

OFFICE OF LEGAL AFFAIRS

Uniform Case Record

6-4-1 Page 1 of 2

Policy

When DCF accepts a report for investigation, a family assessment response, or the Voluntary Services Program, a child protection case is opened within the Department's computer system.

Cases are established under the name of the primary caretaker of the child(ren).

A new case may be established in the child's name when:

- DCF becomes statutory parent;
- the youth continues with DCF for Services Post Majority (SPM); and
- DCF continues to provide a subsidy post-adoption or guardianship.

Uniform Case Record

The uniform case record consists of the electronic case record and any other case specific documentation.

Sections of the Uniform Case Record

The hard-copy of the uniform case record shall be organized with the following sections:

- Planning
- Placement/Payment
- Legal
- Medical
- Educational
- Correspondence
- Adoption
- Administrative
- Voluntary Services Program
- Confidential
- Special Documents

Staff are responsible for their entries into the electronic record and the integrity of the hard-copy record and for maintaining confidentiality.

Any loss of documentation or unauthorized disclosure shall be reported in accordance with the procedures set forth in DCF Policy 2-4, "Information Systems Division" and Attachment A, "Loss Reporting Steps".

Splitting a Record

When a new case is established in the child's name due to DCF being appointed as statutory parent, or the youth transitioning to Services Post Majority, the area office staff shall split the case record accordingly.

Case Closing

Once a case is closed, the hard copy portion of the Uniform Case Record shall be prepared for archiving in accordance with established procedures. The closed record unit shall be responsible for arranging for the records to be transferred from the area office to the Department's contracted provider for processing/storage or destruction in accordance with the established retention schedules.

(continued next page)

OFFICE OF LEGAL AFFAIRS

Uniform Case Record

6-4-1 Page 2 of 2

Case Closing (continued) **Note:** Subsidy and adoption records shall continue to be processed in accordance with the requirements of the Office of Children and Youth in Placement.

Cross Reference: DCF Policy 6-4, "Records Management".

Adding to a closed record Additional records may be received after a case has been closed and sent out of the area office for archiving. The area office shall add a face sheet to the record and send as a new file for archiving.
