

## **OUT OF HOME REFERRAL PACKET CHECKLIST**

(Updated 4/22/2010)

### **Cover letter with identifying information including:**

- Youth's name/CYBER#
- Youth's current location
- Date of OOH Referral request/Telephonic Review
- Current Intensity of Service (IOS)
- DYFS Involvement
- Efforts to secure OOH Treatment
- E-mail and phone # of both case manager and supervisor
- Supervisor's Signature confirming review of packet

### **Thorough Out of Home Referral Summary (must be updated each time an OOH referral is initiated)**

#### **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)

#### **Specialized Evaluations**, if applicable (within the last year):

- Fire Setting Evaluation with Risk Level
- Psychosexual Evaluation with Risk Level
- Substance Abuse Evaluation

#### **Previous Out of Home Outcomes**

- Discharge Summaries or Rejection Documentation from prior or current Out of Home Treatment Setting (if applicable)
- Transitional Joint Care Review

#### **Court Involvement**

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

#### **Other reports**

- Status of DDD involvement, if applicable
- 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.**