

CHILD/FAMILY HEALTH AND DEVELOPMENTAL ASSESSMENT (CW-103) INSTRUCTIONS

PURPOSE:

The CW-103 provides the Division with comprehensive health and developmental information for children who are in out-of-home care. The process of collecting this information begins on initial contact with the family and is continually updated throughout the life of the case. This information is essential to providing quality case management services to the child and the child's family. The CW-103 is also given to the resource provider who is responsible for the child's day to day care. The resource provider should be given the updated CW-103 as health and developmental information becomes available.

The CW-103 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 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 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 resource provider, who will be taking the child to medical appointments, may also assist in the collection of this information.
- The Children's Service Worker will initiate the process of completing the CW-103 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.
- Updates should be given to the resource provider as the information becomes available.

The Children's Service Worker should explain to the parent/legal guardian or family member filling out the form that the information provided in Section M is confidential information and will be used only to assess whether the child should be tested for sexually transmitted diseases and/or HIV/AIDS.

NUMBER OF COPIES AND DISTRIBUTION:

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

- Parent Information - (CW-103 Attachment A)
- Other Relative/Kinship Information (CW-103 Attachment B)

MEMORANDA HISTORY:

CD10-16, CD12-18