

REPLACES: New

KCSC/Juvenile Court Services and Children's Administration, Region 4 DCFS  
SYSTEMS INTEGRATION PROTOCOL 2.0-PROCEDURE 1.0  
**APPENDIX C**  
**SUPPLEMENTAL INFORMATION PROVIDED TO THE DEPARTMENT**  
**WHEN REQUESTING AN ASSESSMENT FOR SERVICES**  
**AND POSSIBLE PLACEMENT**

When contacting the DSHS, Division of Children and Family Services (DCFS) to request an assessment for services and possible placement, in addition to providing DCFS with information on the Detention Screening form, the Person Making Contact provides the following information:

1. The reason for the referral.
2. Name of Probation Counselor and phone number
3. Full name of youth, DOB
4. Full names, addresses, telephone numbers for all family members (including relatives).
5. Efforts that have been made in arranging for the juvenile's release from detention (who was contacted, when were they contacted, result of the contact).
6. The names of any possible placement resources.
7. Reason for arrest
8. Pending Charges
9. Criminal history
10. Warrants checked?
11. Is youth on probation? Conditions? Services?
12. Is KCSC providing any services to the family at this time?
13. Is the Victim's Assistance Unit involved with this family?
14. If the youth has assaulted a parent(s), has the case been referred to Step Up?
15. Physical or mental health issues. If yes, explain.
16. Substance abuse issues. If yes, explain.
17. Medications (reason for medication, name of doctor who prescribed). Does the youth have at least a 30-day supply of any prescribed medication?
18. Has the youth had any assessments during his/her stay in detention?
19. Behavioral concerns, including physically or sexually aggressive behaviors or behaviors that may put caregivers or other children at risk.
20. Assault victim (physical or sexual)
21. Name of last school attended.
22. Information regarding eligibility or membership in an American Indian Tribe or Nation (including enrollment number) if available.
23. Any information indicating the child may have American Indian, Alaska Native or Canadian First Nation ancestry or may reside or be domiciled on a reservation.

DATE: February 1, 2007

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