

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-1144**  
**YDC File Review**

The YDC File Review (Audit) involves review of the hard file documentation to include the youth's Masterfile, Education File and Medical File. The review looks at compliance with [DCS Policy 9.7 Standardization and Confidentiality of Student Master Files](#), relevant COA Standards and best practice requirements outlined in various DCS policies. This review is an audit to ensure appropriate services are rendered and required documentation is maintained.

All sections of the YDC File Review form are completed during the same review period. Each Manager/department designee is responsible for completing the section that pertains to their area of supervision (**Part A: Treatment, Part B: Medical, Part C: Education**).

1. YDC File Reviews are to be completed every 90 day cycle.
2. During this review period, the Treatment Manager/Designee selects 8-10 files for review and provides a due date to all three departments (***Different files should be selected each cycle***).
3. Once forms have been completed and submitted, the Treatment Manager, or other identified Supervisor, signs off and checks for deficiencies.
4. Area supervisors are responsible for ensuring deficiencies are corrected.
5. YDC File Review Forms are maintained by the Treatment Manager/Designee until deficiencies are corrected.

*\*This form may be used by other Non-Facility Reviewers during On-Site Reviews and Audit purposes.*