

Chapter: Admission & Orientation
Subject: Intake
Section: 11.4
Page: 1 of 3
COA Standard: PA-ETH 1.01, 1.02; CR 1.01, 2.05; GLS
2.03(a)(c), 2.05, 2.07
Review/Revised: 2/10/20; 9/22/20; 8/24/22

Residential Facility Intake Policy The purpose of our intake procedures is to gain additional information to aid in the planning of the youth's overall treatment, sign necessary documentation and to orientate the youth and family to the facility. A tour of the facility may be requested prior to intake. NRTC's intake policy requires that at the time of intake into the facility, youth and parents/guardians must meet with the case manager to complete an intake process which includes reviewing and signing releases, gathering information, and giving the youth and parents/guardians and placing agencies specifics about the program that their youth will be experiencing. The documents that will be reviewed and signed during intake include but are not limited to the following:

Releases

- *NRTC/MCJC Release of Information
- **South Community Consent to Treat forms
- **South Community Release of Information forms
- *Emergency Medical Release

Medical

- Physical (no more than 30 days prior to placement)
- Medical Screening (by a nurse within 24 hours)
- Copy of Medical Card
- *Medication Procedures
- Immunization Record
- Behavior Intervention Plan and Contradictions form
- *Medication List and 2 weeks of medications, if applicable

Policy Acknowledgment

- Search Policy
- Personal Property Policy
- Media Release
- Audio-Video Release
- Computer/Internet Agreement
- Field Trip Permission
- Treatment Agreement

Chapter: Admission & Orientation
Subject: Intake
Section: 11.4
Page: 2 of 3
COA Standard: PA-ETH 1.01, 1.02; CR 1.01, 2.05; GLS
2.03(a)(c), 2.05, 2.07
Review/Revised: 2/10/20; 9/22/20; 8/24/22

Foster Care Youth Rights (for Court placed youth; CSD is responsible for reviewing this with youth in their custody)

Youth Information

NRTC Face Sheet (with color photo taken the day of placement)
Social Security Card (MCJC youth only)
Birth Certificate
Youth Information & Medical History
Phone List
Visitation/Writing List
Youth Orientation
Parent/Guardian Orientation
*Clothing List
Education Information (ie. IEP, MFE, Neuropsychological, etc.)

Other

*Court Entry
*ICCA

*These items must be received at intake or youth will not be admitted into the facility.
**NRTC requires that the parent/guardian or placing agency sign the South Community ROI and Consent to Treat forms. If the youth is admitted without having signed consent, a youth may receive services under the following condition:

1. Mental health services, except for the use of medications, may be provided to minors fourteen years of age or older for not more than six sessions or thirty days whichever occurs first, without a Consent for Treatment signed by the minor's parent/guardian.

NRTC ensures fair and equitable treatment with youth and families at the time of intake and throughout the youth's placement. The youth and parent/guardian will meet with the case manager and sign releases and acknowledgements. The case manager will review the program handbook and PBIS brochure with the youth and parent/guardian. Copies will be given to the youth and family. The parent/guardian will review and sign the NRTC Treatment Agreement.

Chapter: Admission & Orientation
Subject: Intake
Section: 11.4
Page: 3 of 3
COA Standard: PA-ETH 1.01, 1.02; CR 1.01, 2.05; GLS
2.03(a)(c), 2.05, 2.07
Review/Revised: 2/10/20; 9/22/20; 8/24/22

The youth will be given the ODJFS Foster Youth Rights Handbook that outlines specific rights of the youth. The youth will be given time to review and ask questions. Additional information will be requested about any known allergies as well as the youth's specific medical, psychological and physiological needs to support timely initiation of appropriate services. The case worker will gather any medications and property that youth has and follow NRTC policy for intake of these items. The case manager will be responsible sending out an email to all NRTC staff to relay any pertinent information gained.

Parents/guardians will be notified of our youth confidentiality policy and given information on how to reach their child, probation officer and other supports. They will also be notified of our complaint procedure and given copies of our youth rights form. Parents/guardians are given additional information on how to access the Montgomery County Juvenile Court website which may contain additional information regarding the Court's mission. Specific NRTC information in regards to our mission/vision, program components, tiered services and contract agencies can be found for public view by going to the website.

Files

1. The case manager will compile the documents and information and create the youth's file, which will be kept in the business manager's office (see policy 5.2 Maintenance of Records).
2. The case manager will make an education file that will be kept in the education coordinator's office. It will contain a color face sheet, placement entry, ROI, insurance card, medical consent, birth certificate, social security card, field trip permission, computer/internet acknowledgment, IEP/MFE, & immunizations (these files are destroyed at termination).
3. A file will also be located in the control room for the Youth Specialists to access. It contains a color face sheet, insurance card, emergency medical consent, phone/visitation lists and clothing list (these files are destroyed at termination).

Youth

Youth will be have a security wand prior to going back on the unit. Youth property will be admitted through the basement (see 12.6 Personnel Belongings and Hygiene). During intake youth will be monitored for specific needs and supports. If a youth is received during meal time, a plate will be prepared for that youth to have during or after intake.