

Children's Administration Policy

Constructing a DCFS case record - All DCFS paper records are to be constructed with the following sections as described in procedures below. The DCFS physical record contains separate sections placed in a binder in the following order: *All information in the binder is to be filed in chronological order.*

- A. Family Assessment Information
- B. Case Activities
- C. Placement and Legal
- D. Privileged Communication
- E. Child Health and Safety
- F. Family Background
- G. Indian Child Welfare
- H. Service Reports and Correspondence
- I. Correspondence
- J. Reports, Staffings, Visits
- K. Payment
- L. Other
- M. Audio Recording
- N. Federal Revenue

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