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
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| 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
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| 3 | **DOCUMENTATION/ MOVEMENT & ACTIVITIES*** Progress notes
* Runaway Reports
* School Progress Reports
* Departure/Return Logs (Put in Section 7 at discharge)
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| 4 | FACE Behavior Forms* Behavioral Expectations
* Point Sheets and Supporting Documentation
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| 5 | **CASE/B.I.R.P. NOTES*** NSR (NIRVANA Self-Report)
* NIRVANA Assessment
* Service Tracking Form
* Individual Plan
* Services Tally CINS/FINS Residential
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| 6 | **CORRESPONDENCE ACTIVITY*** Court Orders
* Consent for Release of Confidential Information General( if applicable)
* Other miscellaneous
* McKinney Vento documentation
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| 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)
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