

RESIDENTIAL OFFICER INTAKE CHECKLIST

FORM 2333A-20

Name:		Intake Date:	ICON#
PPO:		Supervision Status:	
Staff Initials	Resident Initials	Duties	
		Assign Locker # _____ and Lock # _____	
		Room Assignment (Room _____ Bed _____)	
		Create Release of Information for: St Luke's, Mercy hospitals, Foundation II	
		Set up Fed folder	
		Set out towels, bedding, hangers and laundry basket for when client arrives (used linens for Feds)	
		FEDS ONLY	
		Immediately update R3M on if arrival on 2 nd shift, email 1 st shift with Name and time of arrival	
		Complete Booking sheet	
		Call BOP with booking sheet information- leave a voice mail (Put booking sheet in interoffice to PPO)	
		Public Law-email USPO	
		Email PPO, Social Services Coordinator(Jay Heying), HRU Weems, clerical-Kathy Carfrae & ANCHOR Center	
		ALL RESIDENTS	
		E-mail clerical of intake (Enter INTAKE for subject of e-mail. Include client name, ICON #, program, agent and intake date)	
		Setup Kiosk (fingerprint)	
		Provide Kiosk orientation	
		Check ICON>Offender>Assessments>SVP Review Note SVP code in order to determine room assignment. If already completed, review SVP. Note in ICON Generic Notes- SVP reviewed. If SVP is not completed notify PPO to complete	
		Provide orientation to visitor form and Drivers approval form	
		ICON: Enter client in generic notes. Make entry of arrival with time/date of intake.	
		Notify supervisor if SWR/OWI client is coming from the institution with psych meds and are NOT coming in with a 30 day supply and 2 refills	
		Notify supervisor if offender is coming in from the jail without 3 days of medications and jail medication list. If there is no list contact the jail nurse and have one faxed asap.	
		ICON: Enter necessary changes in address: End old address. Start new address. 3115 12 th St. SW Cedar Rapids Iowa 52404	
		ICON: Housing. Enter room number	
		Take picture and download into ICON-offender photos	
		Administer BA and enter in ICON-Security Standards-Toxin	
		UA Notification/date & time _____ (NO UA IF PUBLIC LAW)	
		UA Obtained/date & time _____ Enter in Security Standards in ICON-Toxin(no UA if Public Law)	
		Pat Search Enter in Security Standards-Non-toxin-in ICON	
		Linen bundle given to client	
		Fill out personal property list. Offender signs.	
		Read residential agreements and have resident sign.	
		Review resident handbook	
		Ask resident if they are suicidal or have any concerns at the present time for their safety.	
		Residents who are within their first 7 days of intake may have items dropped off during non-visiting hours. After 7 days items can only be dropped off during visiting hours or with approval of PPO.	
		Client watched PREA DVD and signed off on form. <u>Put signed copy in supervisor's box if Transgender/intensex questions were answered yes.</u>	
		Tour of facility-Evacuation procedure (i.e.: laundry room, phones, bath, skills room, dining hall, voice mail phone, mail tray, lounges etc.)	
		Describe Medical plan and medication policy.	
		Explain house duties - control center location	
		Explain smoking policy/smoking patio	
		Explain hazardous chemicals/ SDS Book	
		Review with resident that they will meet with the nurse that evening, if a week day. Put all applicable paper work in Nurses folder (STATE CLIENTS)	
		Add resident to the telespan phone system	
		Merge "Resi-Intake Data". Update in ICON by 7:00 AM next day	