

INTAKE PROCEDURE

The responsible Executive Staff member must supervise and follow these procedures and assure that the following criteria are met prior to admitting the Client to the Group.

1. An Executive Staff member shall interview parents and child together. At no time during the Intake process shall the child be separated from the parents unless under immediate supervision of Executive Staff.
2. Parent Consent. The Executive Staff member personally interviews the parents to make sure that they agree to admission of the Client in the program and to the family requirements - including Open Meeting and Rap attendance, rules of the program, willingness to accept Newcomers, and the travel rules.
3. Custody. In the case of adopted children, a copy of the adoption papers must be present in the file. In the case of divorce, the custodial parent must present a copy of the divorce and custody papers.
4. Non-Participating Parents. The Executive Staff member must be sure that the non-custodial, non-participating parent be contacted, and sign and submit the form which acknowledges the child's admission to the program and agrees to abide by the rules.
5. The Executive Staff member must check the court status of the child insuring that any court proceedings related to the Client are either complete or can be delayed until appropriate in the treatment process.
6. The Executive Staff member must make a preliminary, tentative determination that the Client has the capacity to enter into the Straight therapeutic program.
7. The Executive Staff member performs the initial evaluation using data from the parents, group, the Intake Coordinator, the Intake Oldcomers, group staff, and the prospective Client. The Executive Staff member confirms the data with the Client and completes the diagnostic evaluation chart finding the Client to be chemically dependent or in imminent danger of becoming dependent.
8. After the initial evaluation is completed and the youngster is determined to be in need of treatment, the Intake will be conducted in accordance with local procedures and State law.
9. The Executive Staff member checks to see that the Intake Oldcomers have explained the program, the Five Phases, the Tools of Personal Change, the Rules for the Clients, the Program Rules for Participants, and the Temporary Home Rules and Regulations. The Executive Staff member should make sure that the Client has received all of the above.
10. The Executive Staff member is responsible for supervising and documenting any "acting out" episodes in the Intake and seeing that the Client goes to the restroom as needed and gets all questions answered as needed.