

Big Bend Community Based Care Policy & Procedure

Series: 900: Data Collection, Records and Reporting

Policy Name: Documentation by Providers/Caregivers

Policy Number: 907

Origination Date: 03/09/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to work with its network providers to standardize data collection (electronic and paper) and documentation procedures.

Procedure

A. Documentation.

1. All documentation will be dated and time stamped.
2. All documentation must follow BBCBC policy with regard to format and requirements, e.g., use project forms, do not use white out, write only in black pen, and sign with full name signature and credentials.
3. Foster parent and direct caregivers will create and maintain documentation systems that reflect objective/measurable observations and refrain from subjective statements/opinions.

B. Visitor Log.

1. All foster homes and facilities will create and maintain a visitor log for each child in the home.
2. Each visitor, including Case Managers and GALS, visiting the home or facility, will sign in and out when visiting a child.
3. This log becomes an historic record of interactions and services provided to the child.

C. Clothing and Personal Items Inventory.

1. All foster homes and facilities will create and maintain an inventory of clothing and personal items for each child.
2. The inventory is to be completed at admission and discharge and, as age appropriate, prepared with the child.
3. Any items which have been disposed of during a child's stay will be so noted on the form.
4. In the event that a child leaves items in a foster family home or facility, they will not be disposed of without permission of the Case Manager.

Big Bend Community Based Care Policy & Procedure

5. The facility shall send all personal clothing and belongings with the child when he leaves the home or facility.
6. If the child is on runaway, his personal items should be made available to the placing agency, parent or guardian.

D. Child Resource Record (Blue Book).

1. The Child Resource Record is a cumulative record of significant services and interventions while a child is in care.
2. Foster parents and facility staff are expected to update the record as events occur.
3. The Child Resource Record is provided to the Foster parent by the Case Manager and travels with a child in care, passing critical information to the next placement or to the child's family at reunification or permanent placement.
4. The Child Resource Record includes the Child Health Record and the Admission/ Discharge Summary.