

**WAC 110-147-1525 What are the requirements for children's records?** (1) You must retain a record of each child placed by your agency. This record must contain all identifying legal, medical, and social information.

(2) Any identifying and personal information about a child and the child's family must be kept confidential as required by chapter 26.33 RCW. These records must be kept in a secure place inaccessible to clients, unauthorized staff, and the public. Children's records must never be submitted to the department through the licensing provider portal.

(3) During a child's placement, the child's record must be maintained and you must attempt to obtain the following information for the child's record, as appropriate to your program:

- (a) The child's name, birth date, and legal status;
- (b) Name and telephone number of the child's DCYF caseworker for each child in care;
- (c) Written consent, if any, for providing medical care and emergency surgery, unless that care is authorized by a court order;
- (d) A copy of the current legal authority to place;
- (e) Current case plans;
- (f) Social summary;
- (g) Documentation of a child's therapy treatment provided by your staff with the signature of the person making the entry to the therapy or progress notes;
- (h) Log of the child's placement history with your agency; and
- (i) Information related to suspected child abuse and/or neglect referrals made to children's administration, including the concern, date and person taking the report.

(4) In addition, your records must contain the following information if available:

- (a) Names, addresses, and telephone numbers of parents or persons to be contacted in case of emergency;
- (b) Information on specific cultural needs of the child;
- (c) Medical history including any medical problems, name of doctor, type of medical coverage and provider, date of any illnesses or accidents while placed in your agency's care;
- (d) Mental health history and any current mental health, chemical dependency, and behavioral issues, including medical and psychological reports when available;
- (e) Other pertinent information related to the child's health, including basic medical information, such as current prescription medications, immunizations, allergies, dental records, or eye exams;
- (f) Immunization records, if a child's placement extends beyond 30 days. If the child is not current with immunization, they must be updated as soon as medically possible. Immunization records are not required to be current for children placed in a foster home licensed by a CPA to provide emergency respite services on a voluntary placement agreement;
- (g) Child's school records, report cards, school pictures, and individual education plans (IEP);
- (h) Special instructions including supervision requirements and suggestions for managing problem behavior;
- (i) Inventory of the child's personal belongings at the time of placement;
- (j) Approved list of individuals with whom the child may have contact;
- (k) The child's visitation plan; and

(1) For pregnant and parenting youth, information on the other parent of the youth's child, if available.

(5) If you are unable to obtain this information from the department, you must document your attempt to obtain the requested information in the child's file.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1525, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1525, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1525, filed 12/11/14, effective 1/11/15.]