

Information sharing guide for DHS child welfare and foster families

Information DHS can share with foster families

- **Abuse and neglect allegations** (reasons children are in custody; specifics help foster parents understand child behavior)
- **Social history of child** (DCFS-106)
- **Child's medical records** (shot records, medical treatment, HIV status, medication needs, communicable diseases, therapy reports and needs, test results)
- **Child's psychological history** (treatment needs and plans, counselor updates)
- **Education records** [Individualized Education Program (IEP), progress reports, transcripts, report cards, education screenings/testings, Oklahoma's Promise (college tuition scholarship)]
- **Court-related documents** [Individualized Service Plan (ISP), progress reports, hearing dates, safety plans, court minutes)
- **Court service provider information** [child's attorney, Court Appointed Special Advocate (CASA), Guardian Ad Litem (GAL)]
- **Child service provider information** [Developmental Disabilities Services (DDS), SoonerStart, delinquent juvenile information, Oklahoma Successful Adulthood Program (OKSA), Therapeutic Foster Care (TFC), etc.]
- **Children's information forms** (All About Me form, Lifebook, etc.)



Information DHS cannot share without seeking guidance through appropriate chain of command

- **Parent mental health assessment or diagnosis**
- **Parent substance abuse assessment**
- **Adoption records**
- **DHS does not share CASA reports**

The following information may need to be shared on an as-needed basis to keep children and fosterparents safe or to ensure the child's needs are best met. Consult with your supervisor prior to sharing information such as:

- **Parents' criminal history (beyond what is public record)**
- **Parents' mental health status/historical information**
- **Parents' medical conditions**
- **DHS assessment tools**

Information that can never be shared:

- Child abuse and neglect reporting party information
- HIV status of adults
- District attorney report (14A) regarding investigation

This tool is provided as a guide. Staff should use critical thinking skills in addition to referencing DHS policy and state statutes. A strict list cannot be provided due to each child's unique needs. All information sharing should be in compliance with Oklahoma State Statute: Title 10A, Article 1, Chapter 6, Section 103. It is also important to note the statute guiding information sharing requires information be disclosed, but does not compel DHS to provide copies of some information mentioned above. If you are unsure whether or not copies should be provided, please check with your supervisor.

Foster parents should be given the information necessary to provide the most appropriate care for children, while still protecting a child's right to privacy as well as the parent's, when possible.

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