

HOSPITALITY HOUSE REFERRAL PROCEDURE

1. Referrals to Hospitality House (HH) can be made from the following sources:
 - a. Terrell State Hospital
 - b. MHMR Centers; Community Care Coordinators (CCC) or Liaison Workers
 - c. Family members
2. Consumers who are referred need to be hospitalized at the time of referral, or stable behaviorally and mentally (or at baseline).
3. Referrals are given to the HH Service Coordinator or Social Worker.
4. If a consumer is accepted and an open bed is not available, then that consumer will be placed on a waiting list.
5. If a waiting list exists, it will be updated on a regular basis.
6. The following information is needed when referrals are made:
 - a. Name
 - b. Date of birth
 - c. County of residence
 - d. TSH Social Worker or community contact
 - e. Family correspondent
 - f. Social Security number
 - g. Race and sex
 - h. Marital and legal status
 - i. Physical and mental diagnoses; statuses
 - j. Insurance information
 - k. Treatment history
 - l. Social history
 - m. Daily notes/description of daily behavior
 - n. Current psychiatric evaluation
 - o. Current lab work
 - p. Current physical status
 - q. Allergies
 - r. Legal status and history
7. The following criteria will be used to determine eligibility for placement in HH:
 - a. The consumer does not require nursing care which prohibits program participation.
 - b. There are no legal limitations which would interfere with participation in our program.
 - c. History of repeated hospitalizations or long term care.
 - d. Inability to care for personal health, hygiene, finances, employment, or compliance to treatment.
 - e. Is between the ages of 18-70.
 - f. Has the potential to respond to a token economy program.
 - g. Has the potential to function within the HH physical program.
 - h. Is not dangerous to self, others, or property.
 - i. Is not an elopement risk.
 - j. If on parole or probation, we would need written authorization for placement from the individual's parole or probation officer.
 - k. If the consumer's referral packet is incomplete or missing important information, then the admission will not proceed until this is corrected.
 - l. If mentally retarded, be approved for placement at HH by consumer's MRAs and LRMHMR, has a mental illness, and meets the same criteria as other referrals. If the person

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- has mental retardation without a mental illness, that person is not appropriate for our program.
- m. Is willing to reside at HH voluntarily and sign a residential agreement.
 - n. Is ambulatory.
 - o. Is approved for placement by the HH Treatment Team
 - p. If the person has a guardian, then the guardian is in agreement with placement and signs the consent to reside here.
 - q. Those who smoke understand that there are 6 designated smoke breaks during the day.
 - r. No one will be accepted on a time-limited basis; they need to understand that coming here involves a commitment to try and complete the program.
8. Entitlement; benefits; insurance
- a. If the referral is on disability, this person must also be eligible for Medicare
 - b. If the referral does not have any benefits, then a copy of the Social Security determination for benefits must accompany the application for admission
9. We do not accept acute cases.
10. Once a referral packet is complete:
- a. It will be routed to members of our Treatment Team for review and comment
 - b. The packet will reviewed by our psychiatrist (who comes weekly)
11. Everyone needs to understand that consumers have a right to choose their own relationships, may pursue their relationships in private if both parties are consenting adults, and we can not prevent sexual encounters.
12. Consensual sexual activity is a right of voluntary consumers; further, as a non-secured facility with very limited requirements on visual contact, we cannot and do not guaranty that any resident will refrain from sexual activity. Therefore, Hospitality House is an inappropriate placement for any consumer directed by a guardian who desires that their ward have a limitation on sexual activity.
13. Once a consumer is approved for placement, the consumer will be invited to visit HH. This visit is helpful in allowing the consumer to render an informed consent about their admission to HH, and for us to obtain additional information if needed. Pre-placement visitation is recommended and may occur at any time during the referral process.
14. Both the consumer and primary correspondent need to be advised that we will apply to become payee for any entitlements the consumer receives. \$60.00 a month will go into a trust fund which is managed by the facility.
15. The following will need to be provided in order to insure a smooth transfer to HH:
- a. Notification and input provided by the consumer's family.
 - b. If applicable, guardianship paperwork.
 - c. A physical exam within 10 days of admission to HH.
 - d. A 30 day furlough, if the person is coming for an acute care/hospital setting.
 - e. A contingency plan in the event the admission does not work out.
 - f. Consumers agree to follow the rules of the facility and this is a part of their furlough plan.
 - g. A provision of a 2-4 week supply of medication.
 - h. Spending money.
 - i. Clothes.
 - j. Indication of any status changes in health, mental status, legal issues, or behavior.
 - k. Indication/record of allergies, special needs, problems, or diet.
 - l. Any consumer with a history of IV drug use or promiscuous sexual behavior, will need to have a Hepatitis panel and a HIV tests done with the results known before they are allowed admission to our facility.

16. Consumers, family members, or guardians should agree that when discharge criteria has been met or a consumer signs a 72 hour discharge notice, that the consumer be returned to their original county of residence unless other arrangements have been made.

17. No transfer will occur until final authorization has been obtained from the Lakes Regional S-O MHMR Center's contract manager.

Authorized and Unauthorized Personal Items:

Authorized	Unauthorized
1 radio	items made of glass
14 shirts	knives/weapons
12 pants	letter openers
14 panties/underwear	over the counter medications
2 pair of shoes	food items
1 pair of house shoes	pots/pans
1 light jacket	dishes
1 heavy jacket/coat	expensive jewelry
books or magazines	pins/needles
5 nightgowns	any chemicals
1 housecoat	bicycles
plastic bottles of perfume/aftershave	cars
belts/suspenders	sewing machines
plastic sun glasses	electric heaters, blankets, appliances
inexpensive watches/jewelry	toothbrushes/toothpaste
batteries for radio	writing instruments
cigarettes/tobacco - to be turned into staff	cigarette lighters/matches
spending money - to be turned into staff	live plants

If a consumer wants a tv and cable service, then they will need to arrange payment for this service. Consumers and family need to understand that we can not be responsible for any personal item(s). We encourage consumers to get a lock box for their closet or to keep their closet locked at all times.

Discharge Criteria

1. The consumer meets discharge criteria per promotion through the Level System
2. The consumer decides to sign self out via giving 72 hour notice (or guardian does the same)
3. The person becomes physically unable to participate in the program.
4. The person/guardian choose to not follow the rules of the facility.
5. The consumer agrees to return to their original county of residence.
6. Arrangements have been made with the referring MHA to provide services after discharge.
7. Anyone discharged against advice (medical or Treatment Team advice) will not be considered for re-admission.
8. Any resident who consumes alcohol or drugs, or becomes destabilized during a home visit, will be discharged immediately
9. Anyone refusing to return to the facility after a home visit will be immediately discharged.

10. If the behavior or lack of monitoring by a resident's family is not sufficient to ensure safety for the resident, then family visits may be modified, curtailed, or halted per Treatment Team instructions.

Misc.

1. Placement here constitutes the individual's agreement to follow the treatment recommendations made in this facility.
2. We will seek appropriate services to restore the medical, mental, and physical health of the consumer. Failure of third party payment will result in a recommendation for discharge.
3. We do not fund any treatment provided outside of our facility.
4. Any consumer with a history of serious violence, convictions for assault, or sexual predation, regardless of their level of functioning, may only access the community with appropriate supervision, and if needed, guardian consent.
5. Our Treatment Team reserves the right to make final decisions regarding referral, admission, treatment, setting limits for behavior, and discharge.
6. Individuals being admitted will consent to living and participating in a program which may limit a right.
7. No referral will be considered until all requested information has been received.
8. Visitation is between the hours of 9:00 a.m. and 8:00 p.m., seven days a week.
9. There are three people to a room.
10. Rooms may be decorated as the consumer desires as long as the items in the room meet licensing specifications.
11. Each consumer is expected to be responsible for their own personal property. Each has the option of having their closet locked and obtaining other storage devices to use to secure items (as long as the charge nurse has the means to gain access into such a storage unit).
12. We do not provide transportation for family visits.