

Chapter: Records  
Subject: Youth Records  
Section: 5.1  
Page: 1 of 2  
ODJFS Rule: 5101: 2-5-10  
COA Standard: PA-RPM 7.01, 7.02, 7.03, 7.06; 7.07  
Revised: 9/16/20; 9/18/20

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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. NRTC maintains records for at least seven years after discharge. Youth files are reviewed annually in compliance with ODJFS Review of Child in Residential Care tool JFS 01342.

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 containing demographic and contact information with color photograph and
  - Medical and treatment history including special treatment procedures, allergies or adverse treatment responses
  - 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 and orders; ongoing medical treatment
  - Phone and Visitation lists
  - Temporary Custody Order and/or documentation of guardianship; Court entries
  - Orders for and results of psychological, medical, toxicological, diagnostic or other evaluations
  - Treatment Reviews, up-to-date assessments, ongoing services
  - Report cards
  - Service Plan
  - Discharge Summary
  - Incident Reports
  - Any written statements as requested or provided by youth regarding their treatment or case planning

Chapter:               Records  
Subject:               Youth Records  
Section:               5.1

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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

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.

Chapter: Records  
Subject: Child Records  
Page: 2 of 2