

Sixth District Department of Correctional Services POLICY		Issue Date 11/01/91	Effective Date 03/25/20	Policy Number 2500-20
Subject REQUIRED RECORDS			Review Month December	Author 0111 (SBL)
Rescinds 2500-18	References WR-7; 6JDDCS Policies 103 (Generic Notes), 117 (Intake Information/Case File Audit), 119 (Security & Destruction of Case Records), 154 (ICON), 2516 (Finances)			

POLICY:

In order to provide for program planning and to sufficiently document resident progress and 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). Staff is also required to obtain and retain in the resident case file the collaterals necessary to verify resident activities and circumstances per DCS policy on Generic Notes (103).
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. Case records are maintained in accordance with the provisions of DCS policy on Security and Destruction of Case Records (119).
6. 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