

Kansas Department of Social and Rehabilitation Services
Janet Schalansky, Secretary



INTEGRATED SERVICE DELIVERY
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Children and Family Services
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MEMORANDUM

To: Area and Regional CFS Chiefs **Date:** March 16, 2004
From: Sandra Hazlett, CFS Director *[Signature]*
Subject: Recording Case Planning Conferences and Other Interactions

Concerns have been raised about the use of recording equipment in a case planning conference, home visit or other interaction. Specifically, parents have understood that case planning conferences may not be recorded.

There is no law, regulation or policy which would prohibit the use of recording equipment. Confidentiality must be maintained regardless of the method used to document the interaction, but is no more likely to be breached with a tape recording than some more traditional form of documentation. A paper copy of the case plan may be duplicated and shared. It is important for all participants to remember the information shared within the case planning conference is confidential and further disclosure is limited by Kansas law.

It is understandable to be nervous when a new element is introduced into the familiar process of case planning conferences, however it is critical to our mission that we support parents who would feel more secure if able to record a case planning conference, visit or other interaction.

Please work with SRS staff and contractors to be sure we are open to allowing recordings when requested.

cc: EMT
Representative Huy