

ALL of us are responsible for the well-being of children in the custody of the Division of Child and Family Services and undertake this responsibility in partnership, with full awareness that none of us can succeed by ourselves. Children need normal childhoods as well as loving and skillful quality parenting which recognizes their attachment to their birth family. In order to achieve these goals, respected partners must share information.

**Information sharing is not only permitted under state and federal law, it is required.** A well-informed caregiver or potential caregiver is better able to meet the needs of a child in care and is better prepared to handle challenges particular to the child.

The purpose of this document is to provide simple and concise guidance for the effective sharing of information between case managers, caregivers, and child welfare teams.

## Contact Us

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### Division of Child and Family Services

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*References: Federal Law, 42 USC 675 (5) (D), 42 USC 675 (5) (G). Nevada Revised Statute, NRS 424.038, Nevada Administrative Code, NAC 424.910, and DCFS Policy.*

# Division of Child and Family Services

## INFORMATION SHARING:

*What Case Managers  
CAN Tell Caregivers*



## LEGAL AND POLICY REQUIREMENTS

- ✦ Sharing of information with the caregiver is required by federal law, Nevada Revised Statutes, Nevada Administrative Code, and DCFS Policy.
- ✦ The general rule is that caregivers **must** receive records and information that relate to or assist in appropriately parenting their foster child, except when prohibited by law.
- ✦ Caregivers must be invited to participate in Child and Family Team (CFT) Meetings, as caregivers are a valuable member of the team and are familiar with the immediate and day-to-day needs of the child.

## BENEFITS OF SHARING INFORMATION

- ✦ Helps caregivers provide quality care for children and reduces disruptions.
- ✦ Builds meaningful partnerships between case managers, birth families, and caregivers.
- ✦ Helps all team members maintain a realistic expectation of the potential outcomes of the case.
- ✦ Supports healthy transitions for children.
- ✦ Provides critical content for the child's Lifebook, a place to record memories and life events that occur before and after placement in foster care.

## Information that relates specifically to the children and the care of the children in their homes **MUST BE** shared with caregivers.

This includes, but is not limited to:

- ✦ Notification and invitations to all court hearings regarding the child.
- ✦ Medical, dental, psychological, psychiatric and behavioral history, on-going treatments and evaluations.
- ✦ Visitations and case plans that identify expectations of caregivers.
- ✦ Recommended Permanency Plan.
- ✦ All school reports.
- ✦ Copies of birth certificate and other documents.
- ✦ CFT staffing and child's case plan with objectives and next steps.
- ✦ Copy of the safety plan, including a description of safety threats, as it relates to the child.

## *Have a question about what can be shared?*

Case Managers: Contact your Supervisor, Manager, or assigned Deputy Attorney General.

Caregivers: Contact your Case Manager or Case Manager's Supervisor.

## Documents that **CANNOT** be shared with caregivers.

- ✦ Financial records of birth parents or others.
- ✦ HIPAA (Health Insurance Portability and Accountability Act) protected documents of the birth parents such as:
  - ✓ Medical
  - ✓ Drug test results
  - ✓ Psychological and Psychiatric reports
- ✦ Records of domestic violence centers.
- ✦ Court reports.
- ✦ Reporter information in any format.



## SHARING INFORMATION WITH THE CAREGIVER

The case manager is encouraged to partner with the birth family and caregiver and to encourage the sharing of sensitive and confidential information that will support the partnership and improve the quality of care given to the children.

## WHAT CAN CAREGIVERS SHARE WITH OTHERS?

Caregivers will encounter a variety of situations where they are asked to share confidential information about a child. This may be in a school or medical setting. Caregivers may share information as-needed for the care of the child while taking into consideration the confidentiality of the child and the birth family.

## SHARING INFORMATION WITH FORMER CAREGIVERS

Children and their caregivers often form meaningful and significant relationships that may last after a child transitions from their home.

While the former caregiver is no longer eligible to receive confidential information about the child, efforts are made to recognize the important role this relationship may be for the child. All team members will take this into consideration when making decisions that are in the best interest of the child, are consistent with the desires of the birth family and are supportive of appropriate information sharing.