# Guardianship Disclosure Request

## Information

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

|  |  |
| --- | --- |
| **Children to enter Guardianship** | **ID** |
|       |  |
|       |  |
|       |  |
|       |  |
| 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: