

Homeless Youth Shelter – Youth Records Form – Under 18

Facility Name		ID#		CDHS Staff Date	
Child's Name					
Admission Records		Admission Records cont.		Placement Agreement	
Age/ DOB/Place of birth 715.92 C 1		Orientation: Rights and Grievances Process 715.43 E 715.45 B		Placement agreement (>21 days of placement) 715.43 G	
Admission Date 715.92 C 1		Notice to parent and youth: Available Counseling 715.43 F		Involvement of Youth and Parent / Legal Guardian 715.43 G	
Gender 715.92 C 1		Notice to parent and youth: Longer Term Arrangements 715.43 F		Family Contact 715.43 G 1	
Race 715.92 C 1		Notice to parent and youth: Possibility of referral to county DHS 715.43 F		Reconciliation and Family Involvement 715.43 G 1	
Religious Preference 715.92 C 1		Records		How family contact and involvement are to occur 715.43 G 1	
Reason for Placement 715.43 A				Nature and Goals of Care 715.43 G 1	
Initial Assessment: Social/ Physical Health/Mental Health 715.43 C		Psychiatric/Psychological Reports if available 715.92 C 2			
Notification to parent of youth's circumstances 715.43 D		Clothing Inventory 715.63 B		Anticipated Planned Discharge Date 715.43 G 1	
Notification to parent of concern to reunify and alternatives 715.43 D		Written prescription for Medications 715.51 H		Plan following discharge 715.43 G 1	
Transportation arranged for return of youth if agreed upon 715.43 D		Medication logs 715.51 F		Roles and Responsibilities of persons involved 715.43 G 2	
Notification to County Department (when needed) 7.715.43 I & J		Case Plan 715.42 B		Legal status and Custody 715.43 G 3	
Orientation: Tour incl. Evacuation Procedures 715.43 E 1		Significant Contacts with Parent/ Guardian 715.92 C 3		Placement Agreement if placed with county 715.43 G 4	
Orientation: Program Rules 715.43 E 2					
Orientation: Discipline Policy incl. Limits on Rights 715.43 E 3		Access to Medical Care if needed 715.51 A-B		Discharge Summary 715.92 D 1-3	

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