

5101:2-42-67

Preparation of lifebook.

- (A) When a child remains in substitute care for longer than six months, the public children services agency (PCSA) or private child placing agency (PCPA) shall begin to prepare a lifebook. The lifebook shall be updated every six months so long as the child remains in substitute care and shall include, but not limited to, the following information:
- (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) The PCSA or PCPA may prepare a lifebook for a child sooner than six months after the child's placement.
- (C) The PCSA or PCPA shall ensure that the lifebook is shared with the child during the placement, as appropriate to the child's age and understanding, and the lifebook should accompany the child when a placement move occurs and when the child is leaving 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. 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, and the date of each update to the lifebook as required in paragraph (A) of this rule.
- (F) If a child in the permanent custody of a PCSA or PCPA is placed for adoption, 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

Date

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