



# HILLSIDE

...a continuum of care for children, adolescents and their families.



HILLSIDE HOSPITAL, INC. / HILLSIDE INTENSIVE RESIDENTIAL TREATMENT

## Admission Checklist for Residential Placement

**The following documents need to be submitted in order to be considered for placement:**

- 1. PRTF Referral Summary Form (if APS Medicaid)
- 2. PRTF Admission Review Form (if APS Medicaid)
- 3. Approval/funding letter (from APS, DJJ, or School District) if applicable
- 4. Current Psychological Report (including Full-scale I.Q. within 1 year of admission)
- 5. Completed Hillside Application (can be downloaded from [www.hside.org](http://www.hside.org))
- 6. Past Psychiatric Evaluations with previous medication trials (if available)
- 7. Psycho-sexual evaluation (if applicable)
- 8. Past social and/or family history reports
- 9. Previous hospitalization and/or residential placement assessments including: psychiatric eval, discharge summaries, social summary, treatment plans, etc.)

**If placement is approved, the following documents will need to be submitted one week prior to admission:**

- 10. Current medical and dental reports
- 11. Copy of birth certificate and social security card
- 12. IEP (if child has been in Special Education classes). Required: all IEP's including staffing minutes, eligibility report, due process checklist, parent consent for placement
- 13. Current school transcript and/or report cards
- 14. School Approved Immunization Form including status of Hep-B Vaccination
- 15. Current Custody or Commitment Order (where applicable)
- 16. Copy of Medicaid card (card is needed)
- 17. Copy (front/back) of all private insurance cards (primary and secondary) and any additional pharmacy and dental cards.

**Please fax all documents to the Admissions Dept at 404-892-1770. If you need any assistance, please call 404-875-4551 ext. 1017.**



HILLSIDE

690 Courtenay Drive N.E., Atlanta, Georgia 30306 • 404-875-4551 • [www.hside.org](http://www.hside.org)



Over *120 Years* Caring for Children and Families

