

**COMMUNITY SERVICES SECTION
COUNSELOR FILE ORDER**

(Sections will be filed in descending chronological order; forms shall be placed as listed)

Section I. Case Notes

- A. Case Notes, to include notes printed from MYCIDS

Section II. Legal Materials

- A. Personal Data Sheet (Face Sheet)
- B. Statistical Data Sheet
- C. Offense Sheet
- D. Informal Agreement/Probation Contract/Parole Agreement
- E. Court Order(s)
- F. Petition
- H. Police Report(s)
- I. Miscellaneous Documents (appointment notices, letters, correspondence, etc.)

Section III. Oakley Packet Materials (not included in other sections)

- A. Youth Interview Form
- B. Parent Interview Form
- C. Admission Form
- D. Risk Level Determination Sheet
- E. Visitation Form
- F. Medical Form
- G. MDHS Change of Custody Form
- H. Miscellaneous Correspondence

Section IV. Social Materials

- A. Case Plan
- B. SAVRY Score Sheet
- C. Social History
- D. Consent to Release Information Form(s)
- E. School Records (Grades/Attendance Records)
- F. Individualized Educational Plan
- G. Medical/Psychological/Treatment Reports
- H. Miscellaneous Documents (Letters, correspondence, etc.)

October 1, 2019	Policy 48 Counselor File	Attachment A
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