



**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
  - Program referral form
  - Consent for treatment
  - ROIs
  - 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)