# Guardianship Disclosure Request

## Information

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| --- | --- | --- |
| Case Name: |  | Case Number: |
| Office: |  | Primary Case Worker |
| Supervisor: |  |  |

|  |  |
| --- | --- |
| **Children to enter Guardianship** | **ID** |
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|  |  |
|  |  |
|  |  |
| Guardian’s Names(s): |  |
| Guardian’s Names(s): |  |

## Steps to Initiate Guardianship Disclosure

Request any critical updated child records missing from the case file.

Upload all child records to FamLink

If youth is aged 14+, you has signed consent to release information (DCYF 14-012) to proposed guardian(s).

|  |  |
| --- | --- |
| Date youth signed consent: | N/A Youth is aged 13 or younger |

**Caregiver’s Preferred Delivery Method**

USB Drive  Mailed  Delivered by SSS

Printed paper copy  Mailed  Delivered by SSS

Secure email  Email date        Email uploaded into FamLink

Managed File Transfer (MFT)  Email date        Email uploaded into FamLink

If preference is through mail, provide proposed guardian’s mailing address:

**Record Gathering**

Consult Guardianship Disclosure and Redaction Guide for more details.

Disclosure redaction staff or designee to gather the following records:

CHET Screen (required) and OMH report & FCAP reports (if applicable)

All “child only” court reports from FamLink

All “child only” information covered by [RCW 74.13.280 (2)](https://apps.leg.wa.gov/RCW/default.aspx?cite=74.13.280). This information is specific to sexually reactive, high-risk behaviors and physically assaultive/aggressive children and youth. If this information is only found in case note, provide only those redacted case notes.

All records related to the child: birth, education, school, medical, immunizations, dental, mental health, assessments/evaluations, and ICW

Review any/all hard case volumes including Section III for child records

Scan records into FamLink and add records to disclosure

List all hard volumes reviewed:

Review any/all electronic volumes in AppXtender including Section III for child records.

Extract those records to include in disclosure.

List all AppXtender volumes reviewed:

**Guardianship Disclosure Redaction Steps**

Merge all collected records into one PDF document

All records reviewed and confidential identifying information redacted from records

Save redacted file with “Redacted” at the end

Upload redacted file to FamLink case using: Case-Guardianship, label file as Redacted Disclosure

**Final Steps**

Complete “Acknowledgement of Child’s and Youth’s Guardianship Disclosure File” DCYF 09-027 and provide a copy with disclosure.

Distribution of redacted file:

Delivery by SSS:

**USB**: Prepare USB with encryption/password, add file, sent to SSS for delivery

**Hard copy**: Drop file(s) in Guardianship-COMPLETED folder on their share drive. (SSS to print and deliver)

**Encrypted email**:

**Managed File Transfer:**

Date USB or dropped file provided to SSS: Click or tap to enter a date.

**Redaction Staff to distribute:**

**USB:**

Prepare USB with encryption/password, add file, mail to caregiver address noted above.

Mail password on DCYF 09-027 in a separate envelope, make sure return envelope is included

**Hard copy:**

Print redacted file and mail to caregiver at address noted above. Include DCYF 09-027 and a return envelope for the form

Receive signed “Acknowledgement of Child(ren)’s Guardianship Disclosure file (DCYF 09-027) and provide to SSS to upload into the FamLink case

Signed form given to Primary SSS Click or tap to enter a date.

Completed by:  Date Completed: