

**RELEASE CHECKLIST FOR
ALL EMERGENCY PLACEMENTS**

- 1) Complete discharge/Transfer information sheet (in folder).
Keep a copy for the file & give a copy to the receiving family.

- 2) Be sure blue bag & all clothes purchased goes
with the child.

- 3) Notify the following people by telephone the name of the
child, the time of release and who child was released to
(name, address and phone number).
 - a) VOMCH @ 565-6350
 - b) EFH Coordinator @ 565-4262

- 4) Deliver or mail the following completed forms to EFH
Coordinator at: 112 Children's Circle, Santa Rosa, CA 95409
 - a) Admit/Release form (1/2 sheet)_____
 - b) Discharge/Transfer information_____
 - c) Property List_____
 - d) Receipts (Clothing, etc.)_____

- 5) You should keep your file of the child for two years, especially
if child was on medication. Be sure the medical forms are
completed. (The forms are "Centrally Stored Medication &
Destruction Record", "Monthly Medication Record" and
"Medical Contact Record".)