

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2015
	Section 27: Maintaining Health Records - Medical Passport	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will maintain written and electronic documentation of health care services received by children who are under the care and supervision of DCS and are in out-of-home care. A written summary of the child's medical history should be included in the child's [Case Plan \(SF2956\)](#).

All children who are placed in out-of-home care will be issued a [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#), and these additional forms: [Statement of Care and Supervision/Authorization for Health Care \(SF 45093\) Card](#) and/or [Authorization for Health Care \(SF 54247\) Form](#); [Consent to Release Mental Health and Addiction Records \(SF51128\)](#); [Record of Medical Treatment \(SF45092\)](#); and [Log of Medical Treatment \(SF 45091\)](#). These forms must be included with the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#). The [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) will remain with the child and in the possession of the resource parent(s) throughout all out-of-home placements.

DCS will require that the child's resource parent(s) keep the child's [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) up-to-date, with the child's most recent health care information. Additionally, DCS will keep a separate record of the child's health care information in the Management Gateway for Indiana's Kids (MaGIK) [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#).

[REVISED] When the child achieves permanency (e.g., reunification, adoption, guardianship), DCS will ensure that the permanent caregiver or the child, if released from out-of-home care after his or her 18th birthday, receives the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#).

Code References

1. [IC 31-28-1: Health Summary Records of Children Receiving Foster Care](#)
2. [IC 31-28-2: Medical Records of Children Receiving Foster Care](#)
3. [IC 31-28-3: Medical Passport Program for Children Receiving Foster Care](#)

PROCEDURE

The Family Case Manager (FCM) will complete the following steps prior to placement or as soon as possible thereafter:

1. Review the child's medical history at the initial Child and Family Team (CFT) Meeting. See separate policy, [5.7 Child and Family Team Meetings](#). Issue a new [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#), if no [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) exists, and gather as much information as possible on the child's health care history from any of the following sources:
 - a. The child;
 - b. Previous health care providers;

- c. The child's parent, guardian, or custodian;
 - d. Other family members; and
 - e. Previous resource parents.
2. Record any gathered information in the new or existing [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and update MaGIK.

[NEW] Note: A copy of all medical documentation must be uploaded into MaGIK, this includes the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) if there is concern about the future quality or accessibility of the document.

At the time of placement or within three (3) days of placement, the FCM will:

1. Give the child's [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) to the resource parent(s).
2. Explain to the resource parent(s):
 - a. The [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) must remain with the child, until the child leaves the resource parent's home,
 - b. It is the resource parent's responsibility to record all health care information in the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#). See [Related Information, Updating the Medical Passport at Health Care Appointments](#) for more detail, and
 - c. Ensure they are given information about every health care visit. See [Related Information](#) for more detail.
3. Review with the resource parent(s) information contained in the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#), calling attention to the following:
 - a. Any identified problems;
 - b. Necessary treatment programs; and
 - c. Impending examinations, etc.

Prior to a child's transfer to a different placement or prior to a child's exit from out-of-home care (e.g., reunification, adoption, etc.), the FCM will meet with the current resource parent(s) to review the child's [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and to ensure the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) contains the most up-to-date information about the child's health care; however, if they are not up-to-date, assist with scheduling necessary appointments. See separate policy, [8.29 Routine Health Care](#).

When the child leaves the resource parent's home, the FCM will:

1. Collect the child's [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and any other health care records from the resource parent(s);
2. Collect additional health care records from providers, if necessary, update the child's [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and MaGIK; and
3. Provide the permanent caregiver or the child, if released from out-of-home care after his or her 18th birthday, with a copy of the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) at no cost. See separate policy, [8.41 Transitioning from Out-of-Home Care](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#)- Available only in hard copy

2. [Statement of Care and Supervision/Authorization for Health Care \(SF45093\) Card](#)
3. [Authorization for Health Care \(SF 54247\) Form](#)
4. [Consent to Release Mental Health and Addiction Records \(SF51128\)](#)
5. [Record of Medical Treatment \(SF45092\)](#)
6. [Log of Medical Treatment \(SF45091\)](#)
7. [Case Plan \(SF2956\)](#) – Available in MaGIK

RELATED INFORMATION

What Records are Kept?

Even though the child’s [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) is called a “**medical**” passport, it is intended to be a place of record for a broad range of **health care** services that the child receives. For the purposes of this policy, “health care” includes, but is not limited to: medical, dental, mental health, developmental, vision, hearing, and speech care. Specialized treatments, such as substance abuse, behavioral counseling, and chiropractic therapy are also considered as health care, and must be documented in the child’s [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and MaGIK records.

Dual Record Keeping: Medical Passports and MaGIK

Every child’s health care records are kept in two places:

1. In hard copy in the child’s [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#); and
2. Electronically in MaGIK, on the 'Medical Passport' screen. The records in MaGIK serve two functions:
 - a. The records enable the FCM to review the child’s health care information at any time, and
 - b. The records serve as a “backup” in case the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) is lost.

The Resource Parent(s) Updating the FCM with Health Care Information

The resource parent(s) must communicate to the FCM information about recent health care the child received. This exchange of information enables the FCM to update the child’s health care records in MaGIK. If possible, the FCM can photocopy recent entries made in the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) as a way of capturing the new information so that it may be entered in to MaGIK. The sharing of information between the resource parent(s) and the FCM should occur more frequently if the child has medical issues.

Updating the Medical Passport at Health Care Appointments

Any time a FCM or resource parent(s) transports a child to receive a health care exam or treatment, he or she must bring the child’s [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) to the appointment. The FCM or resource parent(s) must ask the health care professional who attends to the child, to complete applicable portions of the child’s [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) immediately following the examination or treatment (e.g., Physical Examinations section, Identified Medical Problems section, etc.). If the professional is not willing or able to update the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) onsite; then, the FCM or resource parent(s) must get a complete briefing on the details of the examination or treatment and complete applicable portions of the [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#).

Children Placed in Another Indiana County or Out of State

When a child is placed into out-of-home care in a different Indiana county or another state, the same policies and procedures apply. The supervising FCM will work with the resource

parent(s) to assure that the child's [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and MaGIK records are kept up-to-date.

Delay in Obtaining Health Care Information

The FCM must provide the resource parent(s) with a blank [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#), if the FCM is not able to obtain historical health care information about the child prior to the initial visit that must occur within three (3) days of the placement. When the historical health care information becomes available, the FCM must provide a copy of the information to the resource parent(s) and request that this information be entered into the current [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#).

Medical Passports for Children in Residential Facilities

Indiana law does not mandate a [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) to children who are placed in a residential facility; however, it is the policy of DCS to provide and use a [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) for those children.

Note: Indiana Law states that a [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) is to be provided to all children who receive foster care funding through DCS, including Indiana children who are placed in foster care outside of Indiana.