

Required Database Entry per YS Policy

C.5.1 (b)

POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
A.2.24	TREC	Within 3 weeks of training event	Training for all YS employees throughout the year entered
	YS Phone Book	Within 2 weeks of personnel action	Entering/maintaining new hires/position change/separations
A.2.62	JETS	Within 5 working days	Documentation of providing clients & parents/guardians with home/cell phone numbers
			Documentation of attempt(s) of current/former youth and/or families to visit, write or communicate or send gifts/items
			Documentation to Unit Head requesting a support role with current or former youth and/or their families and any change in the association or intent to change the association by either party.
A.3.4	JETS	Upon intake for secure care	Fast I Form / Fast II Form / Initial Time Computation / Transfer screen / Client ID # assigned / Case Narrative is unable to locate financially responsible person
		Every 12 months	Fast III completed for re-certification/reassessment
A.5.11	JETS	At time of notification	Documentation of notification of family visitation video conference
		Within 3 working days	Documentation of family visitation video conference on a "Family Visitation Contact Note"
		Within 5 working days	Documentation of monthly contacts via video conferencing
B.2.1	JETS	Within 48 hours	Upon intake, written confirmations using "Direct Intake Letter to the Judge" and "Direct Intake Letter to Parent"
		Within 3 working days	Due Process paperwork documented on the "Secure Care Due Process Transfer Form"
		Within 5 working days	Case Staffing Report form
			An override statement when case staffing recommendation is assignment to a secure care facility when youth did not rate "high" risk/SAVRY
			"Case Staffing and Due Process Hearing" forms when youth reassigned to CSD

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
			Documentation of verbal notification to court of jurisdiction in a case narrative
			All actions of unplanned discharge
			Formal case staffing for release/discharge
			All required actions for release/discharge
			All required actions for unplanned discharge
			ISRP Summary of Staffing form including reasons why youth should be considered for early release
			When youth is ready to exit secure care, written confirmation of the case staffing on the CRM form, the ISRP and Summary of Staffing Form
			Letter to youth's parent/guardian on a Weekly Contact Progress Note
			Documentation of the completed Louisiana Medicaid General Application on a Weekly Contact Progress Note
			ISRP updated as necessary when there are any changes in recommendation previously agreed upon
			Documentation of notifications on a Weekly Contact Progress Note when youth temporarily reassigned to an inpatient facility
Within 7 days of staffing	Modify Judgment of Disposition		
Prior to the youth's anticipated discharge date	Finalize the ISRP		
B.2.2	JETS	When youth arrested/or charged for a felony while at a secure care facility	Completion of the Custody Reclassification form
		Within 48 hours of intake	Development of an updated ISRP and completion of Initial Custody Classification form
		Within 48 hours following Initial Classification Staffing	Documentation on a Weekly Contact Progress Note following review of UBP with youth
		Within 5 working days	Documentation on the Custody Reclassification form when cases are reviewed for reclassification on a quarterly basis and every 90 days thereafter Documentation of mailing letter to youth's parent/guardian about initial case staffing on a Weekly Contact Progress Note

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
			Initial case staffing on the ISRP Summary of Case Staffing form
			Development of an updated ISRP
			Required reclassifications on the Custody Reclassification form
			Documentation of communication(s) with medical/mental health staff prior to staffing on a Weekly Contact Progress Note
			Documentation of mailing letter of invitation to youth's parent/guardian on a Weekly Contact Progress Note form
			Documentation of reasons if parent/guardian cannot attend on ISRP Summary of Staffing form
			Completion of new ISRP Summary of Staffing form for each custody reclassification staffing
			Documentation of individual counseling sessions using the DAGP format on the Weekly Contact Progress Note form after contact
			Pertinent informal contacts on the Weekly Contact Progress Note form after contact(s)
			Documentation of contacts with family members during weekend/ special visitation on Visitation - Family Contact Progress Note form
			The Brief Youth Interview Form following youth contact
			Documentation of meeting on youth's progress on the Weekly Contact Progress Note form
			Documentation of group counseling, i.e. Anger Management on the LAMOD Weekly Group Assessment form
			Documentation of conference (audio, video or telephone) between sending and receiving facility if a youth designated as IDD requires transfer on a Weekly Contact Progress Note form
			Documentation of all reviews/updates to the ISRP on the Monthly Assessment of ISRP Progress form and the ISRP Summary of Staffing form. (Note: Completion of a brief narrative denoting goals and progression towards reintegration after each review.)
			Documentation when a final ISRP not completed/justification on the Weekly Contact Progress Note form

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
		Within 5 working days of staffing	Unified Behavior Plan (UBP)
		Within 5 working days of review with youth with an IDD designation	Updates to ISRP and UPB
		Within 5 working days of Quarterly Reclassification staffing	Quarterly Secure Care Progress Report to the court
			Modification of ISRP if youth not making progress
			Entering of the Custody Reclassification form and review/approval by supervisor
		When photos are taken at Quarterly Reclassification Staffing	Documentation on a Weekly Contact Progress Note
		At time of monthly assessment of youth's progress of meeting IIP goals	Documentation on the Monthly Assessment of IIP Progress form
Quarterly – prior to Quarterly Reclassification Staffing	Completed form denoting the lack of visits		
	Case Management Database (Lotus Notes)	Within 3 working days	Explanation for reasons of transfer on the Transfer Request Form (TRF)
B.2.3	JETS	At time of admission	Establishment of Master Record for youth; and any relevant alerts
		Within 5 working days	Documentation of activities on a Weekly Progress Note when family invited to initial ISRP staffing
		At time of assigned housing	Updated information to reflect assigned housing
Inventory of youth's personal property on the CLIENT PERSONAL PROPERTY RECORD form			
B.2.7	JETS	At conclusion of Initial Stage Review meeting	LAMOD Stage Data Input Form
B.2.8	JETS	When youth staffed for VTU	Completed Victory Treatment Unit Admissions Review Form
		Within 3 working days	Documentation of MDT staffing by sending facility on the RSP Summary of Staffing form

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
			RSP Summary of Staffing form and new updated RSP Documentation of youth's parent/guardian invited to MDT staffing at requesting facility on a Weekly Contact Progress Note Documentation of MDT exit staffing on the RSP Summary of Staffing form
B.2.12	JETS	Prior to Fast Track Program admission Within 7 working days	Initial ISRP completed Documentation of multidisciplinary treatment team/ISRP Summary of Staffing form updated
B.2.13	JETS	Within 7 working days	Documentation concerning status of any detainers/pending charges in a Weekly Contact Progress Note Documentation on the ISRP Summary of Staffing form following staffing/consideration for an early release Documentation of outcome of hearing on the Court Proceeding Summary form and a Weekly Contact Progress Note Documentation of 24-hour counseling when youth denied an early release on a Weekly Contact Progress Note
B.2.14	JETS	Following Quarterly Reclassification	Completion of SAVRY reassessment
B.2.15	JETS	Within 5 working days Within 7 working days Within 10 days of release	If youth is granted early release, step down to non-secure and or placed on probation, documentation of youth's compliance with continued substance abuse treatment in a case narrative Documentation of individual treatment/family counseling/group sessions on a Weekly Contact Progress Note Documentation of continued substance abuse treatment on the ISRP
B.2.16	JETS	Within 7 working days	Documentation of multidisciplinary staffing on a Summary of Staffing form
B.2.18	JETS	Within first 14 days of placement	Development of initial ISRP

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
		Within 3 working days of completed initial medical/mental health/education screens	Updating of ISRP
		Within 5 working days	Updating of ISRP after completion of staffing If youth is scheduled for quarterly review hearings by court, finalize ISRP at every quarterly reclassification staffing
		As appointments are made	Updating ISRP with dates and times of medical, mental health and/or substance abuse appointments
B.2.20	JETS	Within 24 hours	Documented information from youth during direct intake process about their LGBTIQ/gender nonconforming status on the Summary Admission Report
		No later than 48 hours	Documented reasons for placement
		Within 7 working days	Documentation of results of reassessment staffing on a Weekly Contact Progress Note
		Within 7 working days	Documentation of efforts to provide services to family
B.3.1	JETS	At time of secure care intake	Initiation of JETS record
		Within 48 hours of transfer	Documentation of information not up-to-date upon transfer
B.3.2	JETS	Upon receipt of the completed "Consent for Release of Initial Information to Attorney" form	Establishment of attorney/client relationship
B.4.1	JETS	At time of calculating discharge dates	Entering disposition date/discharge date
		Following completion of Time Comp-Initial/Concurrent form	Completed separate Time Computation document, resulting in a Scheduled Closure date for the disposition entered.
		Following escape/runaway	Revisions to discharge dates on the Time Comp-Escape/Runaway Re-computation form
		When court denies detention credit	Documented instructions/time period or dates disallowed noted on the Initial Time Computation documents in the comments section

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
B.5.1	COC/Assaults Database	Within 3 working days	Completed Violation Reports
B.5.3	ARP Database	Step One through process	ARPs filed by youth
B.6.4	YS A&I database	Within 24 hours	A&I's
B.6.5	JETS	When youth is a potential victim of abuse/perpetrator	Activate "Alert" notice
B.6.6	JETS	When mental health symptoms are identified	Initiation of a Request for Mental Health Services/Consultation form
		Within 7 days	Documentation of consultations about a youth being considered for removal from MH SMI list
			Documentation of decision when MHT continues to recommend removal Documentation that a MH referral not clinically necessary on a Weekly Contact Progress Note
		When referral is necessary	Completion of the Request for Mental Health Services/Consultation form
B.6.8	JETS	Within 3 working days	Documentation of all parent/guardian contacts
B.8.1	JETS	When calls are made	Documentation on a Weekly Contact Progress Note
B.8.14	JETS	When a DNA sample is obtained	Documentation of information that a DNA sample was obtained and the date taken according to Crime Lab information
C.1.1	JETS	Timeline not specified	Weekly Contact Progress Note to document all attempts to contact coroner regarding any death
C.1.3	JETS	Timeline not specified	Detainer and Alert in JETS

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
C.1.7	JETS	Within 3 days of each occurrence	Documentation of all required actions/contacts/notifications to crime victims on a Case Narrative/Weekly Contact Progress Note and flagging JETS/updating ISRP that youth has a "CVN"
		Within 3 working days when there is an escape/runaway flagged with a CVN	Documented notifications
C.1.12	JETS	Timeline not specified	Weekly Contact Progress Note to document individual youth participation in community services, volunteer programs and restorative justice projects
C.2.1	JETS	When a youth escapes	Update Transfer Screen to reflect the physical location as Escape
		When a youth is apprehended	Update Transfer Screen to reflect physical location
		After youth is apprehended	Flash cleared
C.2.7	JETS	When youth drug screens are administered	Documentation in youth's JETS record
C.2.8	JETS	Within 3 working days	Documentation of visitation process on a Weekly Contact Progress Note
			Documentation of counseling when youth refuses a visitor on a Weekly Contact Progress Note
			Documentation of discussions of youth's lack of visits on a Weekly Contact Progress Note
		Quarterly	Documentation when youth has no visits on a Visitation-Family Contact Progress Note
		When visitors are approved	List of visitors and modifications on youth's Relationship Screen
		When there are actual visits	Documentation on a Visitation-Family Contact Progress Note
When family members of youth are convicted of a felony	Documentation on youth's Relationship Screen and on a Weekly Contact Progress Note		
C.2.11	JETS	When there are efforts of SAFEs or SANEs	Documentation efforts of SAFEs or SANEs, and efforts to secure services from rape crisis centers

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
		When a youth - whether victim or perpetrator - was involved in a sexual act	PREA Alert and description
C.2.19	JETS	When youth exits/returns Front Gate or working details on facility grounds	Information entered each time this happens
C.2.20	JETS	Within 7 days	Documentation of lack of restraint use/youth's behavior during a court hearing on a Weekly Contact Progress Note
C.2.23	JETS	Immediately	All movement information
C.2.24	JETS	When the Electronic Monitoring Program is used	Documentation in a narrative with significant Event/Special Condition; completion of EMP Enrollment-Removal-Schedule Change Form and the Youth Participation Agreement Form after installation; completion of EMP Enrollment-Removal Form if youth does not continue in EMP
	JETS	Within 72 hours	Documentation of a violation in a case narrative; and completion of a Victory Treatment Unit Admissions Review Form
C.4.1	JETS	Following screening by MDT Team	Indicate decision to recommend or not recommend a furlough on the "ISRP Summary of Staffing" form
		When furlough is denied, but escorted absence is allowed	Document as an escorted absence
		On day of furlough, PRIOR to youth leaving on furlough	Update JETS transfer screen
		When youth returns from furlough	Update JETS transfer screen
C.4.3	JETS	Within 3 working days	Copies of DCFS form and UOR (or in youth's record); complete details of incident and all actions taken in youth's JETS record
		Within 5 working days	CBS-documentation of complete details of incident/action taken
		When a UOR is required	All UORs (or in youth's record) to supervisor/Regional Manager for review
C.4.7	JETS	At least 24 hours in advance of an	Document knowledge of the escort in a Case Narrative

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
		escorted absence	
D.5.1	JETS	Within 7 working days	Document details of all contacts on Case Narrative entries
		When a youth transfers to another region	All relevant information updated
		Following case staffing(s)	Documentation of case staffing(s) in a Case Narrative, along with any significant events/decisions and all staffing forms with participants on the Those Present at the Placement Staffing section of the form
D.8.1	JETS	When monitoring a contract	Confirm participant service dates on the invoice match service dates (If JETS is not used to verify service dates, documentation of the method of verification.)
D.9.1	JETS	Within 14 days	Completed Supervision Level Change Form when youth placed in non-secure and update/change supervision level by most recent SAVRY
		Within 90 days	If last SAVRY completed less than 90 days prior to youth returning to community, changing the next review date to 90 days from last assessment—completion of a SAVRY Quarterly Review.
		When program does not meet youth's needs/youth is reassigned	Documentation of Notification to Parent of Placement letter to parent/guardian and Placement Letter to Judge.
D.9.4	JETS	When placement occurs	Completed EP-06 form – Authorization for Placement
			Update Master Record, transfer and placement screens
		Within 3 days	Creation of Notification of Placement Letter to youth's parent/guardian to be sent after placement & any subsequent placements
		Within 14 days of notification of custody	Complete Financial Assessment Forms (FAST I & II) and documentation of ISP
		When youth in custody of a person who is not a parent or a financially responsible person	Documentation in a case narrative/no further action
D.9.5	JETS	Within 7 working days	Documentation of monthly visits and all activities in placement & supervision in case narratives

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
D.9.7	JETS	Within 7 days	If applicable, documentation of funding source in the placement screen
		Within 15 days	Completion of Financial Assessment Forms (FAST I & II) for youth in custody
D.9.9	JETS	When there are attempts to locate an alternative source of funding	Documentation in a case narrative
D.9.10	JETS	Within 5 working days	Completion of Mental Health Hospitalization Form
			Completion of Mental Health Hospitalization Form
		When notified if hospital accepts Medicaid when youth is in private psychiatric hospital when enters YS custody	Documentation of notification in a narrative entry in youth's record
		Workday following youth's admission into psychiatric hospital	Update Transfer Screen and complete the Letter of Expectations if facility does not accept Medicaid
		When hospital does not accept Medicaid	Completion of Letter of Expectations outlining YS shall only pay the Medicaid reimbursement rate
When need for alternative placement	Documentation in a narrative entry		
D.9.13	JETS	Within 24 business hours of notification of the youth's placement in OJJ custody	Open youth's case in JETS
		Within 3 working days of the date staffing is held	Documentation in a narrative entry
D.10.4		When a new case is received and SAVRY not completed	Completion of SAVRY Initial Supervision Level Change assigning supervision level as NEW
		Within 30 days of disposition/notification of supervision	Development of ISRP (If disposition is supervision of 6 months or less, documentation of pertinent information in a case narrative)
		Within 14 days of initial placement	Development of ISRP when court recommends non-secure placement
		Within 5 working days	Documentation of monthly contacts via video conferencing

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
	JETS	On date of quarterly assessment	Documentation in the Review History Dates/Supervision Level section of the ISRP, and in a case narrative. Completion of the SAVRY Quarterly Review Form.
		When all attempts are made to provide services, monitor youth and if needed, impose sanctions prior to revocation of probation	Documentation in case narratives
		When a change in supervision level is required	Completion of SAVRY Supervision Level Change form and in the Review Section of the ISRP
		When monitoring IAA and DDA cases under Low level of supervision or as recommended/ordered by the court	Completion of SAVRY Initial Supervision Level form identifying the youth's level of supervision as Low
		When a youth moves out of state prior to completion of SAVRY and every 3 months thereafter	Completion of the SAVRY Initial Supervision Level form assigning the youth's level of supervision as Low and a SAVRY Quarterly Review form
		For dual supervision cases	Creation of a skeleton file
		When contacts are not made to parent/guardian's home	Documentation of reasons in a case narrative
		When youth is a runaway	Completion of the SAVRY Supervision Level Change form to place youth on Runaway level of supervision.
D.10.5	JETS	At intake or within 14 days following court's order to pay on all other cases	Creation and documentation of information in the payment screen
		No later than 14 days following placement in YS custody	Completion of Supervision Discontinue Letter when supervision fees suspended; enter information in the payment screen
		Prior to disbursement of funds	Entering payments in the payment screen
D.10.7	JETS	Following initial face-to-face contact with youth	Creation of a case narrative and documentation of contact information
		Prior to contacting outside agencies regarding youth's needs	Creation of Consent to Release Information form
		During supervision	Documentation in a case narrative of all contacts
D.10.11	JETS	When female PPO/J transports male youth	Documentation in a case narrative indicating prior approval and reason for exception

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
		Immediately upon return from court	Document the outcome of the court hearing
		Within 7 days of court hearing	Document lack of restraints and youth's behavior during the court hearing
D.10.12	JETS	When use of an intervention	Documentation on UOR
		When a Comprehensive Report is prepared	Documentation of the report
D.10.15	JETS	Immediately	Update information to reflect youth's location
		Before end of tour of duty	Documentation in a case narrative that appropriate notification was made when youth in custody for highest category offense not detained, placed in contract facility or released
		Within 24 hours of contact	Completion of a narrative entry outlining initial assessment and Response Plan
		Within 2 working days of youth's release	Completion of UOR
		Within 2 working days	Completion of UOR- if not previously reported - to reflect youth living at home and arrested for any offense
		Within 7 working days	Documentation of contacts
D.10.17	JETS	Prior to report to court with recommendation	Documentation of the nature of P&P violation and results of investigation
D.10.21	JETS	When a complaint is received	Documentation of pertinent information of each complaint and response in a narrative
		Within 21 calendar days	Documentation of Regional Director's response in a narrative
D.10.34	JETS	Within 24 hours of contact with youth	Completion of the Referral To Community Based Program form

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POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
			Creation and completion of a case narrative to document contact(s)
D.11.1	JETS	At time of predisposition investigation	Completion of the Social History by utilizing SAVRY, Social History or Narrative Social History
D.15.2	JETS	Within 7 working days	Completion of narrative entries for each contact with youth, family or collateral sources
D.15.3	JETS	Within 24 hours of completing Family Intervention Services Intake Assessment	Completion of preliminary Support Services Treatment Plan and updated when goals and objectives are met or new ones devised
		Within 24 business hours	Documentation of collateral contacts in a case narrative
		Within 48 business hours	Documentation of process for clinical updates/status reports in a case narrative
		Within 7 working days of completing the service	Documentation of counseling sessions in a case narrative
		Within 2 weeks of working with youth and family	Completion of Family Intervention Services Intake Assessment