

Black Hills Children's Home

Referral and Admission Process

To secure placement in a residential program, the following items need to be completed:

Initial Referral

_____ Contact Sue Andrews to make a referral and ensure child is appropriate for CHS programs.

Sue Andrews, BHCH, (605) 343-5422 or sue.andrews@chssd.org

Residential Funding

(Department of Social Services, Department of Corrections, Tribal Social Services, School Districts, Bureau of Indian Affairs, Parents)

_____ Secure Medicaid funding for residential placement

Complete South Dakota PRTF Referral Form for psychiatric services for individuals under 21 years of age. Submit completed packet to State Review Team.

- CPS social workers—send referral packets to Pierre; CPS state office in Pierre scans the record and sends it to State Review Team facilitators via a PDF file.
- DOC Juvenile Correction Agents—submit referral packet to direct supervisor; supervisor sends referral packet to the Director of Classification; Sioux Falls state office scans the record and sends it to State Review Team facilitators via a PDF file.
- Schools, Bureau of Indian Affairs, Tribal Social Services, etc. sent the completed referral packet and supporting documentation directly to State Review Team facilitators.
- Parent referrals—please contact Megan Newling with the State Review Team to at 605-773-3448 or at megan.newling@state.sd.us.

The State Review Team will request documentation for review that may include the following child assessments and evaluations:

- Psychological evaluation
- Psychiatric evaluation
- Discharge summary and notes from psychiatric hospitalization
- Education records
- Counseling records and history
- Medical records
- Form 534/Child Profile (DSS referrals need to use this form for residential placements)

The State Review Team will review information and will approve or deny the referral. Approved referrals will be forwarded to the PRO-Team for final approval.

Educational Funding

_____ Secure educational funding

Contact the child's school district.

If the child is enrolled in a Bureau of Indian Affairs funded school in the Great Plains Region and on an IEP, contact your region's Educational Line Officer.

For further assistance please contact Sue Andrews with BHCH at (605) 343-5422 or email at sue.andrews@chssd.org.

ADMISSIONS PACKET INSTRUCTIONS

Residential & Evaluation/Short-Term Care Program

A. Complete Packet and return

- Pre-Placement Information Form
- PRTF referral made (see included form) / Placement Agreement
- Tuition Agreement to be signed by School District designee

B. Include Copies of:

- Birth Certificate
- Social Security Card
- Immunization Records
- Title XIX Card
- Court Orders

C. Request Previous Records: (please sign as many releases as necessary)

- Records from Previous Placements
- Medical Records
- Psychological Evaluations
- Psychiatric Evaluations

D. Request School Cumulative File be released to CHS

- Release of Information signed with School District contact
- Current IEP, dated within the last year
- Multi-Disciplinary Evaluation Report (s) including Education Evaluation & Psychological Evaluation
- Related Services Evaluation Reports including Speech/Language, Occupational Therapy and Physical Therapy
- Attendance History, Report Cards, Progress Reports

PLEASE CONTACT THE ADMISSIONS COORDINATOR IF YOU HAVE ANY QUESTIONS
Sue Andrews, (605) 343-5422