



Administrative Policies and Procedures: 9.8

Subject:	Transfer of Case Files for Youth in Youth Development Centers
Authority:	TCA 37-5-105 (3); 37-5-106
Standards:	ACA: 4-JCF-4C-08, 4-JCF-4C-09, 4-JCF6F-03;DCS Practice Standard: 5-303B, 5-304B, 8-306
Application:	To All Department of Children's Services Youth Development Center and Private Provider Employees

Policy Statement:

Case file information shall be transferred simultaneously or, at the latest, within seventy-two hours, with delinquent youth from one placement to another to provide for continuity of information and programming.

Purpose:

To provide guidelines to ensure the continuity of information and programming for delinquent youth when they are transferred to other Youth Development Centers (YDC) placements, contract placements and other agencies and programs.

Procedures:

A. Permanent and temporary transfers for youth in YDCs

1. Youth in DCS YDC's who are permanently transferred to another DCS YDC, the following original case file documents will simultaneously be transferred to the receiving facility:
 - a) Commitment order (where applicable);
 - b) Complete youth case file;
 - c) Complete medical record; and
 - d) Complete educational records will be transferred with the youth in all instances where written notification of youth transfer has been received by school principal/guidance counselor at least two (2) school days prior to transfer. In cases of emergency transfers or other transfers without the two-day notice, transcripts will be e-mailed to the principal/lead teacher of the receiving facility as soon as possible, but no later than by close of the next school day. The youth's complete education file will be mailed no later than two (2) school days following youth's transfer.

	<ol style="list-style-type: none"> 2. Youth in a YDC who is placed <u>temporarily</u> in other agencies overnight or longer for potential placement or treatment will be accompanied with <u>copies</u> of the following case file documents: <ol style="list-style-type: none"> a) Transfer summary supporting the reason or cause of the temporary transfer; b) Commitment order; c) Form <i>CS-0060, Facility Face Sheet</i> d) Individual Program Plan; e) Permanency Plan; f) Medical Summary; and g) Any other documents or records needed by the receiving facility or agency to treat, evaluate or to provide service. 3. For <u>temporary</u> transfer from one YDC to another YDC, the <u>original</u> records, to include the health record, may be sent and returned to the <u>originating</u> YDC at the end of the temporary stay. 4. For youth transferring from a YDC to a contract placement, copies of the following health records must be sent with the youth: <ol style="list-style-type: none"> a) History and physical b) Medical records; c) Dental records; d) EPSDT records; e) Immunizations; f) Consent forms, transfer forms when needed; and g) Physician orders, if indicated.
<p>B. Records transfer</p>	<ol style="list-style-type: none"> 1. Form <i>CS-0422, Transfer, Mail and Acknowledgement of Case Records Material and Forms</i> will be completed and routed as follows: <ol style="list-style-type: none"> a) Form <i>CS-0422, Transfer, Mail and Acknowledgement of Case Records Material and Forms</i> will be initiated and filled out completely by the designated personnel at the sending facility for each youth transfer. b) The completed checklist will be given to the transporting personnel responsible for transporting the youth and must be attached to the envelope or box containing the records. c) Educational files will be transferred under separate cover in a sealed envelope marked "<i>Educational Files for_____ Confidential.</i>"

	<p>d) The transporting personnel will deliver the youth, records, accompanying documents and other items to the appropriate personnel responsible for receiving files/records at the receiving facility.</p> <p>e) Education records will be received only by the Principals/Guidance Counselors at Youth Development Centers.</p> <p>f) The receiving personnel will verify receipt of the documents and records by signing form CS-0422, Transfer, Mail and Acknowledgement of Case Records Material and Forms. Each facility will develop procedures for secure storage of youth education files that arrive after normal business hours or in the absence of staff members designated to receive youth records.</p> <p>g) After verification of the receipt of records by the receiving facility/placement, form CS-0422, Transfer, Mail and Acknowledgement of Case Records Material and Forms will be placed in the child/youth's case file and a copy will be forwarded to the sending facility/placement.</p> <p>2. The personnel in charge of records will request all omitted items from the sending facility/placement.</p>
<p>C. Transfer of records upon recommitment or revocation</p>	<p>1. In cases of revocation/recommitment, the receiving facility/placement personnel in charge of records will contact the child/youth's previous placement to request that the child/youth's case file be forwarded to the receiving classification or treatment team.</p> <p>2. The previous facility/placement will forward the child/youth's case file to the receiving classification or treatment team within five (5) working days after the request. Education files will be transferred separately according to procedures outlined above.</p> <p>3. The sending facility/placement will keep a written record of all case files forwarded to other facilities.</p>
<p>D. Retention of copies of file documents after transfer</p>	<p>1. Copies of file documents may be retained by the sending facility/placement for follow-up, auditing or statistical purposes.</p> <p>2. Document copies or dummy files kept by any Department of Children's Services personnel must be purged according to departmental records management policies.</p>

<p>Forms:</p>	<p><u>CS-0060. Facility Face Sheet</u> <u>CS-0422. Transfer, Mail and Acknowledgement of Case Records Material and Forms</u></p>
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Collateral documents:	<i>None</i>
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