



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Administrative Directive #5 FY 2016

To: TJJJ Staff
From: David Reilly, Executive Director
Subject: Filing Certain Documents in the Masterfile
Date: May 18, 2016

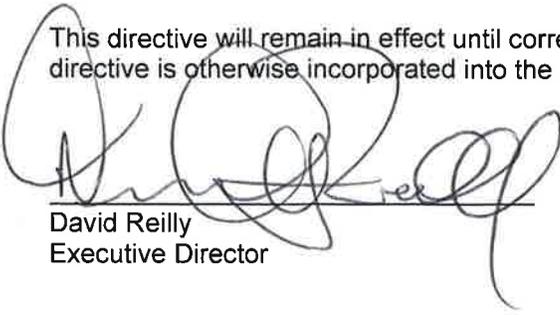
Effective immediately, the forms and CCS screens listed below will no longer be printed or filed in youth masterfiles:

Form #	Title
CCF-060r	Placement Risk Assessment Following Due Process Hearing
CCF-100	Home Placement Assessment
CCF-047	Review Panel Report
CCF-520	Chronological Record
CCF 520ca-rec	Chronological Record: Case Assessment - Receiving Case Manager
CCF 520ca-send	Chronological Record: Case Assessment - Sending Case Manager
CCF 520med	Chronological Record: Medication Non-Compliance
CCF 520rdp	Chronological Record: RDP Weekly Schedule
CCF 520rdp-a	Chronological Record: RDP Admission
CCF 520rrp	Chronological Record: Release Review Panel Recommendation
CCF-523	Referral to TCOOMMI

There are numerous procedures in the Case Management Standards (CMS) Manual that instruct staff to print and file these documents. This directive supersedes those instructions.

Staff should not remove these documents if they have already been filed in a youth's masterfile. This directive applies only to documents created on or after May 18, 2016.

This directive will remain in effect until corresponding revisions are made to relevant CMS procedures or this directive is otherwise incorporated into the CMS manual.


David Reilly
Executive Director