

Foster Care: How do I obtain signatures on Medical Passports?

The signature page on each medical passport must be uploaded into MiSACWIS to verify that health care providers, parents and any other parties received a copy of the current version of the document as required in policy.

To obtain signatures from birth/legal parents (initial and quarterly):

- Set up a reminder in Outlook calendar to prepare passports before each quarterly Family Team Meeting (FTM).
- Prior to the quarterly FTM:
 - Print one passport for each involved child.
 - Redact foster parent phone/address if warranted.
 - Make copies as needed.
- At the quarterly FTM:
 - Ask the birth/legal parent to sign the original passport for each involved child.
 - Distribute the passport copies to any meeting attendees who are entitled to this information.
 - There may be attendees who are not entitled to this information – follow confidentiality policy.
 - Discuss distribution with the birth/legal parent, they may be willing to sign a consent (DHS 1555cs) to distribute the passport to non-entitled FTM attendees.
- After the quarterly FTM:
 - Upload the signature page in MiSACWIS.

NOTE: if the birth/legal parent does not attend the FTM, place the passport (original and copy) in a designated place (i.e. manila folder), and take to next face to face visit to give copy and get signature.

For Health Care Providers:

- Fax the medical passport to the medical providers office prior to or at the time of the first appointment. On the cover page, explain that the medical passport is for their records to assist with providing health care to the child and ask them to sign and fax back just the signature page.

NOTE: the medical passport should be provided to the PRIMARY CARE PROVIDER who will be completing the initial (30 day) comprehensive examination and EACH NEW health care provider at/before the appointment with a child. During preparation for initial and quarterly FTM's is a good time to follow up on outstanding signatures.