

<b>POLICY # 207</b>	<b>SUBJECT:</b> Transfer Instruction Sheet
<b>EFFECTIVE DATE:</b> August 13, 2004 <b>REVISION DATES:</b> 7/6/2006; 7/1/2011; December 14, 2016	Page 1 of 2
<b>Approved By: Carla Benson-Green,</b> <b>Cabinet Secretary</b>	

## Delaware Children's Department Policy

### I. PURPOSE

The purpose of this policy is to ensure continuity of care for children/youth entering or leaving DSCYF placement. The Transfer Instruction Sheet is designed to provide the most accurate and current information regarding a child's school, medication, and other medical, emotional or behavioral information. The Transfer Instruction Sheet should accompany a child/youth when (1) they enter a contracted placement; (2) moving from one placement to another; (3) discharge from placement (4) they go on an overnight pass/visit from placement or (5) when medication will need to be administered during a non-overnight pass/visit.

### II. POLICY

This policy requires DSCYF staff to gather and provide current and pertinent medical, emotional, behavioral and school information to service provider (e.g. residential behavioral health, group home, foster home, etc.) at the time placement occurs. The Operating Guidelines for Contracted Children and Family Programs and Services require contracted providers to prepare the Transfer Instruction Sheet to accompany DSCYF children/youth leaving their residential programs.

### III. DEFINITIONS

- A. Placement- a home or program where a child/youth will reside to include detention, juvenile justice facilities, residential treatment centers, group homes, foster homes and relative placements.
- B. Health Care Provider- a physician or nurse designated to provide medical services for the child/youth while in care.
- C. Dosage- the number of pills or liquid dosage for prescribed medication
- D. Psychiatric/Behavioral Diagnoses- psychiatric/behavioral condition(s) diagnosed by a health care provider
- E. Special Precautions or Other Instructions- actions that need to be taken by the receiving facility/home to ensure the safety of the child (i.e. suicide protocol implemented during placement, bedwetting, special diet, special medical instructions, etc.)
- F. Last Medical/Hospital Visit Date- the date of the most recent emergency room visit, hospital admission (including psychiatric facility) and/or doctor visit.

### IV. PROCEDURES

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- A. Designated staff will complete the Transfer Instruction Sheet (Appendix B) utilizing the Instructions for Completing the Transfer Instruction Sheet (Appendix A) each time a child enters or is discharged from placement, goes on overnight pass/visit or when medication will need to be administered during a pass/visit.
- B. For children prescribed medication, the following will occur:
  - 1. All children going on an overnight pass/visit or having a pass/visit during which time medication will be administered will have a Transfer Instruction Sheet accompanying them with Items 1, 9 and 15 completed as applicable.
  - 2. The DSCYF employee or provider transporting the child should ensure that the Transfer Instruction Sheet contains the most current information and is completed prior to the child leaving the home/facility.
  - 3. When a child is receiving prescription medication, the child's current caregiver and the person or DSCYF employee transporting the child should ensure that the information on the Transfer Instruction Sheet is consistent with the medication label on the medicine container. The transporting adult should sign for each medication on the Transfer Instruction Sheet. Medication should pass from adult to adult. The receiving adult caregiver to whom the child is being transferred signs and dates the Transfer Instruction Sheet for each medication that accompanies the child.
- C. The Transfer Instruction Sheet should be completed electronically and three copies should be printed. One copy should be retained by the current (sending) care provider in the child's case record, one copy is left with the receiving care provider and one copy is maintained in the Division case record for the child. A copy should be provided to any other DSCYF Division active with the child.

#### **RESPONSIBILITY FOR THIS POLICY**

The Policy Workgroup is responsible for questions related to this policy.