



Intake Checklist & Information

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School District 70 (Alberni)

Please Give a Copy of this Completed Form to your Clients

Intake Checklist & Information

Section 1 of 4 - (Please complete this checklist with each client aged 12 and older. Then submit it to KFDC.)

Intake Procedure

- Please ensure that all Assessment / Referral Applications, medicals, TB Tests for all adult family members are completed before sending the package to Kackaamin. Intake priority is based on the date that we receive a completed package.
- Please fax or mail the original Application Package.
- Once the complete application for treatment is received and the clients meet the admission criteria, the Intake Coordinator will contact the referral worker / counsellor by letter to verify client's admission. An intake date will be confirmed in writing in a 'confirmation package'.
- I understand the importance of informing Kackaamin (in writing) of any pertinent information not included in the original application and assessment (i.e. most recent medical concerns, legal issues, MCFD situations and children in care etc.)

Admission Criteria

- All clients must have a minimum 3 weeks of abstinence from any previously misused substance and a strong desire to remain clean and sober. A drug test will be done when the client arrives for treatment.
- As preparation for treatment, Adult Clients are required to attend a minimum of six - 1 hour pre-treatment counselling or other support sessions and Youth 12+ should have a minimum of three – 1 hour counselling or other support sessions.
- In order to qualify for treatment, Adult family members (one or both) must have had a problem with alcohol or drugs. Extended family members are encouraged to attend treatment.

Adult Client Initial

Referral worker Initial

- Family must be free from any obligations that will require an absence from KFDC (i.e. court appearances, Medical appointments, MCFD or DAA appointments, Big House ceremony attendance etc.
- All clients are to have an after-care plan in place before arriving for treatment.
- The referral worker/counsellor should maintain regular pre/post-treatment contact with clients.
- Client Family must be physically and mentally able to participate in our rigorous counselling, workshop and group schedule.
- KFDC does not accept clients with a history of sexual assault as we do not provide treatment for sexual offenders.
- KFDC is not obligated to accept a person who has been court ordered to attend our program.
- The client family is responsible for their return travel if they leave or are discharged from treatment early.
- Families must arrive on Intake Day between 12pm-4pm.

Assessment and Referral Applications completed and submitted for:

- Adults (18 years and older)
- Youth (10 to 17 years)
- Toddler (5 to 9 years)
- Infant (Newborn to 4 years)

Pre-Admission Medical Criteria

- Client must not require detox.
- The pre-admission medical info is completed and signed by the attending Physician / RN / CHN prior to Admission.
- All adult clients must have a completed TB test or Chest X-ray prior to admission. Results of this exam must be sent to Kackaamin prior to admission.
- Clients cannot require constant or excessive medical care. Kackaamin does not have any medical staff onsite.

Adult Client Initial

Referral worker Initial

- Client must not be more than 13 weeks pregnant upon entering treatment.
- All communicable diseases are under control, managed or in remission.
- Clients must have a valid Personal Health Care Number and Status Number.

Medical examination and Immunization records completed and submitted for:

- Adults (18 years and older)
- Youth (10 to 17 years) Immunization records only. *Unless otherwise expressed by the Intake Worker*
- Children (Newborn to 9 years) Immunization records only.

(Children and youth that are at risk of having a communicable disease or have been in care require a complete medical examination)

Legal Documentation: (If Applicable)

- KFDC must have written approval from the parent(s) or guardian(s) of child(ren) that do not permanently reside with the family or parents that they are attending Kackaamin with.
- Any applicable Court orders regarding children and youth *(Supervision orders and other documentation from all Ministries must be attached.re: visitation, early discharge etc.)*
- A current copy of any Probation or parole orders for any clients attending treatment *(Youth or adult)*
- We confirm that the clients do not have any scheduled court appearances or other appointments during the six week session.

Section 2 of 4 – (to be reviewed by all clients 12+ with their parent and referral worker)

These items are removed during the admission bag check and will be kept in KFDC for safekeeping:

- Electronics of any kind. Cell phones, electronic games, laptops, handheld computers, tablets, iPod etc
 - Including chargers
 - Not including clock radios, cameras, stereos

Adult Client Initial

Referral worker Initial

- All medications will be removed and logged into the medication log and kept in the Med Room for safe keeping and distribution. Children's medications will be returned to the parent once they have been logged.
 - Over the counter and all naturopathic products will be removed
- Any product with alcohol, ie: mouthwash
- Weapons of any kind, real or imagined.
 - ie: Toy guns, swords, bow and arrows, slingshots, knives
- Any food/juice product with a sugar content of 19 grams or higher is not recommended. If families come with these products we will allow them for the first week, however we are asking that they do not buy those products after Week 1. We will keep these products in our freezer or in food storage and return the products to them when they go home. This does not include bulk sugar or baking products.
- Chips and Cheezies are not recommended, however we allow baked chips and healthy snack choices.
- Sunflower seeds in the shells are not permitted, but the seed only sunflower is allowed.
- We ask that everyone refrains from gum as we find it all over the property.
- We will remove pop and chocolate bars and these will be stored until the end of the session.
- Nail polish and nail polish remover
 - client that are 14+ only and it must be kept out of reach and it must be acetone free remover
- Markers, felts, paint, permanent glue, glitter, stickers
 - Not including crayons or children's washable markers
- Laundry soap, fabric softener, dryer sheets
- Baseball bats, skateboards, bicycles, skipping ropes
- Candles
- Music with a parental advisory. (*Foul or disrespectful language or messages*)

Adult Client Initial

Referral worker Initial



N.B. Random as well as scheduled Drug testing, Personal belonging and unit checks will occur throughout the session.

Health and Safety

Each of my client(s) are aware and will be respectful and accountable for their actions and behaviors while at Kackaamin including the following:

- We have a zero tolerance to violence. Violence includes physical, verbal and emotional abuse.
- We ask that all KFDC property be respected and that any destructive mischief or theft is not tolerated.
- Violence of any kind is abuse and is a reportable offence and may result in early discharge.
- Violence of any kind; destruction or damage to KFDC property may result in early discharge.

An Emergency Response Plan is in effect at KFDC and clients are assigned duties for this protocol. Further explanation will occur at the Client Safety Orientation.

Medication Management at KFDC

All medications are required to be turned in, logged and distributed under the supervision of a KFDC team member.

Meds are dispensed according to Physician orders and KFDC policy on Medication Management. Children's meds are returned to parents once they are logged.

Telephone Calls

In the first two weeks of the program there are no calls permitted. After two weeks clients can make calls after the daily session ends at 4:00 pm.

Clients need to bring calling cards, phone cards, etc.

Visitors

Visitors are only permitted to attend the Closing Ceremony on Graduation day. They must be invited by one of the clients and they must adhere to KFDC regulations regarding

Adult Client Initial

Referral worker Initial

ceremony schedule and childcare. This is also explained during the last week of treatment.

Visitors for the above ceremony are not permitted to stay overnight at any time.

Visitation of any kind is not permitted throughout the rest of the session.

Schedule

Upon arrival, the clients are informed of the daily schedule and guidelines during the Client Safety Orientation.

Section 3 of 4 – (to be reviewed by the referral worker and adult clients)

Funding

Eligible Clients are Status First Nation People and Recognized Inuit.

Non-status and Métis clients who are currently receiving income assistance are eligible for user fee funding through the Ministry of Employment and Income Assistance. Confirmation of user fee funding must be in place prior to confirmation at KFDC.

Travel arrangements made ***to and from*** Kackaamin must be provided by the Referral Agency, band or other source. Travel moneys are usually supplied by the subsidy funding source and travel arrangements are to be coordinated with the Referring Agency. Kackaamin Family Development Centre does not pay for client travel. If a family leaves before the session ends or if they are discharged, arrangements must be made by the referring agency.

The referral worker must apply for all Nuu-chah-nulth Tribal members' funding through the NTC Office. *(Please note that funding must be secured before an Intake Date will be confirmed).*

For further information please contact our Intake Department.

Funding for Groceries and Travel Arrangements:

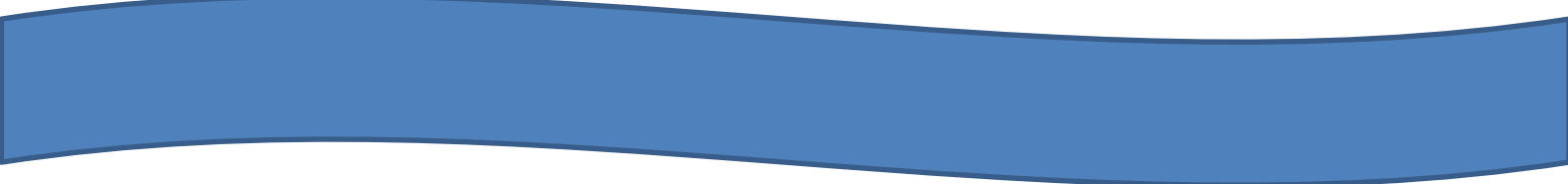
Kackaamin does not provide meals for its clients. Therefore, families are required to cook their own meals in their units.

Living and grocery allowances have been confirmed with KFDC. *(Clients are responsible for shopping for their own groceries for their family while at Kackaamin).*

Before an Intake date will be confirmed, Kackaamin Family Development Centre requires signed documentation to verify that the client has been provided with sufficient funds for

Adult Client Initial

Referral worker Initial



purchasing groceries during their six-week treatment session. Kackaamin ***does not*** provide grocery money for families.

FNHA or Health Canada - Medical Services Branch is not responsible for providing grocery money for clients.

KFDC recommends the following amounts for groceries and personal items:

- \$ 150 - \$ 175 a week for a 1-2 parent family with 1 child
- \$ 175 - \$ 200 a week for a 1-2 parent family with 2 children
- \$ 200 - \$ 250 a week for a 1-2 parent family with 3 children
- \$ 250 - \$ 300 a week for a 1-2 parent family with 4 or more children

Extra funding should be given for babies and toddlers; for diapers and/or formula

Cheques issued for client's grocery money should be payable to Kackaamin, as we can administer their grocery money on a weekly basis. Clients are responsible for having the first weeks' worth of groceries with them on Intake Day. For clients arriving by bus on Intake Day, shopping for their first week of groceries can be done at our local Grocery stores upon their arrival in Port Alberni.

The Intake Workers will do follow up prior to intake date.

Adult Client Initial

Referral worker Initial

Section 4 of 4 - (to be used by all adult clients)

Please bring the following items to Kackaamin Family Development Centre:

Identification Required

- Status Card
- Medical Cards
- Bank Card
- Picture ID

Personal items

- Hand Soap
- Shampoo
- Toothbrush and Toothpaste
- Feminine Hygiene Products
- Baby Diapers, Formula, Bottles, etc...
- First Aid Supplies (*e.g. Band-Aids, ointments*)
- Your personal medication (*to be checked in with Kackaamin staff upon arrival*)

Hobbies and Interests

- Drum / Craving tools
- Swim Suits / Novels
- Beading Material
- Arts and Crafts Supplies / Board Games

Towels

- Dish and Tea Towels
- Facecloths, Hand and Bath Towels

Cleaning Supplies

- Tissue
- Dish Soap
- All Purpose Cleaner
- Garbage Bags
- Disinfecting wipes (Lysol etc)

Kitchen Supplies /Food/Staples

- Spices, Flour and Sugar
- Coffee and Tea
- Salt and Pepper
- Staple goods (*e.g. milk, cereal, bread, etc.*)

N.B. We suggest that you bring one full week's worth of groceries with you on intake day

Extras

- Rain Gear and Warm Jacket
- Slippers
- Inside Running shoes and sneakers for the gym
- Alarm Clock / Clock Radio
- Camera and Film
- Swim Suits
- Flash light
- Journaling Paper, envelopes and stamps

Adult Client Initial

Referral worker Initial

If you are travelling to Kackaamin in your personal vehicle: Please be advised that your keys will be left with reception upon admission to the program. You will not be permitted to use your vehicle for the duration of the program.

Please remember that KFDC will be your home for 6 weeks. You will be more comfortable here if you bring many of the everyday items that you use in your own home. (Other than the prohibited items)

Everyday Items that KFDC supplies

- Tea Kettle
- Cook ware
- Baking pans and utensils
- Coffee pot
- Dishes (*plates, bowls and cups /glasses*) and cutlery)
- Bed linen and pillow
- Laundry soap and dryer sheets (*scent free*)

Please ensure that you have attended to the following appointments before coming to Kackaamin.

- Doctor Appointments Orthodontic Appointments
- Ultrasound and X-ray Appointments Optometrist (eye) Appointments
- Dentist Appointments Chiropractic Treatment
- Banking

N.B. We respectfully ask clients to participate in our Family Program by agreeing to follow the guidelines we have.

Adult Client Signature

Date

Referral Worker Signature

Date

Adult Client Initial

Referral worker Initial