



New Jersey Department of Children and Families Policy Manual

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Chapter:	E	Residential Placement	12-19-2011
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Admission

Separation 12-1-79

It is important that the Worker prepare the child and family throughout the placement process for the actual separation trauma. This is a difficult and frightening time for most children and the support of the Worker is crucial to the child's emotional state and the initial success of the placement.

The Worker encourages the family to accompany the child at the time of admission. Their support will be helpful to the child and they will also be on hand to sign any admission documents that may be required. It is helpful at this time to go over once again the procedures for visits, holiday or weekend vacations, letter writing or phone calls. This process will help ease the separation trauma considerably.

Moving the Child into Placement 12-1-79

The Worker provides or arranges for transportation to the facility and whenever possible accompanies the child and/or family on admission. The Worker brings all necessary admission documents and materials to the facility, e.g.

- Quarterly Medicaid Eligibility and Identification Card;
- initial clothing allowance check, if appropriate;
- allowance money if appropriate;
- school transfers;
- immunization records, and
- any other documents specifically requested by the facility.

It will be helpful for the Worker and family to accompany the child to his room and assist in unpacking and arranging the room and the child's possessions.

Upon leaving the Worker should take the opportunity to tell the child when to expect his next visit or telephone contact.

Procedures Related to Admission 12-19-2011

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Prepare and/or assemble all admission documents and materials.
	2. Provide luggage, when needed, to safely transport a child's belongings. Purchase luggage through the LOBA Fund. A child's possessions should never be transported in large plastic bags, except in an emergency, when no immediate alternative container is available. See CP&P-IX-F-1-300 , the section entitled Purchase Luggage for Transporting a Child's Clothing.
	3. Provide or arrange for transportation for child and/or family to the facility. (Others, such as the child's therapist, may also accompany the child to the facility to provide support and a transition).
	4. Review for child and family the facility's policies regarding vacations, visiting, and telephone contacts.
	5. Accompany child to his room and assist in unpacking and "moving-in".
	6. Make plans with the child for your next visit, phone call, or other contact.
	7. Notify any agencies involved with child of his admission.