

## PIP Monitoring Case Record Preparation

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The review team will need to have access to any paper and/or electronic files when reviewing a case. It will be necessary for the paper file to be organized according to the county agency's policies and procedures and if a file guide is available, it should be provided to the review team and/or site coordinators. The State Site Coordinator(s) should be notified of documents found only in the county agency's computer system and not in the paper file. The Local Site Coordinator(s) will make arrangements to print needed documents from the computer system prior to the onsite review week, if necessary. The following reports/documents/information (from the entire period under review – from 4/1/18 to the dates of the onsite review) will need to be accessible during the onsite review process:

- Protective service reports
- Intake reports/screening forms (*From entire period under review – from 4/1/18 to dates of the onsite review*)
- Assessments including:
  - Initial assessments (*From entire period under review – from 4/1/18 to dates of the onsite review*)
  - Safety assessments and safety plans
  - Risk assessments
  - Parental assessments
  - Functional assessments
- Case notes/dictation (*From entire period under review – from 4/1/18 to dates of the onsite review*)
  - *NOTE: There are times that reviewers may need to access information outside of the period under review*
- Efforts to locate parent(s) whose whereabouts is/are unknown as well as the engagement of non-custodial parents
- Information pertaining to inquiries about the child(ren)'s culture and heritage and or whether the child(ren) have tribal affiliations
- Court Information including:
  - Court reports
  - Court orders
  - Other court documents
- Child and Family Plans including:
  - Family Service Plans
  - Child Permanency Plans
  - IL Plans
  - 90 Day Transition Plan
  - FGDM Plan
  - Family Finding Efforts
  - Permanency Action Plan (if applicable)
- Documentation of service provision including:

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- Visitation logs (if not in current dictation)
- Medical assessment and records
- School assessment and records
- Mental Health/Behavioral assessment and records
- Any additional county specific information you would like to include