

## Admission Protocol

Applicants will be evaluated for placement on an individual basis and shall not be discriminated against during admission, discharge or provision of program services, provided they meet the admission criteria.

Applicants referred to *Next Step Living* will be interviewed prior to acceptance for residency. This interview is to assess applicant need, motivation, and to determine appropriateness of placement. Initial interviews are conducted on the phone with an in-person interview to follow. Facility tours are available by appointment to be led by Founder and Program Director and/or lead counselor.

Applicants are female, ages 15 to 21, referred by treatment team following successful completion of a residential treatment program addressing self-destructive, addictive behaviors. Applicant commits to a minimum six month stay and expresses a willingness to develop and utilize recovery skills in their daily decision-making process. Applicants must demonstrate a desire to be at NSL and participate in programming, consent to random drug testing and understand the importance of positive interpersonal growth.

### **INDIVIDUALS NOT SERVED BY NEXT STEP LIVING**

*Next Step Living* strongly recommends a direct transport from primary treatment. NSL is NOT a detoxification unit, emergency medical care unit and is not available to individuals who pose a substantial likelihood of harm to self or others, as demonstrated by a serious attempt or threat to physically harm self or others.

### **ADMISSION CRITERIA AND PROCEDURE**

1. **Referral:** is accepted from the primary residential treatment program, treatment team (including applicant and parent or legal guardian). Applicant is placed on a waiting list and scheduled for a pre-admission interview.
2. **Interview:** to assess applicant need, motivation and appropriateness of placement. The applicant will have the opportunity to ask questions and gather information to better facilitate her decision. Parent or legal guardian is also encouraged to make inquiries. If placement is determined to be appropriate based on need and *NSL* program qualifications, and applicant is willing to commit to a minimum six month stay, an admission date is established. It is the responsibility of the applicant and/or parent or legal guardian to make travel arrangements.
3. **Documentation:** a satisfactory written physical exam (within the last 12 months) and verification of freedom from communicable disease, including T.B., must arrive prior to admission to *NSL*.
4. **Applicant Transition:** Once an applicant is accepted, the referral agency will be requested to send the client records prior to admission. These records help facilitate accurate program planning for the individual. Please include the following records:
  - a) Social History
  - b) Substance Abuse history
  - c) Psychological testing and interpretation
  - d) Medical Records, including physician, psychiatrist and current medication schedule

**NEXT STEP LIVING**

200 N New Mexico  
Celina, TX 75009

**972-382-2224** Office  
**972-382-2249** Fax  
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- 5. **Admittance/Intake:** resident is familiarized with physical surroundings, assigned a mentor, room and bed, helped to settle in, and the intake procedure is commenced. Emergency contact numbers are verified.
- 6. **Consent for Disclosure:** is obtained from resident and/or parent or legal guardian for release of pertinent information related to resident.

NEXT STEP LIVING ADMISSION HOURS:

Monday through Friday - 9:00 am to 5:00 pm

Saturday - 10:00 am to 4:00 pm

Sunday - 1:00 pm to 5:00 pm

(Admission may be arranged with Founder/Director by special appointment for extenuating circumstances.)

NEXT STEP LIVING staff authorized to take referrals and schedule interviews:

- 1. Receptionist
- 2. Counselors
- 3. Program Director
- 4. Night Staff

NEXT STEP LIVING staff authorized to do pre-admission interviews:

- 1. Counselors
- 2. Program Director

NEXT STEP LIVING staff authorized to admit resident:

- 1. Counselors
- 2. Program Director

NEXT STEP LIVING staff authorized to discharge resident:

- 1. Program Director
- 2. Counselors

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Donna C Glendening, Founder and Program Director  
NEXT STEP LIVING, Inc.