



Policy Name:	Youth Intake Procedure	Date Revised:	9/2017
Purpose:	Onboarding Youth	Board Approval:	9/2017

Step 1

- Youth arrives w/ GNB Administrator but sometimes they may arrive w/ Probation Staff
(GNB Administrator will go over house expectations with our new GNB Resident)

Step 2

- Secure any properties on-hand. (No electronics, jewelry, clothing, docs, and personal items)

Step 3

Administrative Staff will start intake process by taking weight, height and gathering general family information, health, medication taken while in custody. A Resident Binder will be completed and brought over to the Group Home for office use with a Resident Photo and all legal docs, court docs, medical info, miscellaneous info, and transcripts. Also demo info; age, birth date, SSN, parents contact numbers and address, siblings if any. Resident Handbook provided.

Step 4

On-Duty Facility Manager will generally process the 2nd phase of our intake with the new resident and go over house rules. (Primary Items to be aware of: Emergency contact form, Group Home Agreement, Photo, Birth Certificate, SSN card, MediCal # and/or card, Transcripts and immunization records) **(Please review all necessary forms used throughout Training Manual or specifically indicated for the Intake Procedures – See list on 2nd page)**

Step 5

Contact Parents to let them know that they are here and allow resident to speak with them if clothing or personal items are needed. (Parents are allowed to drop off and visit with the youth briefly)

Step 6

Secure property items for safe (cash, checks, jewelry, ID's and review clothes if any) No Gang Colors (Red or Blue) or affiliations, markings, or visible tattoos

Step 7

- House Rules (What is expected: Chores, Day pass/Home pass info, Transportation Rules, Point System -**Must provide new resident with a copy of the Point System and Resident Point Log**, request for personal items: under garments, comb & brush, tooth brush made be needed

Step 8

- Growth & Influence: School, Work, ILSP (**No work 1st30 days unless resident is 18 yrs.**)

Step 9

- Meds if any need to be logged and taken when applicable by resident, prescriptions reviewed to set for pick-up at local pharmacy. Medication counted and stored in locked cabinet.

Step 10

- Mandatory Medical Appointments within 30 days of arrival (Physical, Dental and Eye) Must have Medi-Cal insurance. See Medical Contacts form to set-up appointments.

Step 11

- Tour Facilities (Common Areas, restrooms, back office, kitchen and resident rooms) See Appropriate Forms regarding inventory checklist, bedroom checklist, Intake Resident Checklist

Step 12

- Provide Resident: deodorant, soap, toothpaste, toothbrush, face towel and large dry towel to shower, some clothing if necessary such as pants, white t-shirt, socks, underwear

Step 13

- All personal rights and agreements need to be shared with Resident upon arrival and signed off and dated.

***Related GNB Forms Used:**

- Resident Handbook - Provided
- GNB Intake Resident Checklist - Completed by GNB Facility Manager
- Bedroom Checklist – Completed by assigned GNB Staff
- Room Inventory Checklist – Completed by assigned GNB Staff
- Infractions & Consequences – Given to Resident
- Point System – Given to Resident
- Resident Point Log – Given to Resident