

**HOME ON THE RANGE  
DOCUMENTATION OF COMMUNITY / FAMILY SERVICES**

Licensing guidelines for group and residential care facilities in North Dakota, specifically Section 75-03-16-16, #4 states:

- “e. The facility shall request documentation of the services the parents or custodian will receive in the home community while the child is receiving services in the facility.**
- f. The facility shall request quarterly progress reports from the agency providing services to the parents or custodians.”**

Below is a simple form for your convenience to document family services. Please complete and return as soon as possible.

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Youth's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Referring Agency: \_\_\_\_\_

Referring Case Manager: \_\_\_\_\_

\*\*\*\*\*

Community Service Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Brief description of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Referring Case Manager

\_\_\_\_\_  
Date