

Instructions

When is this form used?

The form is to be used when a new client is admitted as a long term stay client to a Residential Habilitation Center.

Who must receive this form?

This form is intended to be handed out to the client and/or the client's representative during admission to the RHC. If the client representative is not present at admission the form should be mailed to them requesting return.

Who is responsible to ensure this form is received?

The admissions coordinator will give the form out as part of this admissions package. They will ask the client and/or representative to read and sign the form, keep the original, and give a copy back to the representative.