



# Intake Process

The intake process begins by scheduling an Intake Phone Screening with our intake coordinator. During the screening you may have an ASAM assessment and/or review your insurance prior authorization if you will be paying for treatment via an insurance company. Following the phone screen she will email forms outlining:

- Must bring to the intake appointment (e.g. assessments, prescribed medications, etc.)
- Must not bring (e.g. sleep medications)
- Required medical clearance forms

The intake process typically takes between 2 and 3 hours. It is very important that you be on-time because we often have multiple intakes a day.

At the time of intake, the individual must be cleared of benzodiazepines, opioids, and alcohol. The only exception are medications used for withdrawal management or medication assisted treatment. 5 Door Recovery is not a detox facility. When a client arrives, who is not clear of substance, we direct them to an emergency room or detox facility until their UA test indicates they are clear.

## **Our intake coordinator may request one or more of these:**

- An **ASAM** (American Society of Addiction Medicine) Multidimensional Assessment completed within the past week or completed with our intake coordinator via phone **prior to** admission.
- A **CIWAA** (Clinical Institute Withdrawal Assessment for Alcohol) for applicants who use alcohol completed within 24 – 48 hours of admission with an indicating score of less than 10 (mild withdrawal symptoms)
- A **COWS** (Clinical Opiate Withdrawal Scale) for applicants who use opiates completed within 24-48 hours of admission, indicating a score of less than 12 (mild withdrawal symptoms)
- **A statement from a physician, nurse practitioner, or physician assistant** confirming health status, free from communicable diseases and medication compliant, including a list of current medications prescribed to the applicant.
- For applicants diagnosed with co-occurring disorders and/or who have been prescribed psychiatric medications, a **statement from a psychiatrist or licensed mental health professional including verification the applicant has been taking psychiatric medication** as prescribed or is willing to take medication as prescribed and a list of medications currently prescribed.
- **Written authorization of payment** for services if applicant is referred from a county agency, other social service providers, or insurance company.
- **List of all prescribed medications** including name of medication, dosage, frequency, purpose.
  - Ideally a 30-day supply

### **During the intake process we administer**

- **ACE evaluation** (Adverse Childhood Experience) to understand their history.
- **Columbia Suicide Severity Screen** – suicidal ideation and behavior rating scale
- **BioPsychoSocial** – A thorough biopsychosocial evaluation to understand what in their medical, mental health and/or social background affects their addiction.
- **Medical Case Management** – For clients without insurance we help them apply for BadgerCare, plan their medication regimen and if need be secure a primary physician.
- **Nurse** – Evaluates their medical condition prior to treatment, including TB testing. During treatment the nurse monitors clients' conditions such as diabetes, liver problems, blood pressure, COPD. And, helps them manage physical problems related to their addiction.
- **Breathalyzer and UA** during the intake process.