



1. Review the Mino Aya Ta Win Residential Treatment Centre's **pre-treatment checklist, intake package** and **FAQs** with the person being referred to our Centre.
2. Our Centre requires a copy of the **GAIN-SS (Short Screener)** upon intake. This assessment will be accepted up to six months prior to applying for admission to our Centre.
3. Forward the completed **Application for Admissions Package** to our Intake Worker where it will be reviewed by our team based on the client admission criteria.
4. With the client, complete a **Consent to Obtain and/or Release of Information Form**. This will allow for our Centre to communicate with your agency to facilitate information sharing and treatment planning.
5. We require a **clinical assessment** from the referent to determine client stabilization and readiness for treatment. This include psychiatric or medical assessment and/or consultation, counseling services, correctional services assessment, and other support group/program services.
6. Complete the **Medical Assessment form** and return to our Intake Worker. Depending on current medical conditions, our team may request medical clearance prior to acceptance and participation in the Mino Aya Ta Win treatment program. (Seizure history, heart irregularities, MRSA infections, etc)
7. Our Centre will work closely with local pharmacies (within Fort Frances) to provide all medication(s) to clients while admitted to our treatment program. It is important that the Intake Worker is aware of the **client's current pharmacy name and telephone number**. All medications, including benzodiazepines or any controlled prescribed medications, will be reviewed and require rationale/approval for both prescribing medical professionals as well as our team. We will take into consideration **medical withdrawal tapering programs** prior to client's admission date.
8. Once the Intake Worker has reviewed all documentation, they will complete an **intake interview** and discuss upcoming treatment dates and availability. Clients may need to be referred to a withdrawal management program; this situation will be addressed during this interview.
9. We expect referents and/or clients to **follow up** on the status of Applications for Admission. The referent is responsible to inform our Intake Worker of follow up or changes in circumstances relational to client's needs. The client is responsible to adhere to weekly contact schedule which secures their upcoming treatment admission date.
10. Transportation confirmation and arrival information is required the week prior to the client's admission date. On date of client's admission, any worker at our Centre will assist with transportation concerns (Example: Change of drop-off time). **Return travel (Admission/Discharge) is the responsibility of the client.**

Contact Information for Intake:  
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