



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
505 KAR 1:110  
3-JTS-1E-06  
3-JCRF-1E-04  
1-JDTP-1E-06  
1-JBC-1E-05**

**CHAPTER: Program Services**

**AUTHORITY: 15A.0652**

**SUBJECT: Progress Notes**

**POLICY NUMBER: DJJ 329**

**TOTAL PAGES: 2**

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**APPROVAL: Carey D. Cockerell**

**, COMMISSIONER**

**I. POLICY**

Department of Juvenile Justice (DJJ) staff shall maintain documentation regarding each youth's progress in all aspects of the treatment program.

**II. APPLICABILITY**

This policy shall apply to group homes and youth development centers (YDC's).

**III. DEFINITION**

Refer to Chapter 300.

**IV. PROCEDURES**

**A. Daily Progress Notes**

1. Youth worker staff shall be the primary recorders of daily progress notes. The purpose of daily progress notes shall be to provide an ongoing record of significant events in the youth's course of treatment.
2. Recording shall be made on the date of service. Progress notes shall be filed in the youth's ICR within seven (7) days of the end of the reporting week.

**B. Progress note entries shall be made in ink. They shall include a heading for each entry and shall be dated and signed, including the title of the recorder.**

**C. If an error is made in recording, a line shall be drawn through the incorrect information and the staff making the change shall put their**

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initials beside the change. No white-out or other means shall be used to fully obscure the error.

- D. Progress notations shall be in chronological order. Delayed entries shall be clearly marked as such.
- E. If another youth needs to be identified in a youth's progress note for any reason, that youth shall be identified by initials only.

**V. MONITORING MECHANISM**

The Superintendent, the Facilities Regional Administrator (FRA) or Regional Division Director, Director of Medical Services, and the Chief of Mental Health Services, or their designees shall monitor these procedures.