

**CHILDREN' S SERVICES NEW FILING SYSTEM ORDER
OCTOBER 2003**

LEGAL <i>(Legal)</i>	ON-GOING <i>(Case Management)</i>	INVESTIGATIONS (Intake) <i>(Assessment)</i>	PPLA/ADOPTION <i>(Family Planning)</i>
Complaints	Transfer Summary – (Tab)	Family Face Sheet (Must be first)	Child Study (Must be first)
Journal Entries	Closing Summaries – (Tab)	Referral Form (Tab and on color paper)	Social Medical
Probation Reviews/Entries	Interviews/Transcripts	Investigative (Intake)Summary	O.A.P.L.
Permanent Surrender Forms		Central Registry Forms	Adoptive Placement Agreement
Motions		Interviews/Transcripts	Independent Living Assessment
Subpoena			
Discovery Request(s)			
CHILD PLACEMENT <i>(Current Records)</i> (Each child has their own section)	RA/CP/SAR <i>(Evaluations)</i>	CORRESPONDENCE/MISC. <i>(Correspondence)</i>	PROFESSIONAL REPORTS <i>(Treatment Plans)</i>
Placement Log (Must be first)	Risk Assessment	Letters To/From The Agency	Psychological/Psychiatric Reports
Individual Child Care Agreement	Case Plans/Amendments	Transportation Requests	Counseling Reports
Birth Certificate	Semi-Annual Reviews	Materials Not Defined Or Related To The Other Sections	Referrals & Reports To/From Other Agencies
Social Security Card & Forms			Referrals To Residential Programs
Immunization Records			Release Of Information Forms
Reports/Summaries From Placement Providers			Urine Screens
Interstate Compact Forms			Hospitalization/Hospital Reports
Individual Education Plans (IEP), Other School Reports & Paperwork			Substance Abuse Reports
Medical & Dental Reports			Parenting Education Reports
Visitation Notes (One set)			Homemaker Requests
Child's Name:			