

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

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Procedure: Screening and Intake for Medium/Moderate 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.
- **When appropriate or as time permits**, Staff Social Worker informs the referring agency of the documents that Central Children's Home must have before the Pre-Admission Visit. **Otherwise these documents are needed before or during intake.**
 - ✓ Copy of current Physical (or must be obtained within 2 weeks of admission)
 - ✓ Copy of current Dental Exam (or must be obtained within 6 weeks of admission)
 - ✓ Immunization Record
 - ✓ List of all medications
 - ✓ Verification of medical coverage
 - ✓ Verification of Date of Birth and Social Security Number
 - ✓ DSS Case Plan to include a Social History or Court Report
 - ✓ Prior Placement Information
 - ✓ School Enrollment Information
 - ✓ If Applicable, obtain signed Voluntary Placement Agreement (VPA)
 - ✓ If Applicable, obtain Adjudication/Custody Papers
 - ✓ If Applicable, obtain Psychological Evaluation
- **When appropriate or as time permits**, Staff Social Worker gives referring agency a date for a Pre-Admissions Visit (Wednesday Afternoon)
- A preliminary Service Plan is developed in conjunction with referring agency.
- **When appropriate or as time permits**, the Pre-Admissions Visit will consist of the following:
 - ✓ County Social Worker and client will meet with Social Worker, Campus Life Director, Residential Life Supervisors for a brief overview of the Home and to clarify any issues with any documents received in advance.

- ✓ County Social Worker and client will meet with all Residential Counselors in the appropriate cottage where the Counselors will have the opportunity to meet and talk with the client one on one in the following areas:
 - Tour of the cottage
 - Review the Daily and Weekend Schedule
 - Review of Daily Living Skills
 - Independent Living Activities
 - Brief overview of the Student Handbook
- Admissions Advisory Committee will convene at the conclusion of the Pre-Admissions Visit 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 and in conjunction with the County Social Worker set the Admission date (24-48 Hours)
- During intake, referring agency brings and/or completes:
 - ✓ Signed Copy of Placement and Financial Agreement
 - ✓ Signed Acknowledgement of the Termination and Discharge Policy and Procedures
 - ✓ Visitation Plan
 - ✓ DSS 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
- Preliminary Service Plan is reviewed with referring agency.
- 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.