Chapter:	Admission & Orientation
Subject:	Admissions Log
Section:	11.3
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ODJFS Rule:	5101: 2-9-11
COA Standard:	PA-AM 3.02(b); PA-MHSU 2.02(f)
Review/Revised:	3/26/2010; 4/24/2020

NRTC shall not accept into care any youth who does not meet the NRTC's written admission policy pursuant to rule 5101: 2-5-13 of the Administrative Code. NRTC shall not admit adults as residents into the facility.

NRTC shall not exceed its certified capacity. Once capacity is met, youth referred to the program will be placed on a waiting list with the facility.

NRTC will hold all referrals that have been accepted for two weeks. If no response is provided and no plan developed within two weeks after the acceptance agreement is sent, the referral will be closed.

Data to be obtained by the referral source and maintained by NRTC may include the following demographic profile information:

- The name of each youth admitted.
- The youth's date of birth and age.
- The date the youth was referred.
- The youth's racial/ethnic and unique cultural attributes.
- The youth's gender.
- The youth's religious affiliation, if applicable.
- Custodial economic indicators in reference to Title IV-E eligibility, if applicable.
- The youth's language of choice.
- The offense under which the youth was referred.
- The date the youth was accepted.
- The date the youth was admitted.
- The date the youth was discharged.

NRTC shall document prior to or at the time of admission, a physical description of each youth, any available medical information, the name of the custodial agency or custodian placing the youth, the reason for placement, the name of the person who transported the youth to the facility and the name of the agency with which the person transporting the youth is affiliated, if any. NRTC's record for the youth shall also indicate, when applicable, the name of the placing agency contact person for the youth.

1. This information, along with a current picture of the youth, is contained on the Face Sheet, which is placed in the youth's file.