

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

Department: Behavioral Health-Halfway House

Policy Number: HHS-BH-HWH 4402


Attachments:

Policy Title: Intake Procedure

Revision History:

Revised by/Date: Mark Watters, 12/10/2016

Approved by:


Crystal Weckert, Behavioral Health Director

Date:

12/28/16

Approved by:


Jeff Larson, Executive Director of HHS

Date:

1/11/17

POLICY STATEMENT: An organized procedure shall be followed when admitting a client to the Mille Lacs Band Halfway House (HWH).

PURPOSE: The purpose of this policy is to facilitate the process by which a client is admitted to the HWH.

PROCEDURE: Responsibility: The HWH Manager or his/her designee will conduct the intake procedure with each client. Upon arrival of a prospective client the HWH Manager or his/her designee shall:

1. Provide the client with a copy of the client's rights and responsibility and conditions of admissions forms and secure the clients signature indicating he has read and understands the information. If the client is unable to read or is visually impaired the admissions personnel will read the material aloud for the client and secure the clients signature or mark indicating he understands the information.
2. Complete all admitting forms in consultation with the client.
3. Complete the Client Right to Confidentiality.
4. Read and have the client sign the vulnerable adult screening tool.
5. Complete all necessary Release of Information forms.
6. Provide the client with a copy of the HWH Client Handbook and obtain signature of receipt.
7. Inspect and inventory client's belongings.
8. Receive and inventory any valuables or cash the client may want held for safekeeping. The items will be secured in a locked storage area. Clients will receive a signed copy of the appropriate deposit form.
9. Confiscate potentially dangerous articles, such as knives, weapons, firearms, ammunition, and razors. These items are not allowed in the HWH.
10. Ask the client if they have any mood altering chemicals. Such chemicals will be taken from the client and with the clients permission destroyed. Not cooperating with this requirement may delay or result in refusing admission.
11. Complete any other forms necessary to facilitate admission.
12. Explain the nature of the HWH program.
13. Give client a tour of the facility and introduce to other clients and staff, assign room and bed.

Internal and/or External References	
Compliance - Posting Date	1/12/2017
Replaces – Policy Number	
Next Review - Due Date	1/11/2018