are requested annually for all children over the age of five (5). If a child under the age of five (5) is seeing an optometrist or an ophthalmologist for any reason, the vision records are requested initially and then annually thereafter. These records are requested in preparation for both custody and non-custody SARs. In custody cases, the **Medical and Educational Form (ODJFS 1443)** is prepared and updated for SARs, therefore records may need to be requested on a more frequent basis. Subsequent requests are specifically dated, so as not to duplicate records. Parental permission is obtained prior to requesting vision/optical records on all non-custody cases.

**SEE ALSO:**

- **Cuyahoga County Division of Children and Family Services Policies and Procedures Manual**

Policy 9.00.01

Comprehensive Health Care for Children in Placement and HIPPA Signature Authorization

**FORMS**

Social and Medical History (ODJFS 1616)

Medical and Educational Form (ODJFS 1443)

Medical Records Release Forms