



Youth Development Center (YDC) Intake Checklist

Note: This checklist is to accompany the youth through the initial intake process. Staff completing the intake will date and initial in the appropriate areas. Upon completion, this form will be routed to Central Records where it will become a part of the youth's master file.

Youth's Name: _____ Date of Arrival: _____

Procedure	Date	Staff Initials	Student Initials
Search of Youth			
Health Screening for Youth			
Face Sheet Interview			
Contact List Developed			
Picture Taken			
Medical Intake			
Youth Handbook Issued			
Youth Personal Property searched, inventoried and marked			
Personal Property Inventory Sheet (CS-0162) completed			
Youth Showered			
Lice Treatment, if applicable			
Issuance of Clothing allotment			
Issuance of Personal Hygiene supplies			
Youth Phone Call Home			
Program Information/facility rules mailed to Parent/Guardian			
Assignment of room/dorm			

Shift Supervisor: _____ Date: _____

Youth Signature: _____ Date: _____

*Youth's personal clothing will be laundered by the student under supervision of the property officer. The laundered personal clothing will be placed in the personal property room for storage by the property control officer. This process will be documented on the personal property sheet.