

**CHILD/FAMILY HEALTH AND DEVELOPMENTAL ASSESSMENT
RELATIVE/KINSHIP INFORMATION (CW-103 ATTACHMENT B)
INSTRUCTIONS**

PURPOSE:

The *CW-103 Attachment B* is used to collect health and developmental information concerning other relatives or kinship sources, as well as information concerning the traits, interests and personality. This information is also a valuable source of information in the course of providing case management services.

The CW-103 Attachment B 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

- *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 in the CW-103 Attachment A. 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.
- The worker will assist the child’s parent(s), guardian or primary caregiver, or other relative or significant adult listed in the CW-103 Attachment A, in filling out the form or by engaging the family and filling the form out themselves.
- 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 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.
- Additional information or attachments may be added as information becomes available.

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;
- Use as many CW-103 Attachment B’s as required.

SEE RELATED FORMS AND INSTRUCTIONS FOR:

- Child/Family Health and Developmental Assessment (CW-103)
- Parent Information - (CW-103 Attachment A)

MEMORANDA HISTORY:

CD10-16, CD12-18