**DEPARTMENT OF JUVENILE JUSTICE CERTIFICATION UNIT**

**JUVENILE DETENTION CENTER CASE RECORD REVIEW**

**FACILITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEWER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Case Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Begin Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Regulation** | **Compliant****(Y, N, NA, or ND)** | **Comments** | **Supervisor’s Initials/Date** |
| **MAINTENANCE OF RECORDS** |
| **6VAC35-101-330 (A). Maintenance of residents' records.**A. A separate written or automated case record shall be maintained for each resident that shall include all correspondence and documents received by the detention center relating to the care of that resident and documentation of all case management services provided.  |  |  |  |
| **6VAC35-101-330 (C). Maintenance of residents' records.**C. Each case record and health record shall be kept |  |  |  |
| * (i) up to date
 |  |  |  |
| * (ii) in a uniform manner
 |  |  |  |
| **FACE SHEET** |
| **6VAC35-101-340 (A). Face sheet.**A. At the time of admission each resident's record shall include, at a minimum, a completed face sheet that contains the following: |  |  |  |
| * Resident's full name
 |  |  |  |
| * Last known residence
 |  |  |  |
| * Gender
 |  |  |  |
| * Race
 |  |  |  |
| * Unique numerical identifier
 |  |  |  |
| * Admission date
 |  |  |  |
| * Names, addresses, and telephone numbers of the applicable court service unit, emergency contacts, and parents or legal guardians, as appropriate and applicable.
 |  |  |  |
| **6VAC35-101-340 (B). Face sheet.**B. Information shall be updated when changes occur |  |  |  |
| **6VAC35-101-340 (C). Face sheet.**C. Upon discharge, the following shall be added to the face sheet if applicable |  |  |  |
| (i) date of discharge and |  |  |  |
| (ii) name of the person to whom the resident was discharged |  |  |  |
| **ADMISSION AND ORIENTATION** |
| **6VAC35-101-800 (A). Admission and orientation.**A. Written procedure governing the admission and orientation of residents shall provide for:  |  |  |  |
| 1. Verification of legal authority for placement;  |  |  |  |
| 2. Search of the resident and the resident's possessions, including inventory and storage or disposition of property, as appropriate and required by 6VAC35-101-800 (admission and orientation) and 6VAC35-101-810 (residents' personal possessions). |  |  |  |
| **6VAC35-101-800 (B). Admission and orientation.**B. The resident shall receive an orientation to the following:    |  |  |  |
| 1. The behavior management program:  |  |  |  |
| a. During the orientation, residents shall be given written information  |  |  |  |
| b. Where a language or literacy problem exists that can lead to a resident misunderstanding the rules of conduct and related regulations, staff or a qualified person under the supervision of staff shall assist the resident. |  |  |  |
| 2. The grievance procedure as required by 6VAC35-101-100 (grievance procedure); |  |  |  |
| 3. The disciplinary process as required by 6VAC35-101-1080 (disciplinary process);  |  |  |  |
| 4. The resident's responsibilities in implementing the emergency procedures as required by 6VAC35-101-510 (emergency and evacuation procedures); and  |  |  |  |
| 5. The resident's rights, including, but not limited to, the prohibited actions provided for in 6VAC35-101-650 (prohibited actions). |  |  |  |
| **RESIDENTS’ PERSONAL POSSESSIONS** |
| **6VAC35-101-810 (A). Residents' personal possessions.**A. Residents' personal possessions shall be inventoried upon admission and such inventory shall be documented in the resident's case record.   |  |  |  |
| **DISCHARGE** |
| **6VAC35-101-840 (B). Discharge.**B. Each resident's record shall contain a copy of the documentation authorizing the resident's discharge.  |  |  |  |
| **6VAC35-101-840 (C). Discharge.**C. Residents shall be discharged only to the legal guardian or legally authorized representative.   |  |  |  |
| **6VAC35-101-840 (D). Discharge.**D. As applicable and appropriate, information concerning current medications shall be provided to the legal guardian or legally authorized representative.  |  |  |  |
| **PLACEMENTS IN POSTDISPOSITIONAL DETENTIONS PROGRAMS** |
| **6VAC35-101-1180 (B). Placements in postdispositional detention programs.**B. When a court orders a resident detained in a postdispositional detention program, the detention center shall:  |  |  |  |
| 1. Obtain from the court service unit a copy of the court order, the resident's most recent social history, and any other written information considered by the court during the sentencing hearing; and  |  |  |  |
| 2. Develop a written plan with the court service unit within five business days to enable such residents to take part in one or more locally available treatment programs appropriate for their rehabilitation that may be provided in the community or at the detention center.  |  |  |  |
| **6VAC35-101-1180 (D). Placements in postdispositional detention programs.**D. Upon the receipt of (i) a referral of the probation officer of a potential resident who meets the prerequisite criteria for placement provided in § 16.1-284.1 of the Code of Virginia or |  |  |  |
| (ii) an order of the court, the detention center shall conduct the statutorily required assessment as to whether a resident is an appropriate candidate for placement in a postdispositional detention program.  |  |  |  |
| **INDIVIDUAL SERVICE PLANS IN POSTDISPOSITIONAL DETENTION PROGRAMS** |
| **6VAC35-101-1200 (A). Individual service plans in postdispositional detention programs.**A. A written plan of action, the individual service plan, shall be developed and placed in the resident's record within 30 days following admission and implemented immediately thereafter. The individual service plan shall:1. Be revised as necessary and reviewed at intervals; and |  |  |  |
| 2. Specify (i) measurable short-term and long-term goals; and.  |  |  |  |
| (ii) the objectives, strategies, and time frames for reaching the goals; |  |  |  |
| (iii) the individuals responsible for carrying out the plan |  |  |  |
| **6VAC35-101-1200 (B). Individual service plans in postdispositional detention programs.**B. Individual service plans shall describe in measurable terms the:1. Strengths and needs of the resident; |  |  |  |
| 2. Resident's current level of functioning; |  |  |  |
| 3. Goals, objectives, and strategies established for the resident; |  |  |  |
| 4. Projected family involvement; and |  |  |  |
| 5. Projected date for accomplishing each objective.  |  |  |  |
| **6VAC35-101-1200 (C). Individual service plans in postdispositional detention programs.**C. Each service plan shall include the date it was developed and the signature of the person who developed it.   |  |  |  |
| **6VAC35-101-1200 (D). Individual service plans in postdispositional detention programs.**D. The resident and facility staff shall participate in the development of the individual service plan.  |  |  |  |
| **6VAC35-101-1200 (E). Individual service plans in postdispositional detention programs.**E. The (i) supervising agency and (ii) resident's parents, legal guardian, or legally authorized representative, if appropriate and applicable, shall be given the opportunity to participate in the development of the resident's individual service plan.  |  |  |  |
| **6VAC35-101-1200 (F). Individual service plans in postdispositional detention programs.**F. The initial individual service plan shall be distributed to the resident, the resident's parents or legal guardian as appropriate and applicable, and the applicable court service unit.  |  |  |  |
| **PROGRESS REPORTS IN POSTDISPOSITIONAL DETENTION PROGRAMS** |
| **6VAC35-101-1210 (A). Progress reports in postdispositional detention programs.**A. There shall be a documented review of each resident's progress in accordance with § 16.1-284.1 of the Code of Virginia. The review shall report the:1. Resident's progress toward meeting the plan's objectives; |  |  |  |
| 2. Family's involvement; and |  |  |  |
| 3. Continuing needs of the resident.  |  |  |  |
| **6VAC35-101-1210 (B). Progress reports in postdispositional detention programs.**B. Each progress report shall include(i) the date it was developed and   |  |  |  |
| (ii) signature of the person who developed it.  |  |  |  |
| **CASE MANAGEMENT SERVICES IN POSTDISPOSITIONAL DETENTION PROGRAMS** |
| **6VAC35-101-1220 (B). Case management services in postdispositional detention programs.**B. The provision of case management services shall be documented in the case record.  |  |  |  |
| **RESIDENTS' PAID EMPLOYMENT IN POSTDISPOSITIONAL DETENTION PROGRAMS** |
| **6VAC35-101-1260 (B). Residents' paid employment in postdispositional detention programs.**B. Paid employment for any resident participating in a postdispositional detention program must be in accordance with 6VAC35-101-920 (work and employment).  |  |  |  |
| **RELEASE FROM A POSTDISPOSITIONAL DETENTION PROGRAM** |
| **6VAC35-101-1270. Release from a postdispositional detention program.**In addition to the requirements in 6VAC35-101-840 (discharge), information concerning the resident's need for continuing therapeutic interventions, educational status, and other items important to the resident's continuing care shall be provided to the legal guardian or legally authorized representative, as appropriate, at the time of the resident's discharge from the facility.  |  |  |  |