



## **Program Participant Intake Procedure**

- If the potential program participant is assessed as appropriate for the SFF House, the staff person responsible for admission into the house completes the initial screening.
- Staff will obtain assessment information and verify the program participant's identity with the program participant's state issued identification and social security card. If the program participant does not have identification, staff will assist the program participant to begin the process of acquiring identification.
- Staff will review the house confidentiality policy, ask the program participant to sign the confidentiality agreement and appropriate release of information forms (see Confidentiality Policy).
- New program participants will be informed of the following:
  - Program Participant rights and responsibilities
  - Fee agreement
  - Description of services offered by SFF House.
  - Recovery goals
  - House Rules
  - Recurrence/Relapse policy
  - Curfew
- All documents will be signed and dated by the program participant and staff. The program participant will be given a copy of the signed documents for their further review and reference.
- If the program participant has not had a recent drug screen/breathalyzer, the House Manager will arrange for a urine drug screen, breathalyzer, and/or cheek swab. (This may be done onsite or at an offsite testing facility depending on the expertise and training of the recovery staff.)
- The program participants' personal belongings will be inventoried.
  - Items found that do not support recovery or a safe, home-like, drug and alcohol-free environment will be disposed of.
- Current physical and lab work (including TB test) are required. Staff will confirm that the program participant has set up an appointment with their health care provider or the local health department. Staff will instruct the program participant to either acquire documentation of the physical or lab work or will assist them with filling out the appropriate Release of Information form so that staff may obtain the test results from the referral source.
- The program participant will then be assigned a room if the program participant does not have an opportunity to choose one, be introduced to the other members of the house, and escorted to their room.