

Big Bend Community Based Care Policy & Procedure

Series:	200: Placement Services	
Policy Name:	Placement File	
Policy Number:	200	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	Ch. 39, F.S. 65C-15.030, F.A.C. 65C-15.031, F.A.C. 65C-15.032, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to establish a format for development of the BBCBC Placement files and procedures for maintenance and closure of the files per relevant Florida Statutes, operating procedures and administrative rules.

Procedure

- A.** A file will be developed for each client referred for placement to BBCBC.
 - 1. In the case of siblings, one (1) file will be developed for each child and will include the names for each of the children in the sibling group.
- B.** All documentation utilized as part of Placement efforts for a child will be saved in electronic format in that child's Electronic File.
 - 1. The Electronic File Sections will include:
 - a. Placement Information Form;
 - b. Chronological Notes;
 - c. Placement Forms (Movement Forms/Funding letters/Waivers);
 - d. Mental Health (mental health assessment, baker acts, counseling summaries, etc.);
 - e. Miscellaneous (court documents and school records, waivers);
 - f. Referrals;
 - g. Suitability Assessments;
 - h. Therapeutic - STFC/STGC related.
- C.** Files will be stored securely on the BBCBC servers according to location. The Placement Director will develop a system for record retrieval and return.
- D.** To protect the rights of clients and families, all records related to child abuse, neglect and abandonment and to the central abuse hotline will be held confidential in accordance with *BBCBC OP 900-903, Confidentiality of Client Information*.
- E.** Closure of files will occur:
 - 1. Per BBCBC Policy and Procedures related to retention and disposition of records.

Big Bend Community Based Care Policy & Procedure

2. After two (2) years of no activity or the child reaches 18 years of age, the case file will be archived and stored at a secure offsite storage facility. Electronic files will be archived on the BBCBC Server.