

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Programs Case Record Audits	
DRC CBCF STANDARD: General Specific #14	
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I. POLICY

It is the policy of River City Correctional Center to conduct case record audits to ensure that records are current, complete and accurate. This is accomplished weekly at case review meetings.

II. PROCEDURES

Each pod's staff conducts weekly treatment team case review meetings. Case Managers, Teachers, Employment Specialists, Case Manager Coordinators and Clinical Supervisors meet to examine how each resident is progressing through the program.

Clinical: Report on assessments, treatment plan goals and resident progress in achieving the goals. Any additional information gathered in individual sessions or process group setting is reported, if appropriate.

Employment: Depending on the resident's phase, the Employment Specialist may report on assessment information or on progress in class or job seeking.

Education: Report on education levels and progress in achieving educational goals.

TC: Report on resident's interaction with community and participation in community activities in those units utilizing the TC modality.

Peer Review is conducted monthly by program staff members and chaired by the Program Director. Six case files, pulled at random, are examined by clinical staff members each month. All forms must be dated and signed within the time frame assigned. Clinical Supervisors are provided with a copy of the review and a summary of the pod's performance.