

VJCCCA AUDIT FORM 2 - CASE MANAGEMENT AND EXPENDITURES

Program:	Date of Audit:
Program Type:	Program Coordinator:
Locality:	Plan Contact:
Case File #1:	Case File #3:
Case File #2:	Case File #4:

Board Regulation	Requirement at Audit	#1 Y/N/NA	#2 Y/N/NA	#3 Y/N/NA	#4 Y/N/NA
6VAC35-150-510	For each juvenile, a separate case record shall be kept up to date and in a uniform manner.				
B1	Current identifying and demographic information on the juvenile				
B2	Court order, placement/service agreement, VJCCCA Referral Form, and/or diversion plan				
B3	Rules imposed by the judge or probation or parole officer, if applicable; and				
B4	Dates of acceptance and release				
C	Programs and services that provide counseling, treatment or supervision shall				
C1	Develop an individual service plan for each juvenile that shall specify the number and nature of contacts between juvenile and staff				
C2	Provide the individual service plan information to the supervising probation or parole officer, when applicable				
C3	Document all contacts with the juvenile, the juvenile's family, and others involved with the case; and				
C4	Provide written progress reports to the referring agency at agreed upon intervals				

CPR Documentation – Placement Data	#1	#2	#3	#4
CPR dates of acceptance and release match case file documentation				
Release Code is supported by discharge summary or other case file documentation				
Monthly Service units are supported by invoices or other case file documentation				

CPR Documentation – Expenditure Data	Yes/No/NA
Expenditures for this program are in compliance with Statutory Requirements	
<ul style="list-style-type: none"> Expenditure Compliance Certification Form and General Conditions Certification Form are Signed Funding is not used for Secure Detention Expenditures are used for youth in the Target Population (traffic infractions are excluded) 	
Expenditures for this program are supported by invoices or other financial documentation	
Expenditures are according to Approved Local Plan and in compliance with VJCCCA Manual	
Expenditures are in accordance with Signed MOAs (local positions and community service programs)	