

# QRTP – Youth Records

Facility Name		ID#		CDHS Staff Date	
Child's Legal Name and Preferred Name					
<b>ADMISSION RECORDS</b>					
Date of birth / Place of birth 714.932 C1		Date of Admission 714.932 C1		Assigned/ 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 w/in 24 Hours 714.2 H1-7		Religious Preference of Youth or Family 714.932 C1		Family Address and Phone 714.932 C2	
Placing agency: Name, Address and Phone 714.932 C3		Legal Status 714.932 C4 714.2 G6		Placement Agreement 714.932 C5	
Educational Records/IEP (If Applicable) 714.932 C 8		ICPC 714.2 B 4			
<b>AUTHORIZATION REQUIREMENTS</b>					
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			
<b>MEDICAL REQUIREMENTS</b>					
Information Guardian Client New Meds 714.81 K 1-7		Information Understood by Child-New Meds including an assessment that child understood 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 and Dental Reports Psychiatric/psychological 714.932 C 6 & 7		Dental within 4 Months Prior or 8 Weeks After DOE 714.81 E		6-month dental follow up or as required 714.81 E	
Accident/Injury Reports 714.932 C 7					

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<b>FAMILY ENGAGEMENT</b>					
Document efforts to include family and other significant individuals in youths' treatment 705.205 A		Maintain contact information for and facilitate contact with youths' family when it is in the youth's best interest 705.205 B		Document contact and outreach attempts to appropriate family members 705.205 B	
Document efforts to maintain sibling connections as appropriate 705.206 C		NOTES:			
<b>INITIAL ASSESSMENT AND STABILIZATION PLAN</b>					
Within 72 hours (business) of admission the program must assess the following: 705.206 A 1-16		Circumstances that led to placement 705.206 A1		Presenting problem/issue 705.206 A2	
Current functioning 705.206 A3		Required accommodations 705.206 A4		Current needs 705.206 A5	
Risk and safety 705.206 A6		Behavior 705.206 A7		Physical condition to include allergies, chronic conditions and current medications 705.206 A8	
Mental/psychological health: emotional regulation, coping strategies, current psychotropics 705.206 A9		Current family relationships and dynamics 705.206 A10		Immediate supports: cultural, religious, spiritual, and emotional 705.206 A11	
Relevant substance use 705.206 A12		Needs for short term stabilization 705.206 A13		Previous successful and unsuccessful interventions 705.206 A14	
Skills, assets, and strengths 705.206 A15		History of Trauma 705.206 A16		Within 72 hours of admission stabilization plan based on initial assessment or IA if received 705.206 B	
The stabilization plan must include at least one short term goal to support stabilization. Must include goals from IA 705.206 C		Stabilization plan must be updated at least every 7 calendar days with youth, youths' family, and permanency team until the IA is received 705.206 D		At least one goal added to the stabilization plan when the prior goal is met 705.206 E	
Stabilization plan may be incorporated into the individual child plan and family plan or may be discontinued 705.206 F		NOTES:			

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Child's Initials		Facility Name		CDHS Staff Date	
<b>INDIVIDUAL CHILD AND FAMILY PLAN</b>					
Individual child plan completed within 7 calendar days from receipt of the Independent Assessment 705.207 A		Findings of Independent Assessment/Initial Assessment and goals identified 705.207 B		Family engagement and permanency team included in development of plan 705.207 C	
CANS Update 75 calendar days from initial 705.207 D		CANS updates 90 calendar days from previous 705.207 D		Identification of all responsible persons for plan 714.4 D 2 i	
Find of Assessment/Evaluation 714.4 D 2 a		Statement of Specific and Measurable Goal(s) 714.4 D 2 b		Strategy for enhancing family or family like relationships & develop permanent home 714.4 D 2 c	
Fostering/ enhancing Community Involvement 714.4 D 2 d		Daily activities-ed/voc/rec 714.4 D 2 e		Therapeutic/specialized services and strategies and frequency of services 714.4 D 2 f	
Long- and short-term goals and method of evaluation of progress 714.4 D 2 g		Goals and plans for discharge/aftercare and less restrictive 714.4 D 2 h		Family Support Goal addressing services and interventions provided by the program 705.207 E	
Signature of facility staff, placing agency, parent and youth 714.4 D 2 j		Subsequent Revisions – explained in language/communication mode 714.4 D 2 k		Mental Health component developed by Licensed Mental Health professional 7.714.4 F 1	
Family, youth, team participation in development and review of Plan 705.207 C		Documentation of Persons Absent from Plan Develop & efforts to involve them 714.4 D 1 g		Monthly review of plan 714.4 F 5	
Record of Significant Contacts 714.932 C 10		Accident/ Injury Reports 714.932 C 7		File in Chronological Order 714.932 A	
For placements that are not IV-E eligible, assessment completed within 7 days of admission 714.4 D		NOTES:			
<b>DISCHARGE</b>					
Within 45 calendar days of admission a discharge and aftercare plan must be developed by the placing entity, youth, family engagement and permanency team 705.208 A		Describe services and resources needed by subsequent provider to meet the needs of the youth and how they will be provided. 705.208 B		Date of discharge, Where youth placed, Planned or unplanned, Reasons for unplanned, 705.208 E 714.932 E 1, 2, 7 & 8	
Plan must be reviewed/modified at least monthly during placement and aftercare. Changes documented. 705.208 D		Program must update CANS no more than 14 days prior to the planned discharge date of youth 705.208 F		Discharge plan completed and sent w/in 5 business days of discharge 705.208 E 714.932 E	
Provide family-based aftercare for at least 6 months post-discharge as determined in plan 705.208 C		Summary of services provided during care 714.932 E 3 705.208 E		Goals met/not met & services needed to meet unmet goals 705.208 E 714.932 E 4 & 5	
Program may negotiate terms of aftercare services w/ placing entity of youth not placed by DHS or DYS Must provide aftercare support in accordance w/ placing entity 705.208 G		NOTES:			

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