



Referral Checklist

This is a resource for any Referral Agent who is considering referring a client to our Inpatient Program. The following documents are required for a successful referral:

- ☐ A Provincial Primary Assessment
 - Please provide as much detail as possible for each section.
 - Please do not leave any sections from 1-12 blank.
 - Please use the electronic PDF form as we do not accept hand-written applications.
 - Note that this document must be filled out by a professional as we do not accept self-referrals.
 - Please see the Provincial Primary Assessment Guide on our website for more details.
- ☐ An up-to-date medical which clearly indicates any existing physical or mental health concerns and all medications which the client intends to bring into treatment.
 - Please note that medicals expire after 30 days.
 - If any changes to medication occur, a new medical will be required, no exceptions.
 - **All medication must be bubble-packed.**
 - **Over-the-counter medication will not be accepted unless it is doctor prescribed**
- ☐ COVID-19 rapid test is encouraged prior to arrival for intake
 - The Intake Coordinator will complete a rapid test upon intake
 - If the test is positive, the client will be asked to leave and arrange treatment at a later date
- ☐ If your client has current Probation Orders, Parole Orders, a Conditional Sentence Order, is on Reintegration Leave, etc., a copy of the legal documents must be provided prior to treatment date.
- ☐ If your client has identified any self-harm behaviour in the past 6 months, a clearance letter from a **mental health professional** is mandatory.

If you have any further questions, please do not hesitate to call any of our centers:

Saskatoon: 306-652-8951 or 1-877-652-8951

Regina: 306-522-3681 or 1-866-815-6515

Prince Albert: 306-953-8250 or 1-866-722-2155

Please **do not** return this checklist to us, as it is for your own reference.