

POLICY

The juvenile justice specialist must maintain the active case record. The county office must maintain the inactive case record in accordance with the approved record retention schedule.

AUTHORITY

The Social Welfare Act, 1939 PA 280, as amended, MCL.400.115a(1) (I).

PURPOSE

To ensure appropriate documentation of all services that are provided to a delinquent youth.

PROCEDURE

The active case record begins with the department acceptance of the case for supervision and must continue until the youth is discharged from wardship. This record must be kept in an area in the local office designated by office management or in a similar area when the youth is placed in a juvenile justice residential placement. Case records may be removed from the local office for court hearings.

Upon the youth's discharge from wardship, the case record becomes an inactive case record. Staff at the juvenile justice placement must return the record to the referring or committing county office. The inactive case record must remain the responsibility of the local office management until destroyed as described in the record retention schedule. Case records for Michigan Children's Institute (dual wards) must be permanently retained; see AHS 502, Records Management - Case Record and SRM 171, Services Case Activity Reporting.

CASE RECORD ESTABLISHMENT

The local office must establish and maintain a case record for each juvenile justice youth:

- Committed to the department by court order.
- Referred by court order and supervised by the department.
- Out-of-town inquiry.
- Assigned for the purpose of conducting a pre-sentence investigation at the request of the circuit court.

**CASE RECORD
CONTENT**

Case records for wards receiving services must contain all forms and narrative reports. They must be maintained in the following designated sections of the case file; see FOM 722-5, Foster Care - Case Record, Case Record/Case File Contents.

**Front Inside
Cover (Legal)**

- Petitions.
- Court orders including order of referral/commitment and court review order.
- DHS-4747, Victim's Rights Request or equivalent.
- DHS-269, Criminal History Information Request.
- DHS-3185, Youth's Placement and Education Record; see RFF 3185.
- DHS-3198, Unauthorized Leave Notification; see RFF 3198.
- DHS-3198-A, Unauthorized Leave Report to Court/Law Enforcement; see RFF 3198A.
- DHS-3307, Initial Placement Outline and Information Record; see RFF 3307.
- DHS-3307-A, Youth Face Sheet.

**First Inside
Section
(Narrative)**

- Court reports or child protective services reports.
- DHS-201, Pre-sentence Investigation Report.
- DHS-4789, Delinquency Initial Service Plan.
- DHS-4790, Delinquency Updated Service Plan(s).
- DHS-4476-A, Bureau of Juvenile Justice Classification Report; see RFF 4476A.

- 30-day admission conference report.
- Parent/Agency agreement.
- DHS-4536, Juvenile Justice Risk of Youth Re-offending Reassessment Quarterly Report; see RFF 4536.
- DHS-4537, Delinquent Youth Strengths/Needs Reassessment Report; see RFF 4537.
- DHS-497, Residential Risk Assessment; see RFF 497.
- DHS-4781, Supplemental Updated Services Plan; see RFF 4781.
- DHS-4527, Independent Living Agreement; see RFF 4527.
- DHS-4539, Delinquent Youth Security Level Matrix for Re-offenders; see RFF 4539.
- DHS-69, Foster Care/Juvenile Justice Structured Decision Making Action Summary; see RFF 69. This form is not available in Microsoft Word. This form prints from SWSS FAJ.
- DHS-767, Conditions of Placement Agreement; see RFF 767.

**Second Inside
Section (Medical
&
Psychological)**

- DHS-221, Medical Passport.
- DHS-1662, Youth Health Record Initial Physical; see RFF 1662.
- DHS-1664, Youth Yearly Dental Record; see RFF 1664.
- Medical reports/evaluations.
- Psychiatric and psychological reports/evaluations.
- Copy of DHS-3762, Consent to Emergency Treatment; see RFF 3762.

- DCH-1354, Third Party Liability Health Insurance Information. This form is not available in Microsoft Word. This form prints from the SWSS FAJ Medicaid module.
- Substance abuse assessment instruments including the DHS-1013 Substance Abuse Screening Instrument, the Personal Experience Inventory, and/or the Substance Abuse Subtle Screening Instrument as used.

**Third Inside
Section
(Educational &
Employment)**

- School records including report cards, school social worker reports, transcripts, diplomas, and documentation of general equivalency diploma as applicable.
- Copy of notification to school administration.
- Records of vocational training.
- All employment information.
- Individualized education program team records (as applicable) including:
 - Student support team reports.
 - Evaluation review reports.
 - Multidisciplinary evaluation team reports.
 - Individualized education programs.
 - Records associated with youth referral to a section 504 committee and resulting actions and decisions (as applicable).

**Fourth Inside
Section
(Correspondence)**

- Correspondence.
- Envelope containing the following:
 - Birth certificate (original) or DHS-261, DHS Request for a Michigan Birth Record; see RFF 261 or copy of letter requesting an out-of-state birth record.

- Recent (within last year) photograph of ward.
- DHS-3204, Youth Acceptance Notice; see RFF 3204.
- DHS-4526, Parent/Guardian Notification of Acceptance; see RFF 4526.
- Written notification to family independence specialist (FIS) or eligibility specialist (ES).

**Back Inside
Cover
(Financial)**

- DHS-3205, Foster Care/Delinquent Ward Benefit Eligibility Record; see RFF 3205.
- DHS-352, Determination of Appropriate Funding Source; see RFF 352.
- DHS-350, Redetermination of Appropriate Foster Care Funding Source; see RFF 350.
- DHS-634, Foster Care Non-scheduled Payment Authorization; see RFF 634.
- DHS-3377, Clothing Inventory Checklist; see RFF 3377.
- DHS-626 (SWSS), Foster Care Payment Authorization; see RFF 626.
- DHS-3600, Individual Service Agreement (private placing agency or child care; institutional placements, as appropriate); see RFF 3600.
- County fiscal forms.
- Independent living budget.
- DHS-176, Benefit Notice (for negative action taken); see RFF 176.
- DHS-1150, Application Eligibility Notice (MA approval); see RFF 1150.
- DHS-3508, Request for Adjustment to County Charges; see RFF 3508.

- DHS-1582, Payment Voucher; see RFF 1582.
- DHS-1582 CS, Children's Services Payment Authorization; see RFF 1582CS.
- DHS-4713, Service Youth Profile Report.

INACTIVE CASES

Juvenile justice case records that are inactive must:

- Be maintained in the local office for 10 years after the case becomes inactive in accordance with the approved county record retention schedule.
- Include the following:
 - Petitions and court orders.
 - A copy of the youth's birth certificate.
 - Funding eligibility forms (DHS-352,350).
 - Placement record.
 - Case face sheet.
 - Initial service plan.
 - Updated service plan(s).
 - Supplemental updated service plan(s).
 - School transcripts.
 - General Equivalency Diploma exam results.
 - All medical and mental health records.
 - Discharge summary.
- Be made available when requested for required audits, investigations and inquiries.
- Be destroyed in accordance with the approved county office record retention schedule; see SRM 131, Confidentiality.

Exception: For all training school wards who did not attend school after release from the training school in a local or intermediate school district, the school record must be separated into a packet and sent to Document Control in central office for processing and storage for 99 years. Michigan Children's Institute (dual ward) case records must be permanently maintained.

**REQUEST FOR
INFORMATION
FROM THE CASE
RECORDS**

The local office must process all requests for information from a case record by complying with confidentiality policy; see SRM 131, Confidentiality.