

Chapter: Records  
Subject: Youth Records  
Section: 5.1  
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ODJFS Rule: 5101: 2-5-10  
Reviewed/  
Revised: 4/27/20

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NRTC maintains a case record for each youth in out-of-home care which include but not be limited to the documentation as required by Chapters 5101: 2-5 and 5101: 2-9 of the Administrative Code as applicable to the certified function of the facility for at least five years after discharge.

1. A youth's record is established and maintained by the Business Manager. The record includes, but is not limited to the following:
  - Referral information (Court Incident History, social history, mental health assessments, school records, medical history, prior treatment or psychological reports, if applicable)
  - Face Sheet with color photograph
  - Intake paperwork, including signed Medical Consent and Release of Information forms
  - Birth Certificate; Social Security card; immunization records; medical card
  - Physical Exam; Medical/Dental Appointment forms; Prescription & Non-Prescription Medication forms
  - Phone and Visitation lists
  - Temporary Custody Order; Court entries
  - Treatment Reviews
  - Report cards
  - Service Plan
  - Incident Reports

All written documentation required by the rules may be maintained at a central office location except that a copy of each youth's current service plan, a color photograph that shall be updated annually, and current medical records will be kept on the premises of the facility in which the youth is placed.

1. All active files are maintained at NRTC in the office of the Business Manager. A separate file for each youth is also located in the Control and is accessible to staff at all times. This file includes at a minimum:
  - Face Sheet with color photograph
  - Phone and Visitation lists
  - Medical Consent form and copy of medical card, if applicable

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An agency that holds custody of a youth and places the youth in a residential facility will provide to the facility copies of all medical, social, legal, educational or other data within fifteen days of placement or upon request of NRTC.

1. This information is provided by the Montgomery County Juvenile Court Probation Officer or the Montgomery County Children Services Case Worker, at the time the youth is referred to NRTC, and it is maintained in the youth's file.