

## Arden House Admission Checklist for Case Workers

Resident Name: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Placing Agency / Case Worker: \_\_\_\_\_

### 1. Medical Documentation & Additional Required Documents (Required Prior to Admission)

- ☐ Proof of Physical Examination (completed within the last 12 months)
- ☐ Proof of Dental Examination (completed within the last 9 months)
- ☐ Complete Immunization Record (or exemption documentation as recognized by Idaho Code)
- ☐ IDHW Authorization Letter / Placement Letter

*\*Provided by the placing agency or legal guardian, confirming the youth's authorized placement at Arden House.\**

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- ☐ Psychosocial Assessment / Recent Evaluation (if applicable)
- ☐ Medication List and Prescribing Information
- ☐ Mental Health or Behavioral Health Diagnoses
- ☐ Insurance/Medicaid Information
- ☐ Approved Contacts List (Attached)
- ☐ Pharmacy Agreement (Attached)

*Per IDAPA 16.06.02.402.04 and 408.01, all children in licensed care must have updated medical, dental, and immunization records.*

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#### *Pharmacy Services Agreement*

*Arden House contracts exclusively with Connect Rx Pharmacy to manage and dispense prescription medications for all youth in care who require them. As part of our medication management system, all youth who are prescribed medications are required to participate in services through Connect Rx Pharmacy.*

*This partnership allows for streamlined medication delivery, consistent packaging for facility use, and improved continuity of care. Utilizing a single pharmacy ensures timely refills, minimizes medication errors, and supports better communication between Arden House staff, prescribers, and pharmacy professionals. Exceptions to this policy may only be granted in rare cases and must be pre-approved by administrative staff.*

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## **2. School District Registration – Required During the School Year**

Youth must be registered in the Vallivue School District before admission if during the academic year.

- Steps for Vallivue School District Registration:

1. Visit [www.vallivue.org](http://www.vallivue.org)
2. Navigate to the “Parents and Students” tab
3. Select “Registration Requirements”
4. Proceed to “Online Registration”
5. Choose “25-26 \*CURRENT\* School Year NEW Student Registration” (Do NOT select the registration for the next school year)
6. Follow the prompts

- Required Uploads for Registration:


- ☐ Youth’s Birth Certificate
- ☐ Authorization Letter / Placement Letter
- ☐ Immunization Record
- ☐ Individualized Education Plan (IEP) (if applicable)
- ☐ Academic Transcripts

*Registration typically takes 24–48 hours. If alternate school placement is required based on IEP or transcript review, the school district will coordinate this directly with Arden House.*

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School District Contact:

Maria Ramirez – Vallivue District Registrar

 208-453-4610

**Notes / Special Instructions:**

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\*If you have any questions or concerns, we are happy to assist, please don't hesitate to reach out-Arden House.