

Central Children's Home of North Carolina, Inc.
Program Procedure Manual

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Procedure: Screening and Intake for Emergency and Respite Care

PROCEDURES:

- Admission Inquiries will be taken by phone, mail, fax or email.
- Admissions Advisory Committee will convene to determine if Central Children's Home is an appropriate placement and able to meet the needs of the client. (Committee includes Social Workers, Campus Life Director, Residential Supervisors, Residential Counselors as well as input from a Licensed Clinician/Therapist)
- Staff Social Worker will contact the referring agency by the end of the next business day to inform them of the Committee's decision whether the client is/is not a good candidate for program.
- Staff Social Worker will fax, mail, or email the full Admission Packet to the referring agency once the client is deemed a good candidate for admission to the program.
- Staff Social Worker informs the referring agency of the documents that Central Children's Home must have before client is accepted into the program.
 - ✓ List of all medications
 - ✓ Verification of medical coverage
 - ✓ Verification of Date of Birth and Social Security Number
 - ✓ DSS Case Plan to include Social History/Court Report or Juvenile Court Case Plan Objectives
 - ✓ Prior Placement Information
 - ✓ If Applicable, signed Voluntary Placement Agreement (VPA)
 - ✓ If Applicable, Adjudication/Custody Papers
- A preliminary Service Plan is developed in conjunction with referring agency and/or legal custodian.
- Admissions Advisory Committee will convene after receipt of required documents to determine whether or not to admit the client into the program.
- Staff Social Worker will contact the referring agency by the end of the next business day to inform them of the Committee's decision whether the client is/is not accepted into the program.
- During intake, referring agency and/or legal custodian brings and/or completes within 72 hours:
 - ✓ Signed Copy of Placement and Financial Agreement
 - ✓ Signed Acknowledgement of Termination and Discharge Policy and Procedures
 - ✓ Copy of last Physical and Dental Exam
 - ✓ Immunization Record
 - ✓ School Enrollment Information
 - ✓ Visitation Plan

- ✓ Out of Home Family Services Agreement
- ✓ Consent Forms
- ✓ Informed Consent
- ✓ Consent for Treatment
- ✓ Release of Information
- ✓ Consent for Field Trips
- ✓ Authorization to Consent to Health Care for Minor
- ✓ Independent Living Case Plan (for children 13 years of age and older)
- ✓ Residential Counselor Sheet
- ✓ If Applicable, Psychological Evaluation
- Preliminary Service Plan is reviewed with referring agency and/or legal custodian.
- The Service Plan Committee will convene the following Wednesday to discuss the Service Plan for the new admission.

If Central Children's Home cannot provide services for the Referral Source, then the Home will direct the Referral Source to the "Children and Family Services Association – North Carolina 2006 Directory of Member Agencies" or their website: www.cfsa-nc.org which contains access to all of the child and family agencies across North Carolina.

5/25/07