



FAMILY SERVICE &  
GUIDANCE CENTER

**Admission Referral to Crisis Resolution Program or Overnight Respite Care  
Out of Catchment Area**

**Requesting (Check One)**     **Overnight Respite Care (Must be on the SED Waiver)**

**Crisis Resolution Program**

**Policy Statement:**

FSGC may provide Crisis Intervention, Attendant Care, Psychosocial services, Individual Therapy, Evaluation, and Respite Care Services in the CRP / Overnight Respite Care Program.

Length of stay in the program is generally brief and determined by medical necessity, billing limitations for crisis and respite care services, and local health department regulations.

This is a community-based service and it should be understood that part of the client’s treatment will occur in the community, under staff supervision.

**Appropriate Referrals Criteria**

Client is between the ages of 5 and 17 years
Client who has a primary mental health diagnosis could benefit from the identified service.
Client is not currently under the influence of or withdrawing from illegal substances.
Client does not require any immediate medical treatment.
Client does not have any history of inappropriate sexual behaviors.
Client does not have any history to run from the facility.
Client is able to complete Activities of Daily Living (ADL’s) without assistance.
Client does not require medical intervention / treatment that is beyond the scope of staff’s training or credentials.

\*\* Due to having little to no history on the clients: Communication with admitting clinician or providers from another CMHC referral source is to assist in determining qualifications of the client. If the clinician feels the client is acutely suicidal, homicidal, or has other concerns about maintaining at the Lane Facility their judgment will be trusted in referring elsewhere (i.e. hospitalization)

\_\_\_\_\_  
**Referring CMHC Signature**

\_\_\_\_\_  
**FSGC Signature**

**Parent / Legal Guardian – Review and Complete Page 2.**

**Conditions**

If a child is taking prescription medications, they must be provided in the original, correctly labeled container with clear dosing information and releases signed giving permission for the client to self-administer their medications under staff supervision. Bottles will contain only the amount of medication needed for the child’s stay at CRP / Overnight Respite Care Center. Medication will not be delivered to schools by FSGC staff or clients for the purpose of dispensing.

Children will only be allowed contact with those individuals approved by the parent or guardian and who are found to be helpful in the treatment process by FSGC. Clients may only call and receive calls from providers and family members.

**Procedures:**

Children will be re-evaluated by a clinician during their stay at CRP / Overnight Respite Care Center to determine if the child continues to meet medical necessity. If a child has stabilized and is no longer in need of the CRP / Overnight Respite Care program, the child may be discharged to the parent prior to the day and time estimated.

The referring mental health center arranges transportation to and from FSGC. No form of corporal punishment shall be used as a means of discipline. No child will be left unattended/unsupervised while in the facility. Children may be restrained as a last resort if deemed necessary to protect them or others from harm using the Managing Aggressive Behavior techniques.

Children who have been admitted to the program and subsequently present with dangerous behaviors, present a risk to themselves or others or attempt to leave the program may be discharged and returned to their parents, referred for acute psychiatric hospitalization or referred to law enforcement officials.

No electronic devices such as iPod, MP3 players, cell phones or video games will be allowed. A child will not be admitted with items of value as they risk being lost, stolen or broken. FSGC will not be responsible for any items lost, stolen, or broken. Children are allowed to bring personal belongings to the program to include clothing, personal hygiene items, and security/comforting items such as a pillow/blanket or stuffed animals. All items will be recorded and checked upon admission and discharge. Child and belongings are subject to an electronic search using a metal detector.

The following hygiene products shall be provided if needed: shampoo, toothpaste, toothbrush and soap. The following items will also be provided and used at staff discretion unless otherwise directed: bug spray and sunscreen for outdoor activities, antibiotic cream and peroxide for first aid. Clients are required to bathe & perform personal hygiene tasks daily during their stay.

**Fees:**

With the exception of SED Waiver Medicaid services, services for clients that have Medicaid only coverage will be billed to Medicaid. Services provided to Clients with No Coverage, Insurance, Insurance with Medicaid, and SED Waiver services will be billed to the referring CMHC.

We agree to adhere to these conditions and procedures.

\_\_\_\_\_  
**Client Name (Print)**

\_\_\_\_\_  
**Parent / Legal Guardian Name (Print)**

\_\_\_\_\_  
**Signature of Child**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Contact Phone #**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**COMPLETE THIS FORM AND FORWARD TO FSGC CRISIS ALONG WITH:**

- ✓ **Screening** (If Applicable)
- ✓ **Treatment Plan or SED Waiver Plan of Care**
- ✓ **Use and Disclosure**

**Once received, FSGC will contact you for review and admission determination. If approved for admission,** you may complete the additional Admission Forms on our website to expedite the process.