

ADMISSION FORM

Resident Full Name: _____ Admit Date: _____

Marital Statuses _____ Single _____ Married _____ Divorced _____ Widowed _____

D.O.B _____

Primary Family Contact (Relation) _____

Telephone _____

Email _____

Permanent Address of Resident _____

Social Security # _____ DL# _____

Hair Color _____ Height _____ Weight _____

Mother's Maiden Name _____

Emergency Contacts:

Name _____ Relationship _____

Telephone _____ Cell _____ Email _____

Address _____

Name _____ Relationship _____

Telephone _____ Cell _____ Email _____

Address _____

Billing Party Name (relation): _____

Email _____

Phone#(s) _____

AUTHORIZATION for RELEASE OF INFORMATION FORM

I, _____, give permission to NEXT STEP
BEHAVIORAL HOUSTON to:

_____ Use the following protected health information, and/or

_____ Disclose the following information to:

Names of Individuals:

Information to be disclosed:

_____ Medical Records

_____ Treatment Records

_____ Diagnostic Records

_____ Other _____

If the person or entity receiving this information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be disclosed to other individuals or institutions and no longer protected by these regulations.

You may refuse to sign this authorization. Your refusal to sign will not affect your ability to obtain treatment, payment or your eligibility for benefits.

You may inspect or copy the protected health information to be used or disclosed under this authorization. For protected health information created as part of a clinical trial, your right to access is suspended until the clinical trial is completed.

AUTHORIZATION for RELEASE OF INFORMATION FORM

Finally, you may revoke this authorization in writing at any time by providing written notification to NEXT STEP BEHAVIORIAL HOUSTON administration office. Your notice will not apply to actions taken by the requesting person/entity prior to the date they receive your written request to revoke authorization.

Printed Name of Resident

Signature of Resident

Date

Printed Name of Agency Representation

Date

MEAL SERVICE AND SCHEDULE

Next Step Behavioral Houston has a continuous cycle of menus with consideration of special needs diet and healthy nutritional value for all residents for:

Diabetics

Low Salt diets

Vegetarian

Kosher

Meals are served at the following times:

Early Morning Breakfast (cold)	6:30 – 7:30 a.m.
Regular Breakfast (hot)	7:30 – 8:00 a.m.
Lunch	12:00 – 12:45
Snack	2:30 – 2:45
Dinner	6:00 – 6:30
Snack	8:30 – 8:45

VISITOR POLICY OF NEXT STEP BEHAVIORAL HOUSTON

All visitors **MUST** sign-in upon arrival. It is requested that all visitors call ahead to ensure availability and to prevent disruption of the residents' schedule in daily programming. When the visit is over, the visitor **MUST** sign out.

There are two sets of policies regarding visitation at Next Step Behavioral Houston: General Policies and Policy based on level.

The GENERAL POLICIES are as follows:

For NEW ADMITS, family may visit during the first 72 hours. After 72 hours all visits are restricted to Wednesday evenings from 4 pm to 8 pm and Sundays from 10:00 a.m. to 8:00 p.m.

On Sundays, residents will be allowed to leave campus with visitors with prior clinical approval. Clinical approval will not be given for off campus visitation for the first 30 days during the assessment/restriction period. Each case will be determined on an individual bases by the clinical team and based on the needs assessment of the resident.

No visitors are allowed outside of these times except for July 4th, Thanksgiving and Christmas day and the visiting hours for those days are 10:00 a.m. to 8:00 p.m. All other holidays' visiting hours are restricted to 4:00 p.m. to 8:00 p.m. Peer age visitors are not allowed to visit in private rooms of residents at no time. Family members are welcome to do so.

Please note that when visitors sign in, they will be asked about any electronics, food or other gifts that are being brought for the resident.

The POLICY BASED ON LEVEL are as follows:

Next Step Behavioral Houston has an open-campus policy which means we do not lock individuals in on our campus. New residents have restrictions for the first 30 days and are not permitted to leave campus without a designated staff escort. After the 30 days of restriction (based on needs assessment of resident) all residents have the freedom to leave campus as long as they return by curfew, which is 10:00 p.m. There are no visitation of family or friends allowed past the time allotted time stated above. All residents are required to sign-in/out when leaving campus, whether they are leaving with a visitor or not. Any visitors on campus will be able to visit at an allowed designated area. Visitors are also not allowed to eat dinner with residents on campus during dinner time.