

Specialized GH/GC – Youth Records

Facility Name		ID#		CDHS Staff Date	
Child's Legal Name Child's Preferred Name					
ADMISSION RECORDS					
Date of birth / Place of birth 714.932 C1		Date of Admission 714.932 C1		Assigned Gender Identified Gender 714.932 C1	
Race 714.932 C1		Reason for placement 714.932 C1		ICP or FSP 714.932 C 9	
Youth's orientation to facility 714.2 H1-7		Religious preference of youth or family 714.932 C1		Family address/phone 714.932 C2	
Placing agency: Name, address and phone 714.932 C3		Legal status 714.932 C4 714.2 G6		Educational Records/IEP (If Applicable) 714.932 C 8	
Placement agreement 714.932 C5		ICPC 714.2 B 4			
AUTHORIZATION REQUIREMENTS					
Routine and Emergency Medical Treatment 714.2 G 5		Restraint Consent 714.531		Treatment and Care 714.2 G 4	
Photograph Consent 714.31 A 12		New Psychotropic Meds Consent 714.81 A 7			
MEDICAL REQUIREMENTS					
Information Guardian Client New Meds 714.81 K 1-7		Information Understood by Child-New Meds 714.81 M		RX orders for RX/PRN /OTC 714.81 J 3	
Medication Logs 714.81 J 6 a-d		Medical Exam within 14 days, Vision, Hearing, Immunizations 714.81 B 1-3		Current/Subsequent Medical 714.932 C 7 714.81 D	
Health Records: medical/dental 714.932 C 6		Dental within 4 months prior or 8 weeks after DOE 714.81 E			
NOTES:					

Specialized GH/GC – Youth Records

Child's Legal Name Child's Preferred Name		Facility Name		CDHS Staff Date	
ASSESSMENT					
Initiated within 7 days 714.4 C		Medical, Health and Dental Care 714.4 C 2 a		Mental/Psychological Health History 714.4 C 2	
Treatment History 714.4 C 2 b		Educational/Vocation 714.4 C 2 c & f		Social Development 714.4 C 2 d	
Family & Community Relationships 714.4 C 2 e		Recreation 714.4 C 2 g		Life Skills Development Emancipation Skills 714.4 C 2 h- i	
Legal Status & History 714.4 C 2 j		Placement History 714.4 C 2 k		Alcohol/Sub. Use History 714.4 C 2 l	
Reason for transfers within facility 714.932 C 11		Anticipated Length of Stay 714.2 G 1			
INDIVIDUAL CHILD'S PLAN					
Developed within 14 Days of Admission 714.4 D 705.207 A		Opportunity for Participation of Key Persons 714.4 D 1 a-f		Documentation if key persons in CIP develop. missing 714.4 D 1 g	
Findings of Assessment/Evaluation 714.4 D 2 a		Specific Measurable Goals 714.4 D 2 b		Strengthening Family Relationships 714.4 D 2 c	
Fostering Community Involvement w/youth 714.4 D 2 d		Therapeutic Services Frequency of Services 714.4 D 2 f		Long/Short-Term Goals Method of Evaluation 714.4 D 2 g	
Discharge and Aftercare 714.4 D 2 h 714.932 E		Persons Designated to Implement plan 714.4 D 2		Signatures 714.4 D 2 j	
Subsequent Revisions 714.4 D 2 k		Quarterly Reviews 714.4 D 2 i (update goals and participation)		Current Revisions (CIP/FSP) 714.932 C 9	
Record of Significant Contacts 714.932 C 10		Accident/Injury Reports 714.932 C 7		Daily Activities of Youth or Facility to Achieve Goals 714.4 D 2 e	
NOTES:					

Specialized GH/GC – Youth Records

DISCHARGE					
Discharge Summary information and aftercare plan 714.932 E 1-8		Date of discharge and where child was placed 714.932 E 1 & 2		Summary of services provided and if Goals were met/not met during treatment 714.932 E 3 & 4	
Goals/needs remain to be met and services to meet remaining goals 714.932 E 5		Aftercare plan and who is responsible for follow-up services 714.932 E 6		If discharge was planned or unplanned 714.932 E 7	
Circumstances that led to unplanned discharge 714.932 E 8				File in Chronological Order 714.932 A	