

Chapter: Records
Subject: Data Collection, Management and Review
Section: 5.5
Page: 1 of 1
COA Standard: PA- PQI 6
Review/Revised: 12/15/2020

NRTC has written policy and procedures for the collection, management and review of data. This policy is supported by Nicholas Performance Improvement Plan.

Data Collection:

1. Behavioral data is collected daily by those providing direct care services such as youth specialist and teachers.
 - a. Data is recorded on NRTC's Fines Sheets and SCV sheets.
 - b. Supervisors review Fine and SCV Sheets daily.
2. Behavioral data is collected weekly and given to a manager for review.
 - a. Manager's take individual behavioral data and input in NRTC Weekly Response Sheet
 - b. Manager's review youth data for phase advancements, level privileges, trends and additional tiered service needs.
3. Serious Incidents are recorded on CIR's and given to a manager to record on the CIR log sheet.
4. Group and program data is collected by Supervisors and the Program Manager by means of fidelity reports.

Data Management:

1. Data is maintained in the Montgomery County Juvenile Courts JCS system and local network.
 - a. The Administrative Assistant is responsible for inputting the data into the JCS weekly after Response Sheets are completed.
2. These systems have assigned securities based on the roles of the individuals and/or their titles.
3. Data can be viewed in the JCS by all staff.
4. Managers are responsible for recording and keeping records of critical behavioral incident.
 - a. Logs are kept on restraints and AWOLS on the local drive.
 - b. Individual CIRs are kept in youth files.
5. Program data is maintained by the Program Manager.

Data Review:

1. Youth objective behavioral data is reviewed weekly by all staff through Weekly Response Sheets.
 - a. A manager sends out the Weekly Response Sheet to the Director, department managers, clinicians, probation officers, case manager and supervisors.
2. Youth are observed daily and interaction and observations of youth progress are reported during Advance Board and during Treatment Team Meetings.
 - a. Advancement Board is made up of the Director, department managers, clinical staff, probation officers, and supervisors. Staff reviews the petition and data presented on the youth for phase advancement.
 - b. Treatment Team Meetings are held bi-weekly on all youth and to discuss youth progress, treatment goals, changes in services and needs.
3. Youth may have Court hearings scheduled that require reports and data to be collected and reviewed in a formal setting.
4. CIRs, Restraints and AWOLS are reviewed quarterly for trends and programming and/or training needs.
5. Annual Report information is gathered and given to the Director by the Business Manager to review referral and program completion data.
6. Fidelity reports and program monitoring reports are reviewed by the Building Leadership Team.

