



Resident Intake Procedure

- If the potential resident is assessed as appropriate for the F.E.I.S. House, the staff person responsible for admission into the house completes the initial screening.
- Staff obtains assessment information and verifies the resident's identity with the resident's state issued identification and social security card. If the resident does not have identification, staff will assist the resident to begin the process of acquiring identification.
- Staff will review the house confidentiality policy, ask the resident to sign the confidentiality agreement and appropriate release of information forms (see Confidentiality Policy).
- New residents will be informed of the following:
 - Resident rights and responsibilities
 - Fee agreement
 - Description of services offered by the F.E.I.S. house.
 - Recovery goals
 - House Rules
 - Recurrence/Relapse policy
 - Curfew
- All documents will be signed and dated by the resident and staff. The resident will be given a copy of the signed documents for their further review and reference.
- If the resident 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 residents' 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.
- A current physical and lab work (including TB test) will be required. Staff will confirm that the resident has set up an appointment with their health care provider or the local health department. Staff will instruct the resident 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 resident will then be assigned a room if the resident does not have an opportunity to choose one, be introduced to the other members of the house, and escorted to their room.