Foster Care Resource File Management

The management of foster care resource files is an important function of Child and Family Services staff. Foster Care Workers, Child Protection Workers and Designates (including Authorized Persons, Foster Care Worker, Case Aide, Family Preservation Worker or Supervisor/Manager) are required to accurately document all work-related activities by creating complete and accurate documentation and filing these documents in MatrixNT and on the hard file.

The Foster Care Worker or Designate must open and maintain an electronic and hard file for every foster care resource that is providing services under the *Child and Family Services Act.*

REFERENCE

Child and Family Services Standard 6.1 – Case Documentation

PURPOSE

- To ensure that Foster Care Resource files are maintained in a consistent manner and to provide a paper record of all correspondence and services provided.

PROCEDURE

File Structure for a Foster Care Resource (Extended, Provisional and Regular Foster Home)

A Child and Family Services file for an ***Extended, Provisional and Regular Foster Home*** is contained in a six (6)-sectioned folder.

SECTION	DOCUMENTS	
Front Cover	• LAST NAME, First Name (Alias) • Date of Birth (mm/dd/yyyy) • Matrix Number	• Date of opening, closing and reopening (mm/dd/yyyy) • Volume Number • A list of cross-referenced files

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Section 1	• Foster Care Resource Face Sheet(s) (most up to date version) • Email(s) (Related to the Foster Resource)	• Case Note(s) (Related to the Foster Resource) • Miscellaneous Letter(s) • Other Correspondence
Section 2	• Foster Home Application Form(s) • Foster Home Agreement Form(s) • Foster Parent Oath of Confidentiality Form(s)	• Caregiver Discipline Agreement Form(s) • Letters of Reference(s)
Section 3	• Regular Foster Home Study • Extended Family and/or Provisional Foster Home Study • Foster Approval Letter(s)	• Closure Letter(s) • Placement Closure Report(s) • Letter(s) of Appreciation
Section 4	• Foster Home Annual Review(s) • Foster Parent(s) Interview Form(s) • Other Household Member(s) Interview Form(s)	• Quality of Care Review(s) (supporting documentation) • Foster Home Investigation(s) • Serious Occurrence Report(s) (Related to Foster Resource)
Section 5	• Medical Examination Report(s) • Record(s) of Training	• Foster Resource Expense(s)
Section 6	• Northwest Territories Child Protection Records Check(s) • Interprovincial Child Protection Records Check(s), if applicable • Criminal Records Check(s)	• Fingerprinting Result(s) • Declaration of a Criminal Record Form(s) • Release of Information Form(s) • Identification(s) • Notice of Significant Measures Form(s)

Responsibilities

Foster Care Worker:

Opening a File:

- Creates a new Foster Care Resource in MatrixNT and adds basic information related to the foster

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care resource in the Placement Summary section.

- Opens a Foster Care Resource hard file under the surname(s) of the applicant(s).

- Places all correspondence and documentation in the correct section of the Foster Care Resource hard file and MatrixNT file.

- Maintains the Foster Care Resource hard file and MatrixNT file for as long as the foster home is still open for services.

Maintaining a File:
- Maintains the Foster Care Resource hard file and MatrixNT file for as long as the individual(s) (foster caregivers, specialized services providers) are providing foster care services.

Note:
- Accurate, complete and timely documentation and filing are not a separate function but an integral part of the casework process.
- All documents, correspondence, case notes, recordings, etc. must be maintained in the hard file located in the community where the foster care resource resides. The hard file is the permanent and complete record of the foster care resource.

Closing a File:
- Completes a *Placement Closure Report form* and provides the *form* and file to the Supervisor/Manager for review and approval.

- Uploads the approved *Placement Closure Report form* to MatrixNT and places a copy of the *form* on the Foster Care Resource hard file.

- Provides the file to the administrative assistant, file clerk or designate responsible for filing and record-keeping to be placed in storage for two (2) years.
    - Records the files as per the Region/Authority's Health and Social Services *Operational Records Classification System (ORCS) Ongoing Schedule.*

- Contacts the Department of Health and Social Services (DHSS)' Records Technician/Administrator at CFS_Info@gov.nt.ca to transfer the foster care resource file, which has been closed for two (2) years, to the DHSS for archiving.

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Supervisor/Manager:

- Ensures the Foster Care Worker, Child Protection Worker or Designate creates a Foster Care Resource in MatrixNT and opens a Foster Care Resource hard file under the individual's name (foster caregivers, specialized services provider).

- Ensures the Foster Care Worker, Child Protection Worker or Designate (maintains the Foster Care Resource hard file and MatrixNT file for as long as the individual(s) (foster caregivers, specialized services provider) are providing foster care services.

- Reviews and approves requests to close a file (***Placement Closure Report form***) with the Foster Care Worker, Child Protection Worker or Designate.

- Provides the signed copy of the ***Placement Closure Report form*** to the Foster Care Worker, Child Protection Worker or Designate to upload to MatrixNT and to place on the hard file.

Note:

- Any placement for youth in a room and board situation (SSA) requires the completion of an Extended Family/Provisional Foster Family Home Study.
- A young adult in an ESSA placement **does not** require the completion of a Regular or Extended Family or Provisional Foster Family Home Study.

FORMS

- Placement Closure Report
- 6.20.1 Foster Care Resource Face Sheets

TOOLS

- 6.20.1 Foster Care Resource File Cover Sheets

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