

Guideline #3

Originated 07/31/2015

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Source/Authority: IDAPA 05.02.01, Rules for Residential Treatment Providers

This guideline is not a new law or rule but an agency interpretation and guidance pertaining to an existing law or rule contained in IDAPA 05.02.01 pertaining to the section(s) below.

Contact for questions: IDJC QI Director at 208.334-5100

**Written Interpretation of Records upon Release
For Residential Treatment Providers**

Background

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

IDAPA 05.02.01.130.06, Retention of Juvenile Records.

At the time of transfer or release from department custody, any records not previously submitted are provided to the Department within two (2) business days.

IDAPA 05.02.02.224.06, Educational Assessment.

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

IDAPA 05.02.01.224.10d, Educational Records and Confidentiality.

The Provider 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 Provider must notify the Department that the final grades have been entered into the (education) software program. Working educational files must be returned to the Department within ten (10) business days of the juvenile offender's release from Department custody or transfer.

Practices for Residential Treatment Providers

Providers must adhere to the following practices:

Record Type	Required Practice
Case management records	<ul style="list-style-type: none"> • 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 the Department. Examples of these

Record Type	Required Practice
	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	<ul style="list-style-type: none">• 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 the Department within two business days of the juvenile's transfer or release from the program.
Educational records	<ul style="list-style-type: none">• Upon release or transfer of the juvenile, the provider must send the final grades and credits to the Department within 24 hours.• Upon release or transfer of the juvenile, the provider must send any educational records to the Department that were not already sent during the course of the juvenile's stay in the program.