

# FAQ

## Frequently Asked



## Questions about Documenting and Reporting

### What records do I need to keep?

Foster Parents should keep:

A daily log book	Life book	Mileage	Monthly expenses
Current Health Passport	Cultural Log	Record of medications given	Clothing inventory
Record of family contact	Record of meetings and reports (i.e. school, health, child/youth workers)	Copies of any MCFD documents you sign	Other significant records specific to the child

### Do I need to keep a written logbook for each child I care for?

All Foster Parents are expected to keep a log book that is:

- an accurate and protected log book record for each child
- property of the Director and is an important part of the child's history

You should always keep a copy of your logbooks, providing the social worker with a copy on request.

### What should I write in the log book about the children and/or youth in my care?

- Be sure to record all significant events, out of the ordinary behaviors or events, and changes to the household. **Remember the good stuff!**
- Keep it short, simple and factual. Record incidents while they are fresh in your memory.
- Write in INK and cross out corrections with one line and initial. Initial each page.

For long term placements, you may want to make a notation at the beginning of the book that "If nothing is recorded on a certain day, it means that nothing of significance happened that day". Some children may be capable of assisting you with your recording. They should know that the records are confidential and that you are committed to being fair. Your child may want to initial as well.

### **Should my child/youth know I am keeping a logbook about them?**

Yes, they have a right to know that you are keeping a log and what you write about them. Later, when they are older, they may access their files through the Freedom of Information Act. However, a child or youth in care cannot access 3<sup>rd</sup> party information.

### **How should logbooks be stored?**

- Logbooks and any other personal records are confidential and must be stored in a locked location. .
- Remember that computers fail at times, so copy to disk or paper regularly.

### **Who keeps records when the child is in relief?**

Ask the relief caregiver to provide you with a written record of their stay.

### **Do I need to send in summary reports to MCFD? How often?**

Most Level 2 & 3 homes are expected to submit monthly reports. Please discuss this with your child's social worker as individual social workers have different expectations.

### **Are there specific formats I should use for record-keeping?**

Sometimes the child's social worker will ask you to use a specific format, but usually the format you use is your choice. Ask your Foster Parent Coordinator for Sample pages for Monthly and Progress Reports, Budget, Placement information, Daily log books, Guidelines and form for critical Incidents, Mileage log and a Skill Development Record.

Forms are available online at

[www.okfosterparents.ca/publications](http://www.okfosterparents.ca/publications)

You can also ask your Social Worker or your Foster Parent Coordinator for sample formats.

