

441—114.11(237) Case files.

114.11(1) Generally. All facilities shall establish and maintain case files on each child. The case files shall include the following:

114.11(2) Face sheet. The face sheet shall contain the following information:

- a. Full name, birth place and date of birth.
- b. Parents' full name.
- c. Parents' address and telephone number.
- d. Religious preference of parents and child.
- e. Statement of who has legal custody and guardianship.
- f. Name of the referring worker and agency making the referral.
- g. Telephone number and address of the agency or court making the referral.

114.11(3) Referral packet. All of the information required in the referral packet shall be contained in the case record including a social history on the child, a copy of the child's physical assessment and immunization history, psychological testing, when available, current educational information, psychiatric report, when available, and the referring agency's case plan.

114.11(4) Legal documents.

- a. Placement agreement signed by parent(s) or custodian of the child.
- b. Petitions and orders of the court regarding adjudication, custody, or guardianship.

114.11(5) Psychiatric and psychological. Psychiatric and psychological reports, when available.

114.11(6) Correspondence. Correspondence regarding the child.

114.11(7) Medical.

a. Medical and surgical authorizations signed by the parent(s), guardian, or contained in the court order.

- b. Record of medical care received while in the facility.
- c. Information on past medical history.

114.11(8) School.

- a. Name of school currently attended.
- b. Grade placement.
- c. Any specific educational problem.
- d. Remedial action recommended.

114.11(9) Care plan. Individual child care plan and semiannual review and revision of care plan.

114.11(10) Dictation.

a. Appropriate notes, all significant contacts with parents, referring worker and other collateral contracts, as well as staff counseling with child and notations on behavior.

b. Information on release of the child from the facility including the name, address and relationship of the person or agency to whom the child was released.

This rule is intended to implement Iowa Code section 237.3.