<u>**THE CASE MANAGEMENT FILE FOLDER**</u>

This document compliments the Alaska Administrative Procedures Manual section 103-1

The case manager will prepare and maintain case management files for all case management clients in a six-part file folder.

GENERAL RULES FOR CREATING CASE FILE FOLDERS

The file label must include the following information:
Last Name, First Name, M.I.
Client ID

1. If there are duplicate case files containing the same client ID, consolidate all the information into one file and destroy any duplicate copies.

2. All sections of the file folder must be filed chronologically with the newest information on top.

3. Material smaller than 8 ½ x 11" must be stapled to or copied onto a sheet of paper that size. Material larger than 8 ½ x 11" may be reduced to that size.

4. Printing and retaining CMS and EIS screens will be kept to a minimum, and limited to those screens critical to explaining a complex policy decision.

ORGANIZATION OF THE SIX-PART FILE FOLDER

Each six-part file folder will be organized in the following order:

SECTION 1
- Confidential file cover sheet (if applicable for relative, sensitive, confidential file)
- Case file checklist (optional)
- Family Self Sufficiency Plans and/or addendums
- Employment Planning Information sheet

SECTION 2
- Sensitive Information
- TA10's and notes from medical providers
- Releases of Information including HIPAA
- Families First
- Extension Staffings
- Family Progress Reports
- Correspondence including reports of change and letters to the client

SECTION 3
- Budget
- Applications for Employment
- Resumes
- Job referral information

SECTION 4
- Job Training, Job Start & OJT Contracts
- Vocational Counseling
- Division of Vocational Rehabilitation information
- Community Work Experience or BWE
- Work activity verification

SECTION 5
- Child care rights and responsibilities
- Child care requests
- Child care authorizations

SECTION 6
- Supportive service authorizations
- Supportive service invoices
- Supportive service receipts