

POLICY MANUAL

Subject: Children's Program **Effective Date:** 12/11/2002
Admissions and Exclusion Criteria

Initiated By: Missy Richter **Approved By:** Jim Moore
Program Manager Chief Executive Officer

Review Dates: 04/12 PP, 2/14 HH **Revision Dates:** 12/08 BLA, 03/13 MJ,
2/15 HH

POLICY:

Cumberland Heights does not discriminate on the basis of race, gender, ethnic or religious background with regard to admission to this program. The program is designed for children age's six (6) to twelve (12), who have been impacted by an adult family member's addiction. Exclusions are based on the ability to serve the child and the child's impact on the group as a whole. Exclusions may include, but are not limited to, substance abuse/dependence, active psychosis, recent history of violence toward self or others, intellectual disability or developmental delay, or physical health issues requiring a higher level of monitoring than that provided in a prevention setting. These decisions are made on an individual basis.

Procedure:

1. Each family receives a participant registration form which asks questions regarding identified substance abuse/use, psychiatric, and medical issues with the child. This includes the use of prescribed medications. This information is completed by the family and returned to the Family Services Director.
2. If the Family Services Director has a question about the appropriateness of a particular child for the program, contact with the family is made to obtain further information.
3. Depending on the individual case, one or more of the following may occur:
 - a) The parent/guardian may be asked to consult with the child's physician or mental health professional to obtain clearance for program participation;
 - b) The parent/guardian may be asked to allow the staff to consult with these professionals to obtain specific direction as to how to meet the needs of the child in the Children's Family Program setting; or
 - c) The parent/guardian may be referred to another setting for more appropriate treatment.
4. All reasonable efforts to accommodate the child are made.