

Chapter: Admission & Orientation
Subject: Residential Facility Referral and Admission
Section: 11.1
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ODCY Rule: 5180: 2-5-13 (A)(16)
COA Standard: ETH; CR; GLS; AM
Revised: 2/10/20; 9/1/20; 12/18/20; 10/3/25

NRTC Referral and Admission Policy

NRTC's admission policy specifies the type of youth who will be accepted into the facility and the conditions under which a youth would not be accepted. The referral process is conducted in an honest and ethical manner, following all established Bench Card guidelines and as outlined in this policy. All accepted and rejected referrals are handled objectively. Personal interests and preferential treatment during referral consideration is strictly prohibited. Making or accepting payment or other considerations in the referral process is strictly prohibited. Referrals are reviewed in the order they are received. NRTC will maintain a waiting list once full capacity is met. When a bed becomes available, NRTC will reach out to our placing agencies and priority will be given to whom the placing agencies feels is in most urgent need of services.

NRTC will accept and review referrals from The Montgomery County Juvenile Court, to include Probation Services, and Public Children Service Agency contracted with NRTC. Accepted referrals will meet the established criteria outlined in this policy and in the Bench Card without exceptions and no matter the referral source.

Referrals made to NRTC are sent to NRTCReferrals@mcjcoho.org. Persons included in this group include the Director, Deputy Director, Program Manager, Operations Manager, Business Manager, Residential Clinical Coordinator and the Education Lead Teacher. All parties review for appropriateness and eligibility, when applicable. All referrals are tracked by the Business Manager.

Other Court referrals, such as ones from Probation Services, may be reviewed during a Probation process called Formal Review. These referrals may or may not come through NRTCReferrals@mcjcoho.org as an NRTC representative participates in Formal Review weekly, or as scheduled.

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Referrals

NRTC accepts males and females between the ages of 11-17. These youth may have been adjudicated delinquent and/or unruly. They may also be in the custody of Ohio Department of Children and Youth, Children's Services Department. They must be residents of Montgomery County or be placed by a PCSA that NRTC contracts with. These youth have generally not responded to the correctional efforts offered by the public schools, various outpatient counseling services, or other forms of supervision provided by the Court or PCSA placements. The prospective youth and their parent/guardian's information must be received prior to acceptance into the program. Consideration for placement is based upon the following:

1. The parent/guardian's ability and desire to actively participate in treatment.
2. The youth's ability to respond in an open treatment setting.
3. NRTC's ability to respond to the youth's pattern of delinquent and behavioral health needs.
4. If the youth is on an IEP or has received a neuropsychological assessment, the IEP, ETR, MFE, and neuropsychological assessment will be reviewed by the educational staff to determine whether or not the youth's educational needs can be met within the facility.
5. NRTC will accommodate all Court referrals as appropriate with consideration to youth and Court needs. Accommodations are appropriate if it better suits a youth, family, and/or the Court.

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Rejected Referrals

- NRTC does not discriminate on the basis of race, color, religion, national origin, or disability. The Court may divert the following on a case by case basis to other programs that more appropriately meet their individual needs; non-ambulatory youth, those with active suicidal and/or homicidal ideation, some persistent mental health issues, pregnant youth, sexual offending or fire setting issues on a case by case basis.
- If a youth is determined to be pregnant once in placement, they will be neutrally discharged upon a confirmation of the pregnancy. If services are still needed, youth may return to the program once the youth is no longer pregnant.

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ODCY Rule: 5180: 2-5-34
Revised: 4/10/2020; 10/3/25

NRTC does not accept direct placements of youth from parents, guardians or custodians. Youth are ordered into the program one of two ways: they are ordered by Montgomery County Juvenile Court, and the Court takes Care and Control of them for the duration of their stay in the program; or they are placed by a Public Children Services Agency, who has custody of the youth they place.

All youth accepted for placement at NRTC by the Court are required to have a Care and Control Order or an official placement hearing before entering residence at NRTC. For youth placed by the Court, the purpose of the placement hearing is as follows:

1. To officially place the youth into the NRTC program and to give the Court Care and Control of the youth while in placement.
2. To extend the youth's period of official probation with the Juvenile Court, if needed, allowing the child ample time to complete the treatment program.
3. To order that the parents/guardians are responsible for all clothing and uninsured medical and dental expenses incurred by the youth, if financially able.
4. To order that the specified school district is responsible for the cost of educating the youth.
5. To assess the amount of child support the parent/guardian must pay while the youth is in placement, if applicable.
6. To order that the youth and his/her parent/guardian fully cooperate with the rules and fully participate in the treatment program.
7. To schedule the date and time of the Annual Review/Permanency Planning Hearing to review the youth's placement, if necessary.

A copy of the Care and Control Order shall be maintained in each youth's file if placed by the Court.

A copy of the custody order to the Public Children Services Agency shall be maintained in each youth's file, if placed by Children's Services.

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ODCY Rule: 5180: 2-9-11
COA Standard: AM; MHSU
Revised: 3/26/2010; 4/24/2020; 10/3/25

NRTC shall not accept into care any youth who does not meet the NRTC's written admission policy pursuant to rule 5180: 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.

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COA Standard: ETH; CR; GLS; BSM
Revised: 2/10/20; 9/22/20; 8/24/22; 11/9/22; 10/3/25

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, 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
- *Emergency Medical Consent & Release
- **Primary Care Consent to Treat forms
- **Primary Care Release of Information forms

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
- Primary Care Vaccination Consent form

Policy Acknowledgment

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

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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 release of information 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.

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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 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.