	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110 1-JDTP-1E-06
CHAPTER: Day Treatment Services		**AUTHORITY: 15A.0652**
SUBJECT: Progress Notes		
POLICY NUMBER: DJJ 1013		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		**, COMMISSIONER**

I.   **POLICY**

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

II.   **APPLICABILITY**

This policy shall apply to each Department of Juvenile Justice (DJJ) operated day treatment program.

III.   **DEFINITION**

Refer to Chapter 1000.

IV.   **PROCEDURES**

A. Daily Progress Notes

1. Youth worker (YW) 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 student's course of treatment.

2. Recording shall be made on the date of service. Progress notes shall be filed in the student's individual client record (ICR) within seven (7) school days of the end of the reporting week.

B. Progress note entries shall be made in ink or typewritten. 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 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 student needs to be identified in a student's progress note for any reason, that student 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.