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|  | JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES | REFERENCES: 505 KAR 1:140 |
| CHAPTER: Detention Services | | AUTHORITY: KRS 15A.065 |
| SUBJECT: Progress Notes | | |
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| EFFECTIVE DATE: October 5, 2018 | | |
| APPROVAL: Carey D. Cockerell, COMMISSIONER | | |

I. POLICY

Recordings shall be entered into each juvenile's case record on a consistent basis by the Counselors, Youth Workers, Youth Worker Supervisors and other personnel as appropriate to document routine information, emergency situations, and unusual incidents.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Progress Notes

1. The purpose of progress notes is to provide a running record of significant events during the juvenile's placement in secure detention.
 2. A progress note entry shall be made on the date of service in the booking system. The entry shall be in Data, Assessment, and Planning (DAP) format. Progress notes shall be entered in the juvenile's record at the end of shift by the appropriate staff.
- B. Hand written, computer processed, or Detention Booking System progress notes shall include a heading, date, signature (digitally for Detention Booking System), and title of the author.
- C. Care shall be taken to avoid errors in recording. If errors are made, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. No white-out or other means shall be used to fully obscure the error.
- D. Errors within the Detention Booking System progress notes shall be corrected in a separate progress note entry. The corrective progress note shall identify the error by description, date, and author. A correction shall be

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made by the original author or an individual within the author's chain of command.

- E. Progress notations shall be in chronological order. Delayed entries shall be clearly marked as such.
- F. Extraneous comments shall be avoided within progress notes.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Facility Superintendent or designee.