



COLORADO

Office of Children,
Youth & Families

Division of Child Welfare

HYS Youth Records Checklist - Under 18

Facility:		Date:	
ROI ID#: ID.MMDDYY.S		CDHS Staff:	
Child's/Youth's Legal and Preferred Names:		Period Under Review (PUR):	
7.701 - General Rules for Child Care Facilities			
REQUIREMENT	REGULATION	OBSERVATION	NOTES
Record of Admission Including:	7.701.63.B	Unanswered	
- Youth legal name, date and place of birth, gender identity, race, religious preferences, reason for placement	7.701.63.B.1	Unanswered	
- Youth address and telephone number, parent/guardian telephone number and address	7.701.63.B.2	Unanswered	
- Name, address, phone numbers for placing agency and person arranging placement	7.701.63.B.3	Unanswered	
- Legal custody status of youth	7.701.63.B.4	Unanswered	
- Copy of placement agreement	7.701.63.B.5	Unanswered	
- Health records, allergies, illnesses, diets, medications list	7.701.63.B.6	Unanswered	
- Medical reports; psychiatric and psychological reports	7.701.63.B.7	Unanswered	
- Educational records, IEP, 504, reports of school work, credits	7.701.63.B.8	Unanswered	
- ICP, FSP, ITP	7.701.63.B.9	Unanswered	
- Summaries of significant contacts with parents, guardians, others	7.701.63.B.10	Unanswered	
- Persons authorized and not authorized for contact	7.701.63.B.11	Unanswered	
7.715 Standards for Homeless Youth Shelters			
Notification to parent of youth's circumstances	715.43.D	Unanswered	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
Notification to parent of concern to reunify and alternatives	715.43.D	Unanswered	
Transportation arranged for return of youth if agreed upon	715.43.D	Unanswered	
Notification to county department (when needed)	7.715.43.I & J	Unanswered	
Orientation: Tour including evacuation procedures	715.43.E.1	Unanswered	
Orientation: Program rules	715.43.E.2	Unanswered	
Orientation: Discipline policy including limits on rights	715.43.E.3	Unanswered	
Orientation: Rights and grievances process	715.43.E 715.45.B	Unanswered	
Notice to parent and youth: available counseling	715.43.F	Unanswered	
Notice to parent and youth: longer term arrangements	715.43.F	Unanswered	
Notice to parent and youth: possibility of referral to county DHS	715.43.F	Unanswered	
Psychiatric/psychological reports, if available	715.92.C.2	Unanswered	
Clothing inventory	715.63.B	Unanswered	
Written prescription for medications	715.51.H	Unanswered	
Medication logs	715.51.F	Unanswered	
Case plan	715.42.B	Unanswered	
Significant contacts with parent/guardian	715.92.C.3	Unanswered	
Access to medical care if needed	715.51.A-B	Unanswered	
Placement agreement (>21 days of placement)	715.43.G	Unanswered	
Involvement of youth and parent/legal guardian	715.43.G	Unanswered	
Family contact	715.43.G.1	Unanswered	
Reconciliation and family involvement	715.43.G.1	Unanswered	
How family contact and involvement are to occur	715.43.G.1	Unanswered	
Nature and goals of care	715.43.G.1	Unanswered	
Anticipated planned discharge date	715.43.G.1	Unanswered	
Plan following discharge	715.43.G.1	Unanswered	
Roles and responsibilities of persons involved	715.43.G.2	Unanswered	
Legal status and custody	715.43.G.3	Unanswered	
Placement agreement if placed by county	715.43.G.4	Unanswered	
Discharge summary	715.92.D.1-3	Unanswered	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
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Notes/Technical Assistance: