Placement Committee Meeting Checklist

1. Coordinator calls meeting (organize the participants, date, time, etc.)

2. Compile information for presentation as applicable:

   _____ Application Package
   _____ Risk Assessment
   _____ Additional assessments
   _____ Approved Home applications
   _____ Home Studies for Approved Home
   _____ References for Approved Home
   _____ Any additional information

3. Discussion items:

   _____ Applicants general information from the Application Package
   _____ Risk Assessment information
   _____ Other Assessment information
   _____ Funding Source
   _____ Resource availability (staffing, community, contract capacity)
   _____ Coordinator caseload
   _____ Target date for service commencement/discontinuation
   _____ Home study
   _____ Results of reference checks as applicable
   _____ Status of criminal checks or Child Welfare searches
   _____ Other areas of consideration

4. Required documentation:

   _____ Placement Committee Meeting Minutes (decisions, recommendations, action plan)
   _____ Checklist for Accounting

5. Follow-up

   _____ Notification letter to applicant/guardian
         _____ Copied to the ASC file
         _____ Copied to the applicable referral source
         _____ Copied to others as identified in the action plan

   The letter to the applicant may include but not be limited to:
   - Notice of decisions/recommendations and planning
   - Referral to alternate resources
   - Option to be placed on a waiting list with an outline of mutual expectations for updates
   - Exit summary
   - Addressing Concerns Policy and Procedure

_____ Information forwarded to client's file and relevant information is copied to the applicable Service Area Coordinator:

      _____ Application package

      _____ Contact notes

      _____ Consents

      _____ Placement Committee Minutes

      _____ All other relevant information

Binder(s):	Adult Services						Page:	2 of 2
Section(s):	Entry/Exit	R/R	01-12-06	R	Mar 6/08	R/R	Sept 24/12	
Program Area(s):	Adult Disability	R/R	Apr 4/18					