



# Children Residential

1. Children's Residential 65E-9 Cx Admission Packet Either physical exam within 24 hours of admission OR proof of exam within 90 days of admission (by R.N., P.A., ARNP, or MD).
2. Children's Residential 65E-9 Cx Admission Packet Clothing and Allowances Arrangements.
3. Children's Residential 65E-9 Cx Admission Packet Child's parent or guardian has given expressed and informed consent to treatment.
4. Children's Residential 65E-9 Cx Admission Packet Written consent from parent/guardian authorizing medical, dental and emergency procedures.
5. Children's Residential 65E-9 Cx Admission Packet Arrangements regarding the child leaving the facility.
6. Children's Residential 65E-9 Cx Admission Packet Order of court commitment or a voluntary placement agreement with parents, guardian, or legal custodian;
7. Children's Residential 65E-9 Cx Admission Packet Documentation that parent/guardian and guardian ad litem understand policy regarding the use of restraint or seclusion.
8. Children's Residential 65E-9 Cx Admission Packet Arrangements for family phone calls and visits.
9. Children's Residential 65E-9 Cx Admission Packet Request for the child's discharge placement and contact person who will participate in treatment and discharge planning upon completion of treatment.
10. Children's Residential 65E-9 Cx Admission Packet Legal Guardian Contact or court ordered custodian information.
11. Children's Residential 65E-9 Cx Admission Packet Medical Information and history with list of current medications.
12. Children's Residential 65E-9 Cx Admission Packet Funding source has been secured for the expected treatment time. If the department is the funding source, need written approval from the department's mental health program office.
13. Children's Residential 65E-9 Cx Admission Packet Completion of Immunization status.
14. Children's Residential 65E-9 Cx Admission Req The child has an emotional disturbance as defined under 394.492(5)(6), which states child under 18 with DSM dx of mental, emotional, behavioral disorder.
15. Children's Residential 65E-9 Cx Admission Req Provider is qualified by staff, program and equipment to give the treatment required by the child's condition, age and cognitive ability;
16. Children's Residential 65E-9 Cx Admission Req The nature, purpose and expected length of the treatment have been explained to the child and the child's parent or guardian and guardian ad litem.



# Children Residential

17. Children's Residential 65E-9 Cx Admission Req Less restrictive treatment was considered or was unavailable AND this treatment is likely to resolve child's presenting problems.
18. Children's Residential 65E-9 Cx Child Record Child's record includes assessments including diagnosis
19. Children's Residential 65E-9 Cx Child Record Child's record includes school and grade,
20. Children's Residential 65E-9 Cx Child Record Child's record includes birthdate and social security number,
21. Children's Residential 65E-9 Cx Child Record Child's record includes final diagnosis, both psychiatric and physical, shall be recorded in full without the use of symbols or abbreviations.
22. Children's Residential 65E-9 Cx Child Record Child's record includes previous placements with admission and discharge dates, dependency and delinquency actions affecting the minor's legal status
23. Children's Residential 65E-9 Cx Child Record Child's record includes referral source and reason for residential treatment
24. Children's Residential 65E-9 Cx Child Record Child's record includes individual progress notes
25. Children's Residential 65E-9 Cx Child Record Child's record includes gender and race
26. Children's Residential 65E-9 Cx Child Record Child's record includes admission date
27. Children's Residential 65E-9 Cx Child Record Child's record includes medication record including dosage frequency, amount, who administered, and method of administration.
28. Children's Residential 65E-9 Cx Child Record Child's record includes child and parent/guardian's name, address, Phone
29. Children's Residential 65E-9 Cx Discharge Discharge plan includes aftercare plans developed by staff under clinical director guidance, encouraging participation of child, parent/guardian and guardian ad litem.
30. Children's Residential 65E-9 Cx Discharge Evidence of at least one contact with the discharged child and his parent or guardian and guardian ad litem within the first 30 days following discharge.
31. Children's Residential 65E-9 Cx Discharge Discharge plan includes projected discharge date, name, address, phone and relationship of person or organization to whom the child will be discharged
32. Children's Residential 65E-9 Cx Discharge Discharge plan, signed by treatment team, and provided to parent/guardian, guardian ad litem and department 30 days before discharge date



## Children Residential

33. Children's Residential 65E-9 Cx Discharge Discharge plan includes treatment summary and services provided in relation to problems on admission and identification of needs for continuing treatment
34. Children's Residential 65E-9 Cx Discharge Records of discharged children shall be completed within 15 business days following discharge.
35. Children's Residential 65E-9 Cx Discharge Records of discharged children shall be completed within 15 business days following discharge.
36. Children's Residential 65E-9 Cx Discharge Discharge plan includes recommendations for child and parent/guardian following release, including mental health service referrals
37. Children's Residential 65E-9 Cx Discharge Discharge plan is signed by treating psychiatrist.
38. Children's Residential 65E-9 Cx Discharge Discharge plan includes the initial diagnosis
39. Children's Residential 65E-9 Cx Discharge Child discharged only to parent/guardian or placing organization, unless Court ordered.
40. Children's Residential 65E-9 Cx Out-of-State In addition to above Discharge criteria, Within 10 business days of child's departure, provider shall complete, date, and sign an Interstate Compact Report on Child's Placement Status, (ICPC-100B) Form.
41. Children's Residential 65E-9 Cx Out-of-State At least 30 days before the proposed discharge, a copy of the discharge summary shall be sent to the child's home district, legal guardian, guardian ad litem and DCF.
42. Children's Residential 65E-9 Cx Placement Agreem Placement agreement includes the conditions for the child's release from the program;
43. Children's Residential 65E-9 Cx Placement Agreem Placement agreement includes provisions for treatment plan reviews;
44. Children's Residential 65E-9 Cx Placement Agreem Placement agreement includes designation of aftercare services or Adult Mental Health services, if applicable.
45. Children's Residential 65E-9 Cx Placement Agreem Placement agreement includes the frequency and types of regular contact and visitation for child's family, which is flexible for family's work schedule.
46. Children's Residential 65E-9 Cx Placement Agreem Placement agreement includes payment of care and any fees to be covered;
47. Children's Residential 65E-9 Cx Placement Agreem Placement agreement includes complaint procedures that include a method of appeal to provider management if not resolved to the satisfaction of the child, parent or guardian.



# Children Residential

48. Children's Residential 65E-9 Cx Placement Agreement Placement agreement includes a statement signed by the parent or guardian acknowledging they are aware of their responsibility to keep the provider aware of any changes in their address or telephone number
49. Children's Residential 65E-9 Cx Placement Agreement Placement agreement includes a plan for sharing information about the child's care and development with the parent, guardian, the guardian ad litem, and the department;
50. Children's Residential 65E-9 Cx Trx Plan Includes service agencies and other support systems
51. Children's Residential 65E-9 Cx Trx Plan Includes treatment provided is in response to presenting problem
52. Children's Residential 65E-9 Cx Trx Plan Developed within 14 days, signed and dated by child, parent(s) or guardian, child welfare or case manager, and guardian ad litem. Document if a child is incapable of signing.
53. Children's Residential 65E-9 Cx Trx Plan Provider shall submit a written report of findings with discharge plans to the department and Parents/guardian every 30 days.
54. Children's Residential 65E-9 Cx Trx Plan Includes observable/measurable goals and objectives, including staff interventions
55. Children's Residential 65E-9 Cx Trx Plan Treatment goal of discharging to the community or a step-down program within 120 days of admission for residential treatment centers and 365 days for therapeutic group homes.
56. Children's Residential 65E-9 Cx Trx Plan Includes family and social strengths and needs
57. Children's Residential 65E-9 Cx Trx Plan Includes physical, behavior, psychological, developmental, dx, family, education, discharge placement.
58. Children's Residential 65E-9 Cx Trx Plan Treatment Plan Review within 30 days of admission and monthly thereafter with input from child, parent/guardian, & stakeholders to determine readiness to move to a less restrictive placement, discharge plans, etc.
59. Children's Residential 65E-9 Cx Trx Plan Includes frequency, completion date, staff responsible,
60. Children's Residential 65E-9 Cx Trx Plan Includes expected degree of parent/guardian involvement and contact