

# H.V.C.R.C. Intake Checklist for Probation Officer

**DIR:**

**Please make sure the DIR has the correct information:**

The youth's full name	The correct social security number
The correct date of birth	The guardian's full name, address, and phone number.

**\*Please provide a copy of the birth certificate/SS card with the DIR so that all youth's information can be verified prior to the intake\***

## **School Records**

- All grades/transcript & including IEP/ETR if applicable, immunization records.

## **Mental Health Evals** (if applicable)

## **OYAS - Residential Tool**

## **Journal Entry**

- We need this on admission date

## **Medical**

- If youth takes medication, parent/guardian must bring medication and new scripts so youth does not run out of medication before next doctor's appt.
- Parent/guardian must provide medical provider information and any upcoming medical appointments on the day of intake.

**H.V.C.R.C. appreciates your referral and we look forward to working with you.**

\*If you have any further questions, please give me a call and I will assist you.

Respectively,

Sharon Angle  
Hocking Valley Community Residential Center  
Intake Coordinator  
740-753-4400