



Administrative Policies and Procedures: 9.7-DOE

Subject:	Standardization and Confidentiality of Youth Master Files
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA Standards: 2-9109, 3-JTS-1E-05, 3-JTS-1E-06, 3-JTS-1E-07
Application:	To all personnel of youth development centers in the Tennessee Department of Children's Services (TDCS).

Policy Statement:

A standardized, confidential master file shall be developed and maintained for each youth who has been committed to a youth development center program within the TDCS. The organization and file folder for youth master files shall be uniform in the applicable facilities.

Purpose:

To establish procedures to ensure that youth master files are protected and kept in an organized manner in Youth Development Centers.

Procedures:

A. Initiation of the Youth Master File:

1. The superintendent shall designate personnel to be responsible for the development and maintenance of youth master file for each youth. The development of the youth master file shall be initiated at the time of admission to departmental physical custody and is completed in a timely fashion.
2. Each youth master file shall be labeled. The label shall include the youth's full name, date of birth, TDCS number, race, sex and county of commitment.
3. Each youth master file shall be marked "Confidential".

B. Organization and Content of Youth Master File: The master file shall be maintained in a departmentally standardized, top mounted, two-hole folder with all sections labeled and tabbed with index dividers. For uniformity, the sections and information to be included in each shall be as follows starting on the left side of the folder:

1. Left side section one:

Official/Legal: This section shall contain the following:

- a) Face Sheet (always on top) (Form **CS-0060**) and photograph of youth.
- b) Court order, commitment papers and other court/commitment related items and items such as ICAM orders and plans.

- c) Verification of birth or certificate copies.
 - d) Social Security card copies, forms and receipts.
 - e) Release of information forms, if fully completed (**CS-0175**)
 - f) Legal aid form (Form **CS-0318**).
 - g) Orientation Form (Form **CS-0176**).
 - h) Equal access to program form (Form **CS-0158**).
 - l) Other TDCS official forms.
2. Right side section one/top:
Visitation/Pass/Property: This section shall contain:
- a) Temporary custody agreements (Form **CS-0058**), pass documents and related pass information.
 - b) Itemized personal property lists (Form **CS-0162**).
 - c) Approved visitor and telephone lists (Form **CS-0111**).
3. Right side section one/bottom:
Counseling: This section shall contain counseling notes and collateral information.
4. Left side section two:
Conduct: This section shall contain:
- a) Minor discipline reports and hearing findings in chronological order.
 - b) Youth confinement placement forms in youth development centers (Form **CS-0165**).
 - c) TDCS Incident Report Form (AOD) (Form **CS-0311**) in which the youth was involved.
 - d) Behavior management program forms, point sheets or behavior contracts.
5. Right side section two/top: Individual Program Plan (IPP):
- a) Transfer/release/reclassification summaries and documents, including mental health transfers.
 - b) Special IPP staffing summaries.
 - c) IPP with periodic reviews and quarterly summaries.
 - d) Classification reports.
6. Right side section two/bottom:
Testing: Reports are filed to chronological order. Raw testing data may be stored in a separate psychologist file.
- a) Report(s) of testing and evaluations completed by TDCS or contract psychologists.
 - b) Report(s) of testing and evaluations completed by agencies other than TDCS.
7. Left side section three:
Social History: This section shall start with the most current TDCS social history, followed with prior TDCS histories and then those from other agencies.
8. Right side Section three/top:
Correspondence: This section shall include all correspondence or departmental memoranda relating

to the youth.

C. Medical Records: All medical records shall be maintained separately in accordance with medical policy.

D. Educational Records: All educational records shall be maintained separately in accordance with education policies.

E. Supplemental Youth Master Files: A second file, labeled like the first, may store extra and older documents from the "Conduct" section when that section becomes unwieldy.

F. Youth Master File Entries:

1. All documents and records entered into a youth's master file shall be dated and identified by the receiving facility/program location making the entry.
2. All documents or records shall be placed in the youth master file within five working days of receipt and filed in chronological order.

G. Security and Privacy of Youth Master Files:

1. The superintendent or his/her designee shall designate an appropriate area that can be secured for record storage and shall establish a schedule for times when files may be removed from the storage area and identify those staff positions which shall have access to youth master files.
2. When not in use, active and inactive youth master files shall be stored in a locked metal cabinet. Each cabinet containing youth master files shall be clearly labeled "Confidential."
3. All persons reviewing or checking out files from the record storage area shall sign a check-out document maintained in the front of each youth's master file.
4. Parents/guardians of youths in youth development centers shall be notified of the types of records maintained and their location within the facility (Form **CS-0191**).
5. Consolidating Youth Records: Upon a youth's release, all other working files on a youth, such as educational, medical and counseling, shall be forwarded to the master file for storage pending eventual expungement.
6. Labeling of Inactive Files: Upon a youth's release, the projected date of expungement shall be clearly written on the front of the youth master file

Forms:	<u>CS-0311, Incident Report</u> <u>CS-0060, Facility Face Sheet</u> <u>CS-0158, Notification of Equal Access to Programs</u> <u>CS-0162, Personal Property Inventory</u> <u>CS-0165, Student Confinement Placement</u> CS-0175 <u>CS-0176, Orientation Checklist</u> CS-0191 CS-0201 <u>CS-0317, Property Inventory for Passes</u>
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Collateral documents:	<i>None</i>
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(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)