

YOUTH SERVICES POLICY

Title: Required Database Entry and Reporting Requirements	Type: C. Field Operations Sub Type: 5. Monitoring Number: C.5.1
	Page 1 of 2
References: See Attachment C.5.1 (a)	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 08/02/2019

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To outline required database entry and reporting requirements as indicated throughout YS Policy.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Executive Management Advisor, General Counsel, Regional Directors, Facility Directors, Regional Managers, and all YS employees responsible for data input and reporting.

Unit Heads are responsible for ensuring that required database entry and reporting requirements are met as outlined in the policy attachments.

IV. DEFINITIONS:

Continuous Quality Improvement Services (CQIS) – The Central Office performance-based and results-driven competency and efficiency management system.

V. POLICY:

It is the Deputy Secretary's policy that routine, accurate data entry and reporting shall be completed in a timely manner.

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Data input and reporting of information is an essential tool by which Youth Services (YS) measures performance, safety, and provision of services. This data and information is used in budget projections, to measure goals achieved and to set future goals of this agency.

- A. The attached “Required Reporting per YS Policy” chart [see Attachment C.5.1 (b), outlines the following:
 - 1. Policy Number;
 - 2. Due From;
 - 3. Due To;
 - 4. Requirement; and
 - 5. Timeline.

- B. The attached “Required Database Entry per YS Policy” chart [see Attachment C.5.1 (c), outlines the following:
 - 1. Policy Number;
 - 2. Entry Into;
 - 3. Timeline for Entry; and
 - 4. Data to be Entered.

- C. The “Required Reporting per YS Policy” and the “Required Database Entry per YS Policy” charts shall be revised and reissued as needed by Continuous Quality Improvement Services (CQIS).

Previous Regulation/Policy Number: C.5.1

Previous Effective Date: 08/08/2017

Attachments/References: C.5.1 (a) References.August 2019
C.5.1 (b) YS Policy Required Reporting.August 2019
C.5.1 (c) Required Database Entry Chart.August 2019

**YS Policy No. C.5.1
Required Database Entry and Reporting Requirements**

“Prison Rape Elimination Act” of 2003, Public Law 108-79

42 U.S.C. 14043g (b)(2)(C); 42 U.S.C. 15607(c)(2); 42 U.S.C. 1997

U.S. DOJ PREA Standards:

115.311 (a) - (c); 115.312 (a); 115.313 (a), (c) - (e); 115.315 (a) - (e); 115.316 (a), (c); 115.317 (a) - (h); 115.318 (a), (b); 115.321 (a) - (e), (g); 115.322 (a) - (c); 115.331 (a) - (d); 115.332 (a) - (c); 115.333 (a) - (f); 115.334 (a), (b); 115.335 (a) - (d); 115.341 (a) - (e); 115.342 (a) - (i); 115.351 (a) - (e); 115.352 (b) - (f); 115.353 (a) - (d); 115.354; 115.361 (a), (b), (e), (f); 115.362; 115.363 (a) - (d); 115.364 (a), (b); 115.365; 115.366; 115.367 (a) - (f); 115.368; 115.371 (a) - (k), (m); 115.372; 115.373 (a) - (f); 115.376 (a) - (d); 115.377 (a), (b); 115.378 (a) - (g); 115.381 (a) - (d); 115.382 (a) - (d); 115.383 (a) - (h); 115.386 (a) - (f); 115.387 (a) - (f); 115.388 (a) - (d); 115.389 (a) - (d); 115.401 (a) - (o); 115.402 (a) - (d); 115.403 (a) - (f); 115.404 (a) - (e); 115.405 (a) - (c); 115.501 (a), (b);

Applicable ACA Standards - Performance-Based Standards for Juvenile Correctional Facilities (Fourth Edition) noted in the YS Policy Nos. listed below

ACA Standards – Standards for Juvenile Probation and Aftercare Services noted in the YS Policy Nos. listed below

YS Policy Nos.

- A.1.4 Investigative Services
- A.2.4 Employee Awards
- A.2.24 Staff Development and Training Plan
- A.2.45 Performance Evaluation System (PES) and Market Rate Adjustments
- A.2.46 Employee Grievance Procedure
- A.2.58 Crisis Leave Program
- A.2.62 Staff/Youth Relationships
- A.2.66 Teacher Tuition Reimbursement
- A.2.69 Attainment of Advanced Degree
- A.2.70 Attainment of Baccalaureate Degree
- A.2.71 Optional Pay
- A.3.1 Asset Management
- A.3.4 Parental Contributions - Cost of Care and Treatment
- A.3.6 Grants Coordination and Management Program
- A.3.8 Budget and Fiscal Management Activities
- A.3.14 Contract Provider Financial and Performance Reporting
- A.5.5 Data Warehouse
- A.5.11 Video Conferencing
- A.7.1 Safety Plan
- B.2.1 Assignment, Reassignment, and Release of Youth
- B.2.2 Youth Classification System and Treatment Procedures
- B.2.3 Secure Care Intake
- B.2.7 LAMOD Program and Youth Stage Procedures
- B.2.8 Behavioral Health Treatment Unit (BHTU)
- B.2.12 Fast Track Program
- B.2.14 Secure Care SAVRY
- B.2.15 Substance Use Disorder Treatment Program
- B.2.16 Assessment and Treatment of Youth who Demonstrate Sexual Behavior Problems
- B.2.18 Reintegration Process
- B.2.19 Programs and Evidence-Based Practices
- B.2.20 Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Non-Conforming Youth
- B.3.1 Secure Care Youth Records: Composition and Maintenance
- B.5.1 Youth Code of Conduct – Secure Care
- B.5.3 Administrative Remedy Procedures

- B.6.4 Accident and Injury (A&I) Evaluations
- B.6.5 Secure Care Mental Health Screening, Appraisal, and Evaluation
- B.6.6 Secure Care Mental Health Program
- B.6.7 Secure Care Suicide Prevention
- B.6.8 Notification to Courts and Parents/Guardians when Youth are Seriously Injured
- B.7.1 Education
- B.7.2 Programs for Post-Secondary Education – Secure Care
- B.7.3 Work Details and Skills Building Incentives – Secure Care
- B.8.1 Telephone Usage by Youth and Monitoring of Calls
- B.8.3 Volunteer Services Program
- B.8.11 Pre-Release Process
- B.8.14 DNA Protocols
- B.8.15 Family and Community Relations
- C.1.1 Death of Youth in Custody, Autopsies, and Burial Expenses
- C.1.3 Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties
- C.1.7 Crime Victims Registration and Notification
- C.1.12 Leisure and Recreation Activities
- C.2.1 Escapes, Runaways, Apprehensions, and Reporting
- C.2.7 Youth Drug/Alcohol Testing
- C.2.8 Youth Visitation in Secure Facilities
- C.2.11 Prison Rape Elimination Act (PREA)
- C.2.13 Key Control Program
- C.2.14 Tool Control Program
- C.2.14A Tool Control - Cecil J. Picard Education and Recreation Center
- C.2.15 Control and Use of FTCs
- C.2.15A Hazardous Materials Program – Cecil J Picard Center
- C.2.19 Youth Counts, Movements and Facility Rounds
- C.2.20 Youth Transport – Secure Care Facilities
- C.2.23 Control Center at Secure Care Facilities
- C.2.24 Electronic Monitoring Program
- C.4.1 Furlough Process
- C.4.3 Mandatory Reporting of Abuse and Neglect of Youth
- C.4.7 Escorted Absence
- C.5.2 Regional Office Duty Officers and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents
- C.5.3 Quality Assurance Reviews - Central Office Audits, Secure Facilities and Regional Offices
- C.6.1 Food Services
- D.5.1 Community Based Services Youth Records: Composition and Maintenance
- D.8.1 Social Service Contract Monitoring
- D.9.1 Placement of Youth in Residential Facilities
- D.9.5 Service Delivery/Case Management
- D.9.7 Financial Assessment, Medicaid Eligibility and Parental Contributions
- D.9.9 Reimbursable Expenses
- D.9.10 Placement in Psychiatric Facilities
- D.9.13 Case Assessment Process for Secure Care Placement
- D.10.4 Community Supervision Classification System
- D.10.5 Receipt, Security and Disbursement of Funds Collected from Youth-Supervision Fees and Restitution
- D.10.7 Probation and Parole Supervision
- D.10.11 Transporting Youth by Community Based Services
- D.10.12 Use of Interventions – Community Based Services
- D.10.15 Detention and Location of Youth Pending Secure Assignment
- D.10.17 Probation and Parole Violations
- D.10.21 Complaints and Grievances
- D.10.22 Interstate Compact for Juveniles
- D.10.32 SAVRY – Community Based Services
- D.10.34 Pending Secure and Non-Secure Placement-Provision of Services While In Detention
- D.11.1 Predisposition Investigation and Social History
- D.15.2 Social Services Youth Case Records
- D.15.3 Delivery of Treatment and Auxiliary Services

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
A.2.24	LEO/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	Within 14 days of placement in OJJ custody for secure care	Fast I Form / Fast II Form / 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 48 hours	"Due Process Hearing" form completed when youth reassigned to CSD
		Within 5 working days	Case Staffing Report form
			An override requested on Case Staffing form when case staffing recommendation is assignment to a secure care facility when youth did not rate "high" risk/SAVRY
			Documentation of verbal notification to court of jurisdiction in a case narrative
All actions of unplanned discharge			

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
B.2.1			Formal case staffing for release/discharge
			All required actions for release/discharge
			IIP Summary of Staffing form including reasons why youth should be considered for early release
			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
			IIP 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 Reintegration Plan		
B.2.2		Within 7 days of intake	Development of an IIP
		Within 48 hours following Initial Staffing	Documentation on a Weekly Contact Progress Note following review of UBP with youth
		Within 5 working days	Documentation on the Progress Report form when cases are reviewed 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
			Initial case staffing on the IIP Summary of Case Staffing form
			Development of an updated IIP
			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 IIP Summary of Staffing form			

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
B.2.2			Completion of new IIP Summary of Staffing form for each quarterly staffing Documentation of individual sessions 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 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 IIP on the Monthly Assessment of IIP Progress form and the IIP Summary of Staffing form. (Note: Completion of a brief narrative denoting goals and progression towards reintegration after each review.) Documentation when a final IIP not completed/justification on the Weekly Contact Progress Note form
		Within 5 working days of staffing	Unified Behavior Plan (UBP)
		Within 5 working days of review with youth with an IDD designation	Updates to IIP and UPB
		Within 14 days of staffing	Quarterly Secure Care Progress Report to the court
		Within 5 working days of Quarterly staffing	Modification of IIP if youth not making progress
		When photos are taken at Quarterly 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 Staffing	Completed form denoting the lack of visits

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
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 IIP staffing
		At time of admission	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 Stage Review meeting	LAMOD Youth Stage Consideration Form
B.2.8	JETS	When youth staffed for BHTU	Documentation on IIP Summary of Staffing form
		Within 3 working days	Documentation of MDT staffing by sending facility on the IIP Summary of Staffing form
			Documentation of youth's parent/guardian invited to MDT staffing at requesting facility on a Weekly Contact Progress Note
B.2.12	JETS	Prior to Fast Track Program admission	Initial IIP completed
		Within 7 working days	Documentation of multidisciplinary treatment team/IIP Summary of Staffing form updated
B.2.14	JETS	6 months after admission; every 6 months thereafter	Completion of SAVRY reassessment
B.2.15	JETS	Within 5 working days	If youth is granted early release, step down to non-secure and or placed on probation, documentation of youth's compliance with continued substance use disorder treatment in a case narrative
		Within 7 working days	Documentation of individual treatment/family counseling/group sessions on a Weekly Contact Progress Note
		Within 10 days of release	Documentation of continued substance use disorder treatment on the IIP

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
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 IIP
		Within 3 working days of completed initial medical/mental health/education screens	Updating of IIP
		Within 5 working days	Updating of IIP after completion of staffing
			If youth is scheduled for quarterly review hearings by court, finalize IIP at every quarterly reclassification staffing
As appointments are made	Updating IIP 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 LGBTQ/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.

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE 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
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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
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
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 IIP 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 Alert, Off Campus and Transfer Screens to reflect the physical location as Escape
		When a youth is apprehended	Update Alert, Off Campus and Transfer Screens to reflect physical location
		After youth is apprehended	Alert 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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
C.2.8		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
		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 "IIP 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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
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 escorted absence	Document knowledge of the escort in a Case Narrative
C.5.3	JETS	Upon release from Secure Care	PbSYR – Social Services PbSYR – Education Services PbSYR – Medical Services PbSYR – Mental Health Services PbSYR – Aftercare Services
	PbS Website	Upon release from Secure Care	Family Survey Youth Exit Interview Youth Record
	PbS Website	April and October	Administrative Form Incident Reports Staff Climate Surveys Unit Log Youth Climate Surveys Facility Design IRDCCR Policies and Procedures Source Mapping Questionnaire
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.)

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
D.9.1	JETS	When placement occurs	Completed EP-06 form – Authorization for Placement
			Update Master Record, transfer and placement screens, petition forms, AFCARS
		Within 3 days of placement	Creation of Notification of Placement Letter to youth’s parent/guardian and judge to be sent after placement & any subsequent placements
		Within 14 days of placement	Completed Supervision Level Change Form to indicate PL1 or PL2
			Complete Financial Assessment Forms (FAST I & II) and documentation of ISP
		Within 6 months of the initial placement (complete again in 5 months, then again every 6 months for the duration of non-secure custody)	Administrative Review held and within 15 days, the Administrative Review Report, ISP, SAVRY Reassessment, SAVRY Supervision Level Change Form, and placement screen all completed
		Within initial 12 months of the initial date of placement and every 12 months thereafter the youth remains in non-secure placement	Permanency Planning Hearing held and form created
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
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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
D.9.10			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 ISP (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 ISP when court recommends non-secure placement
		Within 5 working days	Documentation of monthly contacts via video conferencing
		On date of quarterly assessment	Documentation in the Review History Dates/Supervision Level section of the ISP, and in a case narrative. Completion of the SAVRY Quarterly Review Form.
	JETS	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 ISP
		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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
D.10.4		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
		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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
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
			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

Required Database Entry per YS Policy

C.5.1 (b)

SYSTEM/POLICY #	ENTRY INTO	TIMELINE FOR ENTRY	DATA TO BE ENTERED
D.15.3		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

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
A.1.4	Investigative Services	Director of IS	Facility Director/Deputy Secretary	Supplemental Report	When Director of IS agrees with Facility Director
		Director of IS	Deputy Secretary	Reasons in writing	When Director of IS does not agree with Facility Director
		IS	Deputy Secretary, Assistant Secretary, Chief of Operations, Legal Services, Regional Directors and any others as designated by the Deputy Secretary	Summary Reports of allegations	Upon request
A.2.4	Employee Awards	Unit Heads/staff	Unit Heads/Deputy Secretary	Nominations for Awards	Annually – TBA by Deputy Secretary
A.2.24	Staff Development and Training Plan	Unit Training Advisory Council under direction of Staff Development Director	Unit Head and Staff Development Director	Annual Report	Annually by December 1 st of each year
		Staff Development Director	Deputy Secretary	Summary of all annual reports	Annually by the end of January the following year
A.2.45	Performance Evaluation System (PES) and Market Rate Adjustments	Deputy Secretary	SCS Director	Information relative to evaluations (PES)	Annually – during previous year ending June 30th
A.2.46	Employee Grievance Procedure	PSS/HR	Deputy Secretary	Analyze grievances/report notable trends	Annually
A.2.58	Crisis Leave Program	PSS/OMF	Undersecretary	Crisis Leave Pool Transactions	Each FY
A.2.66	Teacher Tuition Reimbursement	PSS/OMF	Director of Education	Summaries/Status of Funds	Quarterly
A.2.69	Attainment of Advanced Degree	PSS/HR	Undersecretary	Agency (Fiscal Year) Report documenting employee information	Annually – no later than July 31st
A.2.70	Attainment of Baccalaureate Degree	PSS/HR	Undersecretary	Agency (Fiscal Year) Report documenting employee information	Annually – no later than July 31st

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
A.2.71	Optional Pay	PSS/HR	Undersecretary	Agency (Fiscal Year) Report documenting all lump sum and permanent adjustments made	Annually – no later than July 10th
			Civil Service & copies to Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary and CO Program Manager 4	YS formal Optional Pay Adjustment Report	Annually – no later than July 31st
A.3.1	Asset Management	Unit Property Liaison	CO Property Control Manager	Randomized inventory of 10% of site's state property	Monthly (Feb., March, May, June, August, Sept., Nov. and Dec.) No later than 15 th day of each month
				Inventory of 100% of site's state property	Quarterly (Jan., April, July, Oct.) No later than 15 th of each month
			Undersecretary, CO Adm. Program Director, CO PCM and appropriate Regional Director	Annual Inventory Following the LPAA auditor's report	Annually
		Property Control Manager	Undersecretary, the CO Administrative Program Director, CO PCM, and the appropriate Regional Director	Inventory of staff housing	When report is completed
		IS	Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, appropriate Regional Director, CO Adm. Program Director, CO PCM and the Division of Administration	Final Investigative Report - when a PCM/PL has knowledge or reason to believe property has been lost, stolen, destroyed, etc.	Annually and when houses are vacated
A.3.6	Grants Administration Program	Grants Project Manager	Chief of Operations and Undersecretary	Close-out Reports	When report is completed
		PSS/OMF CO Grants Monitor/Chief Writer	Funding Agencies Chief of Operations and Undersecretary	Fiscal Reports FY end report on grants	No more than 60 days following the scheduled end date of close-out activities
A.3.8	Budget and Fiscal Management Activities	Unit staff	Undersecretary/designee	Audits as per Policy No. C.5.3	On or before July 31 st of each year
					Routinely

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
A.3.14	Contract Provider Financial and Performance Reporting	DPS/OMF	Legislative Auditor's office, DOA and Joint Legislative Committee on Budget	"Compliance Tracking Report" showing specific data/compliance w/Act 12, Section 28.B(1)/collection of any unexpended funds	No later than May 1 st of each year
A.5.5	Data Warehouse	Data Warehouse Manager	Executive Staff	Statistical/summary population & trend reports	Quarterly
			Chief of Operations	Written report on the effectiveness of overall unit management	Annually, by Dec. 31 st
A.7.1	Safety Plan	Staff of Office of Risk Management (ORM)	Unit Head/designee	Comprehensive audits as per Policy No. C.5.3	Annually
B.2.2	Youth Classification System and Treatment Procedures	Facility Treatment Director	CO Director of Treatment	Monitoring tools	One (1) week prior to each scheduled quarterly treatment review
		Facility Director	Court of Jurisdiction	Quarterly Progress Report to the Court	Within 14 days of custody reclassification staffing
B.2.19	Programs and Evidence-Based Practices	CQIS	Chief of Operations	CPC Program Evaluation	<p>New programs shall be evaluated after one (1) year of contract award.</p> <p>Programs scoring "Ineffective" or "Needs Improvement" shall be evaluated annually.</p> <p>Programs scoring "Effective" or "Highly Effective" shall be evaluated every other year or more frequently at the discretion of the Chief of Operations.</p>
B.5.3	Administrative Remedy Procedure	Site Coordinator	Chief of Operations/designee	Results of Youth and Employee Surveys	Quarterly

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
B.6.7	Secure Care Suicide Prevention	Critical Incident Review Committee	Contracted Director of Mental Health Services, HSA, Contracted Psychiatrist, Facility Director/designee, Facility Treatment Director, Responding MHTP, Regional Director, CO Director of Treatment, IS Representative, & any others noted in Policy No. A.2.20	Original Narrative Report of the Committee's determinations with all pertinent documents attached	Within two (2) working days of the Committee Meeting.
B.6.8	Notification to Courts and Parents/Guardians when Youth are Seriously Injured	CO Director of Treatment	Assistant Secretary/designee, Facility Director, appropriate Regional Director and CQIS	QA reviews of JETS re. Category A&B reportable injuries; and on-site visits to review youth records compared to JETS QA reviews	Quarterly
B.7.1	Education	CO Education Staff	Facility Director & copies to Deputy Secretary, Assistant Secretary, Chief of Operations & appropriate Regional Director	To measure the effectiveness of Ed. Program at each school against stated performance objectives—Additional reviews per Policy No. C.5.3	Annually
B.7.2	Programs for Post-Secondary Education – Secure Care	College Academy Proctor	Deputy Secretary/designee	Report including VII. A. – B. of policy	Annually, by June 30 th each year
B.7.3	Work Details and Skills Building Incentives – Secure Care	Program Coordinator	Deputy Secretary/designee	Report including VIII. A. – E. of policy	Annually, by June 30 th each year
B.8.3	Volunteer Services Program	Family Liaison	Respective Facility Director/Regional Manager & appropriate Regional Director	Evaluation of each unit's Volunteer Services Program	Annually if a violation is found
B.8.11	Pre-Release Process	CQIS	Facility Director, Facility Treatment Director, and CO Executive Staff	Review of certain youth records (to see if youth released have OMV ID card) in conjunction w/QA treatment reviews	Quarterly
B.8.15	Family and Community Relations	Family Liaison	Deputy Assistant Secretary	Report of final findings of reviews and/or activities	Quarterly

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
			CQIS	Report on indicators listed under IX. A- G of policy	Quarterly by the 10 th day of month following end of quarter (October/January/April/July)
C.1.3	Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties	IS	Deputy Secretary, Chief of Operations & Facility/CBS Reg. Office ACA Accreditation Managers, if applicable	A summary of all arrests made on facility grounds, office buildings and/or properties, and any DA referrals accepted or denied.	Monthly
C.2.1	Escapes, Runaways, Apprehensions, and Reporting	IS	Deputy Secretary & appropriate Regional Director	Collection of all UORs & documentation for investigation	Submit completed investigation following escape & apprehension from secure care
C.2.7	Youth Drug/Alcohol Testing	Health Services Director	CQIS	CHP's Statistical Report	Monthly, by the 10 th working day of the month, for prior month's activities
		CQIS	Executive Staff and Facility Directors	Report on Youth Drug/Alcohol testing	Semi-Annually
C.2.11	PREA	IS	Deputy Secretary	Reports to include data in (C) (1) (a-f) of policy	Monthly & Annually
C.2.13	Key Control Program	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.
C.2.14	Tool Control Program	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.
C.2.14A	Tool Control – Picard	Tool Control Officer	Regional Director	Tool Inventory report	Quarterly (July, October, January, and April)
C.2.15	Control and Use of FTCs	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.
C.2.15A	Hazardous Materials Program - Picard	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and	Within ten (10) days following receipt of the review.

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
				State's Loss Prevention Program and Corrective Action Plans	
C.5.2	Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents	Regional Duty Officers / Facility ADOs	Regional Directors	Level 1 Incidents	Immediately upon notification
C.5.3	QA Reviews – Central Office Audits, Secure Facilities and Regional Offices	As outlined in Sections VI – X of policy	As outlined in Sections VI – X of policy	As outlined in Sections VI – X of policy	As outlined in Sections VI – X of policy
C.5.6	Juvenile Electronic Tracking System (JETS)	Data Warehouse Manager	Unit Head/designee	JETS Reconciliation Reports	Weekly
			Chief of Operations, Regional Directors, Facility Directors, Regional Managers, the Director of Treatment and Rehabilitation, and the Central Office Program Manager 2	Regional Weekly Report	Weekly
C.6.1	Food Services	Food Services Manager	Food Services Director	Physical Inventory Reports	Monthly, by the 10 th of the following month
			Facility Director, Regional Director, Assistant Secretary, Program Manager 4, YS Safety Officer and Chief of Operations	Report of Findings	Quarterly, by the 20 th of the month following the quarterly review (October, January, April, July)
D.8.1	Social Service Contract Monitoring	Assigned CQIS Program Specialist	Chief of Operations	Program Analysis Report	Within 6 weeks following completion of the period of review
D.10.22	Interstate Compact for Juveniles	Regional Manager	Deputy Secretary, Assistant Secretary and Chief of Operations (electronically)	Findings or recommendations	Within 30 days of receiving all comprehensive reports

Required Reporting by YS Policy

C.5.1 (c)

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
D.10.32	SAVRY - Community Based Services	Data Warehouse Manager	Regional Managers and all Probation and Parole Supervisors/Juvenile (PPS/J), from Central Office	JETS Reports	Quarterly
			Central Office Program Manager - CBS, and CQIS,	JETS Reports	Quarterly
D.15.3	Delivery of Treatment and Auxiliary Services	CBS Social Services Staff	Court	Clinical Status Report	When asked to do so by the court