

84068.1 Intake Procedures

(a)

The licensee shall develop, maintain, and implement intake procedures which meet the requirements specified in this section.

(b)

When a child is being considered for nonemergency placement in a group home, the following requirements shall be met prior to the child's placement in the home. (1) The information specified in Sections 80070(b)(1) through (5), (7), (8) and (10), and Sections 84070(b)(1) through (13) and (18) shall be obtained from the placement agency, if any, or from the child's authorized representative(s). (A) If the information is not completed by a placement agency, the licensee shall make telephone and/or written requests for the information to the child's placement agency and/or authorized representative; and shall record and retain the details of those requests. (B) If the information is not received within 15 days of the requests specified in (A) above, the licensee shall obtain the information necessary to complete a standard appraisal form from other sources. (C) When the information is received, social work staff shall complete a standard appraisal for the child on a form approved and/or furnished by the licensing agency. (2) The needs and services plan shall be completed as specified in Section 84068.2. (3) The information specified in (1) and (2) above shall be reviewed by the social work staff to determine whether the facility can

provide the services necessary to meet the child's needs. (A) If it is determined that the facility cannot provide necessary services, applicable discharge procedures specified in Sections 84068.4(b), (c), and (e); and 84070(d) through (d)(3) shall be followed. (4) If the child is accepted for placement, the following requirements shall be met: (A) An admission agreement shall be completed and signed as specified in Section 80068. (B) The administrator or their designee, and the child and/or their authorized representative(s), shall sign copies of the removal and/or discharge policies and procedures specified in Section 84068.4(a); of the discipline policies and procedures specified in Section 84072.1(a); and of the complaint procedures specified in Section 84072.2(a), to verify the receipt of such information. (C) Information specified in Sections 80070 and 84070 necessary to complete the child's file shall be obtained. 1. Satisfy authorization requirements specified in Section 84070(b)(15) if the child is currently taking psychotropic medications. (D) Needs and services plan requirements specified in Section 84068.2 which were not addressed on the standard appraisal form, if used, shall be met.

(1)

The information specified in Sections 80070(b)(1) through (5), (7), (8) and (10), and Sections 84070(b)(1) through (13) and (18) shall be obtained from the placement agency, if any, or from the child's authorized representative(s). (A) If the information is not completed by a placement agency, the licensee shall make telephone and/or written requests for the information to the child's placement agency and/or authorized representative; and shall record and retain the details of those requests. (B) If the information is not received within 15 days of the requests specified in (A) above, the licensee shall obtain the information necessary to complete a standard appraisal form from other sources. (C) When the information is received, social work staff shall

complete a standard appraisal for the child on a form approved and/or furnished by the licensing agency.

(A)

If the information is not completed by a placement agency, the licensee shall make telephone and/or written requests for the information to the child's placement agency and/or authorized representative; and shall record and retain the details of those requests.

(B)

If the information is not received within 15 days of the requests specified in (A) above, the licensee shall obtain the information necessary to complete a standard appraisal form from other sources.

(C)

When the information is received, social work staff shall complete a standard appraisal for the child on a form approved and/or furnished by the licensing agency.

(2)

The needs and services plan shall be completed as specified in Section 84068.2.

(3)

The information specified in (1) and (2) above shall be reviewed by the social work staff to determine whether the facility can provide the services necessary to meet the child's needs. (A) If it is determined that the facility cannot provide necessary services, applicable discharge procedures specified in Sections 84068.4(b), (c), and (e); and 84070(d) through (d)(3) shall be followed.

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(4)

If the child is accepted for placement, the following requirements shall be met: (A) An admission agreement shall be completed and signed as specified in Section 80068.

(B) The administrator or their designee, and the child and/or their authorized representative(s), shall sign copies of the removal and/or discharge policies and procedures specified in Section 84068.4(a); of the discipline policies and procedures specified in Section 84072.1(a); and of the complaint procedures specified in Section 84072.2(a), to verify the receipt of such information. (C) Information specified in Sections 80070 and 84070 necessary to complete the child's file shall be obtained.

1. Satisfy authorization requirements specified in Section 84070(b)(15) if the child is currently taking psychotropic medications. (D) Needs and services plan requirements specified in Section 84068.2 which were not addressed on the standard appraisal form, if used, shall be met.

(A)

An admission agreement shall be completed and signed as specified in Section 80068.

(B)

The administrator or their designee, and the child and/or their authorized representative(s), shall sign copies of the removal and/or discharge policies and procedures specified in Section 84068.4(a); of the discipline policies and procedures specified in Section 84072.1(a); and of the complaint procedures specified in Section 84072.2(a), to verify the receipt of such information.

(C)

Information specified in Sections 80070 and 84070 necessary to complete the child's file shall be obtained. 1. Satisfy authorization requirements specified in Section 84070(b)(15) if the child is currently taking psychotropic medications.

1.

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psychotropic medications.

(D)

Needs and services plan requirements specified in Section 84068.2 which were not addressed on the standard appraisal form, if used, shall be met.

(c)

If the child is placed in the facility under emergency circumstances, the licensee shall ensure that the following requirements are met: (1) Placement of the child in the facility shall not result in the facility exceeding its licensed capacity. (2) The admission agreement and other procedures specified in (b)(4)(A) and (B) above shall be completed no later than seven days following the emergency placement. (3) If it is determined, following emergency placement of the child in the facility, that the facility cannot continue to provide necessary services, applicable discharge procedures specified in Sections 84068.4(b), (c) and (e); and 84070(d) through (d)(3) shall be followed. (4) If the child is continued in placement, the following requirements shall be met no later than 30 days following the emergency placement: (A) Information specified in Sections 84070(b) and 84068.2 shall be obtained. (B) The information specified in (A) above, and the needs and services plan specified in Section 84068.2, shall be reviewed by social work staff to determine whether the facility can continue to provide services necessary to meet the child's needs. (C) The admission agreement shall be modified as specified in Section 80068(d), if necessary.

(1)

Placement of the child in the facility shall not result in the facility exceeding its licensed capacity.

(2)

The admission agreement and other procedures specified in (b)(4)(A) and (B) above

shall be completed no later than seven days following the emergency placement.

(3)

If it is determined, following emergency placement of the child in the facility, that the facility cannot continue to provide necessary services, applicable discharge procedures specified in Sections 84068.4(b), (c) and (e); and 84070(d) through (d)(3) shall be followed.

(4)

If the child is continued in placement, the following requirements shall be met no later than 30 days following the emergency placement: (A) Information specified in Sections 84070(b) and 84068.2 shall be obtained. (B) The information specified in (A) above, and the needs and services plan specified in Section 84068.2, shall be reviewed by social work staff to determine whether the facility can continue to provide services necessary to meet the child's needs. (C) The admission agreement shall be modified as specified in Section 80068(d), if necessary.

(A)

Information specified in Sections 84070(b) and 84068.2 shall be obtained.

(B)

The information specified in (A) above, and the needs and services plan specified in Section 84068.2, shall be reviewed by social work staff to determine whether the facility can continue to provide services necessary to meet the child's needs.

(C)

The admission agreement shall be modified as specified in Section 80068(d), if necessary.