

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 02/10/18	Policy Number 2500-18
Subject REQUIRED RECORDS		Review Month December	Author 0111 (SBL)
Rescinds 1300-14; 1400-14; 1500-14	References WR-7		

POLICY:

In order to provide for program planning and to sufficiently document treatment efforts, relevant records are maintained by facility staff.

PROCEDURE:

1. The program maintains a current case file for each resident.
2. Staff completes the Intake Information/Case File Audit (117) as indicated.
3. Staff is required to maintain electronic records in ICON on each resident per DCS policies Generic Notes (103) and ICON (154).
4. The program maintains accurate and detailed records of all resident financial receipts and disbursements as well as other financial transactions for the program per Finances policy (2516).
5. The Administrative Division Manager ensures that a copy of the lease agreement or services contract is kept on file in the Administrative Office in Cedar Rapids (i.e. pest control, snow removal services, copiers, computers).

BY ORDER OF:

Bruce Vander Sanden, District Director