



Residential Child Care Discharge Notice Form

Child's Name		Person ID	Person Completing Form
DOB	County of Removal	Child Placing Agency	Date Completed
OCOK Care Coordinator		CPS Supervisor	CPS Worker

Instructions: CPA shall submit this Discharge Notice Form to the OCOK Discharge Box at discharge@oc-ok.org within the following timeframes:

- For an emergency discharge, submit this Discharge Notice Form within 12 hours of deciding to discharge a child;
- For non-emergency discharge, upon deciding to discharge the child.

The CPA shall submit this form for any placement change for children within Region 3b (Tarrant, Johnson, Hood, Somervell, Erath, Parker or Palo Pinto counties) after the child's initial placement.

Check the appropriate box to indicate reason for discharge under the applicable type of discharge:

24 hour discharge notice (Emergency):

- The child poses a danger to self or others to facilitate admission to a psychiatric hospital; or
- The child is placed in jail or juvenile detention facility and the CPA or Foster Home is not willing to accept return of the child upon release from jail or juvenile detention

10 day discharge notice (GRO's providing emergency care services):

- It is no longer in the child's best interest to remain at the facility or the facility cannot meet the needs of the child.

14 day discharge notice (Non-Emergency):

- A psychiatrist, licensed Psychologist, physician, LCSW or LPC has provided documentation showing that the child consistently exhibits behavior that cannot be managed within licensed programmatic services.

30 day discharge notice (Non-Emergency):

- It is no longer in the child's best interest to remain in the current foster home or the CPA cannot meet the needs of the child.

Request for Less Restrictive Placement (Non-Emergency, RTC/GRO/Shelter)

- The child has accomplished the goals of the program and is ready for a step down to a lesser restrictive placement such as a family foster home or other less restrictive placement. No specific discharge date is assigned so that a placement search can be accomplished and a planned transition can occur.

