

**CHILD/FAMILY HEALTH AND DEVELOPMENTAL ASSESSMENT  
PARENT INFORMATION (CW-103 ATTACHMENT A)  
INSTRUCTION**

**PURPOSE:**

The *CW-103 Attachment A* provides health and developmental information about the parents as well as information concerning the parent's traits, interests and personality. This information is a valuable source of information in the course of providing case management services throughout the life of the case.

The *CW-103 Attachment A* contains sensitive and confidential information regarding the child and his family and is protected by the "Health Insurance Portability and Accountability Act." **Neither the form nor its contents may be shared with any person not actively involved in the care and/or treatment of the child.**

**INSTRUCTIONS FOR COMPLETION**

- The family should be given a copy of the CW-103 A at the time of initial contact and informed that health and developmental information will be collected using this form.
- The worker is responsible for assuring that the CW-103 A is completed with the assistance of the child's parent(s), guardian or primary caregiver. The family may fill out portions of the form or the worker may fill out the form by engaging the family in the process.
- The Children's Service Worker will initiate the process of completing the CW-103 A at the time of initial contact and add to the form as information becomes available. Each section of the form should be completed as accurately and fully as possible.
- Given the information available, the CW-103 should be filled out as completely as possible at the time of the initial Family Support Team meeting. The information collection process shall continue during the 90 day treatment period and should be updated as the information is collected.
- The section titled "Child's Relatives and Friends of the Family" is a listing of grandparents, siblings, other relatives and significant adults in the child or the family's life. Significant adults in the child or family's life refer to individuals who have served as positive supports for the family who may continue to be involved or may serve as possible supports, resources or possible resource providers as the case progresses.
- *Child/Family Health and Development Assessment - Relative/Kinship Information (CW-103 Attachment B)* is utilized to gather more information for the individuals listed in the "Child's Relatives and Friends of the Family" section. A CW-103 Attachment B does not have to be filled out for every person listed, but should be utilized for individuals who have had an impact on the child or family or for persons that can be pulled in as a positive influence or resource.
- Additional information or attachments may be added as information becomes available.

**NUMBER OF COPIES AND DISPOSITION:**

- A copy is given to the parent upon initial contact;
- The original is retained in the family record and updated as needed;

**INSTRUCTIONS FOR RETENTION:**

This form and attachments should be kept until the case record and destroyed according to the instructions in the Child Welfare Manual.

**SEE RELATED FORMS AND INSTRUCTIONS FOR:**

- Child/Family Health and Developmental Assessment (CW-103)
- Other Relative/Kinship Information (CW-103 Attachment B)

**MEMORANDA HISTORY:**

CD10-16, CD12-18