

## OUT OF HOME REFERRAL PACKET CHECKLIST

(Updated 6/12/09)

**I. Cover letter with identifying information:**

- Youth's name/ABS#;
- Youth's current location;
- Date of LOC determination;
- Current level of care;
- DYFS Involvement (if applicable);
- Efforts to secure OOH treatment;
- E-mail and phone # of **both** case manager and supervisor;
- Supervisor's signature confirming review of packet;

**II. Out of Home Referral Summary:**

(must be updated each time an OOH referral is initiated)

**III. Recent Clinical Information:**

(Within six months; if within one year, include updated report(s) from therapist):

- Bio-psychosocial or Psychological Evaluation;
- Psychiatric (if on medication and/or recent hospitalization);

**IV. Specialized Evaluations (if applicable):**

(within the last year):

- Fire Setting Evaluation w/ Risk Level;
- Psychosexual Evaluation w/ Risk Level;
- Substance Abuse Evaluation (within last six months);

**V. Previous Out-of-Home Outcomes:**

(if applicable):

- Discharge summaries or rejection documentation from prior or current OOH treatment setting(s);
- Transitional Joint Care Review (TJCR);

**VI. Court Involvement (if applicable):**

- Status and copy of legal charges;
- Probation reports;
- Pre-sentencing report;
- Court order for residential treatment;

**VII. Other reports (if applicable):**

- Status of DDD involvement;
- School-IEP, if classified;
- Medical Reports (if child has a medical condition);
- Other \_\_\_\_\_

Pre-Placement Requirements  
(obtain while actively seeking placement):

- Confirmation of Medicaid eligibility;
- Birth Certificate & Social Security Card;
- Immunization records;
- Copy of medications, including prescriptions;
- Dental information;
- Physical exam within 24 hours of placement;
- Eye and hearing exam;
- School transfer card;
- For residential placements-funding commitment from Board of Education;
- DYFS only- copy of court order showing legal authority to place and family assessment including permanency plan;

**\*Each individual program may differ in their pre-placement requirements;**