

Instructions for Residential Treatment Referral Tracking Sheet (CD-303):

PURPOSE:

The Residential Treatment Referral Tracking Sheet will be completed to track milestones during the referral through residential treatment program.

OF COPIES AND DISTRIBUTION:

This form will be retained in the file during the residential referral process. Once the court has approved the placement, and the recommendation has been received by the case manager, this form shall be uploaded to OnBase. The original should be retained in the file in order to record the dates for any Extended Stay Reviews for the child.

INSTRUCTIONS FOR COMPLETION:

General:

By using this form, staff will track the timeframes for the residential referral and independent assessor.

Specific:

Case Manager, CM's Telephone #: Name of the case manager for the child, along with the best contact number for the Case Manager

Supervisor, Supervisor's Telephone #: Name of the case manager's supervisor, along with the best contact number for the Supervisor

Child's Name: Enter the child's name

Child's DCN: Enter the child's DCN

Child's DOB: Enter the child's DOB

Gender/Identified Gender: Enter the child's gender, and their identified gender

JU#: Enter the child's Judicial Court ID

Triggering Event for Independent Assessment: The case manager will select the triggering event, and enter the date of the event

Protocol Step/Action/Date Completed: The worker will track the dates of each step in the Independent Assessment process

Dates of Extended Stay Reviews: The worker will track the dates of any Residential Extended Stay Reviews of the child