**Section 2603.40 Records**

a) Introduction

An accurate records system is of utmost importance. A complete record and report system provides the superintendent with an effective management tool and essential information for the court.

b) Minimum Standards

1) Face Sheet and Personal Record Information

A face sheet and personal record file shall be maintained for each child in accordance with Section 2603.50(b)(10).

2) Confidential Record

All face sheet data and case record information is confidential and shall not be disclosed to unauthorized persons or to the public, except by order of the court. Staff members shall be provided access to case information required for the performance of their duties.

3) Monthly Reports, Statistics

The superintendent shall submit a monthly report to the Office of Detention and Audit Services of the number of children sheltered during the preceding month and provide information for each of the categories indicated on the report form provided by the Unit.

A) Monthly population reports must be submitted to the Unit by the tenth day of the following month.

B) Each calendar day, including day of admission and day of release, shall be counted for calculating length of stay.

C) Duplicate copies shall be prepared. The reporting facility shall maintain the original and forward the duplicate to the Unit.

4) Extraordinary or Unusual Occurrences

All unusual incidents which involve or endanger the lives or physical welfare of staff members or children must be reported to the Unit, utilizing the forms supplied by the Unit.

A) Reports shall be forwarded within 72 hours of the occurrence.

B) Extraordinary or unusual occurrences shall mean:

i) Death, regardless of cause.

ii) Attempted suicide (if hospitalization or medical treatment is required).

iii) Serious injury, including accidental or self-inflicted.

iv) Fire.

v) Battery on child by a staff member.

vi) Battery on child by another child (only if hospitalization or extensive medical treatment is required).

vii) Battery on staff member by a child.

viii) Sexual assaults.

xi) Occurrence of serious infectious disease or illness within the facility.

5) Report to Court

A copy of the unusual occurrence report will be forwarded to the court by the superintendent.

6) Population Report

A shelter care population report shall be supplied to the judge by the superintendent daily or as required by the court but not less than weekly. This report shall include the name of each child, day admitted, accumulated days of stay, date of hearing, and any other information the judge might request to assist the control of admissions.

(Source: Amended at 12 Ill. Reg. 12405, effective October 1, 1988)