



Referral Agent Checklist

The following checklist is a resource for referral agents planning to refer their clients to our Inpatient Program. Please send back the checklist to the Intake Coordinator, with client's signature attached.

- All referrals must include a completed Medical Form with client COVID-19 testing results and a Primary Assessment.
- Information to include in the referral package:
 - Presenting problem/s
 - Drug of choice and substance use history
 - Physical health history
 - Current medications
 - Mental health history and suicide screen
 - Current legal involvement and any relevant conditions
 - Family and social life
 - Spiritual/cultural needs
 - Reason client is requesting Inpatient treatment/motivation
 - Client strengths and supports
 - Initial treatment plan
 - Any other relevant information pertaining to the clients treatment stay
- The *Preparing for Your Treatment Stay* resource contains general information to help prepare clients for their treatment stay. It is essential that this resource is provided to clients who will be attending our Inpatient Program so they are aware of the expectations of treatment.
- All medications must be bubble packed with enough medication supply for the duration of their treatment. All medication brought in to treatment must match and be identified on the medical sheet.
- Clients receiving Methadone need to have their prescription transferred to the appropriate pharmacy prior to entering treatment (**Saskatoon Centre** – Rexall Drug Store, 1530 20th Street West; **Prince Albert Centre** – Medi-Centre Pharmacy, 2685 2nd Avenue West; **Regina Centre** – College Avenue Drugs, 636 College Avenue).
- Clients are responsible for their own transportation to and from treatment.
- All business, financial, legal and family matters must be arranged before entering treatment.

Client Signature

Client Name (Print)

Referral Agent Signature

Date