

MEDICAL RECORD PROCEDURES FOR FOSTER CAREGIVERS

Caregiver is a Foster Parent, Relative, Group Home, or Foster Family Agency.

The HEALTH & EDUCATION PASSPORT (HEP) BINDER accompanies each child at the time of placement. The Children's Social Worker (CSW) will review the HEP BINDER with you at each visit.

The Health and Education Passport must be taken to all medical visits, including the initial examination visit. The health care provider must record all current medical services and tests on the DCFS 561(a). Please add the completed forms to the child's HEP BINDER.

Immediately notify the child's CSW (or Supervising CSW, if the CSW is unavailable) when there is any change in the child's mental, medical and/or dental health that required urgent medical care.

If the child is removed from your care, the child's complete HEP BINDER, including the Immunization Record, shall be returned to the CSW at the time of removal, as the HEP BINDER must accompany the child upon replacement.

Please use the Child Health and Disability Prevention (CHDP) Program for medical and dental examinations. Please refer to the following CHDP periodicity schedule. For more information on the CHDP program please refer to the CHDP brochure in the HEP BINDER.

HEALTH CARE EXAMINATIONS PERIODICITY SCHEDULE

Within 30 days of the initial placement, all foster children must have a medical examination.

Children under age 2 years require more frequent medical examinations as follows:

- Children from birth to 6 months need an examination every two months.
 - Children from 7 to 15 months need quarterly (every 3 months) examinations.
 - Children from 16 to 23 months need semi-annual (every six months) examinations.
 - Children 24 months and older need annual (yearly) examinations.
 - Children are also to have immunizations according to the current Recommended Childhood Immunization Schedule.
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DCFS 561(a) (Rev 07/02)

DCFS 561 (a) MEDICAL EXAMINATION FORM

Distribution: Pages 1,2 and 3 to foster caregiver when child initially placed.

Page 4 to be filed in Psychological/Medical/Dental folder (purple).

When page 1 returned, file in Psychological/Medical/Dental folder