



OFFICE OF CHILDREN, YOUTH AND FAMILIES BULLETIN

COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC
WELFARE

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SUBJECT:

Basic Health Information Form (CY 980)

BY:

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SCOPE:

County Children and Youth Social Service Agencies Administrators
Private Children and Youth Social Service Agencies
Chief Juvenile Probation Officers
Administrative Office of Pennsylvania Courts
Juvenile Court Judges' Commission
State Youth Development Centers/Youth Forestry Camps
Child Residential and Day Treatment Programs
Juvenile Detention Center Administrators

PURPOSE:

The purpose of this bulletin is to transmit requirements and guidance related to regulatory requirements at 55 Pa. Code, § 3130.43 (b) (7) (relating to family case records) which provides for the inclusion of appropriate medical information on family members.

BACKGROUND:

In the 2008 Pennsylvania Child and Family Services Review (CFSR) one of the key findings included inconsistency in meeting children's physical and behavioral health care needs. Additionally, it was determined that child welfare agencies were more consistent in assessing and meeting the physical and behavioral health care needs of children in foster care than children receiving in-home services. As a result, strategies needed to be developed and implemented through the subsequent Program Improvement Plan (PIP) to address the areas of concern identified.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

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Appropriate Regional Office

In researching current policies and requirements already in place, it was determined that these areas of concern could be best addressed by reinforcing current regulatory requirements at 55 Pa. Code, § 3130.43 (b) (7) (relating to family case records) which provides for the inclusion of appropriate medical information on family members. As part of the PIP, the Office of Children, Youth and Families in conjunction with representatives from the Office of Medical Assistance Programs, Office of Mental Health and Substance Abuse Services, Office of Income Maintenance and a representative from a physical health managed care organization developed a form to gather important medical information needed by child welfare service providers to help track a child's receipt of health care services and ensure coordination and continuity of the child's ongoing physical and behavioral health care services.

The attached Basic Health Information Form (CY 980) has been developed to capture information related to a child's health care providers as well as outlining a child's specific health care needs. The CY 980 will serve as a living document. This form will provide a quick reference summary of a child's current health care needs and services. As a tool for consistent implementation of the regulatory requirement, the CY 980 is the specific form that must be used. If your agency has another form that captures similar information, you may use that form as an addendum to the CY 980.

DISCUSSION:

This form is to be completed by the assigned county children and youth caseworker for every child receiving child welfare services, whether receiving in-home services or out-of-home care, and should be placed in the child's case record. The form should initially be completed at the time the Family Service Plan and/or the Child's Permanency Plan is developed and updated at a minimum on an annual basis. The caseworker is responsible to update information on the form as necessary to reflect the current general health status of the child. Conditions such as common colds or flu do not necessarily need to be documented on the form unless the condition becomes chronic or has significant impact on the child's health status.

To complete the form, information may be obtained from birth parents; managed care organizations (MCO) special needs units (SNU); primary care providers (PCP); private child welfare providers; resource families; and other entities that have knowledge of the child's health care status. In addition to identifying the child's PCP and primary dentist, the information on this form lists whether the child has allergies, fears, or needs medication or special equipment. As private child welfare providers often provide the day to day care and casework services to a child, it is permissible for private child welfare providers to complete the form and submit it to the assigned county children and youth caseworker who

is ultimately responsible to ensure that a current completed CY 980 is in the child's record.

The information captured on the form will be beneficial to caseworkers who are providing in-home services to a child and family, as well as to caseworkers working with a child who needs to be placed or is currently in out-of-home care.

For in-home services, this form will help in identifying a child's ongoing physical and behavioral health care needs and tracking receipt of services as well as help ensure that those needs are being met or if they are not being met, if they should be included as a goal in the Family Service Plan.

For a child who needs to be placed in out-of-home care, this information can prove helpful in finding an appropriate out-of-home setting for a child that will meet their physical and behavioral health care needs by taking into consideration continued access to current PCP or Specialist and the ability of the out-of-home care provider to meet a child's medical needs. It will also allow for tracking a child's receipt of health care services, as well as the continuity of care and coordination of these services.

If a child is placed in out-of-home care, the information on this form can be shared with resource families or staff at community based and residential programs responsible for providing care, including health care, to the child. If an out-of-home placement results in a change in MCO and/or PCP, the HealthChoices/ACCESS Plus liaison may share the child's basic health information with the new MCO SNU and/or PCP. The liaison may also share the physical location of the child.

For children currently in out-of-home care, the information on this form will help identify a child's ongoing physical and behavioral health care needs and help ensure those needs are being met through inclusion as a goal on the Child's Permanency Plan. It will also track a child's receipt of health care services and help ensure continuity of care and coordination of medical care services.

Since birth parents retain medical rights and we recognize the value of involving parents in health care related decisions and keeping them informed of their child's health care needs and services received, the information on this form can be provided to a birth parent as updates occur. It is also valuable information to convey to birth parents upon a child's return home so they can continue to ensure continuity of care and coordination of medical care services whenever possible.

The information detailed on this form can be instrumental in developing a youth's transition plan which is required 90 days prior to discharge. As the form contains information related to a youth's medical providers, recent and next

scheduled doctor visits, and health plan member identification number in one document, this information can easily be transmitted to a youth when exiting care.

NEXT STEPS:

Please begin using this form on or before March 1, 2011. OCYF will monitor the use of this form to track a child's receipt of health care services and ensure continuity of care and coordination of health care services, through annual licensing visits and quality service reviews.

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