

**COLORADO**Office of Children,
Youth & Families

Division of Child Welfare

QRTP Youth Records Checklist

Facility:		Date:	
ROI ID#: ID.MMDDYY.S		CDHS Staff:	
Child's/Youth's Legal and Preferred Names:		Period Under Review (PUR):	
Record of Admission			
REQUIREMENT	REGULATION	OBSERVATION	NOTES
Date of admission	7.701.63.B.1	Unanswered	
Legal name	7.701.63.B.1	Unanswered	
Date and place of birth	7.701.63.B.1	Unanswered	
Sex assigned at birth & gender identity	7.714.21.B.1	Unanswered	
Race	7.701.63.B.1	Unanswered	
Religious preferences (youth and/or parents)	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	
Persons authorized and not authorized for contact	7.714.21.G.1	Unanswered	
Verification of placing authority and emergency contact number	7.714.21.B.8	Unanswered	
ICPC - 100A complete and CO ICPC approval before admission	7.714.21.H.2	Unanswered	
Sleeping arrangement made in consideration of child/youth self-identified gender	7.705.52.A	Unanswered	
Referral Information Received Prior to Placement			
Physical description Condition at intake	7.714.21.B.1; 7.714.21.C	Unanswered	
Reason for referral, risk and safety triggers	7.714.21.B.2; 7.701.63.B.1	Unanswered	
Presenting problems/needs	7.714.21.B.4	Unanswered	
Anticipated length of stay	7.714.21.B.5	Unanswered	
Current functioning	7.714.21.B.6	Unanswered	
Skills, assets, and strengths	7.714.21.D.13	Unanswered	
Required accommodations	7.714.21.B.7	Unanswered	



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REQUIREMENT		REGULATION	OBSERVATION	NOTES
Facility:			Date:	
Medical needs and physician's report of medical conditions or physical limitations that can cause risk	•	7.714.531.B.1.a; 7.714.21.D.8; 7.714.531.B.1.c; 7.714.21.B.3	Unanswered	
Documentation of history of trauma/abuse	•	7.714.531.B.1.b; 7.714.21.D.4	Unanswered	
Expected goals to be achieved by child/youth	•	7.714.21.D.1	Unanswered	
Previous successful and unsuccessful interventions and placements	•	7.714.21.D.12; 7.714.21.D.14	Unanswered	
Supervision requirements to include transportation	•	7.714.21.D.2	Unanswered	
Legal status, probation, criminal adjudications, custody of child/youth	•	7.714.21.G.4	Unanswered	
Placement agreement and provisions for discharge including persons for whom child may be released to	•	7.714.21.B.9 7.714.21.G.3	Unanswered	
Health records, allergies, illnesses, diets, medications list, and menu accommodations made	•	7.701.63.B.6; 7.705.31	Unanswered	
Medical reports; psychiatric and psychological reports when available	•	7.701.63.B.7; 7.714.21.D.9 7.714.21.D.5	Unanswered	
Educational records, IEP, 504, reports of school work, credits	•	7.701.63.B.8; 7.714.21.D.16	Unanswered	
ICP, FSP, ITP	•	7.701.63.B.9; 7.714.21.D.15	Unanswered	
Copies of assessments used to determine admission	•	7.701.63.B.12	Unanswered	
Social, emotional, behavioral health, and developmental history	•	7.714.21.D.3; 7.714.21.D.7	Unanswered	
Orientation				
Orientation within 24 hours		7.714.22.A	Unanswered	
Tour of the facility, sleeping, evacuation routes, exits		7.714.22.A.1	Unanswered	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
Facility:		Date:	
Overview of rules/regulations	7.714.22.A.2	Unanswered	
Physical restraint and debrief overview, if applicable	7.714.22.A.3	Unanswered	
Location of applicable posted notice of child/youth rights	7.714.22.A.4	Unanswered	
Notice for CPO, GAL/CFY, County, CDHS contacts for youth in county custody	7.714.22.A.5	Unanswered	
Explanation of facility grievance procedure	7.714.22.A.6	Unanswered	
Notice for CPO, County, CDHS contacts for grievances	7.714.22.A.6.a	Unanswered	
Introduction to staff/peers	7.714.22.A.7	Unanswered	
Overview of daily schedule	7.714.22.A.8	Unanswered	
Dated orientation form signed by staff and child/youth or placing authority	7.714.22.B	Unanswered	
Authorizations			
Routine and Emergency Medical, Dental, and Vision Care- prior to or on date of admission	7.714.21.E.1	Unanswered	
Physical restraint and/or seclusion- prior to utilization	7.714.21.E.2	Unanswered	
Consent to treatment for mental health services- within 1 week	7.714.21.E.3	Unanswered	
Consent to release confidential information- within 1 week	7.714.21.E.4	Unanswered	
Consent to treat for other behavioral health services- within 1 week	7.714.21.E.5	Unanswered	
QRTPs- Consent for the BHA to release the CANS- within 1 week	7.714.21.E.6	Unanswered	
Consent for search practices- within 1 week	7.714.21.E.7	Unanswered	
Disclosure statements for therapists, when applicable	7.705.63.A.1.c	Unanswered	
Medical Requirements			
Documentation of immunizations	7.714.82.A.2	Unanswered	
Medical exam within 14 calendar days following admission	7.714.82.B	Unanswered	
Subsequent medical annually or as directed including summary of medical care	7.714.82.D	Unanswered	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
Facility:		Date:	
Dental exam within 4 Months prior or 8 weeks following placement	7.714.82.E	Unanswered	
Dental exam every 6 months or as required	7.714.82.E	Unanswered	
Health education including sexual health	7.714.82.A.4	Unanswered	
Medical treatment explained to child/youth in manner understandable to them	7.714.82.A.5	Unanswered	
Corrective devices (glasses, hearing aids) available	7.714.82.G	Unanswered	
Medications in original pharmacy-labeled container	7.714.82.J.1	Unanswered	
Medications administered upon written prescription	7.714.82.J.3	Unanswered	
Written authorization for PRN/OTC medications	7.714.82.J.3	Unanswered	
Parent/guardian consent for changes in medication, including to new psychotropics in non-emergency situation	7.714.82.J.4	Unanswered	
Written parent/guardian consent prior to new psychotropics in non-emergency situation	7.714.82.J.4	Unanswered	
New prescription medication information provided to child/youth and parent/guardian	7.714.82.K	Unanswered	
Written medication schedule	7.714.82.J.6	Unanswered	
Medication administration record	7.714.82.J.8	Unanswered	
Documentation of medication errors	7.714.82.J.11.a .1	Unanswered	
Documentation of discontinued or refused medication	7.714.82.J.11.b	Unanswered	
Self-administering medication requirements met, if applicable	7.714.82.J.15	Unanswered	
Ongoing Requirements			
Accident, injury, or illness reports	7.701.63.B.7	Unanswered	
CIRs	7.701.52.A	Unanswered	
Restraint documentation	7.714.535	Unanswered	
Seclusion documentation (PRTF)	7.714.546	Unanswered	
Summaries of significant contacts with parents, guardians, others	7.701.63.B.10	Unanswered	
Opportunity for child/youth to practice religious/spiritual beliefs	7.714.35.B	Unanswered	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
Facility:		Date:	
Use of restrictive devices only via appeal/waiver approval, court order, BHA approval, or via consent for seclusion in PRTF	7.701.92.B	Unanswered	
Follows policies for limitations or denials of rights	7.714.31.D	Unanswered	
Written report for limitations or denials of rights	7.714.31.D	Unanswered	
Court orders for limitations or denials of rights for county involved children/youth	7.714.34	Unanswered	
Annual or as needed review of information relevant to reactive strategies	7.714.531.B	Unanswered	
Education/Vocation/Community			
Attending educational/vocational program in most appropriate/least-restrictive setting	7.714.6.A.1	Unanswered	
Child find procedures for students with disabilities	7.714.6.B	Unanswered	
Opportunities to participate in recreational/cultural programs	7.714.7.B	Unanswered	
Access to available work options for county involved youth	7.714.7.C	Unanswered	
Comprehensive Assessment			
Comprehensive Assessment started within 7 calendar days	7.714.4.A.1	Unanswered	
Completed by the 14th calendar day after admission	7.714.4.A.4	Unanswered	
Evaluation of:			
- Immediate safety concerns	7.714.4.A.5.c	Unanswered	
- Cultural factors	7.714.4.A.5.e	Unanswered	
- Medical, health, and dental care, allergies	7.714.4.A.5.f	Unanswered	
- Mental health and treatment history and medications	7.714.4.A.5.g	Unanswered	
- Trauma history	7.714.4.A.5.h	Unanswered	
- Education/vocation	7.714.4.A.5.i	Unanswered	
- Family structure and community relationships	7.714.4.A.5.k	Unanswered	
- Recreation	7.714.4.A.5.m	Unanswered	
- Capacity for self care and ADLs	7.714.4.A.5.n	Unanswered	
- Independent living skills	7.714.4.A.5.o	Unanswered	
- Legal issues and history	7.714.4.A.5.p	Unanswered	



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Facility:		Date:	
- Out-of-home placement history	7.714.4.A.5.q	Unanswered	
- Substance use history	7.714.4.A.5.r	Unanswered	
- Strengths, abilities, skills, and interests	7.714.4.A.5.s	Unanswered	
- Needs for lower level of care and to discharge	7.714.4.A.5.t	Unanswered	
Individual Child's/Youth's Plan			
Developed within 14 calendar days of admission	7.714.4.B.1	Unanswered	
Participants include: primary caregiver, child/youth, parent/guardian, placing agency, school, significant persons	7.714.4.B.2	Unanswered	
Efforts to involve key persons/reasons contraindicated	7.714.4.B.2.g	Unanswered	
Results of initial CANS used in ICP	7.705.208.C	Unanswered	
Mental health professional develops mental health component of plan	7.705.211.A.1	Unanswered	
Name of licensed mental health professional responsible for plan	7.705.209.A.8	Unanswered	
Must include:		Unanswered	
- Findings of assessment	7.714.4.B.3.a	Unanswered	
- Discharge criteria	7.714.4.B.3.b	Unanswered	
- Documentation supporting level of care	7.714.4.B.3.c	Unanswered	
- Goals related to diagnoses/areas of focus	7.714.4.B.3.d	Unanswered	
- SMART objectives	7.714.4.B.3.e	Unanswered	
- Expected symptom reduction & skills development	7.705.211.A.2.b .1	Unanswered	
- Expected dates of achievement	7.705.211.A.2.b	Unanswered	
- Supervision plan	7.714.4.B.3.f	Unanswered	
- Plan for family relationships	7.714.4.B.3.g	Unanswered	
- Plan for community involvement	7.714.4.B.3.h	Unanswered	
- Type, frequency and duration of services	7.705.211.A.2.c	Unanswered	
- Referrals for other services	7.705.211.A.2.c	Unanswered	
- Plan for behavior support	7.714.4.B.3.j	Unanswered	
- Plan for discharge, aftercare, med	7.714.4.B.3.k	Unanswered	



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Facility:		Date:	
management, referrals to resources			
- Signatures of participation by parties	7.714.4.B.3.m	Unanswered	
Plan and revisions developed in consultation with child/youth at 14 years+	7.714.4.B.3.n	Unanswered	
Review of plan/progress every 30 days	7.714.4.B.3.o 7.705.211.A.3	Unanswered	
Response to treatment approaches & reasons for changes to ICP	7.705.211.A.4	Unanswered	
Family support goals included with findings from comprehensive assessment	7.714.4.B.3.p	Unanswered	
Discharge and aftercare plan within 45 calendar days of admittance	7.714.85.A 7.705.214.B.1	Unanswered	
Discharge and aftercare plan reviewed and/or modified and signed by clinician monthly	7.714.85.D	Unanswered	
Clinical Record Requirements			
Mental health diagnosis	7.705.209.A.1	Unanswered	
Assessments of current need for mental health services	7.705.209.A.2	Unanswered	
Attendance, participation in, and outcomes of mental health services	7.705.209.A.4	Unanswered	
Correspondence with those involved in youth's treatment	7.705.209.A.6	Unanswered	
Signed & dated treatment entries	7.705.209.A.11	Unanswered	
Changes in diagnoses documented with changes to IA/ESA	7.705.209.A.12	Unanswered	
Discharge			
CANS administered within 14 days of discharge	7.705.208.A.2	Unanswered	
Mental health information provided if discharged within 72 hours of admission	7.714.85.C	Unanswered	
Discharge summary sent to placing agency within 5 business days of discharge:	7.714.85.H	Unanswered	
- Date of discharge	7.714.85.H.1	Unanswered	
- Where placed	7.714.85.H.2	Unanswered	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
Facility:		Date:	
- Summary of services provided	7.714.85.H.3	Unanswered	
- Goals met/not met	7.714.85.H.4	Unanswered	
- Alternative service recommendations for unmet goals/needs	7.714.85.H.5	Unanswered	
- Aftercare plan	7.714.85.H.6	Unanswered	
- Planned or unplanned discharge	7.714.85.H.7	Unanswered	
- Circumstances of unplanned discharge	7.714.85.H.8	Unanswered	
Documentation of discharges against agency or mental health professional advice	7.705.209.A.10	Unanswered	
Discharge and aftercare info to next provider within 5 days when discharge is due to elopement, hospitalization, higher level of care	7.705.214.A.4	Unanswered	
Summary of medical care provided upon discharge	7.714.82.I	Unanswered	
Copies of youth's file provided to parents/guardians upon request	7.714.85.I 7.705.214.A.3	Unanswered	
Family based aftercare support provided or referrals made at least 6 months post discharge	7.705.214.B.3	Unanswered	

Notes/Technical Assistance: