



Items needed for placement. The Highlighted items are needed before the day of placement.

1. **Referral Packet (from CSA or Case Manager) *if applicable*** Referral letter/justification Placement agreement or funding approval
2. **Birth Certificate (Copy)**
3. **Social Security Card (Copy)**
4. **Custody Documentation** Legal custody/guardianship paperwork Foster care/legal placement documentation if applicable
5. **Insurance/Medicaid Card (Copy)**
6. **Current Physical Exam Report** Must be completed within the past 12 months
7. **Immunization Records** Up-to-date documentation per state health requirements
8. **Current TB Screening/Test Results** Tuberculosis test (PPD or blood test)
 - Must be completed within the past 12 months and documented by a medical provider

9. Psychiatric Evaluation / Psychological Assessment

Must include DSM-5 diagnosis Completed within the last 12 months (preferably 6)

10. Educational Records

- IEP (if applicable)
- School placement documentation or enrollment verification

11. Medication List

- Current prescribed medications
- Medication administration instructions
- Recent prescription or medication orders from provider

12. Court Orders / Legal Documents

- Protective orders, visitation guidelines, probation terms, etc.

13. Behavioral and Mental Health History

- Past hospitalizations, treatment summaries, incident reports
- Community-based services history

14. Treatment Plan (if transferring from another program)

- Discharge summary from previous placement (if applicable)