

5101:2-42-67

**Preparation of lifebook.**

(A) When a child remains in substitute care for longer than twelve months, the ~~PCSA~~ public children services agency (PCSA) or ~~PCPA~~ private child placing agency (PCPA) shall begin to prepare a lifebook no later than thirty days after the annual court review. The lifebook shall be updated every six months so long as the child remains in substitute care and may include information such as: -

(1) Information regarding the child's birth.

(2) Information regarding the birth parent and birth family.

(3) The child's developmental milestones.

(4) Information on placements.

(5) The child's education history.

(6) Any sports and hobbies in which the child is involved.

(7) The child's medical history.

(8) Photos.

(B) ~~This rule does not prohibit the~~ The PCSA or PCPA ~~from preparing~~ may prepare a lifebook for a child ~~at a time earlier~~ sooner than twelve months after ~~his~~ the child's placement.

(C) The PCSA or PCPA shall ensure that the lifebook is shared with the child during ~~his~~ the placement, as appropriate ~~to his~~ to the child's age and understanding, and should accompany ~~him~~ the child when ~~he~~ he or she leaves substitute care.

(D) The PCSA or PCPA shall not place identifying information, as defined in rule 5101:2-1-01 of the Administrative Code, in the lifebook. ~~Nothing in this rule shall preclude the child, who has identifying information in his possession, from adding these materials to the lifebook~~ The child may add identifying information to the lifebook.

(E) The PCSA or PCPA shall document in the child's case record the date it began to prepare the lifebook, the date the lifebook was completed, and the date of each update to the lifebook.

(F) If a child in the permanent custody of a PCSA or PCPA is placed for adoption, a copy of the lifebook shall be given to the child and a copy shall be maintained in the child's record.

Effective:

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Certification

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Date

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