

Use Case Specifications

Use Case Title	Health Passport Exchange
Version #	1.0
Date	01/25/2014
Agency Submitting	CCYIS

Description of Incident or Event:	<p><i>[Discuss the events that led to the issue including initial point of contact/agency; other agencies or organizations, i.e. 'What Happened?']</i></p> <p>A child/youth is in custody of child welfare. Upon entering the child welfare system and assigned a case worker, a child/youth in the care of child welfare must have a 'health passport' filled out and maintained while the child/youth is in placement. The information is tracked and produced each time a child/youth is referred to and receives health services.</p>
List all agencies and organizations that are involved in the event:	<div> <input checked="" type="checkbox"/> Child Welfare <input type="checkbox"/> Juvenile Court <input type="checkbox"/> Human Services <input type="checkbox"/> Child Protection <input type="checkbox"/> Probation <input type="checkbox"/> Public Health <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Education (public schools) <input type="checkbox"/> Mental Health <input type="checkbox"/> NYC <input type="checkbox"/> JAC <input checked="" type="checkbox"/> Health (Medical) <input type="checkbox"/> SB94 <input type="checkbox"/> Behavioral Health <input checked="" type="checkbox"/> Community Service Provider <input checked="" type="checkbox"/> Parent/Youth/Guardian </div>
Flow of the Event	
<p>Provide an outline or 'flow' of the basic incident from beginning to end.</p> <p>Note: Attach any forms used for data collection by your agency or organization that may have received when the youth became involved with your agency or organization.</p>	<p><i>Describe who else in your agency or organization became involved, how were other agencies, organizations, individuals brought into the process. Discuss from initial point of contact through conclusion of the process.</i></p> <p>A child / youth is removed from the home and placed in the custody of child welfare. The assigned case worker must fill out and maintain a Health Services Record or Health Passport (HPP) on the child/youth while the child/youth is in placement with Child Welfare.</p> <p>These services can be medical services, dental services, eye services and other medical specialty services. The Health Passport also is a record of appointments, providers, appointment status, appointment type and reason for the appointment and / or if the child/youth has a record or history of hospitalizations. The Health Passport also has a medical history and any medical conditions for the child/youth. The Health Passport contains a record of immunizations and their due dates for follow up/due dates for booster shots and the provider or clinics that provided the services. The record/data is kept during the time that the youth is in placement with Child Welfare and is provided to the family if the child is returned home or placed permanently within foster care or is emancipated by the court. This information is updated in the existing State Child Welfare System. Education placement, attendance, status and grade level is also included on the Health Passport.</p>
Alternative Path 1	
Please describe if the above incident could take another path or 'flow' if the youth's actions are different – such as if there was a controlled substance involved; or	

if there was a violent action; or if it was discovered that the youth has a mental health issue.	
Alternative Path 2	
Alternative Path 3	

Privacy / Consent Requirements Provide any forms signed giving permission to share the information – by youth, parent or any other agency or organization	<i>Provide any conditions that must be in place prior to sharing the information received by your agency such as: Youth must have gone through and completed an intake; Youth was adjudicated and referred to our program by the court.</i> An authorization for Disclosure of Health Information must be signed by the client (youth) if age 15. Parent must sign form to allow release of information from/to health service provider or legal guardian of child/youth.
Special Requirements Are there any special considerations with this event?	<i>Examples: if the youth is 15 years of age or over, they can sign their own consent forms / release of information forms without notification to parents/guardians.</i>
Outstanding Issues Outstanding issues are issues that have arisen with this event that have not had a clear path or process for your agency, other agencies or youth / family due to the circumstances.	<i>Example: If the school refers a youth for an assessment and the youth does not agree to share the outcome of the assessment with the school (does not sign consent to share information), how is this resolved with the school?</i>