

MASTER FILE ORDER

(Sections will be filed in Descending Chronological Order; forms should be placed as listed)

Section I. Identification/Background

- A. Personal Information
 - Youth Picture
 - Personal Inventory Picture
 - Personal Inventory Sheet
 - Youth Admission Form
 - Admission & Intake Checklist
 - Birth Certificate
 - Social Security Card Copy
 - Insurance/Medicaid Cards
- B. Legal Documents
 - Disposition Order
 - Court Order
 - Petition
 - Summons/Notice of Process
 - Release of Information
- C. Detention Records
- D. Education Records
- E. Prior Mental Health Records
- F. Additional Admission Documents
- G. Placement Determination
 - Statistical Data Sheet
 - Offense Sheet
 - Risk Level Determination

Section II. Social Summary

- YMF Review/Sign out Log
- Juvenile Personal Data Sheet
- Social Summary
- Visitation Form

Section III. Specialized Programs

- A. Group Completion Certificates/
Special Programs and Awards
- B. Honors Program
 - Honors Programming Forms
 - Acknowledgement Form
 - Honors Application
- C. Behavior Modification Unit
 - BMU Programming Forms
 - BMU Orientation
 - BMU Referral
- D. Recreation Documentation
- E. Spiritual/Religious Department
Forms

Section IV. Safety Alert (File per SA episode)

- Post Safety Alert/Follow-up
- Protocol Status Sheets
- Suicide Prevention Treatment Plan
- Subsequent Suicide Risk Assessment
- Initial Suicide Risk Assessment

Section V. Due Process

- A. Disciplinary Incident Reports &
Forms
- B. Non Disciplinary Incident Reports

Section VI. Orientation/Placement

- A. Parole Documentation
 - Parole Agreement
 - Notice of Parole
- B. Transition Documentation
 - Transition Plan
 - Transition Documentation
 - Transition Planning Contact
- C. Alternative Facility Placement
- D. Classification and Stage Placement
- E. Orientation Documentation

Section VII. Mental Health

- A. Mental Health Progress Notes
- B. Consults & Evaluations
 - QMHP Reports/Evaluations
 - QMHP Consult Request
 - Medical Clinic Consult Request
 - Education Evaluation Request
- C. Intake/Assessment Forms
 - Psychological Assessments
 - Other Assessment/Testing Results
 - Programming Needs Assessment
 - Initial Screening Protocol
 - Intake Psychological Checklist

Section VIII. Counseling

- A. Counselor Progress Notes
- B. Service Planning Forms
 - Treatment Team Meeting Forms
 - Service Plans
- C. Telephone Logs