

Documenting and Reporting

What is Record Keeping?

Record Keeping is a contractual requirement under the Child, Family and Community Services Act, Foster Home Standards, and the Family Care Home Agreement.

Note: Verbal reports/phone calls do not meet MCFD requirements.

They do not ensure,

- The Social Worker has recorded your information
- Your information is recorded accurately

What records do I need to keep?

For each child or youth in care, Foster Parents should keep:

- A Daily Log
- Referral Document
- Life Book
- Mileage Record
- Reimbursement Invoices and Receipts
- Monthly Expenses and receipts
- Health Passport
- Medication Record
- Record of Family Contact
- Record of meetings and reports from school, specialists, etc.
- Foster Parent Record of Skill Development, and *Certificates of Completion*.

And a copy of any MCFD documents that you sign or submit, including:

Monthly Reports

OFPA recommends that all Foster Parents submit monthly reports. It is an MCFD expectation for most Level 2 & 3 homes.

For some children or youth, you will also keep:

- Cultural Log
- Relief Care Provider Assessment

- Clothing Inventory
- Technology Inventory such as cell phone, laptop, computer, game system etc.
- Incident Reports
- Report Cards

Why do I need to keep good records?

- To maintain a permanent, clear record of the child or youth's time in your care.
- To clearly communicate with MCFD staff.
- To help separate feelings from facts for accurate future reference.
- To prevent allegations by reporting on unusual circumstances and comments made by children in care.
- Provide accurate documents that may be needed in court.
- To assist in the on-going development of the Care Plan.

How should records be stored?

- All personal records are confidential and must be stored in a locked location.
- Electronic records must be password protected or saved on a flash drive / external hard drive that is stored in a locked location

Who keeps records when the child is in relief care?

- Ask the relief caregiver to provide you with a written record of their time with the child.

Are there specific formats I should use for record-keeping?

- Many of the documents you submit require a specific form. Most forms are available from MCFD or online at www.fosteringokanagan.com
- A daily log can often be done in any format you're comfortable with. Ask the child's Social Worker if he/she wants you to record specific information or do it in a specific way.

What happens to documents when a child leaves my home?

- All documents related to a child/youth in care are to be given to MCFD when a child moves.

Are there personal records I should keep?

Keep records of any training you do, plus anything related to your contractual relationship with MCFD, such as:

- Home Study
- MCFD Contracts
- Levels Assessment
- Letters from MCFD

For more Information see the *Forms and Publications* page at www.fosteringokanagan.com