

### 3.1 Resident Life Services – Intake

#### 3.11 Bed Reservations

**Policy:** Interfaith House reserves beds only after the person has been cleared for discharge from the hospital and the Intake Coordinator, Central Desk Staff (if referred by DFSS), or another staff has stated that they are appropriate for the program; at the time that that are

**Procedure:**

1. Reservations are made by DFSS through Central Desk for the Assessment Program and by hospital staff through the Intake Coordinator for the Respite Program.
2. The Intake coordinator or Central Desk personnel determine whether a bed is available based on the specified number of beds occupied in each program. If a bed is available and the candidate fits the Interfaith House requirements, a bed is reserved by writing the name on the board at Central Desk.
3. If the new resident does not show up within the respective time limit, the Intake Coordinator, Program Director or the RCA Manager will erase the name from the board and the bed is no longer reserved. Exceptions may be made by a Manager.

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Jennifer Nelson-Seals

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Date