

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 17-19
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STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Department of Children and Family Services

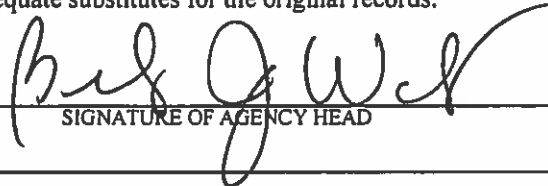
DIVISION

Support Services

SUBDIVISION

Administrative Case Review (ACR)

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.


SIGNATURE OF AGENCY HEAD

8-23-17
DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

10/18/2017
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed, if necessary, and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. **Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.**

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

**APPLICATION FOR AUTHORITY
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(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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1. Closed Administrative Case Review Files (ACR) – (Originals)

Dates: 2007-
Volume: 460 Cubic Feet/35 Gigabytes
Annual Accumulation: 46 Cubic Feet/3.5 Gigabytes
Arrangement: Chronological

This record series consists of forms completed and maintained for documenting families' progress of "permanency goal achievement" (i.e. in terms of the final placement of a child for ultimate disposition of a child's case) pursuant to the provisions of 42 USC 675(1), 20 ILCS 505/6a and 89 Ill. Adm. Code 316 and all subsequent amendments. Contents of the record series may include, but are not limited to the following:

- A. Case Review Monthly Roster (CRMR) – used as a tool to schedule Administrative Case Reviews (ACR) with the caseworker (which allows them to verify and update information as needed) and to allow the caseworker to communicate with the ACR coordinator as to whether the date and time of the review is acceptable to those that will be attending the review;
- B. Notification Letters – generated, printed and sent to review participants (e.g.: notifications to parents and to caseworkers who may wish to invite other parties that an ACR will occur and when);
- C. Returned Letters of Invitations – Notification Letters that are returned because of a wrong address;
- D. Signed ACR Critical Feedback Communication Notice (if applicable) – given to the caseworker at the Administrative Case Review notifying the caseworker that a Critical Feedback will be generated;
- E. Feedback Reports – feedbacks are completed by the reviewer following each ACR; recap the current status of a case; sent to applicable parties as determined; and classified as Monthly (casework management appears well-maintained and serviced), Alert (possible problems arising due to nuances or lack of services being provided that may progress to a foreseeable problem and/or critical issue), and Critical (due to nuances, lack of services, and/or non-adherence to policy);
- F. Feedback Response and Action Plan (FRAP) – completed by the worker and worker's supervisor a response to Critical feedbacks;
- G. Case Review Information Packet (CRIP) – contains a questionnaire which is completed by the Reviewer on information collected at the Administrative Case Review;
- H. Reviewer notes and other Reviewer working papers;
- I. Other supporting documents (e.g.: last copy of Service Plan, Corrective Action Plan responses, Adoption and Safe Families Act (ASFA) Survey Forms, etc.); and
- J. Related correspondence (e.g.: missed review forms and/or letters, letters from clients/attorney, etc.).

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Item No.

Record Series Title, Description and Recommendation

Action Taken

Presently, cases are reviewed on a six (6) month basis with the Administrative Review case files being closed as a result of a child's case "achieving a Permanency goal" or other circumstances terminating the child's case (e.g.: adoption, termination of guardianship, child returned to home, etc.). Public access to this file series may be limited under State or Federal law and/or administrative rule.

This item supersedes approved State Records Application No. 10-40, item 1, in order to update the record series description, and to make the record series media neutral (whether documents are paper, electronic, or converted to digital surrogates), per agency request. (No change in the overall length of the retention period is requested.)

Recommendation: Retain closed case files for two (2) years following the completion of all necessary corresponding Administrative Case Reviews, then destroy in a secure manner and/or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition
approved
10/18/17

2. Monthly Statistical Reports of Administrative Case Reviews (Originals)

Dates: 2007-
Volume: 25 Gigabytes
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original statistical reports which are sent out from the Administrative Case Review Unit as determined/needed by the ACR manager or as requested by recipient. These reports indicate by region the number of cases reviewed, statistics of compliance with review regulations, number and percent of reviews due and not scheduled, and comparisons by region.

The reports listed below show compliance in varying areas (as noted by the report's name), and may include, but are not limited to the following:

CFAC0101A – Statewide DCFS/POS – Not Scheduled/Held
CFAC0101B – Cook DCFS – Not Scheduled/Held
CFAC0101C – Downstate DCFS/POS – Not Scheduled/Held
CFAC0102A – Statewide DCFS – Not Scheduled/Held
CFAC0102B – Cook DCFS – Not Scheduled/Held
CFAC0102C – Downstate DCFS – Not Scheduled/Held
CFAC0103A – Statewide POS – Not Scheduled/Held

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- CFAC0103B – Cook POS – Not Scheduled/Held
- CFAC0103C – Downstate POS – Not Scheduled/Held
- CFAC0104A – Statewide DCFS/ POS – Compliance Summary
- CFAC0104B – Cook DCFS/ POS – Compliance Summary
- CFAC0104C – Downstate DCFS/ POS – Compliance Summary
- CFAC0105A - Statewide DCFS– Compliance Summary
- CFAC0105B - Cook DCFS – Compliance Summary
- CFAC0105C – Downstate DCFS – Compliance Summary
- CFAC0106A – Statewide POS - Compliance Summary
- CFAC0106B - Cook POS – Compliance Summary
- CFAC0106C – Downstate POS – Compliance Summary
- CFAC0107A – Statewide – Children Not Reviewed
- CFAC0107B – DCFS - Children Not Reviewed
- CFAC0107C – POS - Children Not Reviewed
- CFAC0109 – Compliance by Provider
- CFAC0111A - CRMR– Statewide
- CFAC0111B – CRMR Compliance by RSF – DCFS
- CFAC0111C – CRMR Compliance by RSF – POS
- CFAC0110 – Critical Detail
- CFAC0110 - Critical Summary

This item supersedes approved State Records Application No. 10-40, item 2, in order to update the record series description, and to make the record series media neutral (whether documents are paper, electronic, or converted to digital surrogates), per agency request. (No change in the overall length of the retention period is requested.

<p>Recommendation:</p>	<p>Retain for five (5) years after date of generation or date of report, then destroy in a secure manner and/or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 10/18/17</p>
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