



## Tip Sheet

### Child Resource Record

The Child Resource Record (CRR) is a standardized record developed and maintained for every child entering out-of-home care that contains copies of the basic legal, demographic, educational, medical, and psychological information (as records are available and accessible) pertaining to a specific child, as well as any documents necessary for a child to receive medical treatment and educational services.

The CRR is a work in partnership between the child's Family Care Counselor and caregiver, along with other stakeholders, to obtain and maintain records that are important to the child's well-being such as medical records, school records, photographs, and records of special events and achievements. The CRR should expand as events and milestones in a case occur. The Family Care Counselor will provide some documents to be included in the record and the caregiver will acquire documents that will be added to the collection as well. The CRR should be maintained by the child's caregiver and follow the child to any subsequent placement.

#### At Placement:

- Placement Letter
- Authorization for consent to treat
- Emergency Intake/Child Information Form
- Child Placement Agreement (*as appropriate*)

#### Items your Family Care Counselor will provide:

- Shelter Order (*usually available within 24-72 hours after initial removal*)
- Court Orders (*Adjudication, Disposition - usually available within 1-2 weeks of the hearing*)
- Family Functioning Assessment (*available at time of Case Transfer Staffing*)
- Case Plan (*usually available between 30-60 days from removal or when ordered by the court*)
- Judicial Review Report (*available within 72 hours prior to a Judicial Review Hearing*)
- Judicial Review / Permanency Orders (*usually available within 1-2 weeks following the hearing*)
- Comprehensive Behavioral Health Assessment (*usually available within 30-45 days of removal*)

#### Records from Other Sources:

- School/Education Records - testing, Individualized Education Plan, 504 Plan, Report Cards, other school records
- Medical Records - Well Care Check-ups, ongoing health care, specialist records
- Emotional and Behavioral Health Records - evaluations, psychiatric care, progress evaluations
- Dental Records

#### Other items:

- Recent color photo of the child
- Copy of the child's Birth Certificate
- Copy of the child's Social Security Card
- Medical Insurance Card

Copies of available documents can be requested from your Family Care Counselor.