

Rim Family Services

Client Admission Policy

Policies and Procedures

Policy # <u>ADMN - 20</u>	Supersedes: _____
Date Implemented: <u>5/22/13</u>	Date Reviewed: _____
Department: <u>Administration</u>	Executive Director Approval: <u>5/22/13</u>
Departments Impacted: <u>All</u>	Board of Directors Approval: _____

PURPOSE:

While it is the desire to immediately enroll clients into services, it is not always possible. This policy is to provide guidance to Rim Family Services, Inc. (RFS) staff for the provision of admission preference and interim services for high risk clients.

POLICY:

It is the policy of RFS to provide admission preference and interim services to high risk clients as defined in applicable State and Federal laws, statutes and regulations.

Clients are screened to determine level of risk. Staff member who makes initial contact with perspective clients is responsible to assess the immediate needs of the client. Based upon this initial contact, the staff member determines if the client's situation rises to the level of **High Risk**. If so, the staff member fills out an "IMMEDIATE NEED" blue sheet and forwards it to the Executive Director and/or Financial Assistant for review. See the attached "IMMEDIATE NEED" blue sheet. The Executive Director and/or Financial Assistant further assess the perspective client's level of risk and make the final recommendation for admission and enrollment, or referral(s) for outside services.

High Risk clients are defined as pregnant women with Human Immunodeficiency Virus (HIV), clients with tuberculosis (TB) and/or Intravenous drug users (IVDU) with HIV or TB, and clients at risk of suicide.

Interim Services include counseling and education on the following:

- HIV and TB, and referral or treatment as needed
- Risks of needle sharing
- Risks of transmission to sexual partners or infants

- Infection prevention strategies
- Effects of alcohol and drug use on the fetus for pregnant women
- Prenatal care for pregnant women
- Clients at risk of suicide are immediately referred to an ASSIST counselor and/or therapist.

High risk clients will be afforded admission preference at RFS as follows:

- Provide interim services immediately until an appropriate level of treatment is offered or client is admitted to an applicable program.
- For clients suffering from substance abuse, treatment to be based upon a written policy for high risk clients, as specified in the Department of Alcohol and Drug Programs manual.

At no time should a high risk client be placed on a waiting list.