

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

Department: Substance Use Disorder-Four Winds Lodge **Policy Number:** HHS-SUD-FW 4701

Policy Title: Admission Criteria / Service Initiation

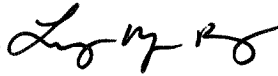
Attachments:

Revision History: 6/2017

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

8/2/2021

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

8-8-2021

POLICY STATEMENT: An individual will be admitted to Mille Lacs Band Four Winds Lodge and services will be initiated following determination that s/he meets criteria.

PURPOSE: The purpose of this policy is to provide structure and consistency to the admission process.

PROCEDURE:

A. Admission / Service Initiation Criteria

- a. The client has a diagnosis of Substance Use Disorder.
- b. The client is at least 18 years of age for adult programs, or has a variance in place for admission.
- c. The client is not in need of emergency care or care that is not provided by the program.
- d. The client is not in need of medical diagnostic evaluation or acute hospitalization.
- e. The client is not in need of acute drug or alcohol detoxification, or agrees to detoxification prior to entry.
- f. The client does not pose an imminent likelihood of physical harm to self or others.
- g. The client is not experiencing an unstable psychiatric or behavioral condition restricting them from participating in substance abuse treatment.
- h. The client is eligible to receive services under the current Mille Lacs Band of Ojibwe Health and Human Services Direct Care Services policy.

B. Pre-admission Screening

- a. Pre-admission screening must be completed on all referrals.
 - i. A pre-admission screen is completed at the time of intake.
 - ii. Data is collected and recorded.
 - iii. If the prospective client is in need of immediate medical or psychiatric intervention, s/he is referred for further assessment.
 - iv. Clients can have ongoing psychiatric symptoms but the psychiatric condition must allow that the client benefit from Substance Use Disorder treatment.
- b. If no active medical or psychiatric problems are identified and other admission criteria are met, the Treatment Director or designee, i.e. Licensed Alcohol and Drug Counselor Supervisor or RN Supervisor, will approve the admission.
- c. When medical problems are identified, or if the person is coming from a licensed medical facility or detoxification unit, a registered nurse or designee will review the referral information and may contact the referring facility for information related to the individual's current medical and

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psychiatric condition in order to determine the client’s medical stability. The registered nurse consults with Four Winds medical staff, as necessary.

- i. When the transfer is from a hospital emergency room or care unit, nursing staff will arrange, as necessary, for consultation between sending and receiving medical staff and the transfer of nursing care, if needed.
- ii. The Treatment Director or designee will be informed of medical staff recommendations.
- d. If the individual is determined to be appropriate for admission, arrangements will be made for admission / service initiation.
- e. Clients will not be admitted to Four Winds Lodge if the client’s care needs exceed the level of care available from the program. Four Winds Lodge delivers a residential/Supervised Living Facility (SLF) non-hospital level of care.
- f. The HHS Medical Director can be used for additional recommendations or support.

C. Legal Status

- a. Persons who are committed by the court in accordance with Minnesota Statutes, chapter 253B (Minnesota Commitment and Treatment Act), or referred on a court hold order will not be admitted.

D. Admission / Service Initiation preference will be given in the following order:

- a. Pregnant injecting drug users
- b. Pregnant substance abusers
- c. Injecting drug users
- d. All others, based on immediate needs for health and safety

E. Funding:

- a. Public funded referents must be assessed by county social service or reservation staff, according to Department of Human Services (DHS) Rule #25. A Client Placement Authorization designates the appropriate level of care.
- b. Self-pay clients and those referred with third party insurance may be admitted after verification of coverage and financial arrangements have been made or confirmed including co-pay. Insurance pre-authorization must be obtained and documented including date, time, and name of person authorizing stay.

F. Any denials of admission that involve commission of a crime against the program’s employees or property will be reported to the law enforcement agency with proper jurisdiction.

G. If criteria for admission are met, admission is authorized by the Treatment Director or designee, i.e. Licensed Alcohol and Drug Counselor Supervisor or RN Supervisor.

Internal and/or External References	45 CFR 96.131 Treatment services for pregnant women HHS-ADM-BO 3820 Direct Care Services
Compliance - Posting Date	8/8/2021 <i>RP</i>
Next Review - Due Date	8/2024