



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.)

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Signature and title/position

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Date