



# Referral Agent Checklist

The following checklist is a resource for referral agents planning to refer their clients to our Inpatient Program. Please do not return this checklist to us:

- All referrals must include a completed Medical Form and Primary Assessment.
- Helpful 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 helpful if the *Preparing for Your Treatment Stay* resource is provided to clients planning to attend our Inpatient Program.
- All medications must be bubble packed with a twenty eight (28) day supply.
- 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 - College Ave 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.