

**10A NCAC 70K .0203 CASE RECORD**

A confidential case record shall be maintained for each resident which includes:

- (1) a completed application for admission and services with identifying information about the resident;
- (2) a summary of the referral source, background information about the resident, and an assessment of the services needed;
- (3) a complete medical and obstetrical history and examination before or within one week after admission to the home;
- (4) record of medical and dental services received;
- (5) authorization for medical care for minors;
- (6) authorization for receiving or sending information concerning the resident;
- (7) copy of financial agreements;
- (8) a copy of the agreement with the licensed child placing agency or county department of social services providing services to the resident;
- (9) case plan or out-of-home family services agreement;
- (10) visitation and contact plan including type, duration, location both on-site and off-site, and frequency, as well as any rationale for restrictions on family involvement; the facility shall maintain documentation of all family time;
- (11) date of admission to the maternity home and documentation of services provided including hospital care and delivery dates;
- (12) date, time and circumstances of discharge from the maternity home and the resident's plans for herself and baby; and in the case of minors the name, relationship and signature of the individual the resident was released to;
- (13) correspondence and contacts with other persons or agencies concerning the resident; and
- (14) signed acknowledgement of client rights.

*History Note: Authority G.S. 131D-1; 143B-153;  
Eff. February 1, 1986;  
Amended Eff. October 1, 2008;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 5, 2016.*