

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

Department: Substance Use Disorder-Four Winds Lodge **Policy Number:** HHS-SUD-FW 4702

Policy Title: Admission Screening Procedure

Attachments:

Revision History: 6/2017, 4/2018

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: The Mille Lacs Band Four Winds Lodge treatment team will use a screening procedure to evaluate referrals and ensure clients are in a facility that can meet their needs. The Admission Screening Tool and the Admission Criteria/Service Initiation will be utilized.

PURPOSE: The purpose of this policy is to screen and review referrals so we will operate in compliance with the Four Winds procedure regarding admissions (Admission Criteria / Service Initiation).

PROCEDURE:

- A. After the Admissions and Office Coordinator is notified that a referral has been made, the client's information is made available to the admission screening team members via hard copy or electronically.
- B. The screening team will minimally include the site treatment director, Licensed Alcohol and Drug Counselor (LADC) supervisor or designee, RN supervisor or designee, and when needed, the HHS Medical Director.
- C. The Four Winds Admission Screening Tool is systematically utilized to ensure adequate screening takes place. Adequate screening helps the screening team to make an informed decision on the appropriateness or inappropriateness of admitting the client who has been referred. The form is filled out in keeping with the intent of the form and the outcome is communicated to the intake specialist.
- D. The Admissions and Office Coordinator communicates the outcome to the referring party.
- E. The Admissions and Office Coordinator retains records of admission screening tool forms for a period of one year

Internal and/or External References	Four Winds Lodge Admission Screening Tool HHS-BH-FW 4702 Admission Criteria/Service Initiation
Compliance - Posting Date	8/8/2021
Replaces – Policy Number	
Next Review - Due Date	8/2024