

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">807.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
	<p><u>CHAPTER:</u> Youth Reporting Services</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§49-2-903 & 49-2-912</p>
<p><u>SUBJECT:</u> Progress Reports</p>		
<p><u>DATE:</u> July 1, 2016</p>		

PURPOSE

This policy is to establish identification of and guidelines for Initial, Progress and Discharge reports to be utilized within the Youth Reporting Centers.

CANCELLATION

This policy has been revised and supersedes Policy 807.00 dated October 1, 2009.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Youth Reporting Centers.

DEFINITION

1. **Initial Report** – First report that is returned to the referring agency containing initial information from the participant's assessments.
2. **Progress Report** – Monthly report generated for the referring agency that contains updates on the participant's progress.
3. **Discharge Report** – Final report generated for the referring agency stating completion or failure of the program.

PROCEDURES

1. All information contained within the reports will be specific to each participant, and will be reviewed and approved by the Program Director.
2. Operational procedures will outline the format and timeframe for each of the three reports.
3. Reports will only be released to those authorities and persons listed in the consents and will not automatically include parents and/or guardians.

Chapter	Subject	Policy #	Page
Youth Reporting Services	Progress Reports	807.00	2 of 2

4. Each individual report will be documented in OIS.
5. Operational procedures for each Youth Reporting Center will include the information and section headings to be included in each report.
6. Each Youth Reporting Center will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

7/1/16

Date