CTH Crisis Stabilization Admit Checklist
Responsibilities for REACH, Provider/Family, and CSB

REACH responsibilities (required prior to admission):

☐ Triage with CTH Team
☐ Face to face crisis assessment
☐ Release of information (if out of region referral)
☐ Signed Crisis Stabilization Service Plan
☐ Signed CTH Program Guidelines
☐ Provisional Crisis Plan (or Full CEPP) if known to REACH
☐ If out of region referral, home region coordinates call with accepting region and CSB for hand off

Provider/family responsibilities (required prior to admission):

☐ Appropriate labeled/bottled medications or prescriptions (minimum of 2 week supply)---to include medications for both physical and mental health needs
☐ Transportation coordination

CSB Support Coordinator (required prior to admission):

☐ REACH Medical Orders Form (signed physician orders)
☐ REACH Medical Screening Form (signed medical clearance by healthcare professional)
☐ If out of region referral, participate in call with accepting and home region
☐ Transportation coordination (if provider/family are unable to transport)
☐ If previously unknown to REACH
      o Program referral form
      o Consent for treatment
      o ROIs
      o Provider choice

Additional requests (may occur subsequent to admission):

☐ If billing Waiver (H2011-Center based crisis supports), request ISAR to be opened by SC
☐ Admission/Discharge planning calls scheduled with all available team members
☐ Copy of ID (SC)
☐ Copy of insurance card (SC)
☐ Verification of guardianship (SC)