



North Carolina Department of Health and Human Services  
Division of State Operated Healthcare Facilities

**Julian F. Keith Alcohol and Drug Abuse Treatment Center**

201 Tabernacle Road • Black Mountain, North Carolina 28711-2537 • Courier # 12-85-01

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

J. Luckey Welsh, Jr., FACHE, Director

W. Douglas Baker, Facility Director

July 26, 2009

**ADMISSION PROCEDURES**  
**For the Acute Rehabilitation Program**

Admissions are referred to the Julian F. Keith Alcohol and Drug Abuse Treatment Center through "Single Portal of Entry" agreements with the Local Management Entities (LME's) or their contract agents/providers within the Western Region.

Prior to admission, the LME's will ensure that individuals meet the admission criteria of JFK-ADATC and that JFK-ADATC is the most appropriate site for treatment. The LME will assess appropriateness for placement as defined by ASAM level III.7 or other widely accepted criteria. The individual should also be assessed as meeting the diagnostic criteria for Psychoactive Substance Use disorder as defined by the current Diagnostic and Statistical Manual of Mental Disorders (DSM) or other standardized and widely accepted criteria. Individuals under the age of 18 are not admitted.

The person responsible for the individual's care at the LME will call the Admissions Office at JFK-ADATC for the purpose of setting up an appointment for screening and evaluation at the center. During this contact the caller will indicate that referral will arrive no later than the day prior to admission. Referral documentation shall include:

- a. Patient demographics
- b. A social history/written evaluation of the patient.
- c. A plan of care (in the event of non-acute medical matter).
- d. A copy of a court order, where indicated.

The JFK-ADATC Admissions Office will set an appointment date and time at the end of the phone call. JFK-ADATC reserves the right to postpone an intake appointment in the event documentation is not received in a timely manner.

The admission evaluation process at JFK-ADATC occurs between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday. In order to complete the admission process (which includes medical and psychiatric evaluations and nursing screenings) individuals must arrive at the scheduled time as assigned by the Admission Office. The transporter of the patient will remain until completion of screening by the Admission Team.

Upon arrival at JFK-ADATC, and successful completion of initial processing, the patient will be screened and

evaluated by the Admission Team. The Team will determine whether medical, psychological or administrative barriers to admission exist and recommend approval or deny the admission. In particular, a urine drug screen will be completed to help verify that the patient has recently been abstinent from substances with abuse potential. If admission is recommended, the transporter of the patient will be cleared to leave after he/she has spoken to a family counselor. If admission must be denied, the transporter of the patient will be asked to return the patient to the referral source. In all cases of denial of admission, the Admissions Office will fax a copy of the denial to the LME referral source. The Admissions Office will also notify the Facility Director, Medical Director, Program Director and Utilization Review Nurse of any denials.

After having been recommended for admission by the Admission Team, the patient will:

- a. Be assigned a bed space in a dormitory.
- b. Be assigned a primary therapy counselor.
- c. Receive patient orientation.
- d. Resolve financial matters with business office representative
- e. Have chart opened in the patient's name.

A physician's order for admission to JFK-ADATC will be secured following completion of the above process, thereby establishing an official time of admission and finalizing the admission process.

JFK ADATC cannot admit, process, treat or transfer into our acute rehabilitation program, individuals who have one or more of the following barriers to admission:

A. Medical Barriers

1. The following conditions which may preclude or interfere with full participation in the treatment program:
  - (a) On parenteral (intravenous) nutrition.
  - (b) Debilitating or unstable physical condition including unstable pregnancy.
  - (c) Mentally retarded or chronic organic brain syndrome of a severity that would impede participation in treatment or prevent therapeutic benefit.  
(Individuals who are having symptoms of intoxication or withdrawal that requires medically managed detoxification may be offered admission into our Acute Care Unit)
2. In non-acute medical cases a plan of care must accompany the patient to facilitate screening and evaluation. Patients already taking antihypertensive, anti-seizure medications, etc., (i.e., for neurological or psychiatric symptoms) and who are stable on the medicine for their clinical condition will be admissible to JFK ADATC.

B. Psychiatric Barriers

1. The following conditions which may preclude full participation in the treatment program.
  - (a) Any problem clearly showing patient does not have potential for benefiting from treatment program or a patient who explicitly expresses or refuses treatment.
  - (b) Exhibiting bizarre or violent behavior or ideation, or acute psychosis such that the person is dangerous to himself and/or others and who would be better managed on an intensive acute unit.
  - (c) Suicidal or homicidal thoughts such that the person is dangerous to him/herself and/or others.

C. Legal/Administrative Barriers

1. Improperly referred to us directly by a court or other unauthorized agency or a Court commitment through LME with hearing pending that would disrupt treatment program.
2. Referred from LME or other State Agency (Broughton Hospital) without documentation.

D. Familial Barriers

We have found that having two members of the same family and/or other significant relationships (including close friendships) in treatment at the same time may interfere with one or both members overall focus on recovery.

If two members of a family or other significant relationship individuals have been admitted, the individual most recently admitted, after contact with referring agency, may be offered treatment at another willing facility or is discharged back to that outpatient agency. This individual may be re-admitted to this facility when the other person's treatment is terminated.

If two people in a "significant other" relationship are admitted into treatment at the same time and withhold this information at the time of admission or afterwards, one or both parties may be discharged back to the referring agency.

E. The JFK-ADATC recognizes that use of abuse potential medications is permissible, as determined upon admission under the following circumstances:

- The clinical material accompanying the patient for referral at admission is consistent with and supports the use of the medication in question.
- The patient reports signs/symptoms that are presently active and that are consistent with the use of the medication (i.e., pain, panic disorder, seizure disorder, etc.).
- The medication is reported as effective by the patient.
- A letter is provided by the patient's physician that stipulate the following:
  1. The patient is known to the referring physician to be chemically dependent and referred for substance dependence at the time of the letter.
  2. The patient has a co-occurring psychiatric or medical condition appropriate to treatment with the abuse potential medication in question.
  3. Other non-abuse potential medications, normally suitable to treat the patient's symptoms have been given an adequate clinical trial and have not been found effective or sufficiently effective.
  4. The physician will be following the patient's progress on the medication in question in aftercare.

Items A, B, C and D above will be determined with the interview of the patient and by study of the referring clinical records at the time of admission. Item E above will be in the form of a letter, on letterhead from the patient's physician, either brought by the patient for examination by the JFK ADATC admitting psychiatrist or mailed to the latter prior to admission. If a letter is not provided, JFK ADATC medical staff members may in some cases obtain the information needed by direct telephone contact with the patient's physician.

For additional information, please contact us at (828) 257-6200.