

Chapter: Program
Subject: Case Record Entries
Section: 12.10
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COA Standard: PA-RPM 5.02, 7.04, 7.05
Review/Revised: 4/10/2020; 9/16/2020

NRTC's direct care workers shall maintain a record of youth activity and prepare shift reports that record routine information. Staff members shall document routine information about the youth, such as the number of youth present, daily tasks, movement into and out of the facility, consequences given for rule violations, etc. The documentation shall also include behavioral observations of the youth including social interaction, authority response, time management issues, etc.

Log Books

1. The Youth Specialist are primarily responsible for maintaining the daily log. Upon arrival for their shift, a new log is started with basic information such as resident-count and any special circumstances or outstanding issues from the previous shift.
2. New information is entered into the log on a continual basis throughout the shift and is accompanied by the time of the entry. All staff members who contribute to the log must sign the log sheet in the spaces provided. Entries are to be specific, factual, relevant and legible.
3. The log is concluded at the end of the shift by the Youth Specialist Supervisor with a final shift report that details a youth count and any outstanding issues the staff members on the following shift need to be aware of. This shift report is also given verbally to the staff arriving for the next shift.
4. Written logs are kept on the units. A separate log and logbook are maintained for each unit.
5. The logs are removed from the logbook monthly and are stored in a secure area.

Electronic Entries in JCS

1. The daily log is recorded in the JCS each shift by the Youth Specialist Supervisor or a designee so that all Montgomery County Juvenile Court employees can obtain placement information as needed.
2. Entries made by direct care and non-direct care staff are timestamp and the reporting party identified along with the department they are assigned to.
3. Electronic entries on youth placed in NRTC are made by probation officer assigned to the case. Probation officer will comply with Court policy and procedure on contact frequency and documentation guidelines. Minimum requirements include a monthly note documenting the youth's progress in the program, status and participating in treatment.