



**Series:** Foster Care  
**Policy Name:** Data Entry  
**Policy Number:** FC 327  
**Origination Date:** 02/04/2011  
**Revision Date:** 05/23/2024  
**Regulation:** 65C-30.001 and 65C-30.007  
**Applicable To:** CPC Staff & Contracted Providers

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**PURPOSE:** It is the policy of Community Partnership for Children, hereinafter referred to as CPC, to ensure that all contacts with clients, service providers, and other involved parties are documented in the client's file. Additionally, all reports and records pertaining service provision to the child and family will be entered/uploaded within two business days of receipt into the client's case file. The documentation will be clear and concise, and will report observations and facts, without opinion.

**DEFINITIONS:**

"Case File" is defined in 65C-30.001 (13) as all information for a case contained in the department's statewide automated child welfare information system (CWIS) as well as the supporting paper documentation gathered during provision of services to that family.

**PROCEDURE:**

1. All decisions made regarding case closure or redirection, along with the rationale for the decisions reached, will be clearly documented in the case file.
2. All decisions made regarding services and compliance will be clearly documented in the case file.
3. Other contacts with clients, including telephone conversations and in person and virtual visits will be clearly documented in the case file.
4. Documentation should be accomplished within 48 hours of the activity. Documentation should include:
  - a. Who was present
  - b. Where the meeting/contact occurred (location)
  - c. Contact type
  - d. What was discussed
  - e. Date of meeting/contact (day, month, and year)
5. All case activities, including contacts and attempted contacts with a child, the child's parent or caregiver and collaterals must be entered in the Child Welfare Information System no later than 48 hours after the actual contact or other event.

**Supervisory Review Documentation & Responsibilities:**

1. The following must be documented quarterly (every 90 days) in each child's chronological notes utilizing the *Reviews-Supervisory* case note type:
  - a. Date of Supervision and individuals present
  - b. Topics discussed including progress and barriers to permanency as it relates to the Family Plan
  - c. Tasks and who is responsible
  - d. Follow-up on tasks from previous supervision.
  - e. The Case Manager Supervisor must note in the Child Welfare Information System that a "supervisory review" has occurred.
  - f. Discussion of monitoring of oversight of safety plan management.
  - g. Discussion surrounding what should be changed in order to meet conditions for return.
  - h. Child needs.
  - i. Evaluation and scaling of protective capacities.
2. Case Manager Supervisor shall review child welfare professional case notes to ensure timeliness of case note documentation.
3. Case Manager Supervisor will provide consultation prior to approving the following: safety plans, (within 5 business days of case transfer), critical junctures, progress updates, case plans and modification of case plans, judicial reviews, case closure and case preparation activities.
  - a. Case Manager Supervisor will use Case Notes page in the Child Welfare Information System utilizing the Supervisor Consultation note type.
4. Case Manager Supervisor shall ensure that documentation of a completed home study is within the statewide child welfare information system pursuant to 39.521, F.S., CFOP 170-1 Chapter 5 and 65C-28.012(2)

**BY DIRECTION OF:**

  
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Karin Flositz, Chief Executive Officer  
Community Partnership for Children

  
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Approval Date