

TITLE: ADMISSION, INTAKE, & ORIENTATION	POLICY #: 25
Department: Program/Services	Effective Date: 06/25/01
	Applicable Standards:
	3-JCRF-5A-01 through 09, 13; 3D-03; 5B-01-1
Revisions: 7-30-03; 10-30-03; 4-15-05; 12-28-07; 7-3-08; 12-31-12; 12-9-13; 10-19-21	

Policy: All applicants will be screened prior to admission. If it is determined that the services offered by McCrossan Boys Ranch can help meet the needs of the applicant, the applicant will be accepted for admission. An intake process including an orientation to the facility and program are completed with all newly admitted residents.

Definitions: referring agent – representative of an agency or institution who referred the person for services, parents/guardians for private referrals, and the person themselves for self-referral

Procedures:

1. When screening and accepting referrals, McCrossan Boys Ranch does not discriminate on the basis of race, sexual orientation, religion, national origin, political views or disability. The Ranch admits only boys into its residential program.
2. The referring agent will fill out an application prior to admission to include financial responsibility.
3. Relevant background information will be gathered by staff and reviewed prior to acceptance into the program.
4. Referrals are reviewed regularly at staff meetings.
5. If after review of information by members of the management team, it is determined the referral might benefit from the Ranch's services, an interview/assessment of the prospective resident will be completed and documented.
6. The resident will be placed into a program based on the resident's needs. Entry/eligibility criteria for service and exclusionary/ineligibility criteria are found in the program description for each program offered by the Ranch.
7. The referring agent will be notified if the referral has been accepted or denied admission into the program. Upon written request from a referring agent, the Ranch will provide specific written documentation outlining the reasons why the referral was not accepted into the program.
8. Prior to admission, the resident's parent/guardian will be notified of the facility's policies concerning the following: intake, treatment, discharge, discipline, confidentiality, reporting suspected child abuse and neglect within the facility, use of personal restraint, health care of residents, and emergency procedures in case a resident is injured. The resident's parent or

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guardian will sign and date a statement that lists the specific policies covered. Copies of the policies will be available on the facility website and upon request.

9. Each resident file will include documentation of legal commitment.
10. An intake information form is completed at the time of admission.
11. All residents will be checked upon admission for the presence of lice.
12. Upon admission, an initial mental health assessment, a vulnerability assessment, a cultural screen, and an adverse childhood experiences and trauma assessment will be completed. If the initial mental health assessment or the vulnerability assessment indicates an immediate need, the resident will be provided mental health services as needed and if needed a safety plan will be written.
13. Information about the resident will be disseminated via email to staff, as soon as possible and no later than twenty-four (24) hours after admission.
14. Upon admission, each resident will receive a copy of the resident handbook for the program they are entering. The handbook outlines resident rights, services available, program rules, behavioral expectations and sanctions, establishment of program goals, and other orientation material. Residents in the group care and transitional programs and a staff person will document by signature and date that the resident has received a copy of the handbook.
15. At admission, residents in the Independent Living Preparation Program (ILPP) and a staff person will document by signature that the resident has read and understands the information in the handbook.
16. At admission, ILPP residents will complete training regarding emergency procedures. The resident and a staff person will document by signature or electronic signature and date that the resident has completed the emergency procedures training.
17. When a resident in the group care program is ready, the resident will take an intake test. When the resident passes the intake test, the resident and a staff person will document by signature and date that the resident has read and understands the information in the handbook.
18. When a resident in the transitional program is ready, the resident and a staff person will document by signature and date that the resident has read and understands the information in the handbook.

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19. If the resident is unable to understand or complete any part of the admission, intake, or orientation process due to a literacy problem or a language barrier, staff will provide assistance. Translations will be made available when necessary. Interpreters will be hired as needed and will meet with the resident under the supervision of a staff member.