

	DIVISION OF CHILD AND FAMILY SERVICES Children's Mental Health
SUBJECT:	Identification of Children for Residential Services
POLICY NUMBER:	SP -1
NUMBER OF PAGES:	3
EFFECTIVE DATE:	March 14, 2013
ISSUE DATE:	May 13, 2013
REVIEWED BY:	Children's Mental Health Managers July 2012
APPROVED BY:	Kelly Wooldridge, Deputy Administrator July 2012
APPROVED BY: DATE:	Commission on Mental Health and Developmental Services March 14, 2013
SUPERSEDES:	N/A
REFERENCES:	NEVADA REVISED STATUTES (NRS) NRS 424 Foster Homes for Children; NRS 432 Public Services for Children; NRS 432A Services and Facilities for Care of Children; DCFS CHILDREN'S MENTAL HEALTH POLICY CRR-2 Client's Rights and Responsibilities Policy, March 2014 6.01 Patient/Client Medical Records SP-7 Intake Policy, TBD LEGISLATIVE COUNCIL BUREAU Review of Governmental and Private Facilities for Clients DCFS Glossary of Terms (Rev.: 01-2014)
ATTACHMENTS:	Attachment A: DCFS Children's Mental Health Face Sheet Attachment B: Face Sheet Avatar Business Process Document

I. POLICY

It is the policy of the Division of Child and Family Services (DCFS) Children's Mental Health Residential Programs to obtain and keep current identifying information, including photographs, of children served in residential throughout the life of a case pursuant to NRS 432.525(11).

II. PURPOSE

The purpose of this policy is to provide guidance and direction about obtaining current, child specific identifying information, including photographs.

This current, client-specific information is used for the purposes of child identification in the event a client goes missing or other reportable incidents have occurred which requires DCFS staff to provide current, child-specific information to law enforcement in its efforts to find the child or to DCFS managers when reporting out incidents, either verbally or in writing. The Division's ability to provide timely, complete and accurate information to law enforcement and DCFS managers in these situations is a critical success factor in supporting our mission of ensuring child safety, permanency, and well-being.

This policy describes the procedure for photographing clients and for obtaining and documenting complete and current identifying information pertaining to clients served in DCFS residential programs.

III. PROCEDURES AND PRACTICE GUIDELINES

A. Identification Kit

1. The Face Sheet (Attachment A) shall serve as each youth's "Identification Kit" pursuant to NRS 432.525(11). "A child placed in a foster home by an agency which provides child welfare services has the right: To complete an identification kit, including, without limitation, photographing, and include the identification kit and his or her photograph in a file maintained by the agency which provides child welfare services and any employee thereof who provides child welfare services to the child."
5. The Face Sheet (Attachment A) is to be completed by the designated residential staff member when a youth's case is opened for residential services. DCFS staff may reference the Face Sheet Avatar Business Process Document (Attachment B) for completing the Face Sheet (Attachment A).
2. The DCFS residential staff member is responsible for taking the youth's picture at the time the case is to be opened and attaching the picture in the appropriate space on the Face Sheet (Attachment A) Information for the face sheet (except the picture) will also be maintained in the Avatar Electronic Medical Record.
3. When the case is opened, the Face Sheet (Attachment A) shall be filed on the upper most part of the record so that it is the first document accessed when the file is used.
4. The face sheet shall be updated, including photographs, by DCFS staff whenever changes are warranted (e.g., new legal guardian, new diagnoses, new medications, etc.) and then sent to Medical Records for filing in the youth's record. The updated Face Sheet (Attachment A) shall always be filed on top of the current face sheet.
5. Copies of the face sheet shall be made readily available 24 hours a day.

B. Information Sharing

1. The Face Sheet (Attachment A) has many purposes. It is most frequently used as a quick, at-a-glance reference for case management and other related treatment purposes. The Face Sheet (Attachment A) is also used for information sharing purposes internally between DCFS programs and staff as well as with external stakeholders with an executed authorization to do so. Finally, the information found on the Face Sheet (Attachment A) may be shared with external stakeholders when a critical or reportable incident has occurred, such as reporting a missing or AWOL child to law enforcement or reporting a medical emergency to first responders (i.e., 911 or poison control centers, etc.)

2. Release of photographs of children shall be confined only for the purpose of identification of missing children. Any exceptions to this use of photographs will be made solely at the discretion of the DCFS Administrator or the DCFS Deputy Administrator, Children's Mental Health.

C. Supervisory/Manager Responsibility

1. It is the responsibility of supervisors and the assigned Clinical Program Managers to confirm all information on the Face Sheet (Attachment A) is complete, current and correct.
2. Supervisors who determine the Face Sheet (Attachment A) requires updating will immediately direct the assigned DCFS staff to update the Face Sheet (Attachment A).

IV. DEFINITION

A. Identification Kit

Pursuant to NRS 432.525 the development of an 'identification kit' is the right of every child who is placed in foster care and includes information about the child, including photograph of the child, which is maintained in a file by the agency.