

## 2512: ADOPTION RECORD PROCEDURES

### PROCESSING ACTIVE SOONERSTART RECORDS

#### Existing EdPlan Record

Upon receiving a copy of an adoption decree, the existing EdPlan record documents must be printed per the following steps:

#### Existing EdPlan Record:

1. Go into Documents and Create Final of Contact Log
2. Print ALL documents including the Contact Log from the Documents section of the child's EdPlan record. Early Childhood Outcomes (ECOs) are not printable and are not required to be processed to include in the sealed adoption record.
3. When finished with using pre-Adoption record to create new EdPlan record, email the REIC that pre-Adoption record may be inactivated.
4. REIC will notify State EdPlan Manager that child's EdPlan record should be inactivated due to adoption.

#### Sealing the existing SoonerStart chart for child who has been adopted:

Loosely file the documents printed from the child's previous EdPlan record and in the current paper chart. This will help with organizing the information you are going to separate into the sealed envelope and the new chart. Put information in two piles with the assistance of the table below:

Forms/Documents/Notes	Sealed Envelope	New Physical Chart
Copy of Adoption Decree	X	
Confidential Record	X	You will create a new one
Referral/Intake/Change of Demographics (Paper copies)	X	
Signed Consents including OSDH Consent for Service (Paper copies*)	X	
PHOCIS Demographic Report or PHOCIS Worksheet	X	
RC & Service Provider Progress Notes (including anything pulled from the Contact Log in EdPlan & emails)	X	X Only if needed
MECATS	X	You will create a new one in EdPlan
ASQ, ASQ/SE, Hearing Screening/Reports, Vision Screening/Reports, MCHAT, Testing Protocols	X	
IFSPs	X	You will recreate the most recent one in EdPlan
Releases	X	

Correspondence (Notification of Meetings, WN, Medicaid WN, Letters, Fax Cover Letters)	including those printed from EdPlan	
Medical Records, Documentation of diagnoses	X If not needed for continuing services	X As needed for continuing services, identifying information must be redacted

\*Paper copies = not developed in EdPlan or consents received prior to EdPlan

File documents that are to be sealed (based on the table above) in a sealed Envelope:

1. Label the envelope with child's old name and date of birth
2. Add an additional label with the statement below.

UNDER SEAL – DO NOT RELEASE  
INFORMATION WITHOUT COURT ORDER  
OR IF REQUESTED FOR INTERNAL AUDIT

3. Seal the envelope with confidential packing tape. If you do not have confidential packing tape. You can use normal packing tape and label the tape as confidential with permanent marker.
4. File the sealed envelope in the closed records under the child's old name.

#### New EdPlan Record:

Enter a new referral in EdPlan with the child's new name and demographic information. The most recent data from the current/old EdPlan record (referral reason and source, Intake, Evaluation, MECATS, IFSP, ECO, Transition) should be re-entered in the new EdPlan record per the following steps:

1. Add the child to EdPlan with the new name.
2. Re-enter information on the Personal Page with the child's new name and/or caregivers.
3. Re-enter Referral with the child's new name and/or caregivers. Use the original dates of referral and parent notified date. Save Referral in Documents.
4. Re-enter Intake with the child's new name. Use the original dates. Save Intake in Documents.
5. Re-enter and finalize MECATS with child's new name. Use original dates.
5. Re-enter and finalize most recent Initial or Annual IFSP with child's new name.
6. Re-enter 1<sup>st</sup> intervention visit from most Initial or Annual IFSP.
7. Re-enter entry ECO.

#### **CREATING A NEW SOONERSTART CHART FOR CHILD WHO HAS BEEN ADOPTED:**

1. Label a new file folder with the child's new name.
2. The Lead Clinician and the Regional Coordinator (or their designees) should review all forms/documents/notes set aside based on the table above (New Physical Chart) for a final determination of existing documents that are pertinent to the child's services.

3. Redact all identifying information on the documents to be filed in the new physical chart. Using a black permanent marker, black out all identifying information. After information is redacted, copy the redacted forms/documents/notes. Review the copies to ensure that no identifying information can be seen through the blacked-out information. Repeat the process if necessary.  
**Shred all original redacted copies.**
4. Write the child's new name, adoptive parents' names and contact information on the copied, redacted document.
5. File the forms/documents/notes in the child's new chart.
6. Include a new Confidential Record form with the appropriate signatures and date that the new chart is created and reviewed.
7. File as appropriate with current SoonerStart charts.

#### **FIRST INTERVENTION VISIT FOLLOWING CREATION OF NEW CHART**

1. Have family complete a new PHOCIS worksheet.
2. Create a new Medicaid Written Notice with the date originally developed and provide to adoptive family.
3. Update and get parent signatures on releases including the Texting/Emailing release with Child's new name.
4. Print new consents for screening and/or evaluation with the child's new name in EdPlan. Get parent signatures and date to match the original consents with the child's former name.
5. Print the signature page of the MECATS and IFSP with the child's new name from EdPlan. Get parent signatures and dates to match the original signature dates on the old documents with the child's former name.

#### **LEGAL NAME CHANGE:**

In the event that a child's name is legally changed outside of the adoption process, enter the new name on the child's personal page in EdPlan and update the database. Forms and documents contained in the child's SoonerStart chart may be re-printed or the child's name lined through and the new name written above it.

#### **CREATING AND PROCESSING ADOPTED CLIENT RECORDS IN PHOCIS:**

When a SoonerStart child is adopted, the PHOCIS database must also be updated. If the child has participated in other OSDH programs, clerical support staff may need to take additional steps to ensure that the original record is archived appropriately. Clerical support staff should contact the OSDH Records Consultant for their region for additional support.

#### **SOONERSTART RECORDS FOR CHILD ADOPTED THAT ARE INACTIVE UNDER AGE THREE**

If SoonerStart receives an adoption decree for a child under the age of three, who was previously served (inactive) in the SoonerStart program, it should be placed in the Administrative section of the closed paper chart.

Place the contents of the closed paper chart in an envelope and write a statement across the face of the envelope: UNDER SEAL-DO NOT RELEASE INFORMATION WITHOUT COURT ORDER or IF REQUESTED FOR INTERNAL AUDIT. Record the birth name, date of birth and date the record is eligible for destruction (25 years from date of adoption) on the outside of the envelope. Use confidential packing tape to seal the envelope. Re-file the closed chart.

The EdPlan electronic record should not be changed, modified or deleted while it remains inactive. If the child is re-referred less than 6 months from the last date of services and the site is notified that the child was previously referred under a different name, follow the instruction provided earlier in this section for “EdPlan record for child who has been adopted”. If the child is re-referred more than 6 months from the last date of services and the site is notified that the child was previously referred under a different name, enter the child as a new referral into EdPlan and notify the EdPlan Program Manager that the previous EdPlan record should be inactivated due to adoption.

### **SOONERSTART RECORDS FOR CHILD ADOPTED AFTER AGE THREE**

If SoonerStart receives an adoption decree for a child over the age of three, who was previously served (inactive) in the SoonerStart program, it should be placed in the Administrative section of the closed paper chart.

Place the contents of the closed paper chart in an envelope and write a statement across the face of the envelope: UNDER SEAL-DO NOT RELEASE INFORMATION WITHOUT COURT ORDER or IF REQUESTED FOR INTERNAL AUDIT. Record the birth name, date of birth and date the record is eligible for destruction (25 years from date of adoption) on the outside of the envelope. Use confidential packing tape to seal the envelope. Re-file the closed chart.

The EdPlan electronic record should not be changed, modified or deleted. Adoptive parents requesting SoonerStart records must have proof of the child’s original name (while in SoonerStart program) and proof of adoption of the child. After verifying documents and obtaining a written release of information, the EdPlan record may be printed with all demographic information related to the child redacted according to the procedures outlined above. This includes the parent(s) name, address, phone number and any references to family members. The REIC will send the adoption documentation and redacted record to the Oklahoma State Department of Education Legal Services for release.