

Records Inventory

Month/Day/Year: _____

Facility: _____

MH Offender Count (This is the number of mental health offenders)	# Clinical Files Found (Total number of clinical files found. This number could be more, less or the same number as the # of mental health offenders)	# Dead Files Found (This is the number of files found on mental health offenders who were <u>discharged</u> from MH/MR services and needs to be broken down and placed in their medical file)	# Files Found on Offenders who Transferred (This is the number of files found on mental health offenders who transferred to another facility. The files need to be sent to the receiving facility.)	# of Files created for New Offenders on the caseload (Files for offenders transferred from other facilities or placed on the caseload as a result of a referral)	# Clinical Files when you completed the Inventory (The number should be the same number as the Mental Health count)

Comments: _____

Staff Signature