

### Purpose of Form

Form DCFS-126 is used by community-based residential care (CBRC) providers to document leave days used by a child placed in Oklahoma Department of Human Services (OKDHS) custody and CBRC.

### Instructions for Preparation of Form

All leave is based on a child placement year (CPY). CPY begins the day a child enters CBRC and terminates on the date of official discharge, if less than 12 months later. If a child remains in the same program more than 12 months, CPY starts over on the child's entry anniversary date. If a child is formally discharged and re-admitted to the same facility, CPY starts again with the child's new placement date. All approvals on absent without leave (AWOL) extensions or payment during hospitalization are based on the premise that the child is returning to CBRC.

#### **Specialized community home (SCH)**

- Total treatment leave - ten days
- Total AWOL - five days
- Total hospital - ten days

#### **Level B and residential maternity services**

- Total treatment leave - ten days
- Total AWOL - five days

#### **Level C**

- Total treatment leave - 28 days
- Total AWOL - five days and five day extension with OKDHS liaison approval, if child is in the process of returning for a total of ten days per year

#### **Level D**

- Total treatment leave - 28 days
- Total AWOL - five days and five day extension with OKDHS liaison approval, if child is in the process of returning for a total of 20 days per year

#### **Level D+ and Level E**

- Total treatment leave - 28 days
- Total AWOL - Automatically discharged after seven consecutive days unless Children and Family Services Division (CFSD) authorizes return from AWOL.

### Routing of Form

Original - CFSD Administrative Services Unit  
Copy - CBRC provider file