Annette Boyd Group Home  Second Chance Homes  Specialized Foster Care
Reality House  Anne Elizabeth Shepherd Home  GA Industrial Children's Home
Bradfield Center/ Connections

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

APPLICATION DOCUMENTS CHECKLIST:

☐ Application
☐ Trauma Assessment
☐ Psychological Evaluation (within 1 year) – including FSIQ score
☐ 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)
☐ Amerigroup Identification Number
☐ Withdrawal Form/School records
☐ Transcript from last public school attended
☐ RBWO Plan of Care Approval Form (if applicable)
☐ Institutional Placement Agreement
☐ Waiver for Residential Placement for children 12 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)