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DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



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MTL # 0208 – 10242023

TO: Jill Marano, Director – Clark County Department of Family Services
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FROM: Tonya Hernandez, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

0208 Social Summary Policy

This policy is/was effective: 10/24/2023

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- This policy has been revised. Please see below for the type of revision:
 - This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
 - A policy form has been revised: (List form, page number and summary of change):

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies>
Please check the table of contents on this page for the link to the chapter you are interested in.

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0208 Social Summary Policy

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 checked="" type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective:	10/24/2023
Attorney General Representative Review:	7/5/2023
DCFS Deputy Administrator Review:	10/24/2023
DMG Original Approval	10/25/2005
DMG Review:	10/24/203

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:

- 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.
- 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 assigned worker or designee 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

Agency which provides Child Welfare Services: In a county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as "Agency" or "Child Welfare Agency"

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

Child: An individual who has not attained 18 years of age, or if in school, until graduation from high school.

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.

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

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/Siblings
 - d. Fictive Kin (i.e., family friends)
 - e. Family assessments
 - f. Birth parent's Marriage/Divorce records
 - g. Educational, developmental, medical, and psychological assessments and treatment reports and
 - h. Any other social services staff or Agencies that have been involved with the child and/or family.
2. Appropriate information concerning the child and their 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. The agency which provides child welfare services or child-placing agency shall obtain from the adopting parents written confirmation that the adopting parents have received the report required pursuant to [NRS 127.152](#)

Initial Social Summary:

1. Information needed for the initial Social Summary will be obtained through internal agency procedures and thoroughly documented within the case record. The assigned worker or designee will be responsible for obtaining information from the birth family that is necessary to complete Social Summary Sections 2-4, titled Family History. Checklist to include sibling information if applicable, Birth Parents including Marriage History, Prenatal Exposure Checklist, and Medical Conditions for the Child and Family, respectively; in addition to Social Summary Section 1.
2. The social summary will include summarize clinical documentation of any assessments performed about the child and their birth family, which may include history/records for:
 - a. Current or prior medical/dental,
 - b. Birth records,
 - c. Psychological,
 - d. Developmental, behavioral, and/or educational information,
 - e. Relevant social history,
 - f. ICWA documentation.
3. The assigned worker or designee has primary responsibility for ensuring that all known information is entered into the Social Summary forms and/or applicable UNITY screens. 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. The assigned worker or designee will make updates to the social summary document (sections 1-4) and applicable UNITY screens whenever new information becomes available. Best practice would be to update prior to a semi-annual or permanency court review, and if/when the court orders a permanency goal or concurrent plan of adoption, to avoid delays in the referral process. The updates to the social summary must document current information about the child, such as updated medical/dental information, psychological, developmental, behavioral, placements and educational needs.
2. Prior to sharing the written social summary documents with the caregiver or any other service provider, the assigned worker or designee must ensure that the document is redacted and does not contain any identifying, or otherwise confidential, information regarding the birth parents pursuant to [NRS 127.152](#).
3. The social summary is a living document and should be updated throughout the life of the case and in conjunction with court hearings. The social summary must be completed once the plan for the child changes adoption. Agencies will follow their own internal policies and procedures for completion of updates.

Timeline: Social summaries are to be updated throughout the life of the case.

Documentation: All social summary documents must be maintained in the child case record in UNITY. Agencies will follow their own internal documentation procedures.

JURISDICTIONAL ACTION

Development of Internal Policies: Each jurisdiction will implement their own internal policy and/or procedure to follow the Social Summary Policy.

Supervisory Responsibility: Supervisors will 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.

STATE RESPONSIBILITIES

The state will monitor compliance of this policy and provide technical assistance to jurisdictions as needed.

POLICY CROSS REFERENCE

Policies: N/A

History and Updates: This policy was approved and effective as of 10/25/2005 and updated on 10/24/2023.

ATTACHMENTS

FPO 0208A - Social Summary Template