Ohio Administrative Code
Rule 5180:3-13-67 Preparation of lifebook.
Effective: March 14, 2026

(A) What is the minimum information to be included in a lifebook?

    (1) Information regarding the child's birth.

    (2) Information regarding the birth parent and birth family.

    (3) The child's developmental milestones.

    (4) Information on placements.

    (5) The child's education history.

    (6) Any sports and hobbies in which the child is involved.

    (7) The child's medical history.

    (8) Photos.

(B) When is a lifebook to be started and updated?

When a child remains in substitute care for longer than six months, the public children services agency (PCSA) or private child placing agency (PCPA) is to begin to prepare a lifebook. The PCSA or PCPA as well as the resource caregiver, are encouraged to prepare a lifebook for or with each child sooner than six months after the child's placement into substitute care. The lifebook is to be updated every six months so long as the child remains in substitute care.

(C) How is the lifebook shared with the child?

The PCSA or PCPA is to ensure that the lifebook is shared with the child during the placement, as appropriate to the child's age and understanding, and the lifebook should accompany the child when a placement move occurs and when the child is leaving substitute care.

(D) What restrictions apply to the lifebook's content?

The PCSA or PCPA is not to place identifying information of the child, as defined in section 3107.01 of the Revised Code, in the lifebook. The child and their caregiver may add identifying information to the lifebook.

(E) How is progress on the lifebook documented?

The PCSA or PCPA is to document in the child's case record the date it began to prepare the lifebook, and the date of each update to the lifebook as outlined in paragraph (B) of this rule.

(F) What happens to the lifebook if the child is placed for adoption?

If a child in the permanent custody of a PCSA or PCPA is placed for adoption, the original lifebook is to be given to the child and a copy is to be maintained in the child's record.