

Journey Placement Notebook Brief

Introduction

We are pleased that you will be providing care for a West Virginia child/youth. Each child journey though foster care is unique and the child(ren) placed in your home will need your help in many ways. This child Journey Placement Notebook contains information to assist you in your commitment to caring for this child and provides a place to help you keep track of important information about the child's health and care. Keeping the child information in one place makes it easier to find and to share key information with others involved with the child and family throughout the child's foster care journey..

How can the Journey Notebook help?

Kinship/Relative and Resource/Foster parents receive information from many different sources and the Journey Placement Notebook helps organize this information into a central place.

The Journey Placement Notebook can be used to:

- Add new information to the Journey Placement Notebook whenever there is a change in the child's treatment.
- Document changes in the child's medicines and treatments.
- List important addresses and phone numbers.
- Prepare for appointments.
- File information about the child's health history.
- Consider taking the Journey Placement Notebook with you to appointments and hospital visits so that information you need will be close at hand.
- Share information with the child's Multidisciplinary Treatment team members.
(For more on who should be included as the child's MDT team, refer to the Multidisciplinary Treatment Team, found in the section titled Terms/Information Guide.)

The Journey Placement Notebook includes:

- Information about the child, their needs, and the level of support that they will need while in foster care.
- The Out-of-Home Observation Report on Safety, Well-being, and Permanency.
- Forms to help keep track of the child's health or care information.
- A section that includes various terms and other important information you will need to be familiar with.

Maintaining the child's confidentiality

- Store the Journey Placement Notebook in a secure place where other members of the family will not have access to the child's information.

Do I have to use of all the forms in the Journey Placement Notebook?

Not all forms are required. Most kinship/relative and resource/foster parents will not need or want to use every page. However, kinship/relative and resource/foster parents are required to maintain some records in accordance with the Department's procedures. Those required are:

- The Out-of-Home Observation Report on Safety, Well-being, and Permanency.
- An inventory of clothing and personal items each child owns. This should be updated at least every three months.
- Medical information.
- School information.
- Important names, addresses, and phone numbers.