Division of Children and Family Services Children's Mental Health	
Subject:	**Identification of Children in Residential Services: Face Sheet Policy**
Policy:	SP -1
Issue Date:	

Authored By: **Date:**	Children's Mental Health Managers; June 2026
Reviewed By: **Date:**	Kimbery Abbott, Acting Deputy Administrator 11/11/2026
Approved By: **Date:**	Commission on Behavioral Health
Supersedes:	SP-1 Identification of Children for Residential Services Policy, March 2013
References:	**Nevada Revised Statutes (NRS)** NRS 433A **DCFS Children's Mental Health Policies** SP-3 Incident Reporting Policy RR-4 Confidentiality Policy A-3 Supervision Policy DCFS Glossary of Terms
Attachments:	**Attachment A:** Attachment A Face Sheet 2024.docx **Attachment B:** Attachment_A-Authorization_for_Release_of_Confidential_Information_Form (1).doc **Attachment C:** SP-3 Incident Reporting Policy 11-08-13.docx

A. Purpose

The purpose of this policy is to establish requirements for obtaining, maintaining, and updating current, child-specific identifying information, including photographs, for all children and youth receiving services in DCFS Children's Mental Health Residential Programs.

B. Policy

It is the policy of the Division of Child and Family Services (DCFS) Children's Mental Health Residential Programs to obtain and maintain current identifying information, including photographs, for each child and youth throughout the duration of their

residential episode, in accordance with NRS 433A.360 and applicable confidentiality requirements.

C. Procedures and Practice Guidelines

1. Face Sheet

    a. The DCFS Children's Mental Health Face Sheet (Attachment A), referred to throughout this policy as the Face Sheet, will be completed when a child or youth's residential episode is opened. The Face Sheet information will be maintained in the youth's electronic health record (EHR).

    b. At the time the residential episode is opened, assigned DCFS staff will obtain a current photograph of the child or youth and upload it to the Face Sheet using the **"Import Client Picture"** function in the EHR.

    c. Programs that maintain hard-copy health records will print and file the current Face Sheet in the youth's medical record. The Face Sheet will be maintained as the first document accessible when the hard-copy medical record is opened.

    d. The Face Sheet, including the photograph, will be reviewed and updated whenever information changes or circumstances warrant. Updates may include, but are not limited to:

        - Changes in legal guardian or responsible party;
        - New or updated diagnoses;
        - Changes in medications;
        - Significant changes in physical appearance;
        - Discharge and readmission; or
        - Other changes to identifying or clinically relevant information.

    e. When a Face Sheet is updated, the most current version will be maintained in the EHR. For programs maintaining hard-copy records, the updated Face Sheet will be provided to Medical Records for filing.

The most current Face Sheet will be readily accessible to authorized DCFS staff 24 hours a day when needed for the provision of care, safety, treatment, or emergency response.

2. Sharing the Face Sheet During Emergencies

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a. The Face Sheet may be shared with external individuals or agencies when authorized by a completed Authorization to Release Confidential Information and consistent with applicable confidentiality requirements, in response to a critical or reportable incident, or to protect the health and safety of the child or youth. Examples include:

- Missing child or youth: Information may be provided to law enforcement or other appropriate authorities to assist with identification and recovery.
- Medical emergency or emergency transport: Relevant information may be provided to first responders, emergency medical personnel, 911, poison control, or other appropriate emergency resources.

b. Staff will follow applicable incident reporting and confidentiality requirements, including SP-3 Incident Reporting Policy 11-08-13.docx and CRR-4_Confidentiality_Policy_01-21-15 (1).docx. Any exception to established requirements shall be determined by the DCFS Deputy Administrator or designee, as permitted by law and policy.

D. Supervisory and Management Responsibilities

a. Assigned supervisors and managers are responsible for ensuring that Face Sheet information is complete, accurate, and current.

b. When a supervisor or manager identifies information that requires updating, the assigned staff member will be directed to make the necessary corrections or updates as soon as possible and no later than the end of the staff member's shift, unless a shorter timeframe is specified by the supervisor or manager.

c. Supervisors and managers will monitor compliance with this policy and address identified deficiencies promptly.

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