

Guideline

07/31/15

**Records upon Release
For All Residential Treatment Providers
IDAPA 05.02.01.220.06; 05.02.237.05; 05.02.02.250.06; 05.02.02.250.10**

Background

This guideline is intended to clarify the department's interpretation of the following IDAPA rules:

IDAPA 05.02.01.220.06

At the time of transfer or release from department custody, all case management records must be forwarded to the juvenile correctional center in Nampa.

IDAPA 05.02.02.237.05b & 05.02.03.237.02c & 05.02.04.237.03b

Within two (2) business days after a juvenile offender leaves the facility or program, the provider must send any available dental or medical records to the privacy officer at the juvenile correctional center in Nampa.

IDAPA 05.02.02.250.06

A copy of the IEP and all supporting documentation must be sent to the department's education records manager within ten (10) business days or less of its completion for inclusion in the juvenile offender's permanent school records that are maintained at the juvenile correctional center in Nampa.

IDAPA 05.02.02.250.10d

When a juvenile offender is released from department custody or transferred, the permanent education file must be updated by the department's education records technician. The providers will provide final withdrawal grades and credits within twenty-four (24) hours or next business day after the juvenile offender is released from department custody or transferred. The providers must send the education records manager at the juvenile correctional center in Nampa an e-mail advising that the final grades have been entered into the software program. Working educational files must be returned to the juvenile correctional center in Nampa within ten (10) business days of the juvenile offender's release from department custody or transfer.

Practices for Staff Secure Providers

Providers are to adhere to the following practices:

Case management records

- Most case management records should have been sent to IDJC during the course of the juvenile's stay in the program. These do not need to be resent upon release or transfer of the juvenile.
- Upon release or transfer of the juvenile, the provider must send any diagnostic assessments or summaries and any clinical summaries to JCC–Nampa. Examples of these include, but are not limited to: assessments related to suicidal behavior, mental health diagnoses, medication

prescriptions, and mental health-specific services provided by a licensed therapist.

Dental and medical records

- Most dental and medical records should have been sent to IDJC during the course of the juvenile's stay in the program. These do not need to be resent upon release or transfer of the juvenile. Any medical or dental records that were not provided to IDJC during this time must be sent to JCC–Nampa within 2 business days of the juvenile's transfer or release from the program.

Educational records

- Upon release or transfer of the juvenile, the provider must send the final grades and credits to JCC–Nampa within 24 hours.
- Upon release or transfer of the juvenile, the provider must send any educational records to JCC–Nampa that were not already sent during the course of the juvenile's stay in the program.