

FASD Record Collection Assistant

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Medical Records

*Release Needed

1. Client

Where to request record	Time Period to Request	Other Notes
Hospital where client born	Birth	These can be stored under client's or mother's name
Public ("charity") hospital where client lived or spent significant time	Client's lifetime	
Hospitals with Medicaid beds	Client's lifetime	http://www.lamedicaid.com/provweb1/provider_demographics/provider_map.aspx
Urgent Care Offices	Client's lifetime	
Public Health Clinics	Client's lifetime	http://www.lamedicaid.com/provweb1/provider_demographics/provider_map.aspx
Ambulance Companies	Client's lifetime	
Any other facility client may have received treatment	Client's lifetime	
Facilities that are now closed, but fit the above locations	Client's lifetime	Requires some research into where records are currently stored

2. Mother

Where to request record	Time Period to Request	Other Notes
Hospital where client born	Client's Birth	These can be stored under client's or mother's name
Public ("charity") hospital where mother lived or spent significant time	During pregnancy and after birth	
Hospitals with Medicaid beds	During pregnancy and after birth	
Urgent Care Offices	During pregnancy and after birth	
Public Health Clinics	During pregnancy and after birth	
Ambulance Companies	During pregnancy and after birth	

Any other facility mother may have received treatment	During pregnancy and after birth	
Facilities that are now closed, but fit the above locations	During pregnancy and after birth	

3. Father

Where to request record	Time Period to Request	Other Notes
Public (“charity”) hospital where father lived or spent significant time	Around time of conception	
Hospitals with Medicaid beds	Around time of conception	
Urgent Care Offices	Around time of conception	
Public Health Clinics	Around time of conception	
Ambulance Companies	Around time of conception	
Any other facility father may have received treatment	Around time of conception	
Facilities that are now closed, but fit the above locations	Around time of conception	

Mental Health Records

*Release Needed

1. Client

Where to request record	Time Period to Request	Other Notes
Eastern Louisiana State Hospital, Eastern Louisiana Mental Health System (ELMHS)	Client’s lifetime	Aka Jackson The State Archives also has older records for ELMHS, so you can direct a request there if needed
Southeastern Louisiana State Hospital via ELMHS	Client’s lifetime	Aka Mandeville. Closed in 2012, records housed with ELMHS
New Orleans Adolescent Hospital via ELMHS	Client’s childhood and adolescence	Closed in 2009, records housed with ELMHS
Central Louisiana State Hospital	Client’s lifetime	Aka Pineville. Very complex system of services and may require multiple requests to different departments
Outpatient Psychiatric clinics	Client’s lifetime	
Drug & Alcohol treatment facilities	Client’s lifetime	
Coroner’s Office	Client’s lifetime	Coroner controls involuntary commitments (aka interdictions)

		in Louisiana
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2. Mother

Where to request record	Time Period to Request	Other Notes
Eastern Louisiana State Hospital, Eastern Louisiana Mental Health System (ELMHS)	Mother's lifetime	Aka Jackson
Southeastern Louisiana State Hospital via ELMHS	Mother's lifetime	Aka Mandeville. Closed in 2012, records housed with ELMHS
New Orleans Adolescent Hospital via ELMHS	Mother's adolescence, if during pregnancy or post-natal care	Closed in 2009, records housed with ELMHS
Central Louisiana State Hospital	Mother's lifetime	Aka Pineville. Very complex system of services and may require multiple requests to different departments
Outpatient Psychiatric clinics	Mother's lifetime	
Drug & Alcohol treatment facilities	Mother's lifetime	
Coroner's Office	Mother's lifetime	Coroner controls involuntary commitments (aka interdictions) in Louisiana

3. Father

Where to request record	Time Period to Request	Other Notes
Eastern Louisiana State Hospital, Eastern Louisiana Mental Health System (ELMHS)	Father's lifetime	Aka Jackson
Southeastern Louisiana State Hospital via ELMHS	Father's lifetime	Aka Mandeville. Closed in 2012, records housed with ELMHS
New Orleans Adolescent Hospital via ELMHS	Father's adolescence, if during conception	Closed in 2009, records housed with ELMHS
Central Louisiana State Hospital	Father's lifetime	Aka Pineville. Very complex system of services and may require multiple requests to different departments
Outpatient Psychiatric clinics	Father's lifetime	
Drug & Alcohol treatment facilities	Father's lifetime	
Coroner's Office	Father's lifetime	Coroner controls involuntary commitments (aka interdictions) in Louisiana

Education Records

*Release Needed

1. Client

Where to request record	Time Period to Request	Other Notes
Every school client attended	Time periods attended	
Parish School Board	Time periods attended	
Parish School Board Special Education Department	Time periods attended	
Louisiana Department of Education	Time period in school	DOE keeps transcripts – will show special education or social promotion DOE may also have additional records

Correctional Records

*Release Needed

1. Client

Where to request record	Time Period to Request	Other Notes
Every jail and prison where client incarcerated	Time of incarceration	Request general AND medical/mental health records
Louisiana Department of Corrections, Records Department	Time of incarceration	Request general AND medical/mental health records
Youth Detention Facilities	Time of incarceration	Request general AND medical/mental health records

Law Enforcement Records

*Release and/or subpoena needed if involves juvenile ONLY

1. Client

Where to request record	Time Period to Request	Other Notes
Local police department	When client lived in jurisdiction	Request: 1. Calls for Service are any time the police were called out to the address requested (“911 calls”) 2. Incident reports naming client as suspect, victim, witness, etc.
Local sheriff’s office	When client lived in jurisdiction	Request: 1. Calls for Service are any time the police were called out to the address requested (“911 calls”) 2. Incident reports naming client as suspect,

		victim, witness, etc.
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2. Mother

Where to request record	Time Period to Request	Other Notes
Local police department	Pregnancy and Post-Natal Period	Request: 1. Calls for Service are any time the police were called out to the address requested (“911 calls”) 2. Incident reports naming client as suspect, victim, witness, etc.
Local sheriff’s office	Pregnancy and Post-Natal Period	Request: 1. Calls for Service are any time the police were called out to the address requested (“911 calls”) 2. Incident reports naming client as suspect, victim, witness, etc.

3. Father

Where to request record	Time Period to Request	Other Notes
Local police department	Time of Conception	Request: 1. Calls for Service are any time the police were called out to the address requested (“911 calls”) 2. Incident reports naming client as suspect, victim, witness, etc.
Local sheriff’s office	Time of Conception	Request: 1. Calls for Service are any time the police were called out to the address requested (“911 calls”) 2. Incident reports naming client as suspect, victim, witness, etc.

Court Records

*Release and/or subpoena needed if involves juvenile ONLY

1. Client

Where to request record	Time Period to Request	Other Notes
Criminal Clerk of Court	Client’s lifetime	
Civil Clerk of Court	Client’s lifetime	
Juvenile Clerk of Court	When client was a ‘juvenile’	

2. Mother

Where to request record	Time Period to Request	Other Notes
Criminal Clerk of Court	Pregnancy and Post-Natal Period	
Civil Clerk of Court	Pregnancy and Post-Natal Period	

3. Father

Where to request record	Time Period to Request	Other Notes
Criminal Clerk of Court	Time of Conception	
Civil Clerk of Court	Time of Conception	

Social Security Administration Records

*Release Needed

1. Client

Where to request record	Time Period to Request	Other Notes
SSA, Division of Earnings, Record of Operations	Client's lifetime	Use Form SSA-7050
SSA Disability Income, Office of Central Operations, FOIA Office	Client's lifetime	Use Form SSA-3288

2. Mother

Where to request record	Time Period to Request	Other Notes
SSA Disability Income, Office of Central Operations, FOIA Office	Mother's lifetime	Use Form SSA-3288

3. Father

Where to request record	Time Period to Request	Other Notes
SSA Disability Income, Office of Central Operations, FOIA Office	Father's lifetime	Use Form SSA-3288

Department of Child & Family Services Records

*Subpoena Needed, except when requesting foster care records for a person now over the age of 18, who has signed a release.

1. Client

Where to request record	Time Period to Request	Other Notes
DCFS Office of Executive Counsel	Client's lifetime	

2. Mother

Where to request record	Time Period to Request	Other Notes
DCFS Office of Executive Counsel	During Pregnancy through client's lifetime	

3. Father

Where to request record	Time Period to Request	Other Notes
DCFS Office of Executive Counsel	During time of conception through client's lifetime	

Vital Records

*Release Needed

1. Client

Where to request record	Time Period to Request	Other Notes
Louisiana Vital Records Registry	Birth	Use Vital Records release. Request LIVE birth certificate (aka FLAT birth certificate). This includes much more information than the other form.

Other

Be creative! For example, if your client was involved in Head Start or Early Interventions, then request from those agencies...