

**P & A Residential Programs (Lindens, Campus,
Community)**
Pre-Admission Checklist

	Checklist:
<u>Medical Documents for Admission</u> (must be sent to Bancroft admission specialist by 12pm the day before admission)	
<u>Labs/bloodwork:</u>	
• Hepatitis B panel (results within 60 days prior to admission)	
• Lead level (results within 90 days prior to admission)	
• Mantoux (results within 1 year prior to admission) or Quantiferon Gold lab test	
Immunization record (must include the below):	
• Varicella (required for all children born on or after 1/1/1998) Children who have documented proof of previous varicella infection (laboratory evidence or written physician statement) shall not be required to receive the varicella vaccination	
• 3 doses of Hep B vaccine (required for all children born after 1/1/1996, and/or children entering 6 th grade who were born on or after 1/1/1990)	
• Date of last Tetanus Shot	
Physical exam on Bancroft's Form (completed and signed by LIP within 48 hours prior to admission for Lindens and Campus / 90 days for Community)	
Contagion free statement on Bancroft's Form signed by physician (completed within 48 hours prior to admission for Lindens & Campus / 72 hours for Community prior to Admission)	
Dental Records, Eye exam, recent EKG, Labs, neurological, audiological test, and any relevant medical information (if available)	
<u>HARD Prescriptions (including Psychotropic, Routine and OTC):</u>	
•Copies of individual hard scripts for a 30 day or 1 refill- supply of medication needed the day before admission including administration indications i.e. name of medication, route, time, dosage, indication, if can be crushed. If needed in food need RX stating this. Durable Medical Equipment (DME) needed script- I.E. MAFO, Shower Chair, Nebulizer, G-tube, Pull-up) *Youth should arrive with the hard scripts on the day of admission along with DME	
Medications (Admission Day- minimum of 7 day supply of medication for Lindens and Campus/30 day supply for Community. Medication Prescriptions need to Match Medication	
Bancroft's Physician Diet Order Form	
Bancroft's Campus OTC Form signed by physician	
COVID testing and 2 weeks of temperature logs	
<u>Non-medical admission documents</u> (primarily provided and signed by parent/guardian/POA)	
Admissions Packet Residential Program	
Medical Insurance Cards (copy of front and back)	
Copy of Social Security Card (if available)	
Birth Certificate (copy)	
Tarrytown Pharmacy Form	
Aquatics Permissions Form	
Guardianship/POA/Custody paperwork – should include name, address and phone number of parent or guardian (if applicable)	
Advance Directive (if available)	
Photograph	
Annual Benefits letter from Social Security/ SSI Rep Payee form (if applicable)	
COVID Parent Forms	
Rights & Complaints procedures (CBH only)	

