

**HWH DOCUMENTS – FIRST QUARTER
(Due at Manager’s Meeting in March)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
HWH – 2	Facility clean & good repair w/ maint. plans	Client detail list & check off/Daily Inspection Completed Maintenance Request	2-3 sets	
HWH – 3	Policy re: document. of passes	Pass location approval by PO Completed home pass	3-5 3-5	
HWH – 4	Mo. progress rpts for HWH & EM programs	In house client monthly reports EM client monthly reports	5-7 3-5	
HWH – 5	Electronic notification to BCS for TC admis.	Email notifications of TC arrivals to BCS	5-6 (if applicable)	
HWH – 7	TC passes in accord. with DRC policy	TC home pass investigation & approval Completed TC pass, Verify min days in program, behavior record	3-5 sets (if applicable)	
HWH – 8	TC in facility, working, or approved activities	Itinerary, verification of locations, Mon V log	1-3	
HWH – 9 (as needed)	Signed waiver for TC med treat refusal	Medical treatment waiver form	If applicable	
HWH – 10	TC EM placement in acc. w/DRC policy	Verify min days in program, behavior record, itinerary, home pass request/investigation	1-2 complete sets	
HWH – 11	TC Behavioral Guide. In acc. w/DRC policy	TC behavior chart, TC Behavior committee report, TC behavior contract, documentation of Beh Com repts to BCS within 7 days	2-4 complete examples	
HWH – 14	EM violations/unusual occur. investigation	EM violations investigations	If applicable	
HWH – 15	EM termination rpt completion 3 bus days	EM term report, email verifying sent (community & TC EM)	1-2	
HWH – 17	Attempt to locate offenders w/in 4 hrs.	Completed incident reports/investigations for AWOL/escape client	1-3	
HWH – 18	Adult Parole Authority notification guidelines	AWOL/Escape sheets and email verifying sent	1-3 each	

**HWH DOCUMENTS – SECOND QUARTER
(Due at Manager’s Meeting in June)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
HWH – 2	Facility clean & good repair w/ maint. plans	Client detail list & check off/Daily Inspection Completed Maintenance Request	2-3 sets	
HWH – 3	Policy re: docment. of passes	Pass location approval by PO Completed home pass	3-5 3-5	
HWH – 4	Mo. progress rpts for HWH & EM programs	In house client monthly reports EM client monthly report	5-7 3-5	
HWH – 5	Electronic notification to BCS for TC admis.	Email notifications of TC arrivals to BCS	5-6 (if applicable)	
HWH – 6	Coll/dist of TC earnings in acc with Code	TC account logs, special requests, allowance requests, violation for failure to submit paycheck	4-6 sets	
HWH – 7	TC passes in accord. with DRC policy	Verify min days in program, behavior record, pass form, itinerary, home investigation	1-2 complete sets	
HWH – 9 (as needed)	Signed waiver for TC med treat refusal	Medical treatment waiver form	If applicable	
HWH – 11	TC Behavioral Guide. In acc. w/DRC policy	TC behavior chart, TC Behavior committee report, TC behavior contract, documentation of Beh Com repts to BCS within 7 days	2-4 complete examples	
HWH – 12	TC Med Rpt & Central Pharm co-pymt mo rpt	TC account reports with payment to central pharmacy	3-5	
HWH – 17	Attempt to locate offenders w/in 4 hrs.	Completed incident reports/investigations for AWOL/escape client	1-3	
HWH – 18	Adult Parole Authority notification guidelines	AWOL/Escape sheets and email verifying sent	1-3 each	

**HWH DOCUMENTS – THIRD QUARTER
(Due at Manager’s Meeting in September)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
HWH – 2	Facility clean & good repair w/ maint. plans	Client detail list & check off/Daily Inspection Completed Maintenance Request	1 each (for all facilities)	
HWH – 4	Mo. progress rpts for HWH & EM programs	Monthly reports, email verifying sent to APA (community EM & HWH)	1-2 each	
HWH – 5	Electronic notification to BCS for TC admis.	Email verifying when sent to BCS	3-5	
HWH – 7	TC passes in accord. with DRC policy	Verify min days in program, behavior record, pass form, itinerary, home investigation	1-2 complete sets	
HWH – 8	TC in facility, working, or approved activities	Itinerary, verification of locations, Mon V log	1-3	
HWH – 9 (as needed)	Signed waiver for TC med treat refusal	Medical treatment waiver form	If applicable	
HWH – 10	TC EM placement in acc. w/DRC policy	Verify min days in program, behavior record, itinerary, home pass request/investigation	1-2 complete sets	
HWH – 14	EM violations/unusual occur. investigation	EM violations investigations	If applicable	
HWH – 15	EM termination rpt completion 3 bus days	EM term report, email verifying sent (community & TC EM)	1-2	
HWH – 17	Attempt to locate offenders w/in 4 hrs.	Completed incident reports/investigations for AWOL/escape client	1-3	
HWH – 18	Adult Parole Authority notification guidelines	AWOL/Escape sheets and email verifying sent	1-3 each	

**HWH DOCUMENTS – FOURTH QUARTER
(Due at Manager’s Meeting in December)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
HWH – 1	Centralized placement contact	Intake job description	1	
HWH – 2	Facility clean & good repair w/ maint. plans	Client detail list & check off/Daily Inspection Completed Maintenance Request	2-3 sets	
HWH – 3	Policy re: docment. of passes	Pass location approval by PO Completed home pass	3-5 3-5	
HWH – 4	Mo. progress rpts for HWH & EM programs	In house client monthly reports EM client monthly report	5-7 3-5	
HWH – 6	Coll/dist of TC earnings in acc with Code	TC account logs, special requests, allowance requests, violation for failure to submit paycheck	4-6 sets	
HWH – 9 (as needed)	Signed waiver for TC med treat refusal	Medical treatment waiver form	If applicable	
HWH – 11	TC Behavioral Guide. In acc. w/DRC policy	TC behavior chart, TC Behavior committee report, TC behavior contract, documentation of Beh Com repts to BCS within 7 days	2-4 complete examples	
HWH – 12	TC Med Rpt & Central Pharm co-pymt mo rpt	TC account reports with payment to central pharmacy	3-5	
HWH – 13	EM policies/procedure minimum	Policy and procedure	1	
HWH – 16	Maintain minimum EM records	EM file structure; EM docs (TC & Comm): Referral, EM Prog condition, Host Agrmt, Approved Itineraries, investigations, case notes, term report	3-5 sets for each both TC and Community (if applicable)	
HWH – 17	Attempt to locate offenders w/in 4 hrs.	Completed incident reports/investigations for AWOL/escape client	1-3	
HWH – 18	Adult Parole Authority notification guidelines	AWOL/Escape sheets and email verifying sent	1-3 each	