

RELEASE CHECKLIST FOR
ALL SATELLITE PLACEMENTS

- 1) Complete discharge/Transfer information sheet (in folder) if child is going on to a fost-adopt or relative placement. Keep a copy for the file & give a copy to the new placement.

- 2) Be sure Placement bag & all clothes purchased goes with the child.

- 3) Notify the following people by telephone, the name of the child, the time of release and who child was released to:
 - a) VOMCH @ 565-6350
 - b) Jamie @ 565-4331

- 4) Deliver or mail the following completed forms to Jamie Ott at: 112 Children's Circle, Santa Rosa, CA 95409
 - a) Admit/Release form (1/2 sheet)____
 - b) Discharge/Transfer information____
 - c) Property List____
 - d) Receipts (Clothing, etc.)____

- 5) You should keep your file of the child for one year, especially if child was on medication. Be sure the medical forms are completed. (The forms are "Centrally Stored Medication & Destruction Record", "Monthly Medication Record" and "Medical Contact Record")