## Chart Order Participant Non-Residential

Section 1- Data

Youth Services Non-Residential > Most Current Information On Top

* Participant Chart Order Form

## Service Tally-CINS/FINS Non-Res Family Action

* CINS/FINS NETMIS Program Log Intake/Exit Info
* CINS/FINS NETMIS Services Received by Youth
* CINS/FINS INTAKE ASSESSMENT/NETMIS Non-Residential Program
* CINS/FINS Screening Form
* Referral Source Form (If applicable)

Please Check When Completed:

🞎 File Label: Last Name, First Name, Middle Initial, and NETMIS #

🞎 Chart is Stamped / Written “CONFIDENTIAL”

Participant Chart Order

Section 2 – Consents, Correspondence and Miscellaneous

Youth Services Non-Residential > Most Current Information On Top

* Participant Chart Order Form
* Safety Agreement (If applicable)
* Suicide Assessment Form (If applicable)
* Provide Florida Network Guide for Parents in Need brochure; High Risk Behaviors & Situations Handout; Sexual Exploitation and Human Trafficking materials
* Participant Workbooks and/or Homework Assignments
* Correspondence (Most Recent On Top)
* Pre and Post Tests
* School Information (If applicable)
* Legal Information (If applicable)
  + CINS Petition
* Consents for Release of Information
* Consent to Participate in Remote/Virtual Services
* Consent for Urinalysis (for Central Region)
* Informed Consents
* Orientation to Program
* HIPAA (Notice of Privacy Practices)
* Complaint/Grievance Report Form

Participant Chart Order

Section 3 – Clinical Information

Youth Services Non-Residential > Most Current Information On Top

* Participant Chart Order Form
* Transfer or Discharge Summary
* Nirvana Reassessment and/or Post Assessment
* Individual Plans and Reviews
* CINS Case Staffing (see Binder if applicable)
* Nirvana Assessment
* Biographical Addendum (Optional)
* Intake Physical Health History And Current Status Screening Form

Participant Chart Order

Section 4 – Progress Notes

Youth Services Non-Residential > Most Current Information On Top

* Participant Chart Order Form
* Progress Notes / Service Tracking Forms Include UA Results (for Central Region if applicable)