



Your Choice Family Counseling, LLC | YCFC
Empowering Kids & Teens, Wherever They Are!
✿ Community-Based Day Services for Ages 3–19 ✿

Support Coordinator Checklist

It is the mission of Your Choice Family Counseling, LLC to provide a smooth transition for everyone interested in our services. To fulfil this goal, it is of extreme importance that YCFC receive all pre-admission documents to prepare files that are organized promptly for our auditing

purposes.
Please provide the following documents prior to the intake meeting:

- ____ Completed Application
- ____ Birth Certificate
- ____ State Issued ID or Identification Card
- ____ Social Security Card
- ____ Physical (within past year)
- ____ PPD/TB Test (within the last 30 days)
- ____ List of all Current Service Providers
- ____ Virginia Informed Choice
- ____ Emergency Contact Information
- ____ Current Prescriptions or Physician's Order (signed by a physician)
- ____ Psychological Evaluation Capacity Evaluations (within past 3-5 years)
- ____ Guardianship documents (if applicable)
- ____ Behavior Support Plans (if applicable)
- ____ Copy of SIS (most recent)
- ____ Transportation Status in Place
- ____ Parts I-IV



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_____ Doctor Issued Protocols, if necessary (Seizure, Asthma, Diet, Hypertension, etc.)

Signature and title/position

Date