

INTAKE CHECKLIST-GERALD HINZMAN CENTER (completed by RO's)

RETURNING from Jail, Escape – get previous file from Clerical's office		INITIALS
Resident Name:	ICON #:	
1.	Pat search/breath analysis	
2.	UA notice (Unless Fed-P/L) Time of notification:	
3.	UA Collected (by curfew same day as intake) Recorded in ICON as "Program Requirement"	
4.	House tour (evacuation plan)	
5.	Room assignment/padlock/linen (State clients get NEW fitted sheet, flat sheet, pillow case, blanket, mattress pad, towel and washcloth-which they purchase. Feds get USED linens)	
6.	Questioned about suicidal thoughts	
7.	Would you like to have the Linn County Public Health Department conduct STD and/or Hepatitis screening? If yes, please sign up client on Google calendar.	
8.	End old ICON address. Start new address "1051 29 th Avenue SW" Add ICON Housing Room #	
9.	ICON Generic Notes: Enter chrono entry of intake, specify RPPO and Program.	
10.	ICON Transfer Instances to Residential: Complete transfer with today's date.	
11.	E-Mail Clerical, PPO, RO, and Psychologist of Intake: Use "INTAKE" as the subject of the E-Mail: include client name, program, RPPO, ICON # and intake date and time. (THE SAME DAY AS THE INTAKE).	
12.	Log resident in: <input type="checkbox"/> Visitor Log <input type="checkbox"/> Sign Out Folder <input type="checkbox"/> Health Card <input type="checkbox"/> Resident-Secured Medical Log	
13.	Record name on Daily Census Activity Summary in appropriate column.	
14.	SWR or OWI coming from institution: If working in with psych meds, question if they have a 30 day supply and 2 refills. If they DO NOT – notify Residential Division Manager	
15.	Merge "RESI - Intake Data". Updated in ICON by 0700 the following day.	Given to Resident
16.	Employment Program Assessment: Inform resident this is to be completed by curfew and given to Employment Specialist	Given to Resident
17.	Federal Intakes: Fill out Booking Sheet, (call staff, 612-332-5025) and update R3M. Give Booking Sheet to RPPO.	
18.	Personal property search & inventory	
19.	Photo taken with Digital Camera	
20.	Orientation to house rules, House operations	
21.	Offer "LINN COUNTY RESOURCES" brochure	
22.	Watch Videos: MSDS, HIV & PREA a) Receives packet: client signs off in packet (give all but sign off sheet to client) b) Keep sign off sheet from packet and make generic note regarding sign off in ICON: Note Category="PREA" generic note="PREA Orientation/Completed and Signed Off" c) Give sign off sheet to agent. d) After watching video, client signs below.	
23.	KIOSK Orientation	
24.	Add resident to TS Phone Site	
By signing below, I verify that I have viewed the required videos:		Date:
Client Signature:		

To be completed the same day as the intake.