



Conexiones CSS Referral Application

Required Documentation Must Accompany Your Completed Application:

Fax Required Documentation To:

1. PsychSocial Assessment from a Treatment Facility
2. Current Medication List
3. TB Assessment

Attention To: Intake Coordinator
Fax Number: 978-710-7872
Email: CSSintake@casaesperanza.org

Today's Date:	
Referral Source:	
Contact Name of Referral Source:	
Contact Phone Number:	
Has Client Been Admitted To This Program Before? Yes No	If yes, What was the date of admission?

Client Information:					
Client First Name:	Middle Name:		Last Name:		
Date of Birth:	SS#:				
Insurance Provider:					
Insurance Policy Number:					
Primary Language:					
Massachusetts Resident?	Yes	No	Veteran?	Yes	No
Housing:	--	Homeless	--	Permanent Residence	
Last Permanent Address:					
Is client pregnant?	Yes	If Yes, How far along?		No	
Does Client Have a Picture ID?	Yes	No			

Legal Status:

Probation Parole Incarcerated

Specify if any are checked and include the following: Charges, Length of Status, Jurisdiction, and conditions.

Cases Pending: Yes No If yes, Explain

Outstanding Warrants: Yes No If yes, Explain

Substance Use:

Diagnosis: _____ History: - List in order drug of choice.

Drug	Last Use	Frequency of Use	Amount Used	Method of Use

Medical:

Diagnosis:

History:

Acute Medical Needs	Yes	No	If Yes, Explain	
Disabilities	Yes	No	If Yes, Explain	
Contacts	Name		City/Town	Last Contact
Primary Care				
Therapist				
Psychiatrist				

Scheduled Appointments (Medical, Court, etc.)

TYPE APPOINTMENT	DATE/TIME	LOCATION

Mental

Health:

Diagnosis:

History:

Previous Psych Hospitalization Yes No If Yes, Explain:

Psychosis Yes No If Yes, Explain:

Suicidal Ideation Yes No If Yes, Explain:

Homicidal Ideation Yes No If Yes, Explain:

Harm to self or others Yes No If Yes, Explain:

Trauma Yes No If Yes, Explain:

Eating Disorder Yes No If Yes, Explain:

Program Rules and Client Expectations

1. Dress Code

- a. All clients are expected to be washed and ready for the day by breakfast unless excused by a nurse.
- b. Appropriate attire must be worn at all times. No muscle shirts, miniskirts, or shirts that show midriffs. Shoes or slippers must be worn at all times. No attire displaying drugs, crime, sex, violent or gang related content. No hats, hoodies, or sunglasses are allowed in the building. No sagging pants, especially as this may be considered sexual harassment.
- c. No dangerous jewelry that can be used as weapons.

2. Language and Behavior

- a. Language and behavior should be respectful at all times to all staff, clients and visitors. No verbal abuse, swearing or sexual harassment of any kind is permitted.
- b. Threats or acts of violence toward any client, staff or visitor will not be tolerated. This includes any direct or indirect threat of physical harm. Any such acts will result in immediate discharge from the program.
- c. Any willful acts of destruction/ theft of property on or off the property will not be tolerated and will result in discharge. Gang type signs and or behavior may be considered threats of violence.
- d. Any unwanted physical contact could be grounds for discharge.

3. Food/ Drinks

- a. Clients are provided 3 meals a day and snacks.
- b. Clients are expected to be on time for meals. Meals can only be eaten in the dining room unless otherwise directed by staff.
- c. **Snacks are not allowed in the bedrooms.** Snacks are to be taken and eaten in the dining room. THERE ARE NO SNACKS OR DRINKS OTHER THAN WATER IN RECREATION AND QUIET ROOMS. The only exception is Movie Night when snacks are allowed, and only if staff and clients help clean up.

4. Clients Rooms

- a. Overnight staff will do a safety check a minimum of once an hour.
- b. Client rooms will be checked for cleanliness and order. Client's rooms and appearance directly reflect their recovery.
- c. Rooms will also be checked for belongings to ensure it does not exceed the limit of belongings allowed. Excess items will be held until you are discharged from the program or you will be required to have a friend or family member pick up your items.
- d. Clients are not allowed in other clients' rooms or on other clients' beds. Sexual or threatening language and contact is not permitted.
- e. Nothing is to be taped or tacked to the walls. This is considered destruction of property.
- f. Clients are not allowed to have pornography or things staff might consider porn.

5. Wake up & Bed time

- a. Wake-up is 6:00am daily.
- b. Clients are to be fully dressed and ready for the day by 7:00am.
- c. Curfew for all clients is 10:30 pm every night except Movie Night where they may stay up until 12 midnight. Third shift staff will give warnings to anyone found out of bed.

6. **Personal belongings**
 - a. Clients will not share or lend ANY personal items with other clients.
 - b. Belongings may include, but is not limited to the following items: money, bank cards, clothes, razors, toothbrushes, deodorant, chap sticks, cups, utensils, etc. This is for your safety.
 - c. The program is not responsible for any items brought into the program. We will not pay for or replace stolen items. This includes luggage.
7. **Nightly Room Safety Checks**
 - a. Staff will check rooms routinely and randomly for safety.
 - b. Staff will knock lightly, announce quietly that they are staff, and then enter to complete the check.
 - c. Clients must sleep in their own bed- not in the living room.
8. **Groups and Counseling/ Case Management Sessions**
 - a. Attendance at groups is required. It is suggested clients come 5 minutes early so you are ready for the start of group. Clients are expected to verbally participate.
 - b. No food or drink is allowed in group.
 - c. If excused from group by a nurse, no TV or phone is allowed.
 - d. Please attend to bathroom needs before group to prevent disruptions to the group.
9. **Clients are not to sit or lie on floors, lie on couches, or put feet on furniture.**
 - a. The only exception is Movie Night when clients are allowed to bring pillows and blankets and lie on the floor in the living room, provided staff and clients clean the room after the movie is finished.
 - b. Clients are not to bring pillows and blankets into the lounge- if they need to lie down they should go into their rooms. The only exception will be "**movie night**" then the clients are allowed to bring pillows and blankets and lie on floors -not on furniture.
10. **Drop offs**
 - a. Clients must speak with their case manager or counselor for drop off requests.
 - b. Clients may receive drop-offs between the hours of 10:00am and 6:30pm.
 - c. All drop-offs must be scheduled ahead of time through the client's counselor or case manager.
 - d. All drop-offs must be approved by the Program or Clinical Director
 - e. Clients may only have 5 tops, 5 bottoms, 2 pair of shoes, and basic toiletries. Staff will NOT accept excessive amounts of clothes in a drop off. Items not listed on the form would not be accepted.
 - f. Unapproved drop-offs may result in family/ supports being told the client may not receive the package. All items must be checked by staff
 - g. All bottles and boxes that are part of the drop-off must be brand new and sealed. Open packages or bottles (i.e. open shampoo or lotion bottles) will not be accepted.
 - h. All excess clothing and other client belongings will be stored (at the client's risk) in a locked storage area. The program does not permit access to items locked in storage following admission.
 - i. The program is not responsible for any belongings.

11. Recreation time / Free time

- a. Clients may play board games, cards, outside walks with staff when weather permits, or spend time resting in their room.
- b. **Phone Use:** New admits will be given access to one call from the front desk at admission to arrange any drop-offs of basic and limited items and to let family know they are in treatment. Calls may be made in case of emergencies. Please limit your phone calls so others have a chance to use it all well.
- c. Gambling is not allowed.
- d. Clients are only allowed off-unit when they have specific permission and are with a staff person.
- e. TV is not allowed during group times. TV programs allowed are at staff discretion.
- f. TV/Lights out by 11:00PM and clients are expected to go to bed.

12. iPod / MP3 players and other electronics

- a. Radios, iPods, MP3 players, cellphones, tablets, computers or other electronics are not allowed in the facility.

13. Medication

- a. All medication - whether Rx (prescribed) or OTC (over-the-counter) must be kept in the Medication Rooms.
- b. No creatine, protein or weight gain powder etc. are allowed in the program.
- c. During medication times clients are to sit and wait their turn in chairs provided.
- d. The only medication clients may have in their possession are emergency medication such as inhalers for asthma/ COPD or epi-pens.

14. Bed Rest/ Illness

- a. Clients placed on bed rest must be approved by the Nurse and/or the client's clinician if the nurse is unavailable.
- b. Bed rest requires that the client remain in their room
- c. The client **may be required to wear a mask when leaving their room.**
- d. Any client requiring more than a day or two of rest in a month is not considered medically stable and will need to leave the program to address the health related issues. They may reapply to the program at a later date.
- e. The client may get up for meal times, and may be allowed to have a fresh air break *only* after meals.

15. No Smoking on campus

- a. We are a non-smoking program. There is no smoking in the program or on the Tewksbury Hospital campus.

24. Evacuation

- a. In case the building needs to be evacuated please follow staff direction. Please take note of emergency exits in the building or ask if unsure. Signs are also posted on the unit.
- b. See the "Emergency Evacuation" Policy

25. Possession or use of illicit drugs, alcohol, weapons or contraband

- a. The use of alcohol or other drugs on or off the property while in treatment will result in discharge from the program. All prescribed or over the counter medication must be approved and administered by the staff.
- b. Attempts to obtain any prescription medication without the staffs approval will result in discharge. Trading or offering prescribed medications to another client will be considered a "drug transaction" and will result in discharge.
- c. Any possession, use or attempt to use any form or perceived form of a weapon against any client, staff or visitor will result in discharge from the program.
- d. See the "Possession of Drugs or Illegal Substances" Policy.

26. Disciplinary warnings and Behavior Contracts

- a. Our goal is to see Clients complete treatment and move on to the next level of care. Therefore, staff will bring clients to our team meeting for interventions as needed to help them work through any issues that may be causing them to struggle with treatment.
- b. Clients not following the "Program Guidelines" may result in the following: warnings, a behavior contract or discharge from the program.
- c. For first time offense or lesser offenses, the consequence is generally a warning.
- d. Clients receiving 3 warnings for the same behavior will be asked to leave the program.
- e. Staff reserves the right to revoke privileges, such as losing phone (if for example the client attempts to have drugs brought in) or fresh air break privileges (if the client is inappropriate during the breaks).
- f. After the second warning a client is placed on a **behavior contract**. Clients may also go directly to behavior contract for serious infractions such as serious disrespect of staff or other client.
- g. Clients who get a behavior contract and then continue the same behavior will be asked to leave the program.
- h. Clients who are involved in the **legal system - staff will notify their probation or parole** officer.

Thank you for respecting the Program Guidelines. Please note that in order to keep the program safe for everyone, clients will be administratively discharged for drug possession, verbal or physical fighting, sexual harassment, sexual activity, stealing, smoking and disregarding staff direction. Our staff is legally allowed to report anyone to the police who commits a crime on the unit including threats of violence to property or persons.