

**NOTE: This policy has been renamed:
0208 Social Summary**

200 NAME OF POLICY

Social Summary Process

201 POLICY STATEMENT

Agencies which provide child welfare services will have a standardized social summary process for documenting and preserving vital information about a child's life.

202 AUTHORITY

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| NRS 127.152 | Adopting parents are to be provided with a report, which includes medical records and other information concerning child; regulations. |
| NRS 424.037 | Requires consultation with a provider of family foster care to explain a plan for provision of care for the child; addressing concerns of health, safety or care of child. |
| NRS 424.038 | Requires consultation with a provider of family foster care to explain plan for provision of care for child; release of information to provider of family foster care; confidentiality of information obtained; regulations |
| NAC 127.380 | Addresses contacts with biological parents subsequent to initial interview. |
| NAC 127.440 | Requires provision of certain information regarding a child to the adoptive family before placement in adoptive home; compliance with NRS 127.330. |
| NAC 424.810 | Requires provision of information concerning a child to the provider of family foster care. |

203 DEFINITIONS

“Social Summary” refers to 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.

“Caregiver” refers to 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.

“Identifying Information” refers to any type of information that can lead to the identification of the birth parents, i.e., the child's or parent's full name, date of birth, birth city and state, etc.

“Days” refers to calendar days, unless otherwise noted.

“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.

204 PURPOSE

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:

- As a tool for matching a child with a foster, resource or adoptive family whose abilities to parent are well suited to the child’s needs and characteristics;
- To provide the child with a reliable source of history and information about himself/herself and family; and
- 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 of 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.

205 PROCEDURES

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:

- Birth Parents;
- Child;
- Relatives;
- Fictive Kin (i.e. family friends);
- Family assessments;
- Educational, developmental, medical and psychological assessments and treatment reports; and
- Any other social services staff or agencies that have been involved with the child and/or family.

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.

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:

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 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 of 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:

Updates to the social summary (Sections 1-4) should be completed whenever new information becomes available; at a minimum, within 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.

Collaborative Policy for:
Clark County Department of Family Services
Nevada Division Child and Family Services
Washoe County Department of Social Services

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

206 REFERENCES
Confidentiality Policy