



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of State Operated Healthcare Facilities

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**ERIN BOWMAN** • Facility Director – JFK ADATC

Date of Revision: 2/11/2020

Subject: Referrals to JFK-ADATC for ARS (Acute Rehabilitative Services) Admission

To Whom It May Concern,

The ARS (Acute Rehabilitative Services) admissions team at JFK-ADATC processes provider referrals Monday – Friday (except State Holidays) for 37 counties in Western North Carolina. Therefore, it is important that when we receive the referral information for your client it is complete, informative and up to date so we may review the referral with minimal delay in providing you and your client with a timely response.

Community providers submitting a patient referral for ARS admission consideration, will need to include the following information to effectively and efficiently process your referral:

- **A completed State Regional Referral Form**
  - Incomplete referral forms may be returned to the provider for completion and may delay the referral process for your client.
  - Please complete these forms thoroughly, **leaving no blanks**
    - Include **ALL** current medications
    - Include **ALL** medical issues
    - Include **ALL** psychiatric diagnoses
- **Release(s) of information**
  - This allows us to contact the provider or other referring source (hospital, detox) directly for additional information in processing the referral
- **Medical Records:** If the patient has recently been hospitalized or being referred directly from an inpatient hospital unit or facility-based crisis/detox unit, we will need those records faxed to us as well. Please make sure the facility sends the following:
  - History and Physical
  - MAR – Medication Administration Record
  - Any assessments, psychiatric evaluations
  - MD, notes and RN notes
  - Discharge summary (if patient discharged prior to referral)
  - Copies of any diagnostic tests, lab results, especially if the client was admitted for medical reasons other than detox.
- When making a referral for ARS it will be necessary to inform the client that ARS at JFK-ADATC is a voluntary, open campus program, a **TOBACCO FREE CAMPUS** and they will need to arrive free of substances on the date of admission.
  - Please provide each client a copy of the Prospective Patient Letter which gives more detail with what to expect and is located on our website.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • JFK Alcohol and Drug Abuse Treatment Center

201 Tabernacle Road  
Black Mountain, NC 28711 - 2526  
www.ncdhhs.gov • TEL: 828-257-6200 • FAX: # 828-257-6300  
Courier #12-85-01

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- When a patient is approved for ARS admission our admissions coordinator will contact the patient with the Day, Date and Time they must arrive for ARS admission evaluation.
  - Please contact the Admissions Coordinator as soon as possible if your patient will need to cancel or reschedule.
  - Should a patient arrive for their admission date under the influence of substances requiring detoxification or needing medical care or psychiatric stabilization, it will be determined by the medical staff, pending bed availability, if the patient is appropriate for diversion to our Acute Care Unit.
  - **PLEASE NOTE that diversion to our ACU is NOT guaranteed if a patient arrives to JFK-ADATC and is unable to admit for ARS.**
  - **If appropriate patients may be rescheduled for another bed date by the Admissions Coordinator.**
  - **If a patient is diverted and admitted to our Acute Care Unit for detox/stabilization their original ARS bed will be forfeited. Eligibility for transfer from the ACU to ARS, post detox/stabilization, will be determined by their ACU treatment team.**

If you have any questions regarding the admissions process for ARS, please contact Admissions Coordinator at (828) 257-6230.

Any questions regarding the admissions process for ACU, please contact the intake office (828) 257-6400.

Thank you for your cooperation and collaboration!

Erin Bowman, LCAS, LCSW, CCS  
NC DHHS  
Facility Director, JFK ADATC  
201 Tabernacle Road, Black Mountain, NC 28711  
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**Attachments:**

- 1) **MOCK SCHEDULE**
- 2) **Incoming Patient Information**

**JFK-ADATC ARS (Substance Use Program): SAMPLE PATIENT SCHEDULE**

*All classes are mandatory except those marked "optional" or marked "by Appointment"*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 – Wake-up	6:00 – Wake-up	6:00 – Wake-up	6:00 – Wake-up	6:00 – Wake-up	6:00 – Wake-up	6:00 – Wake-up
6:10-6:15 Outside Time	6:10-6:15 Outside Time	6:10-6:15 Outside Time	6:10-6:15 Outside Time	6:10-6:15 Outside Time	6:10-6:15 Outside Time	6:10-6:15 Outside Time
7:00-7:30 BREAKFAST	7:00-7:30 BREAKFAST	7:00-7:30 BREAKFAST	7:00-7:30 BREAKFAST	7:00-7:30 BREAKFAST	7:00-7:30 BREAKFAST	7:00-7:30 BREAKFAST
7:45-8:00 Community Meeting	7:45-8:00 Community Meeting	7:45-8:00 Community Meeting	7:45-8:00 Community Meeting	7:45-8:00 Community Meeting	7:45-8:00 Community Meeting	7:45-8:00 Community Meeting
8:30-8:45 Outside Time	8:30-8:45 Outside Time	8:30-8:45 Outside Time	8:30-8:45 Outside Time	8:30-8:45 Outside Time	8:30-8:45 Outside Time	8:30-8:45 Outside Time
8:45-11:30 Free time on unit/Unit Activities	8:30-9:00 Optional Wellness Room	8:30-9:00 Optional Wellness Room	8:30-9:00 Optional Wellness Room	8:30-9:00 Optional Wellness Room	8:30-9:00 Optional Wellness Room	8:45-10:00 Free time on unit
	8:30 – 10:00 Med/Psych f/u By Appt. or Unit Activities	8:30 – 10:00 Med/Psych f/u By Appt. or Unit Activities	8:30 – 10:00 Med/Psych f/u By Appt. or Unit Activities	8:30 – 10:00 Med/Psych f/u By Appt. or Unit Activities	8:30 – 10:00 Med/Psych f/u By Appt. or Unit Activities	8:30 - 9:30 IV Education Room 9 By Referral
	10:00–11:15 Group Therapy	10:00–11:15 Group Therapy	10:00–11:15 Group Therapy	10:00–11:15 Group Therapy	10:00–11:15 Group Therapy	10:00-11:00 NA Book Study
11:30-12:00pm LUNCH	11:30-12:00pm LUNCH	11:30-12:00pm LUNCH	11:30-12:00pm LUNCH	11:30-12:00pm LUNCH	11:30-12:00pm LUNCH	11:30-12:00pm LUNCH
12:00-1:00 Unit Time	12:00-12:30 Resource Room	12:00-12:30 Resource Room	12:00-12:30 Resource Room	12:00-12:30 Resource Room	12:00-12:30 Resource Room	12:00-1:00 Unit Time
1:00-2:00 Leisure Activity	1:00-2:00 Recreational Therapy	1:00-1:45 Addiction Education	1:00-2:00 Recreational Therapy	1:00-1:45 Addiction Education	1:00-2:00 Recreational Therapy	1:00-2:00 Leisure Activity
2:00-4:00 Unit Activity	2:15-3:00 Dual Recovery Group	2:15-3:15 Recreational Therapy	1:00-1:45 Addiction Education	2:15-3:15 Recreational Therapy	2:00-3:00 Unit Group Activities	2:00-4:00 Unit Activity
3:15-3:30 Outside Time	3:15-3:30 Outside Time	3:15-3:30 Outside Time	3:15-3:30 Outside Time	3:15-3:30 Outside Time	3:15-3:30 Outside Time	3:15-3:30 Outside Time
	3:30-4:30 Lecture	3:30-4:30 Lecture	3:30-4:30 Lecture	3:30-4:30 Lecture	3:30-4:30 Lecture	
5:00-5:30 DINNER	5:00-5:30 DINNER	5:00-5:30 DINNER	5:00-5:30 DINNER	5:00-5:30 DINNER	5:00-5:30 DINNER	5:00-5:30 DINNER
5:45-6:00 Outside Time	5:45-6:00 Outside Time	5:45-6:00 Outside Time	5:45-6:00 Outside Time	5:45-6:00 Outside Time	5:45-6:00 Outside Time	5:45-6:00 Outside Time
6:15 NA MEETING	6:15-7:15 Leisure Activity	6:15-7:15 Medication Education	6:15-7:15 Leisure Activity	6:15-7:15 Crisis Planning	6:30-7:45 Education Dept. Class/Activity	6:00-9:00 Open
	7:30-8:30 Addiction Education Class	7:45 AA Meeting		7:45 AA Meeting		
9:00 Community Meeting	9:00 Community Meeting	9:00 Community Meeting	9:00 Community Meeting	9:00 Community Meeting	9:00 Community Meeting	9:00 Community Meeting
10:00 In Rooms	10:00 In Rooms	10:00 In Rooms	10:00 In Rooms	10:00 In Rooms	11:00 In Room	11:00 In Room
11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	11:30 Lights Out	11:30 Lights Out

## **Incoming Patient Information: JFK ADATC**

Welcome to Julian F. Keith Alcohol and Drug Abuse Treatment Center (JFK ADATC). We are glad you are going to be admitted to our facility! So that you can make the best use of your time here, below are some things you need to know to prepare you for admission.

### **About the program:**

Julian F. Keith is one of three state operated North Carolina Alcohol and Drug Abuse Treatment Centers (ADATCs) specifically designed to provide inpatient treatment, psychiatric stabilization, and medical detoxification for individuals with substance use and other co-occurring mental health diagnoses to prepare for ongoing community-based treatment and recovery. Your treatment stay will be 5-7 days for detox, and 14-21 days for rehab (depending on your individual treatment needs).

### **What to expect at admission:**

On the day of admission, you will be fully assessed so that we can properly identify your treatment goals. You should expect to see the medical doctor, nurse, psychiatric doctor, and others. **To help the process go faster, please carefully review the list of items to bring/not bring below.**

### **If you are scheduled for ARS (rehab) admission:**

We ask that you complete any necessary detoxification services prior to admission. Alcohol and drug screening will be conducted at your admission. If our physician feels that you need detoxification prior to admission, we may refer you to our Acute Care Unit or back to your MCO/Provider.

### **If you cannot make it to your appointment:**

It is very important that you keep your appointment date and time. If you will be later than 30 minutes, or cannot keep your appointment, please call (828) 257-6230 to schedule a new date and time for admission. You are responsible for arranging your transportation to and from the facility.

### **Cost for services:**

JFK-ADATC does not deny anyone care based on your ability to pay. However, treatment services at JFK-ADATC are not free and your daily rate for services is based on a sliding scale. Please bring proof of identification, proof of financial status, and any health insurance, Medicare and/or Medicaid cards.

### **If you wish to bring or receive money while at ADATC:**

Please bring enough money for personal needs such as transportation home, etc. You may keep up to \$40.00 on your person. You may use this money to purchase postage stamps, change, or phone cards daily (Monday – Friday, except Holidays). Any additional funds you bring will be stored and returned to you at discharge. Any money sent to you must be in the form of a money order - personal checks are not cashed.

### **Medications:**

Our physicians will evaluate and may prescribe your medications while you are at our facility. JFK ADATC will supply any medications prescribed by our physicians. However, we will need to know the prescribed medications that you are presently taking. Please bring your prescription medications and an accurate list that includes the name, dosage, and frequency of use. This medicine will be reviewed by the admissions staff and stored while you are in treatment. If you are taking antibiotics or medications for HIV or Hepatitis C be sure to bring those medications with you to ensure continuation of the medication course.

### **What to bring:**

**You may bring one bag only. Any additional items brought on the day of admission will be sent back with the friend or family member who brought you to treatment.** Your bag may contain the following items:

- Up to 7 outfits that are casual, comfortable, and machine-washable (not including outerwear and undergarments). Laundry machines and detergent are provided in our dormitory
- Up to 12 total undergarments (underwear, bras)
- Walking shoes and rubber-soled shoes for the gym (3 pairs of shoes maximum)
- Up to 2 night-wear outfits
- Up to 4 total outerwear items (coats, hoodies, hats, etc.)
- Up to 2 belts
- Glasses or contacts

- Books and/or journals (5 maximum), coloring books and gel pens (16 max)
- Prescription medications
- Photo ID
- Insurance, Medicaid, Medicare cards
- Wallet, purse (1 maximum)
- Make-up (**must contain no glass or mirrors and fit into closed quart plastic bag**)
- List of any contact numbers needed during treatment stay
- Hair dryer, curling iron (not required, but may be utilized)
- Personal hygiene items such as shampoo, conditioner, styling creams, or lotion may be used after inspection
- Crochet needles of plastic or bamboo and yarn
- Up to \$40 cash

### **What Not to Bring:**

**To help the admission process move faster, please do not bring the items listed below. These items are prohibited at the facility.**

- Inappropriate clothing (such as short shorts, mini-skirts, see-through garments, or clothing imprinted with obscene, vulgar, or culturally insensitive drawings/pictures/statements, etc.) or any clothing with an alcohol or drug-related logo. Gang related clothing and symbols may not be worn. No bandanas.
- Blankets, pillows (these are provided at ADATC), or stuffed animals
- Spiral-bound notebooks
- No aerosol products such as cologne or hairspray
- Bath products including perfume or perfumed creams and cologne or aftershave
- Mouthwash or any products containing alcohol
- Make-up products that will not fit in closed quart plastic bag
- Electronic products of any kind – including cell phone, CD player, musical instruments, etc.
- Tobacco products of any kind (Nicotine replacement products are prescribed for patients as needed and appropriate)
- Illicit substances, or paraphernalia
- Sharps of any kind including razor(s), knives, nail clippers, scissors, needles, etc
- Battery powered items
- Glass items

### **Visitation:**

Visitation is every Wednesday evening and you may have 2 visitors over the age of 12 at one time, for a total of 3 visitors. Visitors must arrive between 5:30 and 6:00 pm and must be on your visitation list to be admitted. Visitors will go through a brief orientation and will begin visitation at 6:30 pm.

**Any items brought by visitors will be searched and/or stored in the central belongings room and returned to the patient at discharge.**

### **Directions:**

ADATC is located at 201 Tabernacle Road, Black Mountain, NC 28711. For direction(s) please search JFK ADATC online, visit our website at <https://www.ncdhhs.gov/divisions/dsohf/julian-f-keith-alcohol-and-drug-abuse-treatment-center> or call (828) 257-6200.

We hope you will find these suggestions helpful as you prepare for your journey toward recovery. We look forward to your admission. For more information, please contact the front desk at (828) 257-6200.