

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 applicable)
- 2. PRTF Admission Review Form (if applicable)
- 3. Approval/funding letter (from APS, DJJ, or School District)
- 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)
- 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, social security card, & private insurance card
- 12. IEP (if child has been in Special Education classes). Required: all IEP's including staffing minutes, eligibilities, 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)

Please fax all documents to the Admissions Dept at 404-875-1394. If you need any assistance, please call 404-875-4551.



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Over *120 Years* Caring for Children and Families

