

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Behavioral Health-Halfway House

**Policy Number:** HHS-BH-HWH 4400

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**Attachments:**

**Policy Title:** Admission Criteria Process

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**Revision History:**

**Revised by/Date:** Mark Watters, 12/2016

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**Approved by:**

  
Crystal Weckert, Behavioral Health Director

**Date:**

12/28/16

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**Approved by:**

  
Jeff Larson, Executive Director of HHS

**Date:**

1/3/17

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**POLICY STATEMENT:** The Mille Lacs Band Halfway House (HWH) provides halfway house services for American Indian males 18 years of age and older who are enrolled members of the Mille Lacs Band and their descendants. Other referrals will be considered according to the availability of beds.

**PURPOSE:** The purpose of this policy is to establish the criteria for admission to the HWH.

**PROCEDURE: Responsibility:** It is the responsibility of HWH Manager/Counselor to take referrals, fill out appropriate forms, establish financial arrangements and make final approval for admission to the HWH.

Manager will fill out the intake form, set appointment for interview, interview client and make determination if the client meets the following criteria for admission or denial. Admission to the HWH will be dependent on the following criteria:

1. Must be male 18 years of age or older in need of HWH services.
2. Must be free from alcohol and drugs including prescription drugs not prescribed by a physician prior to admission and must agree to a pre admission UA.
3. Must agree to all HWH rules and regulations.
4. Must be medically stable and able to comply with HWH rules and program.
5. Must be free from any indications of harm to themselves or others.
6. Must be mentally and emotionally able to sufficiently participate in a residential therapeutic setting.
7. Must meet Rule 25 criteria for HWH placement from a certified assessor.
8. A copy of the updated, validating Rule 25 must be received and reviewed prior to admission.
9. Clients eligible for Consolidated Treatment Fund must have approved and signed CPA before admission.
10. Clients eligible for other sources of funding must be pre-approved before admission.
11. Self-paying clients must make payment arrangements with Manager before admission and is non-refundable if client leaves before completing program.
12. When a client is determined eligible for admission. The HWH Manager or his/her designee will;
  - a. Check for availability of bed space
  - b. If bed space is available, schedule admission time and date.
  - c. Confirm financial arrangements.
  - d. Arrange transportation if needed.

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<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	1/12/2017
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	1/3/2018