

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 01: Director's Policies

Item 002: Mandatory Disclosure Policy

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: April 17, 2006

- References: Welfare and Institution Codes 361.2, 10850, 16501.1
- Division 31 Regulations
- CWS/CMS Pub. Directory
- Mandatory Face to Face Documentation Policy (PPG 3-1-1)
- Previous DCFS mandates regarding posting of the "Disclosure" mandate in all offices and cubicles, November 5, 2002 and October 17, 2003

Replaces Issue:

Policy

Staff of the Department of Children and Family Services, pursuant to Welfare and Institutions Code Sections 361.2, 10850, and 16501.0, is mandated to fully disclose to potential care providers information of any known or suspected propensities of a child. Information disclosed shall include but are not limited to: any behaviors exhibited by a child that would pose a risk to that child or to others, such as sexual vulnerability and/or exploitation, aggressive behaviors, mental health issues or hospitalization and medical concerns.

Procedure

Disclosure information shall be documented in the following manner:

- In the Child Welfare Services/Case Management system (CWS/CMS) narrative section
- On the 6252 form when requesting placement or change of placement,
- On the 6090 care provider information form.

An "ALERT" describing the behaviors or conditions disclosed, shall be displayed in CWS/CMS on the Identification page and in the Health and in the Education Passport section within the documentation timeframes outlined in the Mandatory Face to Face Documentation Policy (PPG 3-1-1)