

Room Board and Watchful Oversight ADMISSIONS CHECKLIST

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|--|---|--|
| <input type="checkbox"/> Annette Boyd Group Home | <input type="checkbox"/> Second Chance Homes | <input type="checkbox"/> Therapeutic Foster Care |
| <input type="checkbox"/> Owens & Reality House (ILP) | <input type="checkbox"/> Anne Elizabeth Shepherd Home | <input type="checkbox"/> GA Industrial Children's Home |
| <input type="checkbox"/> Bradfield Center/ Connections | <input type="checkbox"/> Francis Wood Wilson Group Home | |

**THE DOCUMENTS REQUIRED ARE PER OFFICE OF REGULATORY SERVICES AND WITHOUT THEM
 ADMISSION MAY BE DELAYED.**

APPLICATION DOCUMENTS CHECKLIST:

- Application
- Psychological Evaluation (within 1 year)
- Psychiatric Evaluation (if applicable)
- Psychosexual Evaluation (if applicable)
- Current Social History or CCFA
- Current Individual Educational Plan (IEP) & Eligibility Report (if applicable)
- Medical history, to include most recent History and Physical Examination
- (SCH only) Recent doctor visits and hospital records on mother and baby, including History and Physical Examination

ADMISSIONS CHECKLIST:

If the child is admitted to Twin Cedars, the following documents will be required prior to admission. Please provide the following documents no later than the day of the intake.

- List of any previous placements
- Copy of social security card
- Case Plan
- Commitment papers and/or Court order
- Copy of birth certificate (if under 8 weeks old letter stating BC will be mailed)
- Medicaid card/Insurance Information (no green cards)
- List of rates (foster care sheet) (Second Chance Homes only)
- Withdrawal Form/School records
- Transcript from last public school attended
- RBWO Plan of Care Approval Form (if applicable)
- Institutionalized Placement Agreement
- Waiver for Residential Placement for children 10 years old and under

Medical:

- Up to date Vision, Dental, and Hearing Screen (prior to, but within 30 days of admission) available at PHD
- Immunization Records (must be up to date)** Showing vaccines and dates given, revised immunization form 3231 (copy of form and vaccines available at PHD)
- Must have written proof (**physician's orders**) of current medications.
 - All residents on prescription medication who are admitted to TCYS are required to have a **30 –day supply** via case manager to TCYS campus nurse.
- History and Physical exam- **completed by physician** (prior to, but within 30 days of admission)

Required Laboratory Test Results

- CBC blood work -- (prior to admit, within 30 days)
- Urinalysis -- (prior to admit, within 30 days)
- RPR -- (prior to admit, within 30 days)
- HIV -- (prior to admit, within 30 days)
- Complete Metabolic Profile (CMP) -- (prior to admit, within 30 days)
- TB test results -- (immediately prior to admit)

Female applicants must have immediately prior to admit:

- Pregnancy test
- Pelvic exam with Pap Smear -- (within 30 days of admission)