

INTERFAITH HOUSE REFERRAL REFERRAL CHECKLIST

Interfaith House is a residential facility accepting homeless adults who need time and a safe, clean place of respite to complete their recovery from a medical condition under the care of their referring institution. Interfaith House is not a medical, psychiatric, or substance abuse treatment center, but serves as a place where individuals can safely recuperate and access other needed services. Please use this checklist to help guide you through our referral process. We cannot accept a referral until all of these items have been completed. Thank you.

Intake Administrator: **James Nelson**

Intake Hours: 9:00 AM – 4:00 PM Monday through Thursday; 9:00 AM – 3:00 PM on Friday

Intake Phone Number: (773) 533-6013, extension 231 Intake Fax Number: (773) 533-9034

- Fax in the completed Referral Application Form (at this point the client will be added to the wait list, pending completion of the referral process and approval of the client)
- Fax in the completed Tuberculosis Test Verification Form
- Fax in the completed Signed Medical Diagnosis Form, this form should be completed by a physician whether or not the individual has HIV/AIDS
- Fax in the completed Homelessness Verification Form
- Discuss the Interfaith House program and our conditions of residency with the client, which briefly include: following their medical recovery plan, abstaining from alcohol and illegal drugs, participating in all house activities and programs, and respecting fellow clients, staff, the facility, rules and procedures. Residents will be living in a diverse, community setting and are expected to be able to share general living spaces, including bedrooms and bathrooms.
- Arrange for a time in which our Intake Administrator can speak with the client by phone
- Arrange for the client to arrive at Interfaith House with a 30-day supply of all needed medications and medical supplies. (unfilled prescriptions **do not** meet this requirement)
- Arrange for Home Health Care if the client will need assistance with any basic living skills (please refer to basic living skills that are listed on the Referral Application Form)
- Arrange for needed follow-up medical and psychiatric appointments
- Arrange for transportation to Interfaith House upon acceptance of referral

The items listed below are helpful to us when working with new clients. If applicable, please fax us copies of the following:

- Psychiatric assessments, Recent toxicology results, Medical insurance cards, Proof of income
- Any other medical records as requested by our Intake Administrator

Once our Intake Administrator confirms that all of the above items have been completed and the client is appropriate for our program, you will be notified when a bed becomes available.