

Admission/Intake Checklist

- Completed Admission Application _____
- Completed Placement/Financial Agreement _____
- Signed Acknowledgment of Discharge Policy/Procedures _____
- Medicaid Card or Application _____
- Copy of Physical Examination _____
- Copy of Birth Certificate _____
- Copy of Social Security Card _____
- Copy of Immunization Record _____
- Consent/Release Forms
 - Informed Consent _____
 - Consent for Treatment _____
 - Release of Information _____
 - Consent for Field Trips _____
 - Authorization to _____
 - Consent for Health Care _____
- Case Plan & Visitation Plan _____
- Social History _____
- Out of Home Family Services Agreement _____
- Completed Residential Counselor Sheet _____
- School Records
 - Last School Attended _____
 - Transcript _____
- Signed VPA (if applicable) _____
- Court Orders and/or Custody Papers _____
- Adjudications (if applicable) _____
- Psychological _____
- Medical Records _____
- Dental Records _____

Records Checked _____ Initial _____

Information Needed:

1. _____

3. _____

2. _____

4. _____

5/23/07