



Ohio Administrative Code Rule 5139-36-12 Records.

Effective: December 23, 2022

(A) The CCF will have a written procedure governing case record management which is reviewed annually. The procedure will include at a minimum:

- (1) Establishment, maintenance, use, and content of case records
- (2) Right to privacy
- (3) Secure placement and preservation of records
- (4) Appropriate safeguard exits to minimize the possibility of theft, loss or destruction of case records

(B) The CCF will have a written policy and procedure which provides for case record auditing by facility staff and as requested, by the department, to ensure that each case record is current, complete and accurate.

(C) The CCF will implement written policies, procedures, and practice for maintaining a case file on each juvenile admitted to the program in which all significant decisions and events are recorded. Case files will include at a minimum, the following information:

- (1) Initial intake information form
- (2) Documented legal authority to accept juvenile
- (3) Referral source
- (4) Pre-sentence investigation



- (5) Medical consent forms
 - (6) Non-diagnostic medical information
 - (7) Case history/social history
 - (8) Treatment Plan
 - (9) Progress reports
 - (10) Signed release of information forms when required
 - (11) Rules of residency and disciplinary policy, signed by juvenile
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