

Required Log Books and Paper Files for Juvenile Justice Placement Facilities

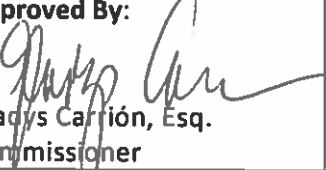
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Related Policies/Procedures: <ul style="list-style-type: none"> • Guidance #2009/11 Records Management Policy for Provider Agencies • #2012/01 Promoting a Safe and Respectful Environment for Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Youth and their Families Involved in the Child Welfare, Detention and Juvenile Justice System. • #2012/06 Non-Secure Placement Personal Youth Search Policy • #2015/03 Contraband Policy for Juvenile Justice Placement • #2015/08 Visiting Youth in Juvenile Justice Placement Facilities • #2015/10 Room Isolation in Limited Secure Juvenile Justice Placement • #2015/13 Mechanical Restraints for Limited Secure Placement • #2016/05 Limited Secure Placement Personal Youth Search Policy • #2016/10 Suicide Prevention and Intervention Policy for Juvenile Justice Placement • #2016/11 Medication Administration for Non-Secure Placement and Limited Secure Placement Facilities • Safe Intervention Policy for Juvenile Justice Placement • Transfers in Juvenile Justice Placement • Incident Reporting for Juvenile Justice Placement • Facility Management Policy for Juvenile Justice Placement • AWOLs and Program Absences from Juvenile Justice Placement Facilities • Searches of Juvenile Justice Placement Facilities • Case File and Case Records Policy 			
SUMMARY: The Administration for Children's Services (ACS) requires all juvenile justice placement providers to maintain legible and accurate log books and paper files for each facility they operate. These log books and paper files must be subject to review by investigative bodies external to ACS. The primary objective of this policy is to standardize practice and enforce uniformity. This policy describes the types of log books and paper files that ACS requires, the information providers are responsible for recording, and the length of time providers must store log books and paper files.			
SCOPE: This policy applies to all facilities having care and custody of youth placed with ACS pursuant to Article 3 of the Family Court Act.			

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I. Introduction

The Administration for Children’s Services (ACS) requires all non-secure placement (NSP) and limited secure placement (LSP) providers to maintain log books and paper files for each licensed program that they operate. This policy describes the types of log books and paper files that ACS requires, the information that providers are responsible for recording in log books and paper files, and how and the length of time providers must store them. All log books and paper files are official ACS documents. This policy supplements the record keeping requirements set forth in Social Services Law § 372 and Title 18 NYCRR 441.7, as well as in the ACS Close to Home Quality Assurance Standards and all relevant ACS policies. The primary objective of this policy is to list the log books and paper files required by each facility, to standardize practice, and to verify that uniformity is maintained.

II. Policy

- A. NSP and LSP provider log books and paper files provide a chronological account of all events, communication, and activities as they occur in a facility and as they relate to the area for which the log book is maintained.
- B. All NSP and LSP provider agencies must maintain legible and accurate log books and paper files. These log books and paper files are official ACS documents and are subject to inspection by the ACS Division of Youth and Family Justice (DYFJ) and external investigators and oversight agencies. All provider agencies must comply with and verify staff compliance with the procedures described in this and other relevant ACS policies.
- C. Falsifying, tampering with, or removing pages from log books and paper files is strictly prohibited, and is a violation of ACS policy. Provider agencies must maintain the confidentiality of log books and paper files, must securely store them, and must make every effort to keep them inaccessible to youth.

III. Facility Activity/Communication Log Book

- A. The purpose of this log book is for provider staff to keep a running narrative about activities and events as they occur (e.g., incidents,¹ searches for contraband) in a manner that both documents specific actions and captures the overall tone of the facility.
- B. The Facility Activity/Communication Log Book serves as a source document for all events that occur in the facility, including but not limited to:
 - 1. Youth counts including any changes as they occur;
 - 2. Overnight bed checks;

¹ Note: Incident entries must match the MCCU incident report including the report number, time of occurrence, youth and staff involved, and a brief description of the event.

3. Youth movement;
4. Admissions and releases;
5. Incidents and other events that are out of the ordinary;²
6. All activities (e.g., hygiene, meal periods, visitation, phone calls, general programming);
7. Occurrences such as recreation periods and emergency drills;
8. Equipment failure (e.g., alarm or video system, agency vehicles).
9. Signing in and out by staff assigned to monitor youth or to a post;
10. Tasks accomplished while on duty (e.g., inventories, inspections, searches, rounds);
11. Any changes to a youth's level of observation;³ and
12. Visitors, including uniformed officers and investigative or oversight agency officials.⁴

C. Facility Activity/Communication Log Book Specifications

1. The log book must be bound with lined and numbered pages. This is to prevent individual pages from being lost or removed without detection.
2. The cover of the log book must be labeled as follows:⁵
 - a. "Confidential";
 - b. Facility name – Log Book;
 - c. Date opened; and
 - d. Date closed.
3. Facility Staff Legend
 - a. On numbered page one (1) of each log book, the provider agency must write "Facility Staff Legend" in the top margin.
 - b. On pages one (1) and two (2) of each log book, each provider agency staff member must provide a writing sample. This sample must be written in blue or black ink on a single line between the left and right margins, and shall be comprised of each staff member's:
 - i. Full printed name;
 - ii. Signature; and
 - iii. Initials.
4. Each newly issued log book must state the following on the opening page (numbered page 3):

² See ACS Policy and Procedure, *Incident Reporting for Juvenile Justice Placement and Aftercare*.

³ See ACS Policy and Procedure #2016/10, *Suicide Prevention and Intervention Policy for Juvenile Justice Placement*.

⁴ See ACS Policy and Procedure #2015/08, *Visiting Youth in Juvenile Justice Placement Facilities*.

⁵ The cover must be labeled in a manner that cannot be removed.

- a. The date the log book was opened;
 - b. The time the log book was opened; and
 - c. The entry continued from the previous log book, if applicable.⁶
5. Entries must commence with the first line of each log book page and continue with each consecutive line. Lines must not be skipped.
6. Active Facility Activity/Communication Log Books
- a. The log book must not leave the premises under any circumstances.
 - b. Unless the log book is being reviewed or inspected by a supervisor, facility director, DYFJ staff, or external investigators or oversight agencies, the log book must remain within the vicinity of the primary activity and majority of youth at any given moment.
 - c. Every effort must be made to safeguard the log book and make sure that it is inaccessible to youth.

D. Facility Activity/Communication Log Book Documentation

1. **All entries must be:**

- a. Recorded in blue or black ink only except as expressly required below in section III. D. 15. d.;
 - b. Made without undue delay and recorded legibly, accurately, and concisely in chronological order;
 - c. Started on a new line and contain the time of the entry in the left margin;
 - d. Started on a new line so that no lines are left blank; and
 - e. Initialed by staff to close out the entry. For short entries that do not run the length of the line, staff must draw a horizontal line to the end of the line, followed by their initials or signature.
2. For any new page, the header must include the day of the week and date in the following format: Wednesday, May 10, 2017.

⁶ For example, an entry would be continued if a new log book must be opened in the middle of a shift for various reasons such as damage to the log book.

3. To alter an entry, the following procedure must be adhered to:
 - a. A single horizontal line must be drawn through the entry, allowing the original entry to be read;
 - b. The word “VOID” must be printed within the line above the voided entry;
 - c. The reason for the alteration must be noted in the entry (e.g., incorrect census, spelling error, incorrect time), followed by the staff member’s initials; and
 - d. Entries must never be erased, written or scribbled over, whited out, or marked out, thus making the original entry unreadable.
4. Any entry that is not in chronological order is to be indicated as a “Late Entry.” Staff must write “Late Entry” in the left margin, include the time of the event, and proceed with the entry.

5. Responsibilities of Direct Care Staff

- a. The logging of all activities in the facility and the safeguarding of the log book are the responsibility of each and every staff member assigned to the facility.
- b. Direct care staff must record all entries in blue or black ink.
- c. Starting with the beginning of each shift and continued through to the end of each shift, the log book must contain the following information in the order below:
 - i. The day of the week and date in the following format: Tuesday, May 10, 2016;
 - ii. The start time and end time of the shift (e.g., 7:00am-3:00pm);
 - iii. The census at the beginning of the shift including any adjustments to the in-count/out-count. The out-count must note the number of youth temporarily out of the area or facility and their known whereabouts;
 - iv. The legal or chosen names⁷ of all youth identified by first name and last initial and numbered horizontally in two (2) columns. Nicknames or aliases⁸ are not permitted in the log book. For day to day activities, youth must be identified by first name only; however, if two (2) or more youth have the same first

⁷ See ACS Policy #2012/01, *Promoting a Safe and Respectful Environment for Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Youth and their Families Involved in the Child Welfare, Detention and Juvenile Justice System.*

⁸ Note: Nicknames and aliases are different from chosen names.

name, staff must also use each youth's last initial to distinguish between the youth;

- v. The names of all staff on duty identified by first initial and last name;
 - vi. Confirmation that a dual head count⁹ was conducted with the previous shift;
 - vii. Special watches, alerts, or special instructions left by the previous shift. Youth placed on a special watch or otherwise requiring special instructions should be identified using an asterisk (*). The special instructions pertaining to the identified youth should immediately follow after the in-count/out-count;
 - viii. Any matters that affect security such as incidents or searches conducted;
 - ix. All youth activities including but not limited to:
 - a) Recreation;
 - b) Special programming;
 - c) Study periods;
 - d) Medication administration;
 - e) Visits;
 - f) Religious services;
 - g) Groups, community meetings, and other therapeutic activities; and
 - h) Academic activities, such as homework or tutoring.
 - x. The time each activity commenced and concluded, the outcome of the activity and the number of youth participating in each activity;
 - xi. All youth and staff movement in and out of the housing area; and
 - xii. The closing census at the end of each shift, including that a dual head count was conducted with the relieving shift.
- d. Sample (Shift Change):
- | | |
|--------|--|
| 3:15pm | Staff A. Smith, B. Johnson, and C. Williams arrive at the facility.-----DJ |
| 3:20pm | Staff D. Jones briefed incoming staff. During room searches, youth Blue was found to be in possession of a Metrocard and unauthorized clothing. Youth Blue frequently communicates a desire to AWOL and has been placed on AWOL watch. -----EB |
| 3:25pm | All six (6) youth were pat frisked by staff F. Davis and are moving from the dining room to the living room. -----EB |

⁹ See Section D. 7. below.

- 3:28pm Staff D. Jones, E. Brown, F. Davis, A. Smith, B. Johnson, and C. Williams confirm all six (6) youth are present in the living room. Youth Blue is on AWOL watch. Closing census is six (6) youth. -----DJ
 Tuesday, May 10, 2016 Tour 2 (3:30pm-11:30pm)
 A. Smith, B. Johnson, C. Williams
 Census: 6
 1) Red R. 4) Orange S.
 2) Green D. 5) Yellow D.
 3) Pink P. 6) *Blue T. (Flight Risk)
 In-Count: 6/Out-count: 0
- 3:30pm Opening census is six (6) youth. Staff D. Jones, E. Brown, F. Davis, A. Smith, B. Johnson, and C. Williams confirm all six (6) youth are present in the facility. Youth Blue is on AWOL watch due to increased flight risk. Site Director G. Miller has entered the living room to provide additional supervision. -----CW
- 3:35pm Staff D. Jones, E. Brown, and F. Davis exit facility. Staff A. Smith, B. Johnson, and C. Williams posted in living room. All six (6) youth are preparing to move upstairs for group activities. Site Director G. Miller is providing additional coverage for Youth Blue (AWOL watch). -----BJ

6. Youth Movement

- a. All youth movement must be documented in the log book. If the majority of youth are present in the facility and participating in the primary activity, only youth and accompanying staff who are not engaged in the primary activity must be identified by name.
- b. For example: Six (6) youth are present in the facility. Four (4) youth are having lunch in the dining room. Youth Red is on the second floor with staff A. Smith using the restroom; youth Green is in the living room with Supervisor H. Wilson discussing an upcoming home pass. -----EB

7. Accounting for Youth

- a. A dual head count is required at each shift change. During shift change, both shifts are responsible for jointly conducting a youth head count.
- b. The completion of each dual head count must be documented contemporaneously in the Facility Activity/Communication Log Book.
- c. The count of youth must coincide with the running census in the facility.
- d. Inconsistencies in the dual head counts must be resolved before the outgoing shift staff members are relieved from duty.

- e. Discrepancies must be reported immediately to supervisory personnel and the facility director or designee, and the ACS Movement Control and Communications Unit (MCCU). Search procedures shall commence and efforts to locate any missing youth shall be documented and reported in the same manner prescribed by this and other relevant ACS policies and procedures¹⁰

8. Overnight Bed Checks

- a. During overnight hours, staff must check to be sure that each youth is safe, secure, and that the number of youth in bed is equal to the program census. All overnight bed checks must be documented contemporaneously in the Facility Activity/Communication Log Book.
- b. Bed checks shall be conducted repeatedly throughout the overnight shift, in a manner that is least disruptive to youth sleeping patterns.
- c. Staff must conduct a physical check of each youth in the facility every 30 minutes, at minimum, and document all observations. Bed checks are to be conducted by adhering to the following procedure:
 - i. Observing any evidence the youth is in bed (e.g., a portion of the youth's skin or hair, movements indicating the youth is breathing);
 - ii. Observing that there are no hazardous or otherwise unsafe conditions (e.g., objects in the bed that might obstruct breathing, a sleeping position that may exacerbate pre-existing medical conditions);
 - iii. In the event an empty bed is observed, documenting whether it is legitimately empty (e.g., no youth is assigned to the bed, the youth has been assigned to another bed/bedroom, the youth is on an authorized home visit); and
 - iv. When more than one (1) youth is assigned to a bedroom, documenting the number of youth assigned to the room and note the outcome of the bed check for each individual youth. For single bedrooms, staff must indicate the room number or name and the outcome of the bed check; and
 - v. Documenting any changes in room assignment and the reason for the change.
- d. Discrepancies during bed checks must be immediately reported to the facility director or designee and MCCU. Search procedures shall commence and efforts to

¹⁰ See ACS Policy and Procedure, *AWOLs and Program Absences from Juvenile Justice Placement Facilities*.

locate any missing youth shall be documented and reported in the same manner prescribed by this and other relevant ACS policies and procedures.¹¹

- e. Note: Staff may only enter a bedroom to conduct a bed check if it is clearly safe to enter.

9. Incidents

All incidents must be recorded in the log book. The entry must include the following:

- a. The time of the incident;
- b. The name and number of all youth involved or who witnessed the incident;
- c. The name of all staff involved or who witnessed the incident;
- d. The time the incident was reported;
- e. The MCCU incident report number and the name of the MCCU staff member who received the incident report;
- f. The name of the staff member who reported the incident to MCCU; and
- g. A brief summary description of the incident. This description shall include the scheduled activity during which the incident occurred, the events or actions of all youth and staff involved or witness to the incident, any physical interventions used, and immediate actions taken by the staff.

10. Documentation of Searches¹²

- a. All searches must be documented contemporaneously in the log book. Consistent with relevant ACS policies, staff must document all searches in the Facility Activity/Communication Log Book, the Searches for Contraband File, and the youth's case record.
- b. Documentation related to all searches should include the following:
 - i. **Pat Frisk** - All pat frisk searches must be documented in the log book. Entries should include the number of youth searched when the majority is present and searched, or the names of the youth searched when the majority is not

¹¹ See ACS Policy and Procedure, *AWOLs and Program Absences from Juvenile Justice Placement Facilities*.

¹² See ACS Policy and Procedure #2012/06, *Non-Secure Placement Personal Youth Search Policy* and #2016/05, *Limited Secure Placement Personal Youth Search Policy*.

present. The outcome of the pat frisk must be noted. If contraband¹³ is found/identified during a pat frisk the following must be documented:

- a) The name of the youth in possession of contraband;
- b) The description of the contraband;
- c) Who approved the search if not routine;
- d) The name of the staff conducting the pat frisk search; and
- e) The incident report number and corresponding information.

ii. **Security Searches** - All security searches must be documented as follows:

- a) The name of staff conducting the security search;
- b) Who approved the search if not routine;
- c) The reason for the security search; and
- d) The outcome of the security search.

iii. **Strip Searches [LSP only]**¹⁴ - All strip searches must be documented as follows:

- a) Who approved the search;
- b) The name of staff conducting the strip search;
- c) The reason for the strip search [can only occur after a security search]; and
- d) The outcome of the strip search.

iv. **Bedroom Searches** - Bedroom searches must be documented as follows:¹⁵

- a) The name of staff conducting the bedroom search;
- b) The number of bedrooms searched;
- c) The reason for the search, whether the youth was present for the search, and who approved the search if not routine;
- d) The name or number of the bedrooms; and
- e) The outcome of the bedroom search. For non-routine searches, documentation must include efforts made to obtain the youth's physical presence prior to the search, and when the youth was notified of the search.

v. **Area Searches and Inspections** - Area searches and inspections must be documented as follows:¹⁶

- a) The name of staff conducting the search or inspection;

¹³ See ACS Policy and Procedure #2015/03, *Contraband Policy for Juvenile Justice Placement*.

¹⁴ See ACS Policy and Procedure #2016/05, *Limited Secure Placement Personal Youth Search Policy*.

¹⁵ See ACS Policy and Procedure, *Searches of Juvenile Justice Placement Facilities*.

¹⁶ See ACS Policy and Procedure, *Searches of Juvenile Justice Placement Facilities*.

- b) The area or areas of the facility searched or inspected;
- c) The reason for the search and who approved the search if not routine; and
- d) The outcome of the area search or inspection.

11. School Day Documentation

- a. For any programs providing educational services on-site, the log book must transition with the youth from the living area to the education area.
- b. Note: Facility Activity/Communication Log Books stored at off-site schools must be maintained in the same manner prescribed by this and other relevant ACS policies.
- c. For programs providing educational services off-site, staff must document the following:
 - i. The time of departure;
 - ii. The names and number of youth attending school; and
 - iii. The names of all accompanying staff.
- d. Upon return to the facility, staff must make an entry indicating the return time, the names and number of youth returning from school, and the names of all returning staff.
- e. Staff must write a shift summary indicating the overall tone of the school day and any significant events that occurred.

12. Off-Premises Activities (e.g., Field Trips, Visits, Recreation)

- a. For any off-premises activities, staff must document the following:
 - i. The time of departure;
 - ii. The name and number of youth attending the activity; and
 - iii. The name of all accompanying staff.
- b. Upon return to the facility, staff must make an entry indicating the return time, the names and number of youth returning from the activity, and the names of all returning staff
- c. Staff must write a shift summary indicating the overall tone of the activity and any significant events that occurred.

13. Admission

Upon receiving a new admission, staff must make an entry in the log book specific to the arrival of the new youth. The entry must be indented toward the middle of the page with the words "New Intake." The entry must include:

- a. The youth's name;
- b. The youth's date of birth;
- c. From where the youth is arriving;
- d. Any medications or special instructions;
- e. Confirmed inventory of the youth's personal property;¹⁷ and
- f. Room assignment.

14. Release

When a youth is released to the community on aftercare status, an entry must be made in the log book specific to the youth's departure. The entry must be indented toward the middle of the page with the word "Release." The entry must include the following information, where applicable:

- a. The youth's name;
- b. The youth's date of birth;
- c. To whom and/or to what location the youth was released;
- d. Any medications or special instructions;
- e. Confirmed receipt of the youth's personal property; and
- f. Former room assignment.

15. Responsibilities of Supervisors/Group Leaders

Supervisors must make a minimum of one (1) entry whenever a supervisor is on duty to verify that all safety and security features are fully operational, that staff maintain eyes and ears on supervision, and that the facility environment has a therapeutic tone. Supervisory entries must be made in red ink, following the same format prescribed by this policy (see section III. D. 1.).

- a. Supervisors must adhere to the following when documenting in the log book:
 - i. Review log entries from the previous shift(s);
 - ii. Review entries made by staff on duty to verify entries are being made in compliance with prescribed policy; and

¹⁷ See ACS Policy and Procedure, *Personal Property of Youth in Juvenile Justice Placement*.

- iii. Enter any special instruction given to the staff on duty.
- b. Supervisory entries should include both positive observations as well as areas that need to be improved and any immediate actions steps to be taken.
- c. If the supervisor is unavailable to make such entries, his or her designee must follow the above steps in this section.
- d. Note: Red ink is reserved for supervisory observations only. If a supervisor is providing coverage for direct care staff, blue or black ink must be used.

16. Responsibilities of the Facility Director

The facility director must conduct an inspection of the log book on a weekly basis to verify that entries are being made in compliance with the log book policy. Reviews completed by the facility director must be made in red ink, following the same format prescribed by this policy (see section III. D).

- a. The pages or dates reviewed must be noted as well as any observation related to strengths or areas for improvement.
- b. The condition of the log book must be reviewed and described.
- c. The facility director must maintain the facility staff legend. If a direct care staff member is no longer employed by the program, the facility director must draw a single line through the individual's identifying information, write "Vacated," and initial or sign in the left margin adjacent to the entry along with the date of review.
- d. Note: Red ink is reserved for supervisory observations only. If a supervisor is providing coverage for direct care staff, blue or black ink must be used.

IV. Other Required Log Books

A. LSP Control Room Activity/Communication Log Book

Each control room must have a designated log book that is bound with lined and numbered pages for the contemporaneous documentation of observed youth movement, census, staff and visitor entry and exit, pertinent radio and phone communication, and facility rounds. The Control Room Activity/Communication Log Book must be maintained in the same manner as the Facility Activity/Communication Log Book prescribed by this and other relevant ACS policies.¹⁸

¹⁸ See ACS Policy and Procedure, *Facility Management Policy for Juvenile Justice Placement*.

B. Youth Visitor Log Book (e.g., parents, attorneys)

Providers must keep a Youth Visitor Log Book in the reception area of the residence to note the date and time of the visit, the name of the visitor(s), the name of the youth being visited, and the visitor's relationship to the youth. The log book must include space for visitors to sign in next to the time of arrival and sign out next to the time of departure. This log book must be documented in blue or black ink and bound with lined and numbered pages. This is to prevent individual pages from being lost or removed without detection.¹⁹

C. Facility Visitor Log Book (e.g., electrician)

Providers must keep a Facility Visitor Log Book in the reception area of the residence to note the date and time of the visit, the name of the visitor(s), and the purpose of the visit. The log book must include space for visitors to sign in next to the time of arrival and sign out next to the time of departure. This log book must be documented in blue or black ink and bound with lined and numbered pages. This is to prevent individual pages from being lost or removed without detection.

V. **Required Paper Files**

A. Fire Drill Log

Providers must document the date and time of each fire drill in this log, as well as in the Facility Activity/Communication Log Book. Fire drills must be held at different times of the day and night and as often as is needed to familiarize and instruct youth and staff with the routine, but at least once every 30 days.²⁰ Providers must also document the amount of time it took to evacuate, which staff were present, which youth were present, and the location of any youth who did not participate in the drill. This log must be arranged in a file or binder, and stored in a secure location readily accessible to direct care staff.

B. Incident Report Log

Providers must maintain all incident reports and supporting documentation in this log, arranged chronologically in an unbound binder, and stored in a secure location readily accessible to direct care staff. Consistent with incident reporting policies, staff must document all instances of physical interventions, mechanical restraints, and room isolation in the Facility Activity/Communication Log Book and the youth's case record. Staff must also individually report the circumstances that precipitated the physical

¹⁹ See ACS Policy and Procedure #2015/08, *Visiting Youth in Juvenile Justice Placement Facilities*

²⁰ See 18 NYCRR 442.5(a), 447.2(b), and 448.3(d)(10)(iv).

intervention in accordance with the incident reporting policy by completing an incident report form.²¹ The contents of this log include the following forms (where applicable, as per the circumstances of each unique incident):

1. Close to Home Incident Report Form;
2. Close to Home Physical Restraint Form;
3. LSP Mechanical Restraint Form;
4. LSP Room Isolation Form; and
5. Close to Home Incident Debriefing Form

C. Searches For Contraband Log

Providers must document all searches for contraband, arranged chronologically in an unbound binder, and stored in a secure location readily accessible to direct care staff.²² Supervisors and the facility director are responsible for reviewing entries made by staff to verify compliance with applicable ACS policy.²³ A supervisor or the facility director must review, sign, and date the log at least once daily while on duty. The facility director must review, sign, and date the log at least once weekly.

D. Medication Administration Records (MARs)

Providers must maintain a log of all active medication administration records (MARs).²⁴ This log must be arranged in an unbound binder and stored in a secure location readily accessible to direct care staff.

1. Upon admission to the facility, provider agency staff members shall take photographs of each youth that depict the youth's face, head, and shoulders, and may not depict a full body image. One (1) photograph shall be maintained with the youth's health record, and one (1) photograph shall be attached to the youth's MAR.
2. Provider agency staff shall take updated photographs if the youth's appearance changes.
3. At the conclusion of each calendar month, or when a youth is released or transferred, staff must remove the MAR from the active MAR log and place it in the youth's medical record.

²¹ See ACS Policy and Procedure, *Safe Intervention Policy for Juvenile Justice Placement, Incident Reporting for Juvenile Justice Placement*, #2015/13, *Mechanical Restraints for Limited Secure Placement*, #2015/10, *Room Isolation in Limited Secure Juvenile Justice Placement*, and 18 NYCRR § 450.7(e)(9).

²² See ACS Policy and Procedure #2015/03, *Contraband Policy for Juvenile Justice Placement*.

²³ See ACS Policy and Procedures: #2012/06, *Non-Secure Placement Personal Youth Search Policy*; #2015/03, *Contraband Policy for Juvenile Justice Placement*; #2016/05, *Limited Secure Placement Personal Youth Search Policy*; *Searches of Juvenile Justice Placement Facilities*.

²⁴ See ACS policy and procedure #2016/11, *Medication Administration for Non-Secure Placement and Limited Secure Placement Facilities*.

4. At the beginning of each shift, provider staff must review the active MAR log and document any special instructions or alerts related to medication in the Facility Activity/Communication Log Book.

E. Facility Personal Property Log

Each provider must maintain a record of each youth's personal property, arranged in an unbound binder and stored in a secure location readily accessible to direct care staff, including all inventories conducted at admission and upon return from each home visit or other extended absence from the facility. Upon completion of a youth's personal property inventory, a copy of the completed Personal Property Inventory Form must be placed in this log. In addition, the provider shall document completion of the personal property inventory in the Facility Activity/ Communication log book and in the youth's electronic case record. Providers must also individually report the circumstances that precipitated any allegations of lost, stolen, or damaged personal property consistent with ACS policy.²⁵

F. Transportation Log

Each provider must maintain a record of all instances during which mechanical restraints are used during transportation, arranged in an unbound binder and stored in a secure location readily accessible to direct care staff. In addition, all instances of mechanical restraints used during transportation shall be documented in the Facility Activity/Communication Log Book.²⁶ The contents of this log include the following forms (where applicable):

1. Mechanical Restraints During Transport Form; and
2. Mechanical Restraints Special Transport Request Form.

VI. Storage of Bound Log Books and Confidential Non-Case File Materials

A. Completed Log Books

All bound log books must be closed by the facility director as follows after the last entry:

1. Red ink must be used to note the closing of the log;
2. The date the log was opened and the date of the last entry must be noted;
3. The total pages in the log and the pages used must be noted;
4. The condition of the log and verification that pages are not missing must be noted;

²⁵ See ACS Policy and Procedure, *Personal Property of Youth in Juvenile Justice Placement*.

²⁶ See ACS Policy and Procedure #2015/13, *Mechanical Restraints for Limited Secure Placement*

5. A supervisory note must be included indicating that the log has been reviewed for tampering and that the log is now closed;
6. The facility director must print his or her name and sign and date the log book; and
7. The facility director must draw two (2) lines forming an “X” through any unused pages.

B. Damaged Log Books

1. All bound log books must remain in good condition. Natural wear and tear is expected, but the log book must be closed immediately and as above, noting irregularities and replaced if any of the following occur:
 - a. The log book cover has become detached and cannot be held in place; and
 - b. Used pages become separated from the rest of the log book.
2. Any missing pages in the log must be the subject of an incident report.²⁷
3. Closing procedures must be followed regardless of how many blank pages remain in the current log book.

C. Storage of Closed Log Books

1. The facility director or designee is responsible for storing closed bound log books.
2. Each log book must be stored on-site for a period of two (2) years after the date of the last entry.
3. After a period of two (2) years after the date of the last entry, the ACS records storage unit may be contacted to arrange for storage of the log books.
4. If an entire agency is closing and cannot maintain the storage of records, the provider must contact the ACS Records Manager to determine an alternate plan for storage of the log books.

D. Storage of Non-Case File Materials

1. See ACS Policy and Procedure, *Case File and Case Records Policy* for information on storing all original non-case file materials including, but not limited to:
 - a. Fire drills;
 - b. Searches for contraband;
 - c. Youth appointment calendars;

²⁷ See ACS Policy and Procedure *Incident Reporting for Juvenile Justice Placement*.

- d. Financial documents;
- e. Administrative records; and
- f. Any records with youth and family names, addresses, social security numbers, case information, medical information, or other personal information.