

Information Sharing Checklist for Caregivers and Child Welfare Professionals

Caregivers often wish they had asked more questions before accepting a child into their home. This checklist is designed to assist caregivers and agency workers in sharing information during placement. (Some of this information may not be readily available in emergency situations.)

See Kansas Policy and Procedure Manual (PPM) 5236 for guidance.

- Facts regarding the child's history and previous life experiences particularly focusing on the child's needs, including the factors which made removal and placement necessary and additional information from the safety, family and risk assessments
- Information regarding any violent acts the child has committed
- The child's medical and educational history and any information regarding special medical or educational needs Procedures for emergency and non-emergency medical care
- The child's typical daily schedule, habits, likes, dislikes and other information to help caregivers plan and carry out daily care for the child. This may include culturally-specific health and physical care needs and techniques.
- The child's typical behaviors in response to typical situations and to other people, including any behavioral problems, fears or emotional problems and the type of discipline to which the child is accustomed
- The estimated length of time the child is expected to be in foster care
- The agency's expectations of the foster caregiver in caring for the child, including providing services for the child, expectations for involvement in family visitation and direct contact with the primary family
- Description of services that the agency will provide to the foster caregiver/kinship/adoptive caregiver
- Visitation plan
- Arrangements for transportation
- Appropriate discipline procedures

It is also recommended that caregivers be given the following information:

- What is the child’s legal status?
- What is the family situation—parent’s names, where are they?
- What is the child’s understanding of why he/she has moved/separated from parents?
- Are there brothers/sisters? Where are they? What are their birth dates?
- When will the social worker visit or call?
- Medical information including information about allergies, medications, immunizations, dental care, dates of the last physical and dental checkups? Where is the child’s medical card?
- Educational information including grade in school, name of school and teachers. Are there any behavior or other problems at school?
- Religion—is this important to the child?
- Does the child have any special behavior problems or unusual habits?
- Will there be a clothing allowance? Does the child have enough clothing?
- What will make the child feel most at home (i.e., favorite foods or toys)?
- What is the maintenance rate? When will I be paid?
- What are your (child welfare professional) expectations of me (foster parent)?