

LCCS POLICY 615

Lifebooks for Children in Custody

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| Revision Dates: | 2/11/1999 |
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| See new Policy #: | |

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| Scope: | LCCS Services Division Staff and Substitute Caregivers. |
| Responsibility: | All LCCS Services Division Worker of Records, Foster and Adoptive Licensing Workers, Substitute Care Providers (including Relatives) |
| Purpose: | To ensure that each child that comes into LCCS custody is provided with a Lifebook that is maintained throughout the time that the child is in care. |
| Legal Cite: | O.R.C. 5103.03, 5153.16, O.A.C. 5101:2-42-67 |

POLICY STATEMENT

Each child in LCCS custody will have a Lifebook, developed / updated in a continuous process, throughout the life of the case.

All social work staff and foster parents will receive training to enhance their knowledge and skills in initiating, completing, and utilizing the Lifebook.

PROCEDURE - including required timeframes and documentation

DEVELOPMENT OF THE LIFEBOOK

At the time of placement, the Worker of Record (Assessment or Family Services Worker) will be responsible for delivering the Lifebook to the substitute caregiver. If, for whatever reason this does not occur, a Lifebook will be supplied within two weeks of the placement (by the foster care caseworker if the child is in LCCS foster care, or by the Worker of Record for any other placement.)

Specific information regarding requirements for each child's Lifebook is outlined in "Guide To Your Child's Lifebook," which will be with each Lifebook.

Blank Lifebook materials are kept in the LCCS Clinic.

Each child's Lifebook must include these "core" sections.

- Birth information, placement information, medical information, child's personal information, and the child's family's cultural/ethnic heritage.
- Additional sections are also required based on the child's age.
- Each section has both "required" and "suggested" information and indicates who is responsible for the completion of that section.

Various individuals will contribute to the child's Lifebook. However, updating the Lifebook will be the responsibility of the Out of Home Care Licensing, where an LCCS Licensed Placement is being utilized; or, otherwise, LCCS Services Division Worker of Record.

- **Licensing Workers** will discuss Lifebook updates with their supervisors during their monthly meetings.
- **Worker of Record** will discuss Lifebook updates with their supervisors during their case conferences.

Lifebook updates will be discussed at every Semi-Annual Administrative Review. Notation is to be made on the Review forms as to the status of the Lifebook.

- Workers of Record or Licensing Workers as may be appropriate will have 30 calendar days from the time of the Ad Review to update or initiate the child's Lifebook. In these situations, the LCCS Case Review Facilitator will generate a reminder to the appropriate supervisor.
- The Lifebook will then be reviewed by the supervisor to assure that the requirements have been met. The supervisor will document this by returning the reminder form to the Case Review Department, indicating that the Lifebook is up-to-date.

The Lifebook is to stay with the child throughout all placements and return home with the child upon reunification. If the child should re-enter placement, his/her Lifebook will be resumed, if it can be retrieved.

The Lifebook may be used by the child's therapist as a tool to aid in counseling and treatment.

If a child refuses to participate in creating and updating the Lifebook, team members will develop one for him/her, with the Worker of Record taking leadership.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy 640 (Semi-Annual Administrative Review)