

**CLINTON COUNTY JOB AND FAMILY SERVICES  
FOSTER CARE PROGRAM  
RECORDS AND CONFIDENTIALITY POLICY**

**Policy:** The agency has established the following policy in accordance with Rule 5101:2-04 of the Ohio Administrative Code.

- A.** A foster caregiver shall maintain a record on each foster child which shall include:
  - 1. A copy of the current child care agreement between the agency and the foster home and any written caseplan provided by the agency;
  - 2. Reports of scholastic performance, including report cards, diplomas, and certificates of achievement of merit;
  - 3. Medical information provided by a foster child's physician and one by the placing agency, and current instructions regarding a foster child's health care;
  - 4. The name and telephone number of the recommending agency contact person or the custody holding person or agency as applicable;
  - 5. Date which is pertinent to the foster child's lifebook.
  
- B.** A foster caregiver shall give a foster child's record and all other official documents regarding the foster child to the agency when the foster child leaves the home.
  
- C.** A foster caregiver shall not disclose or knowingly allow the disclosure of any information regarding a foster child or foster child's family to persons not directly involved in the foster child's care and treatment on an official basis.
  
- D.** Clinton County Job and Family Services shall promptly disseminate all information it determines to be relevant to reporting to Child Fatality Review Panels recognized by ODJFS upon request. (5101:2-34-38(E)(L). For purposes of the review the review board shall have access to confidential information provided to the review board under this division or division (H)(4) of section 2151.421 of the Revised Code, and each member of the review board shall preserve the confidentiality of that information.

Submitted by:

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Approved by:

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John Hosler  
Director