

WAC 110-148-1405 What are the requirements for keeping children's records? (1) When a child is placed in your foster home, you must keep the child's records in your home. You should have the following information, if available:

- (a) The child's name, birth date, and legal status;
 - (b) Name and telephone number of the DCYF caseworker or case manager for each child in care;
 - (c) Names, addresses, and telephone numbers of parents or persons to be contacted in case of emergency;
 - (d) Information on specific cultural needs of the child including a cultural plan for native children with input from the child's tribe, if appropriate;
 - (e) The child's medical history including any medical problems, name of doctor(s), type of medical coverage and provider;
 - (f) The child's mental health history and any current mental health, chemical dependency, and behavioral issues, including medical and psychological reports;
 - (g) The child's individualized family service plan;
 - (h) A written list of all prescription medications for the children in your care;
 - (i) Dental care provider;
 - (j) Immunizations records;
 - (k) Child's school records, report cards, school pictures, 504 plans, and individual education plans (IEP);
 - (l) Special instructions including supervision requirements and suggestions for managing problem behavior;
 - (m) Inventory of the child's personal belongings;
 - (n) The child's visitation plan;
 - (o) Written consent for providing medical care and emergency surgery, as authorized by a court order; and
 - (p) Names, addresses, and telephone numbers of persons authorized to take the child in care out of your home.
- (2) Foster parents are encouraged to obtain a copy of the child's court order or voluntary placement agreement that gives approval to place the child, and the child's case plan from the child's DCYF caseworker.
- (3) At the end of the child's placement, you must return reports and information about the child or the child's family to the child's DCYF caseworker or case manager, or the child's next placement at the discretion of the child's DCYF caseworker or case manager.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-148-1405, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-148-1405, 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, § 388-148-1405, filed 12/11/14, effective 1/11/15.]