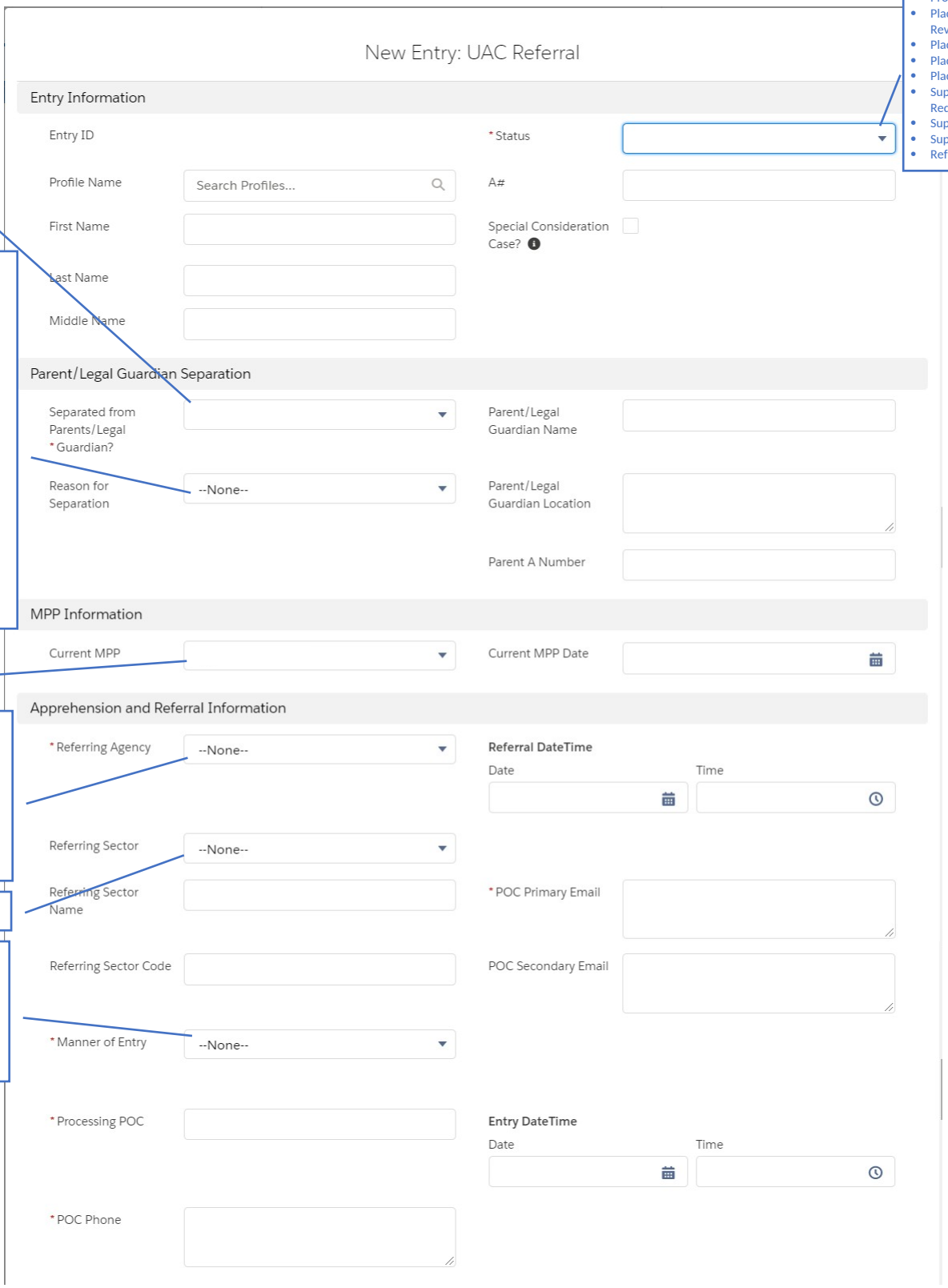
UAC Referral (Form P-7)

Data Entry Window



- New Pending
- Processed Pending
- Placement Match Under Review
- Placement Designated
- Placement Requested
- Placement Not Accepted
- Supervisor Approval Requested
- Supervisor Approved
- Supervisor Override
- Referral Cancelled

- Yes
- No
- None
- Unknown

- Parent criminal history
- Parent criminal history and immigration history
- Parent criminal history, immigration history, and cartel/gang affiliation
- Parent cartel/gang affiliation and immigration history
- Parent cartel/gang affiliation
- Referred for prosecution
- Communicable disease
- Health issue/hospitalization
- Parent fitness (other than for hospitalization)/child danger concerns
- Unverified familial relationship/fraud
- Separated from other adult relative
- Other – warrant
- Other
- Parent cartel/gang affiliation and criminal history

- Yes
- No
- Pending

- Office of Field Operations (CBP)
- Border Patrol (CBP)
- Immigration and Custom Enforcement ERO
- US Marshals Service
- Federal Bureau of Investigation
- Homeland Security (ICE)
- Department of Labor
- Bureau of Prisons
- None

List of all referring sector locations.

- Arriving/Inadmissible
- EWI/Entered
- Material Witness
- Overstay
- Parole/Arriving UAC
- Visitor/Student
- Without Inspection
- None

Entry City / Location Code

Apprehension DateTime

Date | Time

List of all 50 U.S. states and the District of Columbia

Entry State: --None--

Current Location DateTime

Date | Time

Apprehension City / Location Code

List of all 50 U.S. states and the District of Columbia

Apprehension State: --None--

Current Location City / Location Code

- Influx Care Facility
- Long Term Foster Care
- LTFC – Community Placements
- LTFC – Group Home
- Out-of-Network RTC
- Residential Treatment Center
- Secure
- Shelter
- Staff Secure
- Therapeutic Group Home
- Therapeutic Staff Secure
- Transitional Foster Care
- Emergency Intake Sites
- URN
- Other

Referral Notes

Apprehension / Journey Notes

Referral Cancellation Reason

Placement Request

Requires Placement Request

Program Type: --None--

Program/Facility: Search Entities...

Placement Requested DateTime

Date | Time

Placement Designation DateTime

Date | Time

Not Accepted Reason

Available

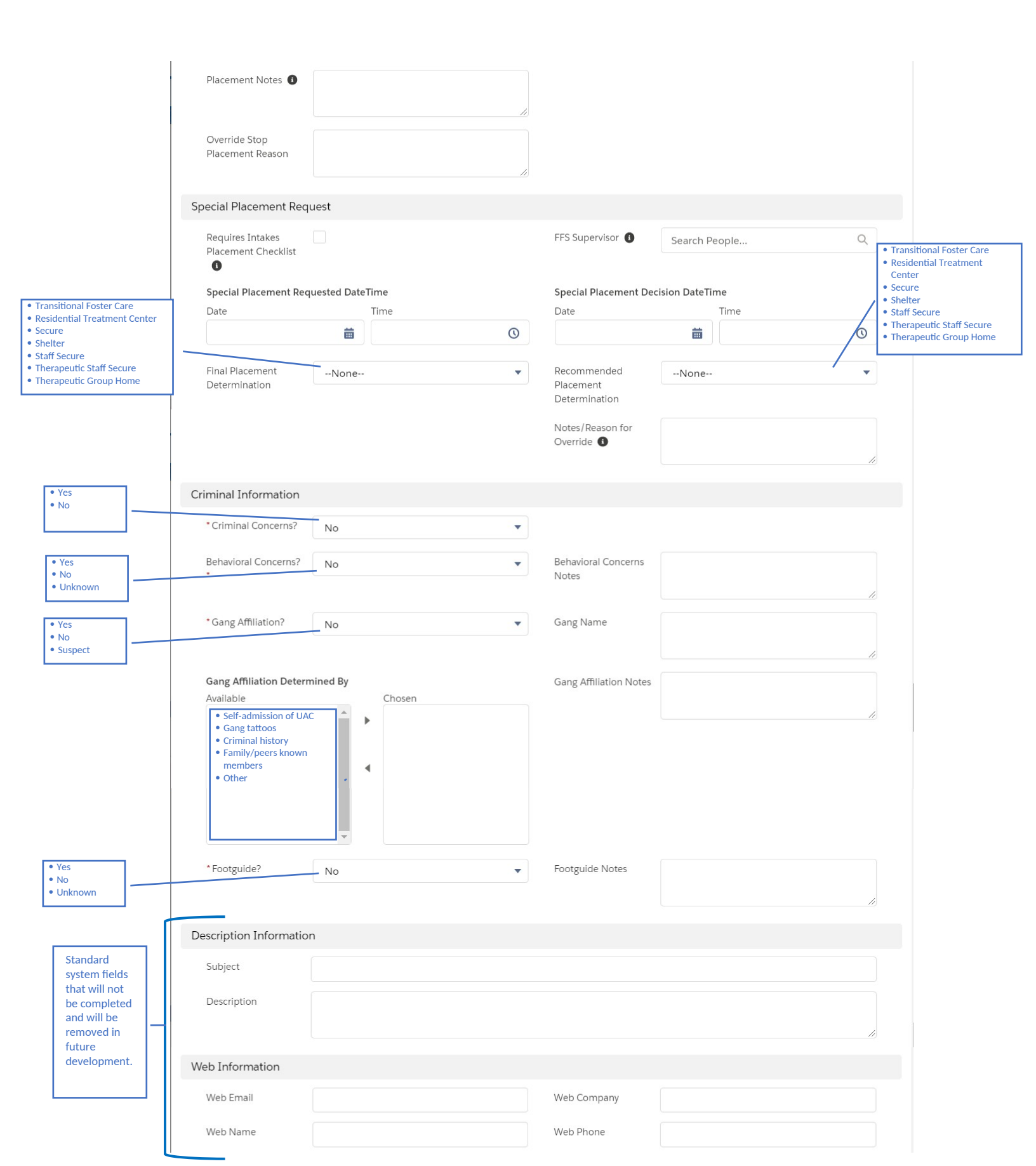
- No Capacity for Sex, No Capacity for Age, No mom/baby capacity
- No isolation/quarantine space
- Medical issues
- Mental illness
- Licensing issues
- Internal policy
- Aggressive to peers
- Aggressive to staff
- Danger to self
- Escape risk
- Disruptive behavior
- Risk of danger to UAC or other UAC in care
- Sexual predatory behavior
- Inappropriate sexual behavior
- Weather event/Building compromised

Chosen

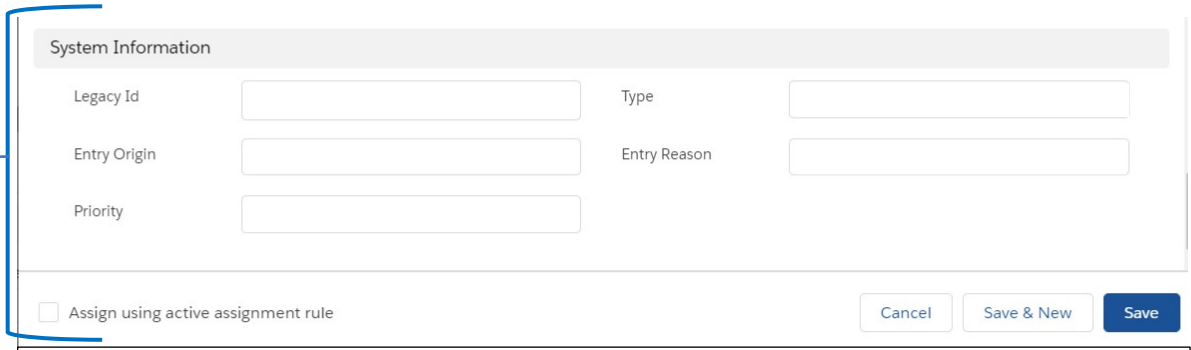
Placement Decision DateTime

Date | Time

Transportation Not


Placement Notes
Override Stop Placement Reason
Special Placement Request
Requires Intakes Placement Checklist
FFS Supervisor
Search People...
Special Placement Requested DateTime
Date
Time
Special Placement Decision DateTime
Date
Time
Final Placement Determination
--None--
Recommended Placement Determination
--None--
Notes/Reason for Override
Criminal Information
* Criminal Concerns?
No
Behavioral Concerns? *
No
Behavioral Concerns Notes
* Gang Affiliation?
No
Gang Name
Gang Affiliation Determined By
Available
Chosen
Self-admission of UAC
Gang tattoos
Criminal history
Family/peers known members
Other
Gang Affiliation Notes
* Footguide?
No
Footguide Notes
Description Information
Subject
Description
Web Information
Web Email
Web Company
Web Name
Web Phone
Transitional Foster Care
Residential Treatment Center
Secure
Shelter
Staff Secure
Therapeutic Staff Secure
Therapeutic Group Home
Yes
No
Yes
No
Unknown
Yes
No
Suspect
Yes
No
Unknown
Standard system fields that will not be completed and will be removed in future development.

Standard system fields that will not be completed and will be removed in future development.



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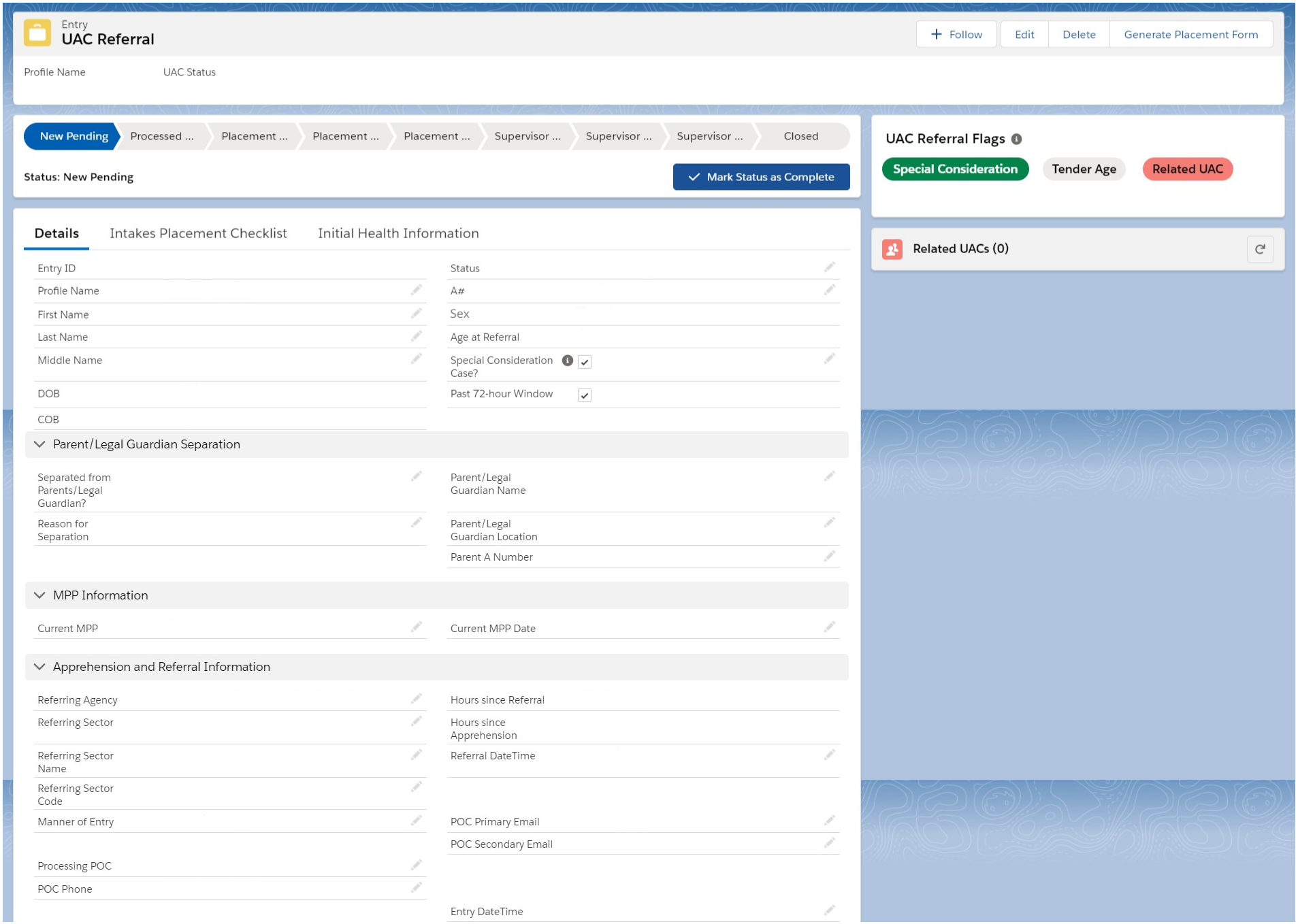
UAC Referral Page – Details Tab



Entry City / Location Code

Entry State

Apprehension DateTime

Apprehension City / Location Code

Apprehension State

Current Location DateTime

Current Location City / Location Code

Referral Notes

Apprehension / Journey Notes

Referral Cancellation Reason

Placement Request

Requires Placement Request

Placement Match

Related UAC

Related UACs Placed Together

Program/Facility

Program Type

Placement Designation DateTime

Placement Requested DateTime

Placement Decision DateTime

Not Accepted Reason

Placement Notes

Transportation Notes

Override Stop Placement Reason

Special Placement Request

Requires Intakes Placement Checklist

FFS Supervisor

Special Placement Requested DateTime

Special Placement Decision DateTime

Final Placement Determination

Recommended Placement Determination

Notes/Reason for Override

Criminal Information

Criminal Concerns?

Behavioral Concerns?

Behavioral Concerns Notes

Gang Affiliation?

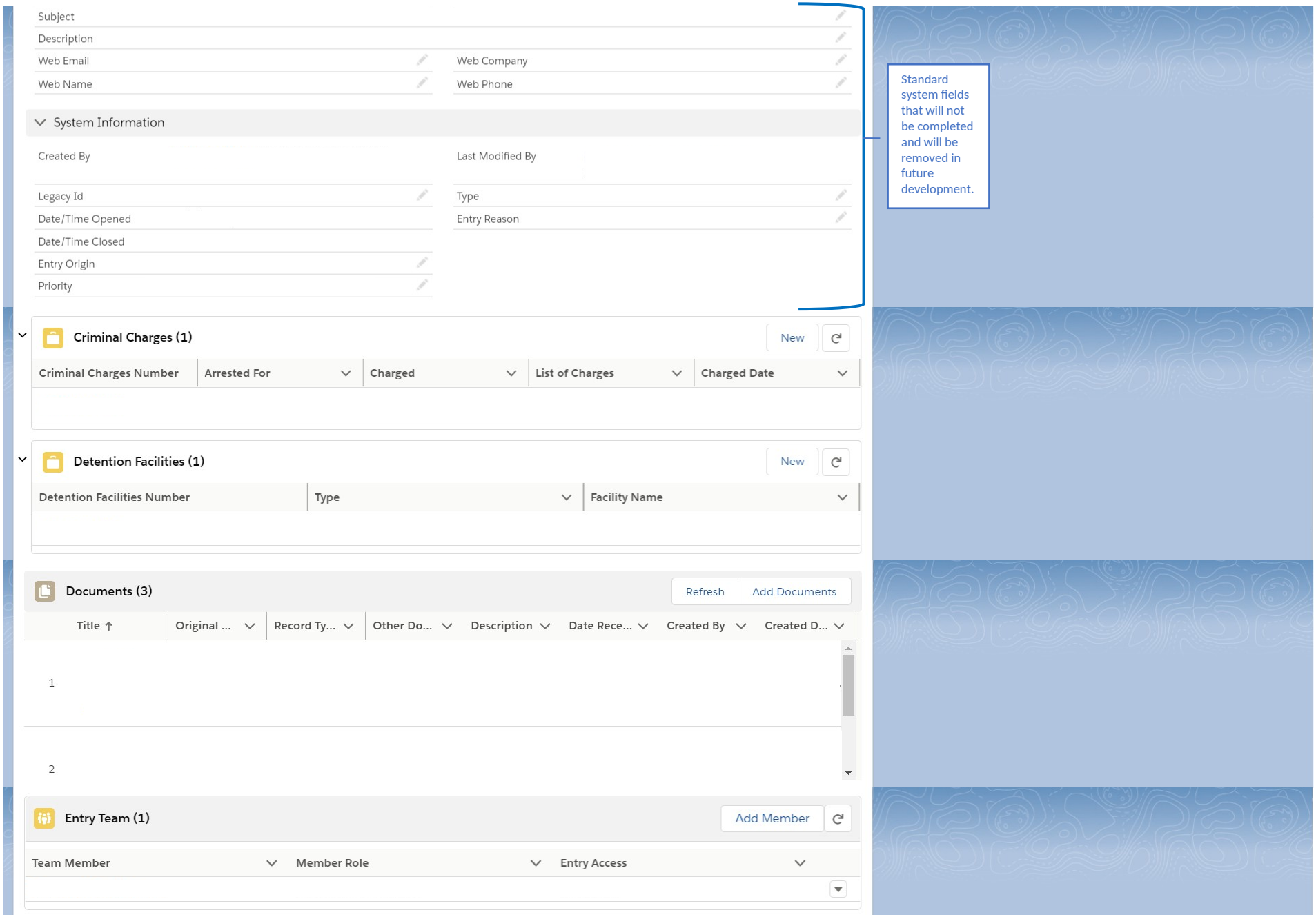
Gang Name

Gang Affiliation Determined By

Gang Affiliation Notes

Footguide?

Footguide Notes


Subject
Description
Web Email
Web Company
Web Name
Web Phone
System Information
Created By
Last Modified By
Legacy Id
Type
Date/Time Opened
Entry Reason
Date/Time Closed
Entry Origin
Priority
Standard system fields that will not be completed and will be removed in future development.
Criminal Charges (1)
New
Criminal Charges Number
Arrested For
Charged
List of Charges
Charged Date
Detention Facilities (1)
New
Detention Facilities Number
Type
Facility Name
Documents (3)
Refresh
Add Documents
Title
Original ...
Record Ty...
Other Do...
Description
Date Rece...
Created By
Created D...
1
2
Entry Team (1)
Add Member
Team Member
Member Role
Entry Access

Entry History (6+)

Date	Field	User	Original Value	New Value

View All

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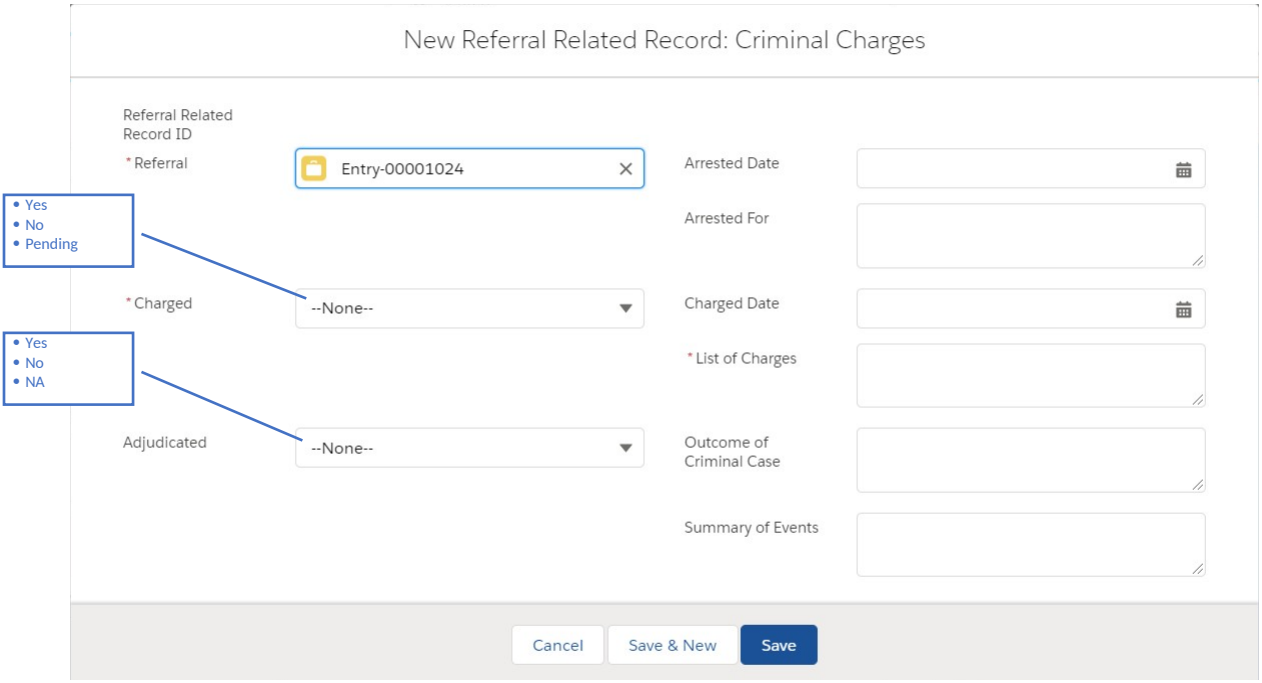
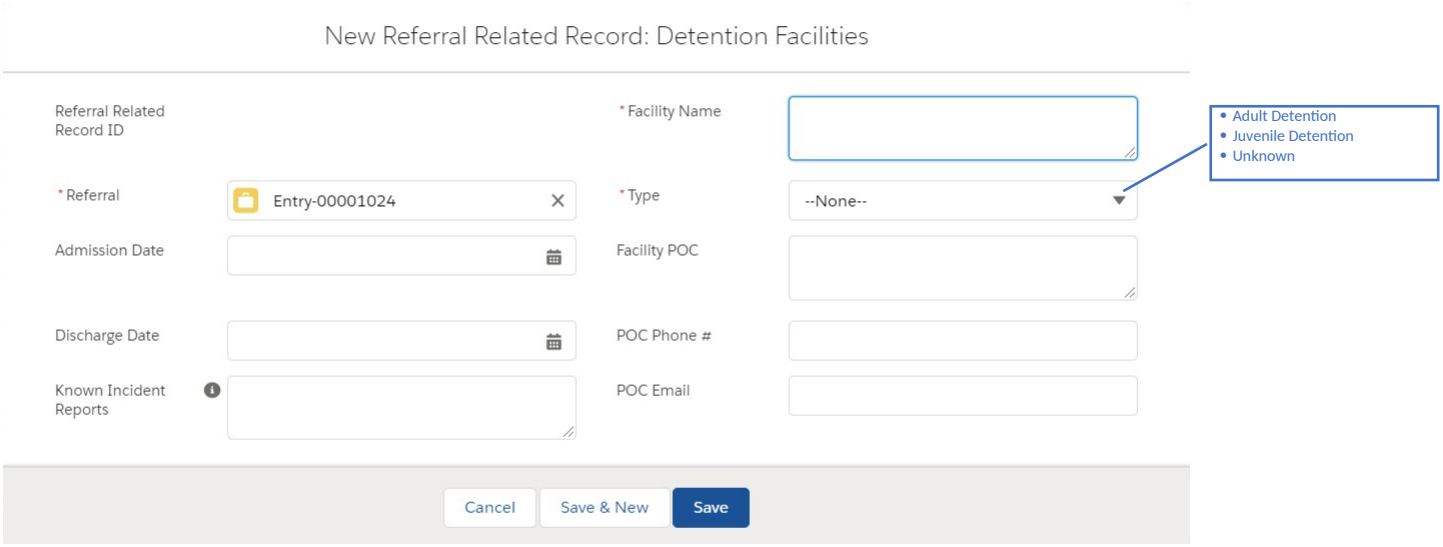
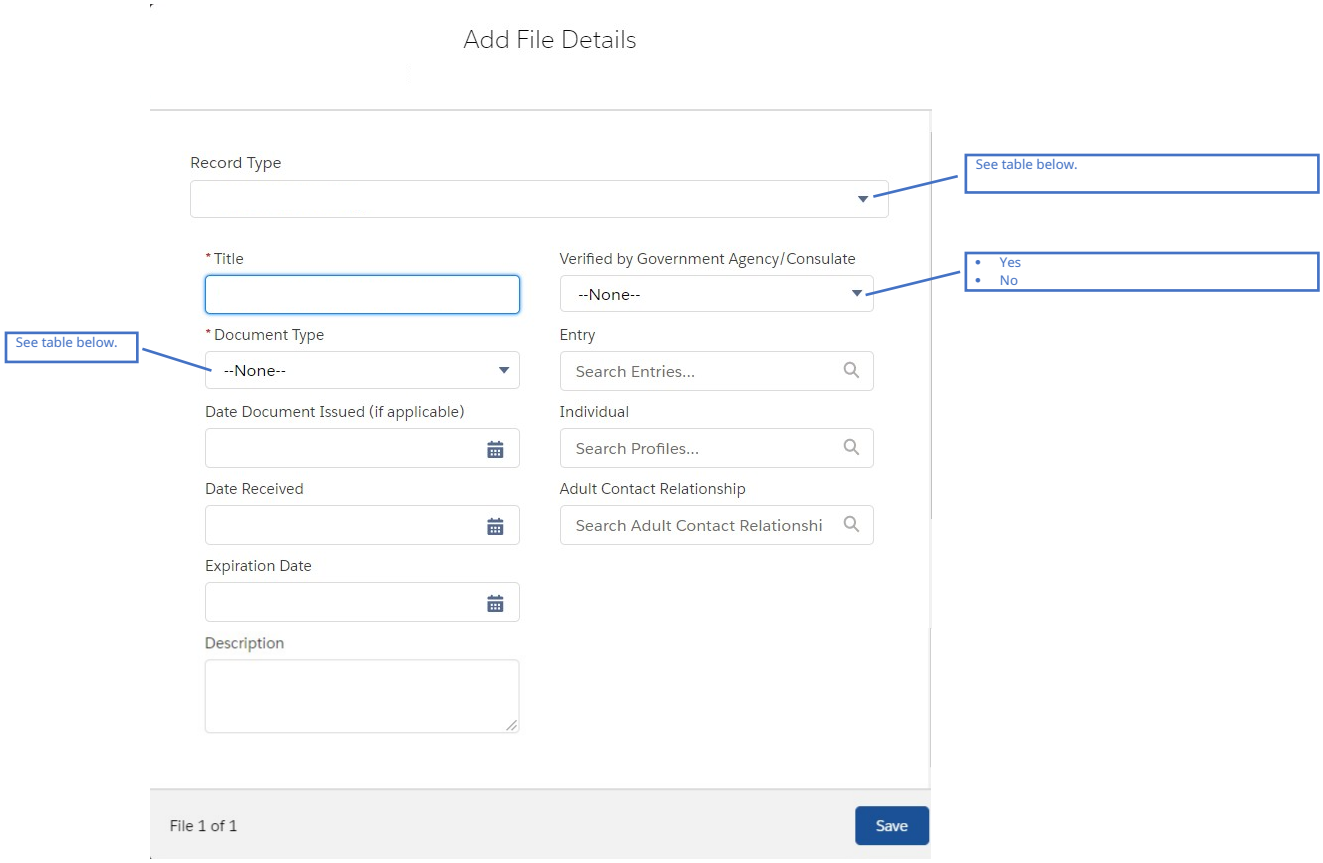
Criminal Charges Data Entry Window



Detention Facilities Data Entry Window



Documents Data Entry Window

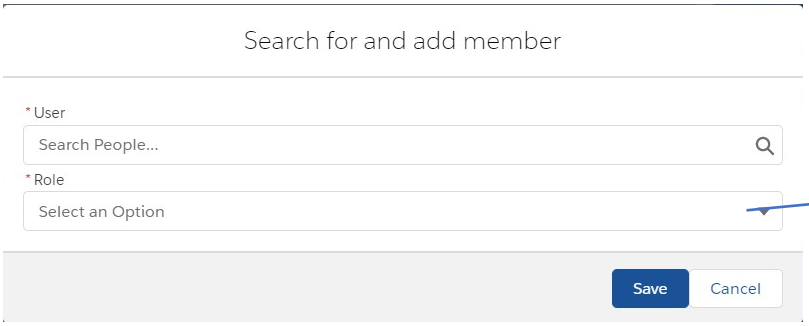


Dropdown options for "Record Type" and corresponding options for "Document Type"

Record Type	Document Type
Proof of Relationship	Birth Certificate – UAC; Baptismal Certificate; Birth Certificate – Sponsor; Birth Certificate – Other; Consulate Written Affirmation of Relationship; Verified by Government Agency/Consulate; Court Order – Adoption; Court Order – Guardianship; Court Order – Other; Government Issued Photo ID; Government Issued Ration Card; Hospital Record; Interview Notes; Land Deeds – Sponsor and UAC's Family; Letter of Designation for Care of a Minor; Marriage Certificate; Passport (including stamps); Photographs; Remittance Receipts; School Record/Diploma; Social Media Posts; Genogram; Other
Background Check	FBI Criminal History and FBI Name Check
Case Coordination and Discharge	Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; and Notice of Transfer to ICE
Case Management	Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; New Placement Orientation; Safety Plan; Other; Medical Checklist; Transfer; Admission Assessment; Influx Transfer Facility Checklist; and LTFC Memo
Compliance Document	Other; ORR Closed Corrective Action; ORR Closed Monitoring Report; ORR Site Visit Report; Program Licensing Investigation; and PSA Audit
Compliance Forms	Privacy 101; ROB; and Cybersecurity
Education	Other, Initial Education Intake Assessment; ESL Assessment; Progress Report Card; and Educational Reassessment Report
FRP Forms	FRP 2 Authorization for Release of Information; FRP 3 Family Reunification Application; FRP 9 Letter of Designation for Care of a Minor; and FRP 10 Sponsor Declaration
Facility Document	Other; Facility Intake List; Program Brief; Program Lease; Signed Cooperative Agreement; State Licensure; Fire Inspection; Emergency/Evacuation Plan; and Facility Floor Plan
HS/PRS Document	Addendum; Other Supporting Documents; and Post Release Assessment Report
Health Documentation	Public Health Investigation Form; Hospital Discharge Instructions; Hospital Discharge Summary; Image Study Reading (TB); Image Study Reading (Non-TB); Immunization Record; Initial Medical Exam Form; Initial Dental Exam Form; Lab Results; Medications; Health Evaluation Form; Office Notes; Specialist Notes; Supplemental TB Screening Form; and Other Health Document
Legacy Document	*All "Document Type" options available under other Record Types are available for this Record Type*
Legal Document	Birth Certificate – UAC; Court Order (Flores Bond); Court Order (Other); Court Order (Removal); Court Order (VD); Decision (Administrative Review); Decision (Appeal of ORR Decision); Decision (Flores Bond Letter); Decision (Specific Consent); DHS Document (I-213); DHS Document (NTA); DHS Document (Other); Form (Attorney of Record); Form (Authorization for Release of Information); Form (Change of Venue); Form (Flores Bond Hearing Motion); Form (Legal Resource Guide Part II – Admission); Form (Legal Resource Guide Part III – Release); Form (Notice of Placement); Form (Specific Consent); Other Legal Document; OTIP Eligibility Letter;

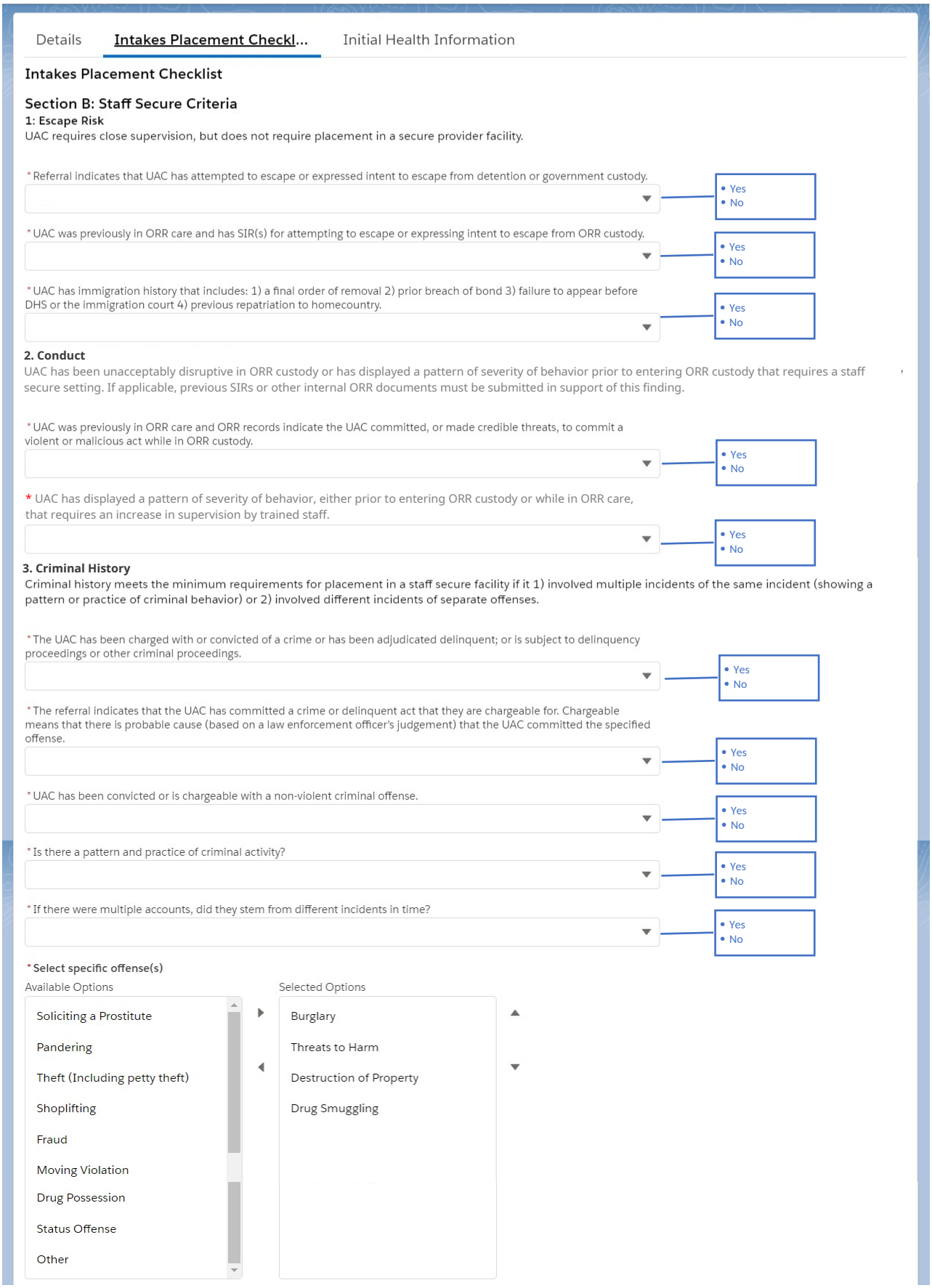
	OTIP Interim Assistance Letter; Placement Identification Document; Records (Court); Records (Criminal/Delinquency Records); and Post Legal Status Plan
Medical Document	DHS Docs and Medical Checklist
Mental Health Documentation	Clinical Notes; Progress Notes; Discharge Summary; Psychiatric Evaluation Report; Psychological Evaluation Report; RTC Recommendation Letter; Developmental Assessment Report; and Other Mental Health Document
Monitoring Visit	Behavior Management Plan; Care Provider Policies and Procedures; Community Partnerships/Services; Cost of Care; Education Documents; Emergency and Evacuation Plan; Fire and Safety Code Permits/Reports; Food Services; Foster Home Safety Checklist; Foster Parent Agreement; Foster Parent Files; Foster Parent Orientation Manual; Foster Parent Trainings; Full Staff List; Geographic Areas Served; Health/Sanitation Inspection Reports; Independent Living Resources; List of Current Foster Parents; List of Home Study Cases; Map of Facility; Memorandum of Understanding; Monitoring Schedule; Monitoring Tools and Instruments; Monitoring Visit Reports; Mosquito Control Inspection; Organizational Chart; Quality Assurance Resources; Respite and Retention Procedures; Site Visit Guide; Staff Trainings; Staffing Plan; State Licensing/CPS; UAC Case Files; UAC Orientation Packet; UAC with G-28s; and Vehicle Inspections
Operational Document	Other; Grantee Daily Schedule; Internal SOPs; Staff Training Curriculum; Educational Curriculum; Vocational Curriculum; Food Menu; UAC Handbook/Orientation; Prevention of Sexual Abuse/Harassment SOPs; and Organizational Chart
Other	DocGen; Placement Authorization; Medical Authorization; Notice of Placement; UAC Assessments; New Placement Orientation; Other; and Manifest
Policy Guidance Documents	Policy Memo; Field Guidance; Interim Guidance; Form or Related Material; Frequently Asked Questions; Procedure Manual; Other Guidance; Resource Material; and Training
Profile Picture	Other
Proof of Address	Current Lease or Mortgage Statement; Notarized Letter from Landlord; Utility Bill, Bank Statement; Payroll Check Stub; Official Mail; Other Similar Document; and Letter/Code
Proof of Financial Stability	Proof of Financial Stability
Proof of Identity	US Passport; US Passport Card; Foreign Passport; Permanent Resident Card; Alien Registration Receipt Card; Employment Authorization Document; US Driver's License or Identification Card; US Certificate of Naturalization; US Military Identification Card; Birth Certificate; Court Order for Name Change; Foreign National Identification Card; Consular Passport Renewal Receipt; Foreign Driver's License; Foreign Voter Registration Card; Canadian Border Crossing Card; Mexican Border Crossing Card; Refugee Travel Documents; Other Similar Government Document; and Marriage Certificate
Proof of Immigration Status or U.S. Citizenship	US Passport; Valid Visa; Legal Permanent Resident Card; Notice to Appear; Other Federal Government Document Providing Immigration Status; US Birth Certificate; US Naturalization Papers; Court Order; and Other Government Issued Document Proving US Citizenship
Referral Documents	Birth Certificate – UAC; Baptismal Certificate; DocGen; FRP 2 Authorization for Release of Information; FRP 3 Family Reunification Application; FRP 9 Letter of Designation for Care of a Minor; and FRP 10 Sponsor Declaration; US Passport; US Passport Card; Foreign Passport; Permanent Resident Card; Alien Registration Card Receipt; Employment Authorization Document; US Driver's License or Identification Card; US Certificate of Naturalization; US Military Identification Card; Birth Certificate; Court Order for Name Change; Foreign National Identification Card; Consular Passport Renewal Receipt; Foreign Driver's License; Foreign Voter Registration Card; Canadian Border Crossing Card; Mexican Border Crossing Card; Refugee Travel Documents; Valid Visa; Legal Permanent Resident Card; Notice to Appear; Other Federal Government Document Providing Immigration Status; US Birth Certificate; US Naturalization Papers; Court Order; and Other Government Issued Document Proving US Citizenship; Birth Certificate – Sponsor; Birth Certificate – Other; Consulate Written Affirmation of Relationship; Verified by Government Agency/Consulate; Court Order – Adoption; Court Order – Guardianship; Court Order – Other; Death Certificate; Family Session Case Note; Government Issued Photo ID; Government Issued Ration Card; Hospital Record; Interview Notes; Land Deeds – Sponsor and UAC's Family; Letter of Designation for Care of a Minor; Marriage Certificate; Passport (including stamps); Photographs; Remittance Receipts; School Record/Diploma; Social Media Posts; Genogram; Current Lease or Mortgage Statement; Notarized Letter from Landlord; Utility Bill, Bank Statement; Payroll Check Stub; Official Mail; Other Similar Document; Letter/Code; Proof of Financial Stability; Self-Disclosed Criminal History; Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; Referral Documents; and Other
Release Request	Best Interest Recommendation Letter; R-4 Release Request; ORR Denial Letter; Parent Denial Letter; Program Acceptance Letter; Recommendation to Deny Release; Referral Services COO; Safety Plan; Travel Document; Travel Itinerary; and Other
SIR/PLE Report Document	Police Report; State Licensing Documentation; Fraud Documentation; CPS Documentation; Significant Incident Report; PLE Report; Other; DOJ/FBI Documentations; and HHS OIG Documentation
Self-Disclosed Criminal History	Self-Disclosed Criminal History
Sponsor Assessment	Initial and Final

Entry Team Data Entry Window



- Assistant Lead Case Manager
- Assistant Lead Clinician
- Attorney
- Case Coordinator
- Case Manager
- Clinician
- Contractor Field Specialist
- Direct Care Worker
- Direct Operations Coordinator
- Federal Field Specialist
- Federal Field Specialist Supervisor
- HS/PRS Primary Provider
- HS/PRS Subcontractors
- Lead Case Manager
- Lead Clinician
- Medical Coordinator
- Program Support Staff
- Read Only
- Supervisor
- Supervisory Case Coordinator

Intakes Placement Checklist Tab



Section C: Secure Criteria

1: Criminal History

Criminal history or behavior meets the minimum requirements for placement into secure care if it: 1) involved an element of violence from the action, threat, or harassment, 2) involved multiple incidents of the same offense (showing a pattern or practice of criminal activity, or 3) involved different incidents of separate offenses. Criminal history not falling into one of these three categories does not meet the "dangerousness" requirement for placement in a secure facility, but may justify placement in a staff secure facility.

*UAC has been convicted, is chargeable with, attempted, or conspired to commit a violent criminal offense or has made threats of violence against a victim.

- Yes
- No

*Is there a pattern and practice of criminal activity?

- Yes
- No

*If there were multiple accounts, did they stem from different incidents in time?

- Yes
- No

*Indicate Specific Offenses:

Available Options	Selected Options
Kidnapping	Assault/Battery
Sexual Assault/Rape	Possession Deadly Weapon
Robbery	Trafficking in persons
Crimes Involving Minor	Homicide
Threats to Harm	
Arson	
Manslaughter	
Other	

2: Conduct in ORR Custody

UAC conduct in ORR custody indicates dangerousness may justify placement in a secure facility. Previous SIRs or other internal ORR documents indicating dangerousness must be submitted in support of this finding. For example, a UAC may have committed a violent or malicious act while in ORR custody. A violent act can include destruction of another's property or use of physical force against a person. A malicious act must be part of a pattern of acts with the intention to do harm and is not an isolated offense in this context.

*UAC was previously in ORR care and ORR records indicate the UAC committed, or made credible threats to commit, a violent or malicious act while in ORR custody.

- Yes
- No

3: Sexual Predation

Any positive indication or history of sexual predatory behavior or engaging in inappropriate sexual behavior meets the minimum requirement for placement into a therapeutic or secure facility. Sexual predatory behavior refers to a UAC with 1) a history of sexual assault or sexual harassment, 2) that is part of a pattern of behavior with the goal of committing a sexually based crime, and 2) that is based on a mental disorder or impulse. ORR may consider case history (e.g., law enforcement or court records, ORR custodial documents, such as SIRs, and/or self-disclosures related to the UAC's history to determine whether their conduct is predatory in nature.

*Referral indicates the referring agency has evidence that the UAC has a history of or displays sexual predatory behavior or engaged in inappropriate sexual behavior.

- Yes
- No

*UAC was previously in ORR care and ORR records indicate the UAC has sexual predatory behavior or engaged in inappropriate sexual behavior.

- Yes
- No

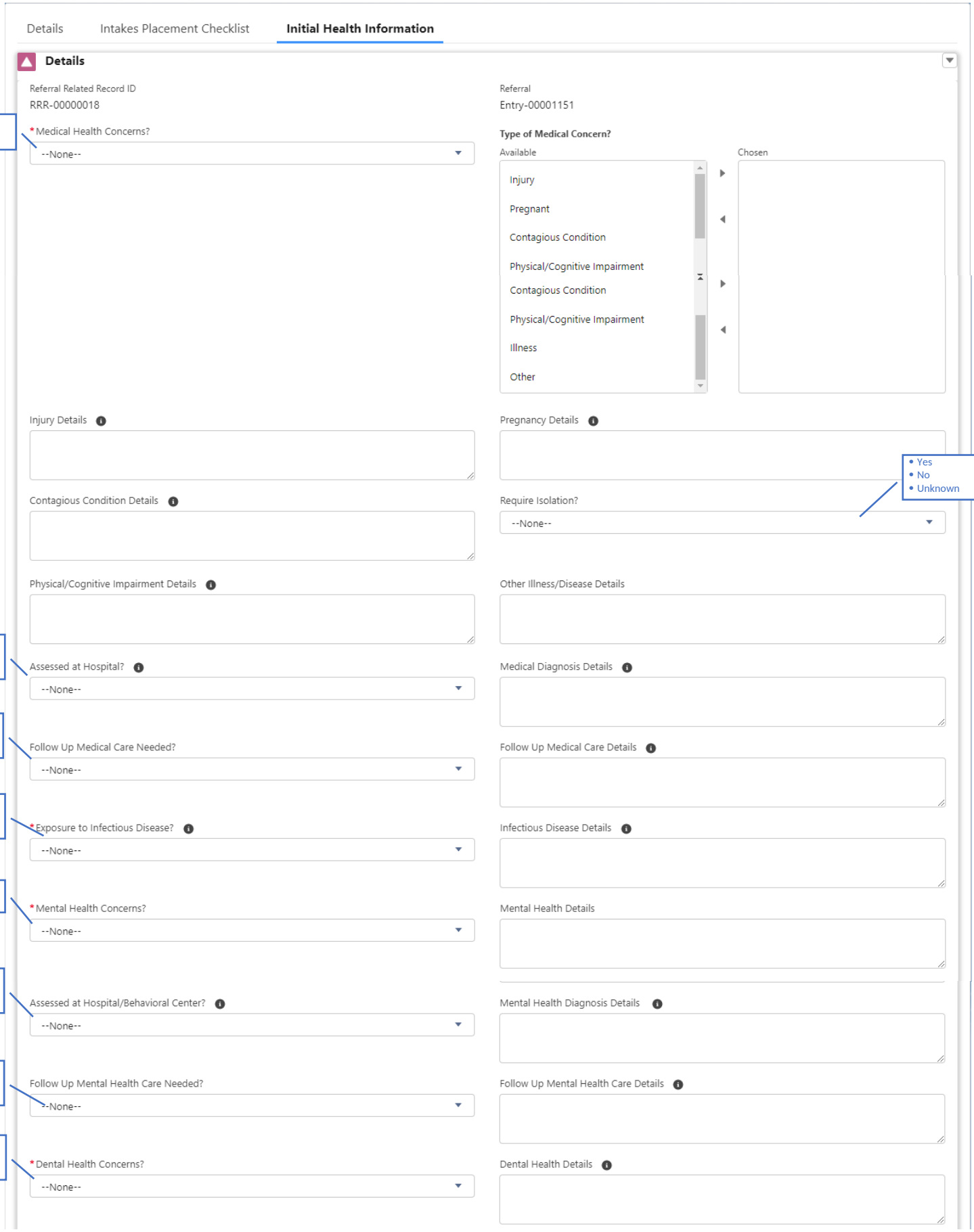
Complete

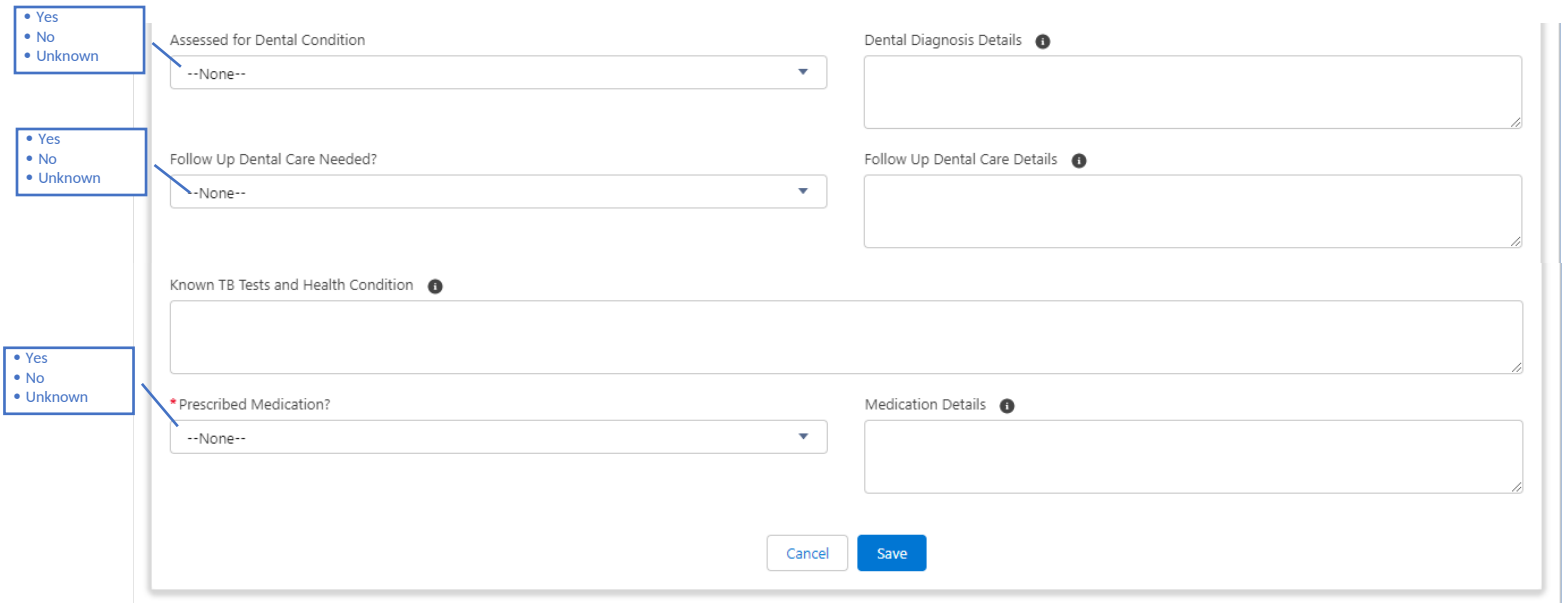
Once you click "Finish", your Intakes Placement Checklist will have been completed. Click "Generate Placement Form" on your Referral to generate a PDF version.

Finish

OMB 0970-0554 [valid through MM/DD/YYYY]

UAC Referral – Initial Health Information Tab





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Intakes Placement Checklist – System-Generated PDF

OMB 0970-0554 [valid through MM/DD/20YY]

Administration for Children & Families

Office of Refugee Resettlement

Intakes Placement Checklist

Section A: UC Information

UC Name *[last, first]* _____ **Date of Referral** _____

A# *[no spaces]* _____ **Sex** _____

Date of Birth _____ **Age** _____ **Country of Origin** _____

Was the UC previously in ORR custody? ◯ Yes ◯ No

Section B: Staff Secure Criteria

1. Escape Risk

UC requires close supervision, but does not require placement in a secure provider facility.

a.	Referral indicates that the UC has attempted to escape from detention or government custody.	◯ Yes ◯ No
b.	UC was previously in ORR custody and an SIR(s) for attempting to escape or making plans to escape.	◯ Yes ◯ No
c.	UC has immigration history that includes: • Final order of removal; • Prior breach of bond; • Failure to appear before DHS or immigration court; and/or • Previous repatriation to home country.	◯ Yes ◯ No

2. Conduct

UC has been unacceptable disruptive in ORR custody or has displayed a pattern of severity of behavior prior to entering ORR custody that requires a staff secure setting. If applicable, previous SIRs or other internal ORR documents must be submitted in support of this finding.

a.	UC was previously in ORR care and ORR records indicate the UC committed, or made credible threats to commit, a violent or malicious act while in ORR custody.	◯ Yes ◯ No
b.	UC has displayed a pattern of severity of behavior, either prior to entering ORR custody or while in ORR care, that requires an increase in supervision by trained staff.	◯ Yes ◯ No

3. Criminal History

Criminal history meets the minimum requirements for placement in a staff secure facility if it 1) involved multiple incidents of the same incident (showing a pattern or practice of criminal behavior) or 2) involved different incidents of separate offenses.

a. The UC has been charged with or convicted of a crime or has been adjudicated delinquent; or is subject to delinquency proceedings or other criminal proceedings.	◯ Yes ◯ No
b. The referral indicates that the UC has committed a crime or delinquent act that they are chargeable for. *Chargeable means that there is probable cause (based on a law enforcement officer's judgement) that the UC committed the specified offense.*	◯ Yes ◯ No
c. UC has been convicted or is chargeable with a non-violent criminal offense. If yes,	◯ Yes ◯ No
Is there a pattern and practice of criminal activity?	◯ Yes ◯ No
If there were multiple accounts, did they stem from different incidents in time?	◯ Yes ◯ No

Select specific offense(s):

- ☐ Burglary/breaking and entering
- ☐ Destruction of property/vandalism
- ☐ Drug Smuggling
- ☐ Possession of drugs with intent to distribute
- ☐ Fraud (identity theft, possession or use of fraudulent documents, grifting, forgery)
- ☐ Threats or behavior intended to physically harm, harass, or intimidate another individual (bullying, threats while in government custody)
- ☐ Soliciting a Prostitute
- ☐ Pandering
- ☐ Theft (including petty theft)
- ☐ Shoplifting
- ☐ Moving violation (DUI/DWI, speeding, running a stop sign
- ☐ Status offense (a crime only a minor could commit, such as possession of alcohol by a minor, curfew violation, truancy
- ☐ Other, specify:

Section C: Secure Criteria

UC are not placed in a secure facility absent a determination that the child poses a danger to self, others, or has been charged with having committed a criminal offense. In assessing danger, ORR considers criminal history, gang affiliation that requires further assessment, and/or sexual predatory behavior/inappropriate sexual behavior. ORR considers certain criminal history as evidence of danger as provided below.

1. Criminal History

Criminal history or behavior meets the minimum requirements for placement into secure care if it: 1) involved an element of violence from the action, threat, or harassment, 2) involved multiple incidents of the same offense (showing a pattern or practice of criminal activity, or 3) involved different incidents of separate offenses. Criminal history not falling into one of these three categories does not meet the "dangerousness" requirement for placement in a secure facility, but may justify placement in a staff secure facility.

a. UC has been convicted, is chargeable with, attempted, or conspired to commit a violent criminal offense or has made threats of violence against a victim.	◯ Yes ◯ No

Is there a pattern and practice of criminal activity?	◯ Yes ◯ No
If there were multiple accounts, did they stem from different incidents in time?	◯ Yes ◯ No

Select specific offense(s):

- ☐ Assault/battery
- ☐ Arson
- ☐ Kidnapping
- ☐ Robbery
- ☐ Sexual assault/rape
- ☐ Manslaughter
- ☐ Threats of behavior intended to physically harm, harass or intimidate another individual (bullying, threats while in government custody)
- ☐ Crimes involving a minor victim (child molestation, child abuse, possession or distribution of child pornography, statutory rape)
- ☐ Homicide/vehicular homicide
- ☐ Other, specify:
- ☐ Possession of a deadly weapon (including use of a vehicle as a weapon
- ☐ Trafficking in persons

2. Conduct in ORR Custody

UC conduct in ORR custody indicates dangerousness may justify placement in a secure facility. Previous SIRs or other internal ORR documents indicating dangerousness must be submitted in support of this finding. For example, a UC may have committed a violent of malicious act while in ORR custody . A violent act can include destruction of another's property or use of physical force against a person. A malicious act must be part of a pattern of acts with the intention to do harm and is not an isolated offense in this context.

a.	UC was previously in ORR care and ORR records indicate the UC committed, or made credible threats to commit, a violent or malicious act while in ORR custody.	◯ Yes ◯ No

3. Sexual Predation

Any positive indication or history of sexual predatory behavior or engaging in inappropriate sexual behavior meets the minimum requirement for placement into a therapeutic or secure facility. Sexual predatory behavior refers to a UC with 1) a history of sexual assault or sexual harassment, 2) that is part of a pattern of behavior with the goal of committing a sexually based crime, and 2) that is based on a mental disorder or impulse. ORR may consider case history (e.g., law enforcement or court records, ORR custodial documents, such as SIRs, and/or self-disclosures related to the UC's history to determine whether their conduct is predatory in nature.

a.	Referral indicates that the referring agency has evidence that the UC has a history of or displays sexual predatory behavior or engaged in inappropriate sexual behavior.	◯ Yes ◯ No
b.	UC was previously in ORR care and ORR records indicate the UC has sexual predatory behavior or engaged in inappropriate sexual behavior.	◯ Yes ◯ No

Section D: Placement Determination

RECOMMENDED PLACEMENT

◯ Shelter ◯ Therapeutic ◯ Transitional Foster Care
◯ Secure ◯ Staff Secure ◯ Residential Treatment Center

Intakes Staff Name _____ Date _____

FFS Decision _____ FFS Name _____ Date _____

Reason for Override *(if applicable)*

_____

FINAL PLACEMENT DETERMINATION

- ◯ Shelter
- ◯ Therapeutic
- ◯ Transitional Foster Care
- ◯ Secure
- ◯ Staff Secure
- ◯ Residential Treatment Center

Designated Placement _____