Chart Order CINS/FINS Participant

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| 1 | **INTAKE ACTIVITY**   * Intake Assessment/ NETMIS * Notice of Privacy Practices (HIPAA) * Parental/Guardian Rights Clarification Form * Informed Consent & Participant Agreement (Parent Signature Page) * Informed Consent & Participant Agreement (Participant Signature Page) * Consent for Release of Confidential School Information * Participant Orientation Checklist * Screening/Referral Form * Inventory Statement (Put in Section 7 at discharge) * Media Release * Mother Sheet |
| 2 | **MEDICAL/MENTAL HEALTH ACTIVITY**   * Medication Consent Form * Medication Record logs (Put in Section 7 at discharge) * Medical Health Follow-up form (if applicable) * Medication Transfer Log (if applicable) * Diet Special (if applicable) * Suicide Assessment Form (if applicable) * Safety Plan (if applicable) * Observation Logs |
| 3 | **DOCUMENTATION/ MOVEMENT & ACTIVITIES**   * Progress notes * Runaway Reports * School Progress Reports * Departure/Return Logs (Put in Section 7 at discharge) |
| 4 | FACE Behavior Forms   * Behavioral Expectations * Point Sheets and Supporting Documentation |
| 5 | **CASE/B.I.R.P. NOTES**   * NSR (NIRVANA Self-Report) * NIRVANA Assessment * Service Tracking Form * Individual Plan * Services Tally CINS/FINS Residential |
| 6 | **CORRESPONDENCE ACTIVITY**   * Court Orders * Consent for Release of Confidential Information General( if applicable) * Other miscellaneous * McKinney Vento documentation |
| 7 | **DISPOSITION ACTIVITY**   * Blue/White Card (Put in Section 7 at discharge) * Services NETMIS * Transfer / Discharge Summary * Service Satisfaction Questionnaire (1 per person involved) * Parent/Guardian Release or Non-Custodian Arrival/ Pick-up * FACE forms * Participant Money Transaction (Put in Section 7 at discharge) |