



## RCCF & PRTF Youth Records Checklist

Facility: JCMH - YRR		Date: 12.11.2025	
ROI ID#: ID.MMDDYY.S		CDHS Staff: KBradley	
Child's/Youth's Legal and Preferred Names: VOGEL, Aubrie		Period Under Review (PUR):	
<b>Record of Admission</b>			
<b>REQUIREMENT</b>	<b>REGULATION</b>	<b>OBSERVATION</b>	<b>NOTES</b>
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	
<b>Referral Information Received Prior to Placement</b>			
Physical description	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	
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	



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REQUIREMENT		REGULATION	OBSERVATION	NOTES
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	
<b>Orientation</b>				
Orientation within 24 hours		7.714.22.A	Unanswered	
Tour of the facility, sleeping, evacuation routes, exits		7.714.22.A.1	Unanswered	
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	



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
Dated orientation form signed by staff and child/youth or placing authority	7.714.22.B	Unanswered	
<b>Authorizations</b>			
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	
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	
<b>Medical Requirements</b>			
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; 7.714.82.I	Unanswered	
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	
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	

Checklists do not encompass all requirements. Agencies are responsible for compliance with all rules and regulations and laws applicable to their specific license. This is not a legal document. A check in the checkbox identities three documented attempts made. Revised 11/2025.



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REQUIREMENT	REGULATION	OBSERVATION	NOTES
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	
<b>Ongoing Requirements</b>			
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	
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	
<b>Education/Vocation/Community</b>			
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	
<b>Comprehensive Assessment</b>			
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	



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- 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	
- Out-of-home placement history	7.714.4.A.5.q	Unanswered	
- Substance use history	• 7.714.4.A.5.r; 7.714.21.D.11	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	
<b>Individual Child's/Youth's Plan</b>			
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	
Must include:			
- 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	
- 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	
- Services and frequency of services	7.714.4.B.3.i	Unanswered	
- Plan for behavior support	7.714.4.B.3.j	Unanswered	
- Plan for discharge, aftercare, med management, referrals to resources	7.714.4.B.3.k	Unanswered	
- 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	Unanswered	

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REQUIREMENT	REGULATION	OBSERVATION	NOTES
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	Unanswered	
Discharge and aftercare plan reviewed and/or modified and signed by clinician monthly	7.714.85.D	Unanswered	
<b>Discharge</b>			
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	
- 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	
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	Unanswered	

Notes/Technical Assistance: