

Family, Youth and Children's Services  
**Placement Admit Checklist**  
**For All Emergency Placements**

1. **Complete** Pre-Placement Questionnaire for child's file
2. Child picked up at:  Valley of the Moon Children's Center       Hospital
3. **Check child** for obvious signs of abuse or neglect (e.g., bruises, bumps or indentations on head, burns, bites, etc.) and note it on Juvenile Referral (CH 100). If in diapers, change and check for bruises, severe diaper rash, etc. Check for lice/nits, and treat if needed.
4. **Obtain** the Juvenile Referral & medical clearance from ER Social Worker and keep one (good) copy for child's file.
5. **Notify EFH Coordinator @ 565-4262.** Include child's name and date of birth.
6. **Notify another foster parent or your mentor that you have received a placement.** They may be able to help with paper work, placement bag, etc.
7. **Fax or Email** the following paperwork:  
Fax **707-565-6352** ATTN: VMCC/EFH Coordinator (Use the attached fax cover sheet)  
Email [tbaldassari@schsd.org](mailto:tbaldassari@schsd.org) - use only the child's initials in email
  - Agency/Foster Parent Agreement
  - Observation Checklist
  - Medical Clearance
  - First Day Report
8. **Complete** upon discharge the following paperwork for file:
  - Admit/Release Form (1/2 sheet)
  - Property List