

## Screening and Admission Requirements

**Screening for placement:** The first step in the screening process is to gather information about your patient/client to determine if he/she is eligible and appropriate for our program. We would like to review medical records and prefer to receive them within 24 hours. We will make every effort possible to review them and contact you with a decision as quickly as possible, not to exceed 24 hours. \*We may request a face-to-face interview with your patient/client. Please be aware that we prefer to do interviews at our site whenever possible. However, this can be negotiated.

### ***What medical records do we want?***

**A.) *Hospital Social Worker:*** psychiatric admission assessment, history and physical including his/her medical history, social/family history, psychiatric history, any psychological evaluations that have been completed and progress notes from at least the last seven days.

**B.) *Community Case Manager:*** diagnostic assessment, functional assessment, chemical dependency assessment, case management intake form and civil commitment paperwork.

**Coordinating the Admission:** We will contact you as soon as possible with our decision. At that time, we can also schedule the admission. We do admissions on weekdays, with times varying according to the schedules of the Team Leader and Lead RN. We plan a two hour period of time in which to complete intake paperwork and orient your patient/client to the program schedule, expectations and privileges. It's important that he/she arrive at the scheduled time so we are able complete this.

### ***What do we need on the day of admission?***

- A.) A list of all current medications signed by a doctor
- B.) A 30-day supply of all current medications
- C.) The completed ***Physical Examination and Diabetic Assessment Form***, including mantoux test / TB Gold test (results)
- D.) A scheduled appointment with a psychiatrist in the community *within 30 days*