

REMINDER: Required Documents for Department of Child Services

Dear Provider,

As part of the requirements for obtaining inpatient assessment and/or treatment for a child in out-of-home care, Department of Child Services (DCS) staff must receive specific written reports from the inpatient psychiatrist, psychologist, or physician. We respectfully request that you share a reminder with your providers of their requirements to complete the documents listed below and within the timelines in which policy and statute outlines.

These forms are designed to ensure the provider and DCS meet the statutory burden for the court to approve continued inpatient treatment for DCS youth (ARS 8-272 and 8-273).

The following forms need to be completed and returned to the assigned DCS Specialist at key points in the process. The forms can be obtained from the AHCCCS website: <https://azahcccs.gov/>

- **Inpatient Assessment Report (CSO-1364A)**
 - Must be provided by the medical provider within 72 hours of admission for an inpatient psychiatric assessment;
 - Must be obtained at the point the medical provider recommends inpatient acute care and for placement/transfer to a Behavioral Health Inpatient Facility (BHIF)

- **Statement from the Medical Director/Designee of the Inpatient Residential Treatment Facility or Acute Inpatient Facility (CSO-1362A)**
 - States that the facility's services are appropriate to meet the child's needs and must be provided:
 - Provided at the time an inpatient psychiatric assessment is recommended; or
 - Provided at the time that placement or transfer to a BHIF is recommended

- **Outpatient Assessment Report (CSO-1363A) (when occurring)**
 - Must be provided when an assessment recommends placement or transfer to a BHIF

- **60 Day Review of Residential Treatment (CSO-1361)**
 - If a child remains in a BHIF facility for at least 60 days or longer
 - BHIF must submit this written progress report to the court and all parties (including attorneys)
 - The report must be submitted at least 5 days before the court's review

Thank you for your immediate attention to this matter.



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