**MINIMUM REQUIREMENTS FOR CASE NOTES DURING DISTANCE LEARNING**

**ADMISSIONS COUNSELORS:**

* One Case note each week, pending enrollment.
* The subject line for these case notes: WEEKLY CONTACT.

**CAREER PREPARATION PERIOD (CPP) STAFF:**

* One Case note each week, pending enrollment, as well as during each week of CPP.
* The subject line for these case notes: Pre-Arrival, CPP Week 1, CPP Week 2, CPP Week 3, etc.

**COUNSELING / CAREER MANAGEMENT UPDATES:**

* One case note indicating completion of the Social Intake process; labeled: SOCIAL INTAKE.
* One case note should be entered weekly during Distance Learning by a member of the student’s Career Management Team (CMT); case note will be done by Counselor or another assigned member of the staff. The purpose is to summarize the student’s participation and progress in Distance Learning, as well as address barriers and plans to remediate and support.
* Subject line for these case notes: DISTANCE LEARNING.

**EVALUATION OF STUDENT PROGRESS:**

* Generally entered by the Counselor, or another member of the Career Management Team, a case note should be entered following any ESP, or at least once every sixty days, per PRH requirement.
* Subject line of these case notes: ESP

**ACADEMIC AND CTT INSTRUCTORS:**

* Minimum expectation is a monthly case note specific to the progress student has made in either academics or CTT during the previous period. Included should be percentage of TAR completion, TABE gains, or HSE / HSD classes completed.
* The Subject line for these case notes: ACADEMIC PROGRESS / CTT PROGRESS

**CAREER TRANSITION READINESS (TO INCLUDE WBL if STUDENT IS ON WBL)**

* If students are within 60 days of a proposed exit date weekly case notes are expected to document progress towards transition readiness.
* The subject line for these case notes: CTR UPDATE

**CAREER TRANSITION SERVICES**

* Unchanged from current expectations, monthly case notes of contact and services.
* Subject line for these case notes: CTS MONTHLY CONTACT

**CSO/CSIO/SPO (or whatever title the Operator has given to the Center standards officer for student discipline)**

* Distance Learning Participation Warnings should be documented in case notes; one case note should be entered each week for the failure to meet participation hours for that week; these will be noted also as Intervention #1, Intervention #2, and Intervention #3, etc.
* Subject lines should be: DISTANCE LEARNING PARTICIPATION INTERVENTION (#1, #2 or #3), or DISTANCE LEARNING INCIDENT REPORT.

**RESIDENTIAL / RECREATION:**

* One case note per week indicating student contact for safety check, at minimum. Other case notes could reference virtual dorm meetings or recreation activities.
* Subject line of these case notes: SOCIAL DEVELOPMENT UPDATE

**UNAUTHORIZED ABSENCE (UA)**

* A member of the Career Management Team (usually the Counselor) should enter a case note for each day the student is in UA status.
* Subject lines should be UA INITIAL; UA UPDATE; OR UA FINAL.