

0208 Social Summary Process

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective:	10/25/2005
Attorney General Representative Review:	N/A
DCFS Deputy Administrator Approval	N/A
DMG Original Approval	10/25/2005
DMG Approved Revisions	N/A

STATEMENT OF PURPOSE

Policy Statement and Purpose: Agencies which provide Child Welfare Services will have a standardized social summary process for documenting and preserving vital information about a child's life.

The purpose of the social summary is to provide an accurate and comprehensive description of the child, including the child's special needs and social, psychological and medical history for the following uses:

- a. As a tool for matching a child with foster, resource or adoptive family whose abilities to parent are well suited to the child's needs and characteristics;
- b. To provide the child with a reliable source of history and information about himself/herself and family; and
- c. To provide needed information to appropriate caregiver(s) to ensure the continuity of care and/or treatment.

The social summary process and document are designed to assist the caseworker in complying with all the legal requirements referenced above. More importantly, caregivers must be provided with the information necessary to meet the child's needs for safety, permanency and well-being.

AUTHORITY

Federal:

NAC: [NAC 127.380](#); [NAC 127.440](#); [NAC 424.810](#)

NRS: [NRS 127.152](#); [NRS 424.037](#); [NRS 424.038](#)

Other:

DEFINITIONS

Caregiver: (as defined by the child welfare agency) The person or persons providing foster, adoptive or relative care for a child, or a person who provides care in a treatment home or residential treatment facility in which a child is placed.

Days: Calendar days, unless otherwise noted.

Identifying Information: Any type of information that can lead to the identification of the birth parents (i.e. the child's or parents full name, date of birth, birth city and state, etc.).

Reasonably Obtainable: Refers to that which a reasonable person would consider obtainable through accepted methods of information gathering including, but not limited to; personal interviews with the child and his/her family members, assessment tools (i.e. genogram and eco-map) and records review.

Social Summary: A cumulative document, including attachments as needed, in which all information regarding a child's life is maintained therein to be shared with appropriate caregivers to ensure continuity of care. This information should include all known family history in addition to the current status of the child's physical and emotional health and well-being, strengths and needs.

STANDARDS/PROCEDURES

1. The social summary must be viewed as a living document, which contains cumulative information, and is maintained throughout the period of the Child Welfare Agency's custody. The information contained in the summary should be obtained from a variety of sources including, but not limited to:
 - a. Birth parents;
 - b. Child;
 - c. Relatives;
 - d. Fictive Kin (i.e. family friends);
 - e. Family assessments;
 - f. Educational, developmental, medical, and psychological assessments and treatment reports; and
 - g. Any other social services staff or Agencies that have been involved with the child and/or family.
2. Upon opening of an out-of-home case, all information regarding a child in custody must be entered into the appropriate screens in the UNITY system. The Social Summary, including periodic updates, is maintained in the UNITY Forms System.
3. Appropriate information concerning the child and his/her needs must be shared with all caregivers, as necessary to meet the child's ongoing needs. Non-identifying information about family history should be shared with prospective adoptive parents and other caregivers only as it relates to meeting the needs of the child.

Initial Social Summary:

1. The Social Summary must be completed, with all reasonably obtainable information, including a thorough documentation of efforts to obtain the required information, within the first forty-five (45) days after a removal. It should be noted that demographic data and much of the child's educational, mental and physical health information will pre-populate into the Social Summary from other required UNITY entries, upon creation of the document, however any subsequent updates will need to be entered in text boxes that follow. The assigned worker will be responsible for obtaining information from the birth family that is necessary to complete Social Summary Sections 2-4; titled Family History Checklist, Prenatal Exposure Checklist, and Medical Conditions for the Child and Family, respectively; in addition to Social Summary Section 1. Treatment providers within the Agencies will be expected to input clinical documentation of any assessments performed. This includes medical/dental, psychological, developmental, behavioral and educational information, as well as social history about the child and his/her birth family. The case manager has primary responsibility for ensuring that all known information is entered into the Social Summary forms. Supervisors will also be accountable for maintaining a system of "checks and balances," to ensure that information is entered into the Social Summary in accordance with established timeframes. Information required in the summary that is not reasonably available during the initial time frame is to be completed as an update to document as soon as it becomes available.

Social Summary Updates:

1. Updates to the social summary (sections 1-4) should be completed whenever new information becomes available; at a minimum, within thirty (30) days prior to a semi-annual or permanency court review, and if/when the court orders a permanency goal or concurrent plan of adoption. The updates to the social summary must document current information about the child, such as updated medical/dental information, psychological, developmental, behavioral and educational needs.

2. Prior to sharing the written social summary documents with the caregiver or any other service provider, the caseworker must ensure that the document does not contain any identifying, or otherwise confidential, information regarding the birth parents.

Timeline: N/A

Documentation: All social summary documents must be maintained in the child case record in UNITY.

Case File Documentation (paper)

File Location	Data Required
<ul style="list-style-type: none"> • Location in primary file 	<ul style="list-style-type: none"> • Written Social Summary Documents

UNITY Documentation (electronic)

Applicable UNITY Screen	Data Required
<ul style="list-style-type: none"> • Social Summary Screens 	<ul style="list-style-type: none"> • Social Summary, Section 1 • Obtain information necessary to complete Social Summary Sections 2-4; • Family History Checklist • Prenatal Exposure Checklist • Medical Conditions of the Child and Family

JURISDICTIONAL ACTION

Development of Internal Policies: N/A

Supervisory Responsibility: N/A

STATE RESPONSIBILITIES

N/A

POLICY CROSS REFERENCE

Policies: Confidentiality Policy

History and Updates: Provide old policy information such as last effective date, Dates of DMG Revisions etc. This should be completed in a narrative or listed form.

ATTACHMENTS

N/A