WELCOMING CENTER FLOW

Removal of child (Social Worker for the child)

SW call to triage line or email notification

ASSESSMENT INTAKE CENTER/PLACEMENT

- Note admit and collect electronic paperwork
- Start looking for placement
- Obtain info from Seneca and go out to interview youth
- Complete relative emergency approval or assign to DFCS Staff

WELCOMING CENTER

- Welcome child
- Meet basic needs
- Ensure Medical screening at Spark
- If Spark closed, screening and meds by onsite nurse
- Ensure Behavioral Health screening (and will complete at a later date)

- Take picture of child
- Inventory belongings
- Note child’s expressed needs
- Provide observations and assessments

- If requested, complete checklist for relative home approval inspection
- Transport to placement
- Transport to medical appointments
- Transport to visitation / supervise visit if authorized
- “Warm line call” with parent and proposed caregiver to provide summary to SW