



**Division of Children and Family Services**

Office of Program Excellence



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**MEMORANDUM**

**TO:** DCFS Staff

**FROM:** Cindy Young, Policy Manager

**DATE:** 09/15/2009

**RE:** Executive Directives 2009-01 & 2009-02  
Administrative Case Consultation for Children under the Age of Ten  
Years Prior to Referral to Inpatient Mental Health Facilities for Acute or  
Comprehensive Residential Treatment & Addendum

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Executive Directive 2009-01 and 2009-02, dated April 17, 2009 and May 13, 2009, respectively, revised and amended policies and procedures to provide a consultation and approval process with the DCFS Administrator On-Call whenever any child under the age of ten and in the care of DCFS is referred to an acute or comprehensive residential treatment program.

This confirms that the above referenced Executive Directive has been incorporated into Policy and Procedures as described follows:

- 1) Procedure VI-L5: Inpatient and Other Residential Treatment Programs