



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

LEONARD HOLLIFIELD, MBA
DIRECTOR, JULIAN F. KEITH
ALCOHOL & DRUG ABUSE TREATMENT CENTER

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

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 LME/MCO or 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.

WWW.NCDHHS.GOV
TEL 828-257-6200 • FAX 828-257-6300
201 TABERNACLE ROAD • BLACK MOUNTAIN, NC 28711-2526
COURIER # 12-85-01
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER



- 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 **clean and sober** on the date of admission and capable of participating fully in our program.
 - Please provide each client a copy of the Patient Information Letter which gives more detail with what to expect and is located on our website <http://www.jfkadadc.net/> under Admissions.
- When a patient is approved for ARS admission our admissions coordinator will contact the LME/MCO and 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 and is **not appropriate for direct admission to ARS**, 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 or Intake RN at (828) 257-6201.

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

Thank you for your cooperation and collaboration!

Leonard Hollifield
 NC DHHS
 Facility Director, JFK ADATC
 201 Tabernacle Road, Black Mountain, NC 28711
 tel: 828-257-6200 fax: 828-257-6300

Attachments:

- 1) **MOCK SCHEDULE**
- 2) **FAQ Sheet**

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

FAQ's

Things to know when coming to JFK-ADATC for ARS (Substance Use Program):

- **We are a Tobacco FREE facility – This includes the use of ALL tobacco products and electronic cigarette products**
- **We ask that you arrive on time on your scheduled admission date**
 - **Patients arriving later than their scheduled time may be rescheduled for another admission day.**
- **The admission process will include the following:**
 - **Alcohol and drug screening**
 - **Admission assessments by nursing and medical staff**
 - **Complete search of personal items and person**
- JFK-ADATC is a state-operated, non-profit institution. The charge for care and treatment is based upon the actual cost to ADATC. However, many consumers and their families cannot pay the full amount of this cost. Someone from the Reimbursement Office will talk with you shortly after you are admitted and will discuss your individual case and arrive at an agreed-upon payment for your stay. Charges for services are based on a sliding scale. If available, please bring proof of identification, proof of financial status, and any health insurance, Medicare and/or Medicaid cards. If you have private insurance and your health insurance company requires pre-admission certification, please be sure to bring this certification on the day of admission. If you have questions, please contact JFK-ADATC to speak with a reimbursement staff member. The office is open from 8 a.m. to 5 p.m., Monday through Friday except legal holidays. Telephone number: (828)-257-6200.
- **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.**

What to bring:

Please bring clothes that are casual and comfortable and machine washable. Please limit your belongings to include up to five (5) changes of clothing, sleepwear, and coat or jacket. Each unit has laundry facilities for patient use. We ask that you do not bring any clothes that might be considered inappropriate such as short shorts, miniskirts, 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. **In our treatment setting perfume or perfumed creams or lotions, hair spray, cologne or after shave, mouthwash, etc., are not allowed**

1. Please bring comfortable casual shoes and/or sneakers/tennis shoes for activities.
2. Individuals may keep up to \$30.00 in their possession. Additional money can be deposited with the Cashier and withdrawals can be made weekly.
3. Toiletries: **Please bring basic** personal care items that are non-alcohol, non-aerosol and unscented or low scent:
 - hair spray (non-aerosol),
 - mousse or gel,
 - body wash,
 - deodorant,
 - shaving cream,
 - body lotion,
 - Shampoo & conditioner in plastic bottles.
 - **Make-up: in non-glass containers and without glass mirrors may include:** face cream, foundation, facial powder, lip stick/gloss, rouge/blusher, eye shadow, eye liner, and mascara.
4. Items such as Blow dryers, Flat irons, curling irons, hair clippers, or electric razors may be permitted to be checked out for use on the open campus units if inspected and approved by our maintenance staff.

The following items **are not permitted** to be used during your time at JFK-ADATC. Any items brought with you will be locked securely upon admission and returned upon discharge. However, it would be best if these items were left at home. **JFK-ADATC staff and management are not responsible for lost or stolen articles.**

- Cell Phones
- Television, radio, "CD" or MP3 player (i.e. iPod)
- Tablets (i.e. iPad), computers, E-readers (i.e. kindle or nook)
- Cameras, beeper/pagers
- Outside food items are not permitted.
- Drugs or Alcohol
- Weapons of any kind
- Razors

. For any other questions about our admission process or our program please feel free to contact us 828-257-6200.