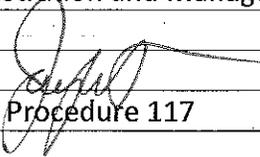




DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

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Approved:	Jay Simons, Director 	Effective: 3/28/2018
Supersedes	Woodside Policy and Procedure 117	Dated: 12/2017

Policy

Information regarding Woodside programs and ongoing operations is maintained and located as outlined below. **These logs and files are for programmatic information purposes and not considered part of the case record.** These logs and files will be kept for 5 years.

Visitor Log

Persons visiting the center will give both first and last names, full title, and purpose of visit. This log is kept at the Front Desk area.

Key Control Log

This log is kept electronically as part of the biometric key system software. This software can be accessed by the Director and Assistant Director of Operations.

Unit Log Book

This log is a daily log book in which entries are made by hand. All matters deemed to be of interest are recorded in the Daily Log Book: brief description of incidents, resident movement, headcounts, staff tours of units, etc. The Front Desk Logbook documents headcounts, unusual incidents, etc.

Observation Form

This form is activated each time a youth is in need of additional staff observation. The form contains time of isolation, resident name, time the check was completed, resident behavior and initials of staff member doing the check. The form should be kept in the resident's file and destroyed per case record policy.

Personnel Files

Duplicate personnel files are maintained in the file cabinet in the Director's or designee's office and contain personnel related items. Official State personnel files are maintained at the Agency of Human Services Personnel Office.

Administrative Log

The Administrative Log is the formal record of happenings at or concerning Woodside. It is normally prepared each day by the night person. On-duty staff, daily population, and official

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information are noted in this log. These logs are located on each unit and are kept for 3 years.

Incident Report File

The Incident Report File contains copies of all incident reports made concerning escapes, medical emergencies, restraints, allegations of abuse, and so forth. All incident reports are given to the Assistant Director for review and receive sign off by the Director. The file is maintained by the Clinical Care Coordinator and receives Quality Assurance review by the Program Evaluation and Quality Assurance Specialist.

Appointment Log

All medical, court and other appointments will be entered into the Woodside Client calendar and is accessible to Woodside staff via their Outlook Mail application.

Medical Chart

Explained more fully in the Medication SOP, this chart lists all residents, times of dispensing, dosages, and names of medications. A progression chart is used to establish consistency in dispensing medication.

Medication Catalog File

Explained more fully in the Medication SOP, the catalog contains all valuable information about the person's medication history. Reference should be made here to provide necessary information.

Concept Sheet

Woodside staff enters information on this sheet electronically documenting resident goal completion and the earning of incentive points.

Mail and Telephone Logs

Mail Logs are kept on both wings and log each resident's incoming and outgoing mail. A telephone log is maintained for resident calls and is located in the residents electronic Concepts file.



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Team Narratives

Team Narratives are running notes or accounts of shift activities.

Treatment Program Logs/Files ONLY

1. Sex Offender File--keeps running notes of all Sex Offender groups held.
2. Drug/Alcohol File--keeps running notes of all Drug and Alcohol groups held.
3. Night Status File--keeps track of room assignments, checks, behavior, special watches, etc.
4. Off-Grounds File--notes all off-grounds activities approval forms