

**INSTRUCTIONS**  
**CHECKLIST FOR PLACING CHILDREN'S DIVISION FOSTER YOUTH**  
**IN LICENSED DMH HOMES**

**PURPOSE:**

The purpose of the Checklist for Placing Children's Division Foster Youth in Licensed DMH Homes, CD-170, is to provide a mechanism for the Children's Division worker to make initial contact in the home and at the DMH license renewal thereafter, and to identify the residents of the licensed Department of Mental Health home in order to determine that placement in the home is in the best interest of the foster youth and not contrary to the youth's safety and well-being. This is a child specific form. The Children's Division accepts the DMH license in lieu of a Children's Division license with vendor type, MM.

**MAINTENANCE AND RETENTION:**

- The form is to be completed prior to the initial placement of the youth in the DMH licensed home and after consultation with the FST including DMH personnel monitoring the home.
- A copy of the current DMH license is to be attached to the form.
- The form is to be placed in the Child's Section of the foster youth's case file.
- A copy of this form is to be sent to the RCST.
- At each DMH license renewal, a new CD-170 is to be completed. The updated license is attached to the new CD-170.

**COMPLETION:**

1. Enter the date the form is completed.
2. Enter the date that the home visit is completed.
3. Enter the date that the foster youth is placed in the DMH home.
4. Enter the first and last names of the placement resource provider(s).
5. Enter the CD placement provider Departmental Vendor Number, DVN.
6. Check that the current DMH license is attached.
7. Enter the name of the foster youth to be placed in the DMH home.
8. Enter the date of birth of the foster youth to be placed in the DMH home.
9. Enter the Departmental Client Number of the foster youth.
10. Enter the names of all household occupants other than staff. Enter only the first name and the first initial of the last name.
11. Using the check box, indicate the status of the household occupant in that home.
  - ◆ Household Member: All residents of the home who are not staff or a DMH or CD placement.
  - ◆ DMH placement: All residents of the home that were placed in the home by DMH.
  - ◆ CD Youth: All residents in the home that were placed in the home by the Children's Division.
12. Using the check box, enter the gender of each household occupant.
13. Enter the age of each household occupant.

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14. Document any comments.
15. Signature and date of the resource providers or person representing the home.
16. Signature and date of the CD worker who completed the checklist.
17. Signature and date of the CD supervisor.

Memorandum History:  
CD11-13