



Kackaamin
FAMILY DEVELOPMENT CENTRE



Intake Checklist & Information

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Health
Canada

Santé
Canada



Section 1 of 4 - (to be completed by the referring agency with the client then submitted to KFDC)

Information checklist

- I have reviewed the Kackaamin Admission requirements (on pages 4-7) with each of my client(s) aged 5 and older. My client(s) understand and agree to abide by them.
- My client has created a six week grocery budget. (Unless KFDC is managing the money). If they spend all of their grocery money before the end of the program they will be discharged.
- Each of my client(s) are aware and will be accountable for their actions and behaviors while at Kackaamin including the following:
 - Violence of any kind
 - Destructive mischief or theft of KFDC property
- I understand the importance of informing Kackaamin (in writing) of any pertinent information not included in the original application and assessment (i.e. most recent medical concerns, legal issues, MCFD situations and children in care etc.)

Financial and Travel Arrangements:

- Living and grocery allowances have been confirmed with KFDC. (Clients are responsible for purchasing their own groceries for their family while at Kackaamin).
- Travel to and from Kackaamin has been confirmed with Uninsured Health Benefits.

Assessment and Referral Applications:

- Adults (18 years and older)
- Youth (10 to 17 years)
- Children (Newborn to 9 years)

Medical examination and Immunization records completed and submitted:

- Adults (18 years and older)
- Youth (10 to 17 years) Immunization records only.
- Children (Newborn to 9 years) Immunization records only.

(Children and youth that are at risk of having a communicable disease or have been in care require a complete medical examination)

Legal Documentation: (If Applicable)

- Written approval for children to attend treatment with parent/guardian with whom the child does not permanently reside.
- A current copy of any Probation or parole orders

- We affirm that the client does not have any scheduled court appearances during the six week session.

Other:

- The referral worker must apply for all Nuu-chah-nulth Tribal members' per diem funding through the NTC Office. (Please note that funding must be secured before an Intake Date will be confirmed).
- Supervision orders and other documentation from all Ministries must be attached.
- Maintained regular pre-treatment contact with clients.
- Ensure that the client's admission date has been confirmed in writing from the KFDC Intake Coordinator.

Client's Signature

Date

Referral Worker's Signature

Date

Section 2 of 4 – (to be reviewed by all clients 5+ with their parent and referral worker)

Admission Criteria

- All clients must have a minimum of 3 weeks abstinence from any previously misused substance and a strong desire to remain clean and sober.
- As preparation for treatment, Adult Clients are required to attend a minimum of six - 1 hour pre-treatment counselling or other support sessions and Youth 12+ should have a minimum of three - 1 hour counselling or other support sessions.
- In order to qualify for treatment, Adult family members (one or both) must have had a problem with alcohol or drugs. Extended family members are encouraged to attend treatment.
- Family must be free from any obligations that will require an absence from KFDC (i.e. court appearances, Medical appointments, MCFD orders etc).
- All clients are to have an after-care plan in place before arriving for treatment.
- Client Family must be physically and mentally able to participate in our rigorous counselling and workshop schedule.
- KFDC does not accept clients with a history of sexual assault as we do not provide treatment for sexual offenders.
- KFDC is not under any obligation to accept a person who has been legally ordered to attend our program.
- The client family is responsible for their return travel if they leave or are discharged from treatment early.
- Families must arrive on Intake Day, no late arrivals.

Pre-Admission Medical Criteria

- Client must not require detox.
- The pre-admission medical info is completed and signed by a physician/RN/CHN prior to Admission.
- All adult clients must have a completed TB test or Chest X-ray prior to admission. Results of this exam must be sent to Kackaamin prior to admission.
- Client does not require hospital or frequent medical care.
- Client must not be more than 23 weeks pregnant upon entering treatment.
- All diseases are under control, managed or in remission.
- Clients must have a valid Personal Health Care Number (PIN #) and Status Number.

Possession of Alcohol and Drugs or other contraband

- The possession or use of alcohol or drugs while attending treatment will result in automatic dismissal.
- Random and scheduled personal belonging and unit checks for suspected contraband will occur throughout the session.

Health and Safety

- Violence is abuse and is a reportable offence.
- Violence of any kind; destruction or damage to KFDC property may result in dismissal.
- All medications are required to be turned in to our staff upon admission. They will be dispensed according to Physician orders and KFDC policy on Medication management.

Telephone Calls

- In the first two weeks of the program there are no calls permitted. After two weeks clients can make calls after their session ends at 4:00 pm.
- Clients need to bring calling cards, phone cards, etc.

Visitors

- Visitors are permitted to attend the Closing Ceremony but must be invited by the clients and adhere to KFDC regulations regarding ceremony schedule and childcare.
- Visitors are not permitted to stay on site over night.
- There are no visitors allowed throughout the session.

Schedule

- Upon arrival the clients are informed of the daily schedule and guidelines during orientation.

Intake Procedure

- Please ensure Assessment and Referral Applications, medicals, TB Tests for all adult family members are completed before sending your package to Kackaamin. Intake priority is based on the date that we receive a completed package.
- Please fax or mail the original Application Package.
- Once the complete application for treatment is received and the clients meet the admission criteria, the Intake Coordinator will contact the referral worker / counsellor by letter to verify client's admission. An intake date will be confirmed in writing (confirmation package) prior to the intake date.

Section 3 of 4 – (to be reviewed by the referral worker and adult clients)

Per Diem Funding

- FNIH Eligible Clients are Status First Nation People and Recognized Inuit.
- Non-status and Métis clients who are currently receiving income assistance are eligible for per diem funding through the Ministry of Human Resources (MHR). The Employment and Assistance Worker can assist the client with travel money and comfort allowance.

- Non-status clients (who are not receiving IA) may apply for per diem funding through a First Nations Band or may self-pay. In this case, Kackaamin must receive full payment (cheque or money order preferred) two weeks prior to beginning treatment. In the event that the client leaves or is discharged from treatment early, payment is non refundable.
- Clients may apply for a User Fee Subsidy through your regional Alcohol and Drug Program office. We request that you submit the approval form with the Assessment and Referral Application. We need approval with application.
- Kackaamin charges \$40.00 per day for each client 5 years of age and older for each day clients attend the program.
- Travel arrangements made to and from Kackaamin must be provided by the referral agency; or other source, including taxi fare. Travel moneys are usually supplied by the subsidy funding source and travel arrangements are to be coordinated with the referral worker. Clients must pay for their own return travel if that do not complete treatment. Kackaamin Family Development Centre does not pay for client travel.

Funding for Groceries

- Kackaamin does not provide meals for its clients. Families are required to cook their own meals in their units.
- Before an Intake date will be confirmed, Kackaamin Family Development Centre requires signed documentation to verify that the client has been provided with sufficient funds for purchasing groceries during their six-week treatment session. Kackaamin Staff have no responsibility to complete this task with the client family when they arrive for treatment. In the event the client family does not arrive with or have sufficient grocery money while they are in treatment, the family may be asked to return home. Kackaamin cannot provide grocery money for families. Health Canada - Medical Services Branch is not responsible for providing grocery money for clients.
- Recommendations for financial needs for groceries and personal items are as follows:
 - \$ 125 - \$ 150 a week for a 1-2 parent family with 1 child
 - \$ 150 - \$ 175 a week for a 1-2 parent family with 2 children
 - \$ 175 - \$ 225 a week for a 1-2 parent family with 3 children
 - \$ 225 - \$ 275 a week for a 1-2 parent family with 4 or more children

N.B. Please ensure that the client is able to properly budget their money of the 6 week program. Please consider creating a grocery budget.

- Cheques issued for client's grocery money should be payable to Kackaamin, as we can administer their grocery money on a weekly basis. Clients are responsible for having the first week's worth of groceries with them on Intake Day. For clients arriving by bus on Intake Day, shopping for their first week of groceries can be done at our local Grocery stores upon their arrival in Port Alberni.

Intake Coordinator requests the following information:

- Amount & Period Covered (*eg: first two weeks*)
- Source(s) BC Benefits etc. What portion is for groceries? In some cases they are to keep a portion of their support cheque for their return home or to pay bills.
- Additional Monies Child Tax Benefits, GST, Family Bonus etc. Direct Deposit or will arrangements have to be made for deposit?
- Date(s) of arrival / Date sent
- Is the Grocery cheque being issued to Kackaamin or to the client? Please consider that cheques sent directly to Kackaamin Family Development Centre two weeks before arrival works the best, as we can distribute their grocery money on a weekly basis.

Section 4 of 4 - (to be used by all adult clients)

Please bring the following items to Kackaamin Family Development Centre:

Identification Required

- Status Card
- Medical Cards
- Bank Card
- Picture ID

Personal items

- Hand Soap
- Shampoo
- Toothbrush and Toothpaste
- Feminine Hygiene Products
- Baby Diapers, Formula, Bottles, etc...
- First Aid Supplies (e.g. Band-Aids, ointments)
- Your personal medication (to be checked in with Kackaamin staff upon arrival)

Hobbies and Interests

- Drum / Craving tools
- Swim Suits / Novels
- Beading Material
- Arts and Crafts Supplies / Board Games etc.)

Towels

- Dish and Tea Towels
- Facecloths, Hand and Bath Towels

Cleaning Supplies

- Tissue
- Dish Soap
- All Purpose Cleaner
- Garbage Bags

Kitchen Supplies /Food/Staples

- Spices, Flour and Sugar
- Coffee and Tea
- Salt and Pepper
- Staple goods (e.g. milk, cereal, bread,

N.B. We suggest that you bring one full week's worth of groceries with you on intake day

Extras

- Rain Gear and Warm Jacket
- Slippers
- Inside Running shoes and sneakers for the gym
- Alarm Clock / Clock Radio
- Camera and Film
- Swim Suits
- Flash light
- Journaling Paper, envelopes and stamps

These items are prohibited and will be confiscated during the admission bag check:

Video Games, Pagers, Cell phones, TV's, VCR's, BluRay Player, MP3's, Bicycles, Knives and Weapons of any kind.

If you are travelling to Kackaamin in your personal vehicle: Please be advised that your keys must be left with reception upon admission to the program. You will not be permitted to use your vehicle for the duration of the program.

Please remember that KFDC will be your home for 6 weeks. You will be more comfortable here if you bring many of the everyday items that you use in your own home. (Other than the prohibited items)

Items that KFDC supplies

- * Tea Kettle
- * Cook ware
- * Baking pans and utensils
- * Coffee pot
- * Dishes (*plates, bowls and cups /glasses*) and cutlery
- * Bed linen

Please ensure that you have the following appointments before coming to Kackaamin.

- | | |
|--|---|
| <input type="checkbox"/> Doctor Appointments | <input type="checkbox"/> Orthodontic Appointments |
| <input type="checkbox"/> Ultrasound and X-ray Appointments | <input type="checkbox"/> Optometrist (eye) Appointments |
| <input type="checkbox"/> Dentist Appointments | <input type="checkbox"/> Chiropractic Treatment |
| <input type="checkbox"/> Banking | |

**N.B. You are not permitted to leave Kackaamin except on the designated shopping day.
(Exceptions are made for emergency only)**