

TITLE: ADMISSION, RECEPTION, 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	

Policy: McCrossan Boys Ranch will ensure that all incoming residents are screened and assessed as to their appropriateness for Ranch admission. This screening will occur prior to admission. Newly admitted residents will receive a thorough orientation.

Definitions: N/A

Procedures:

1. Admission packets and information about McCrossan Boys Ranch are distributed to referring agencies to assist them in making appropriate referrals to the Ranch. A copy of the Ranch's admissions policy is available to referring agencies and interested parties on the facility's web site.
2. When 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.
3. Placing agencies desiring to refer a client to McCrossan Boys Ranch will fill out an application for admission. Relevant background information, including social histories, psychological evaluations, and court reports will be requested and reviewed prior to acceptance into the program. An interview with the prospective client will also be required.
4. Referring agents will be notified if their client has been accepted or denied admission into the program. Specific reasons for the decision will be cited.
5. Upon written request from a declined resident, the Ranch will provide that resident with specific written documentation outlining the reasons why he was not accepted into the program. Each resident file will include documentation of legal commitment.
6. Incoming placements are reviewed regularly at staff meetings.
7. The resident's parent or 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 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.

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8. The intake form, which is completed at the time of admission, will include:
 - A. Date information was gathered
 - B. Name
 - C. Address
 - D. Date of birth
 - E. Race or ethnic origin
 - F. Reason for referral
 - G. Whom to notify in case of an emergency
 - H. Name of referring agency or committing authority
 - I. Educational history and contact
 - J. Social history, if available
 - K. Medical needs or problems
 - L. Personal physician or psychiatrist when applicable
 - M. Personal counselor or therapist if applicable
 - N. Legal status
 - O. Jurisdiction
 - P. Tentative length of placement
 - Q. Signature of employee gathering information and resident

9. Upon admission, information about the resident will be disseminated via email within twenty-four (24) hours.

10. All residents will be inspected upon admission or return from home visit for the presence of head and/or body lice. When their presence is indicated, de-lousing shampoo will be used and the resident's hair will be cut to a length of ¼". All of the resident's clothes will be bagged and washed. All personal property will be sprayed with a lice-killing spray.

11. Upon admission, all residents will receive a copy of the Resident Handbook, which outlines program rules, services available, behavioral expectations and sanctions, establishment of program goals and other orientation material. The resident documents by signature and date that he has received, read, and understood the material. Staff also documents by signature and date that the resident has received the material. If the resident has a reading or language problem, staff will explain the information to him. Written orientation materials or translations will be made available when necessary. Interpreters are hired as needed.