

## **Admission Criteria and Intake Procedure**

It is necessary to provide prompt and consistent care for residents entering the Recover & Renew Homes, Inc. recovery residence. Certain steps need to be taken to ensure the resident is an appropriate fit. Upon first contact with the potential member, whether by phone or in person, the Recover & Renew Homes, Inc. staff will screen the potential resident to determine whether or not they are an appropriate fit for the Recover & Renew Homes, Inc. recovery residence by applying the following admission and exclusion criteria:

**Admission Criteria:** The potential resident must:

- A) Be admitted voluntarily
- B) Be 18 years of age or older
- C) Be at least 7 days from the last use of alcohol and/or drugs
- D) Be medically stable. Any individual with ongoing medical problems, including dual diagnosis, may be accepted if they are addressing these problems with outside professional help, including medication management
- E) Have adequate control over their behavior and assessed not to be imminently dangerous to oneself or others
- F) Express a desire to recover from addiction to drugs or alcohol
- G) Be assessed as medically appropriate and free of any illness that requires isolation from others.
- H) Have the capacity for active participation in all phases of the program
- I) Be able to meet personal needs without assistance
- J) Have adequate resources to pay for the program

**Exclusion Criteria:** The potential resident cannot:

- A) Have clinical manifestations that meet criteria for a more intense level of care (e.g. Acutely psychotic or a danger to self or others)
- B) Have severe permanent deficits in recent memory, attention, concentration, who cannot attend effectively to activities of daily living and whose cognitive impairment prevents them from understanding and participating in the program.
- C) Have ongoing medical issues which require a more intensive level of monitoring and care than can be provided by the Recover & Renew Homes, Inc. recovery residence.

**Initial \_\_\_\_\_**

If the potential resident is assessed as appropriate for the Recover & Renew Homes, Inc. recovery residence program then the Recover & Renew Homes, Inc. staff completes the initial screening, and if appropriate, the potential resident is invited to interview in the residence with potential Recover & Renew Homes, Inc. roommates and members.

**Initial Screening:**

- A) Recover & Renew Homes, Inc. staff obtains assessment information from the resident and will verify the identity of the resident through identification.
- B) Recover & Renew Homes, Inc. staff will have the resident complete and sign the Resident Information Form (See application attached)
- C) Recover & Renew Homes, Inc. staff will review the Confidentiality policy and obtain the resident's signature of the Confidentiality agreement and Release of Information forms.
- D) Recover & Renew Homes, Inc. staff will also review the resident's rights and responsibilities, the rules, groups, emergencies, and all other general information found within the program description and obtain all signatures requested.
- E) Recover & Renew Homes, Inc. staff will provide the resident with a copy of the Resident Handbook and at this time will search the resident's belonging for any hazardous items.
- F) Recover & Renew Homes, Inc. staff will administer a urine drug screen.

The resident will be informed of the fees for the recovery residence.

The resident will then be escorted to their residence and assigned a room.

\*If the potential resident is determined as inappropriate, then suitable referrals will be provided.

**Initial \_\_\_\_\_**