JRA Records Types

- **Treatment Planning and Progress Notes**
  - Counselor notes and observations, general programing info, general behavioral and infraction notes
- **Sentencing Worksheet**
  - Offense/sentencing info
- **SAVY (Sexual Aggressive Vulnerable Youth)**
  - Assessment
  - Could be used to ID prior abuse, vulnerabilities
- **Risk Assessment - Recidivism**
  - Risk/Risk criteria identified
  - May not be as relevant to older clients
- **Risk Assessment - Institution**
  - Classification/IMU placement
- **Psychological/Psychiatric Notes**
  - Mental Health records, treatment, progress notes
- **Pre-Placement Information**
  - General info
- **Parole Contacts and FFP Notes**
  - Parole Case Contacts
- **Integrated Treatment Plan**
  - Behavioral modification planning, screenings and referrals
  - Youth goals
- **Incident Reports**
  - These likely take the most time – usually require heavy redactions
- **Record of Official Action (ROA)**
  - Administrative decisions and actions re: JRA incidents/infractions
- **Initial Client Information**
  - Includes general client info, general offense details, contacts and sources of information, some social history
- **GAIN Assessment**
  - Can be useful in identifying symptoms at entry and while at JRA
- **Case Note Report**
  - Case manager notes
  - DBT session notes
- **Family Contact**
  - Good to know who is contacting on behalf of client, who client in contact with, contact voiced concerns and general info about client
- **RTM Initial and Interim Reports**
  - Social history info, progress, transition info
- **Youth Contact**
  - Case Manager contacts with client

- **Behavior Chain Analysis (BCA)**
    - Institution behavior issues and modifications
- **Residential Admission Summary**
    - Includes photo of client when entered JRA
    - Isolation/confinement record
    - Restraint records
    - Room confinement records
- **Miscellaneous Scanned documents**
    - Often includes court documents, J&S
    - Police reports
- **Medical Records**
    - May include 3rd party records
    - May include tattoo removal requests/tattoo removal (gang)
    - Medication Records and logs
    - Medical Progress Notes Log (running log of medical contacts/notes)
- **Education Records**
    - Including IEP evals
    - Important particularly if education records have been destroyed
    - GED/diploma
- **GHS Resident Daily Tracking**
    - Chronos
- **Awards, Certificates**
- Youth Complaints
- **Reentry Plan**
    - Prepared by client
- All Case Notes Report
    - May be useful
    - Group case notes include names of other youth – heavy redactions
    - Types of case notes: All, Group, YFEN, Parole Contact, Transition, FFP, TPPN

***May want to indicate police reports not needed**

- These often require heavy redaction (more time)

***May want to indicate court documents not needed**

- Sometimes voluminous, already received or available via other means