



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2765.5 RECORD RELEASES - JJS

Policy Directive: **22-18**

Approved:

Effective Date: **June 2022**

Implements Policy: **2765**

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This SOP outlines the Juvenile Justice records that can and cannot be released as part of a records request.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. **Only case records created by the Division can be released.** They include, but are not limited to:

A-C

- Action Plans
- Administrative Release and/or Exit Staffing Guidelines
- Adult Living Preparation Plan
- Authorization to Release Confidential Information
- Bill of Rights for Youth in Care
- CANS Assessments (when completed by DCYF)
- Case Consultations
- Case Plans (not presented to the Court)
- Checklist of Documents to Accompany Juvenile Committed to SYSC
- Child/Youth Information Sheet (when completed by a JPPO)
- CHINS Consent Letter
- CHINS Voluntary Services Denial Letter
- CHINS Voluntary Service Plan
- Community Supervision Plan
- Conditions of Parole
- Conditions of Release
- Contact logs (Bridges/DCYF electronic information system)

D-N

- FAIR forms and documents (created by DCYF staff)
- Financial Reimbursement Notice
- Genograms (created by DCYF staff)
- Independent Living Skills Assessment
- Letters to Locate Absent/Missing Parents
- Letters (to parents/missing parents)
- Missing Child Recovery Reports
- Missing Child Reports
- Monthly NYTD Checklist
- Needs Assessment for Independent Living
- Notice of change in eligibility
- NYTD Outcome Survey

O-R

- Parole Supervision Plan
- Parole Violation Report
- Payee letter to parents
- Payment Ledger Card/ Payment Voucher
- Permanency Planning Team (PPT) Review documentation
- Pictures (taken by DCYF)
- Placement Plan
- Post Care Plan
- Pre-Dispositional Guidelines
- Prevention Plans (when not submitted to the Court)
- Property Seized Report
- Range of Rates
- Referrals for Service Providers
- Requests for placement
- Resident Furlough
- Restitution Arrearage Notice to Juvenile
- Restitution Update

S-Z

- Safety Plans
- SAVRY assessments
- SBC Action Plans
- Service Authorization Requests
- Solution-Based Family Meetings documentation
- SYSC Eligibility Guidelines
- SYSC Youth Collateral Contact Sheet
- Victim Letter – Restitution (MUST redact victim's identity)
- Youth 90-Day Youth Transition Meeting Checklist
- Youth 90-Day Youth Transition Plan
- Youth Information Sheet (only when completed by DCYF staff)
- Youth Locator (Efforts to Locate Absent Youth (NYTD))

II. Records that cannot be released (unless a court of competent jurisdiction orders the release):

A-C

- Adoption, Guardianship, or Custody Decree
- Any Court Generated Form or Order
- Application for Services and Waiver
- Authorization for Medical, Dental, and Psychiatric Treatment
- Birth Certificate
- Case Closure Notification Form
- Case Plans (when submitted to the Court)
- CAT reports
- Conditional Release Violation
- Consent for Voluntary Return of Out-of-State Juvenile
- Contrary to the Welfare and/or Reasonable Efforts Order
- Copy of Driver's License
- Court Orders
- Court Reports from Schools, Service Providers, or Other Parties to the Case
- Court Review Report

D-I

- Detention Assessment Screening Instrument
- Diagnostic Evaluation Reports from Service Providers
- Drug-Testing Laboratory Documentation
- Failure to Make Restitution Notice to Prosecutor
- Failure to Report Notice
- Financial statements
- GAL Reports
- Hearing Notices/Witness Subpoenas
- Home studies (May only be released to the applicant)
- HOPE Program Application
- ICPC Report on Placement Status
- ICPC Request
- Immigration Paperwork
- Immunization Records

J-O

- Juvenile Petitions
- Juvenile's Birth Certificate
- Juvenile's Photograph
- Medical Insurance Card
- Motions and Other Pleadings
- Newspaper Clippings
- Notice of Appointment of Educational Advocate or Surrogate Parent
- Notice to Report
- Out-of-State Travel Permits and Agreements to Return

P-R

- Parole or Probation Investigation Requests
- Photographs/Evidence submitted to Court
- Photographs NOT taken by DCYF
- Police Reports
- Positive Drug Test Statement
- Pre-dispositional Reports
- Psychotropic Medication Consent Requests
- Quarterly Progress, Violation, or Absconder Reports
- Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State
- Requisition for Escapee, Absconder, or Accused Delinquent
- Requisition for Runaway Juvenile
- Restitution Payment Checks and Money Orders

S-Z

- School District Reports and Educational Plans
- Social Security Cards
- Social Security determinations or correspondence
- Social studies
- Title IV-A Notice of Decision
- Trauma/Mental Health Screening Tools (not completed by DCYF)
- Treatment Progress Reports from Service Providers

Frequently Asked Questions

Q1. Who should I ask if I have questions about what records can or cannot be released?

A You should contact the JJS Attorney for assistance.

Q2. What if I have a request for records through the Interstate Compact for the Placement of Children (ICPC) or Interstate Compact for Juveniles (ICJ)?

A Release of third-party records is prohibited.

A ICPC and ICJ-specific records requests are directed to the DCYF Compact Administrator (or designee).

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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