

POLICY I-ED: OFFICIAL RECORD KEEPING & ACCESS TO OFFICIAL RECORDS,

01/2013

The official record of child welfare information for DCFS is maintained through the Children's Reporting Information System (CHRIS). ~~The CHRIS Unit is a part of the Division of Administrative Services, Office of Technology, which is responsible for the enhancement of the CHRIS Application, data monitoring, Help Desk function and some specialized training. CHRIS is a fully automated, and is a worker-based child-welfare information system. The Family Services Policy and Procedure Manual (FSPP) includes the data input instructions for the CHRIS Applications are included throughout the Division of Children and Family Services Policy and Procedure Manual.~~

CHRIS is overseen by the Division of Administrative Services, Office of Technology (OST). OST is responsible for enhancements to the CHRIS Application, data monitoring, Help Desk function, and some specialized training.

In instances when information is not able to be entered into CHRIS, some hard copies (e.g., forms with signatures, medical records, education records, etc.) are also considered part of the official record. A hard copy file of case information will be maintained for data not in CHRIS. Hard copy files will be created, if necessary for case review.

DCFS employees with access to CHRIS are prohibited from accessing and/or viewing any CHRIS information* regarding investigative reports and/or open cases to which he or she is not assigned unless:

- A. Permission from his or her supervisor is granted to view the information; or,
- B. The employee is the supervisor for that report and/or open case.

This prohibition extends to any DCFS employee or provider with access to CHRIS who is a "subject of the report" as defined in Child Maltreatment Act. This rule holds regardless of whether the information is restricted or not to the DCFS employee or provider.

DCFS supervisors are prohibited from accessing and/or viewing investigative report or open case information in CHRIS if the interest in the report or case is personal (i.e., not professionally related).

DCFS employees and providers are also prohibited from accessing and/or viewing any information in CHRIS if the interest in the investigation and/or case is personal (e.g., a friend, family member, present or former colleague, etc. is involved in the report or case).

A hard copy file of case information will be maintained for data not in CHRIS. Hard copy files will be created, if necessary for case review.

RECORD RETENTION SCHEDULE

- A. Retain all information in the automated data system indefinitely to assist the Department in assessing future risk and safety.
- B. Records of all cases where allegations are determined to be true shall be retained by the Child Maltreatment Central Registry and all hard copy records with true determinations shall be retained forever.
- C. Hard copy records of unsubstantiated reports are not part of the Child Maltreatment Central Registry. They will be destroyed by the investigating agency at the end of the month in which the determination is made.
- D. Records of all cases where allegations are determined to be unsubstantiated shall not be included in the Child Maltreatment Central Registry.

Formatted: Font: Not Bold

Formatted: Font: (Default) +Body (Calibri)

Formatted: Indent: Left: 0"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Indent: Left: 0"

Formatted: Space After: 10 pt, Hyphenate, Tab stops: Not at 0"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

- E. Hard copy records of unsubstantiated reports will be destroyed at the end of the month in which the determination is made.
- F. Retain all child protective services, Out-of-Home Placement Services, and supportive services for five years after the youngest child turns 21 years old. Retain all other client files for five years after the file is closed or the last case activity.
- G. Retain all foster and adoptive applicant files that are denied for three (3) years from the date that the applicant is informed of the decision.
- H. Retain all foster and adoptive applicant files where no decision is rendered due to incomplete process for three (3) years from the date of the last documented communication with the applicant.
- I. Retain all adoption records for 99 years.
- J. Retain all rules until superseded. Superseded rules must be retained on as-needed basis.
- K. Retain all records relating to a person or entity contracting with DHS for five years after the contract ends or is terminated.
- L. Retain all administrative records including programmatic financial records for five years after the end of the biennium in which the records were produced.