



Friendship House Admission Process

This information is designed to inform referral agencies and individuals in the community about the criteria and procedures we use for admitting prospective clients.

Program	Contact	Hours of Operation
San Francisco Residential or Oakland Lodge Programs:	Michelle: (415) 865-0964	Monday-Friday 9am to 4pm
Sacramento Outreach	Carlos: Phone: (916)341-0575	Leave message on voicemail

Criteria for Admission

- A problem with drugs and/ or alcohol.
 (For a free online Alcohol Screening, go to www.alcoholscreening.org)
- Males and females age 18 and over **OR**
 Females age 18 and over who wish to bring up to two of their children age 0-5 to the residential treatment program with them.
- No serious medical, psychological or emotional conditions that could interfere with participation in a social-model residential treatment program.
- All legal and medical issues should be sufficiently resolved, so the client will not be removed from the program during treatment.

12 Steps for Screening and Admission

When referring clients to Friendship House, please follow these steps:

1. All clients must be interviewed to determine acceptance into the program. Appointments must be made for all screenings, which can take place in person or over the phone. **To schedule an appointment for the San Francisco residential or Oakland Lodge program, please call Michelle at (415) 865-0964. To schedule an appointment for the Sacramento/outreach, please call Carlos at (916)341-0575.** Prospective clients should be prepared to spend a minimum of 30-45 minutes in the screening interview.
2. We will accept collect telephone calls for screening *interviews*. This option is reserved for persons who are incarcerated or homeless who have made prior arrangements with our intake staff.
3. Once a client has been screened and accepted, they will be placed on the waiting list. It is the individual's responsibility to CONTACT US WEEKLY - by mail or by phone - to maintain active status.

If the client does not remain in contact with Friendship House he or she will be removed from the waiting list.

4. The primary requirement for admission is that the individual demonstrates a sincere desire to stop drinking and/ or using drugs. Clients must be clean and sober for 72 hours prior to admission.
5. The Friendship House Association of American Indians, Inc. does not discriminate on the basis of race, gender, national origin, sexual preference, religious affiliation, or disability. **Prospective clients should be aware that along with traditional treatment methods, we incorporate American Indian culture and traditions into the program.**
6. Fees for the program are determined on a "sliding scale" basis, according to ability to pay. Resources for payment may include private insurance, government assistance, health care insurance, tribal assistance, family, or friends.
7. Clients accepted to either program must bring their State ID/Driver's License and Social Security Card at the time of admission. If these are not available, Birth Certificates, Tribal registration, or other ID cards are acceptable forms of identification. Clients entering the Oakland Lodge program must also bring their children's birth certificate and social security card.
8. No admission can be made without proper written documentation of a negative TB test in hand or sent prior to the client's admission. The individual **WILL NOT BE ADMITTED WITHOUT THIS CERTIFICATION.**
9. Clients on probation or parole must submit a copy of the terms and conditions of their probation or parole prior to admission. Clients must also provide the name and phone number of their parole agent or probation officer if one has been assigned.
10. Friendship House observes strict rules of confidentiality with regard to client information. ***We cannot share client information with anyone without written consent from the client.***
11. **Clients are not permitted to bring valuables or stereo equipment with headphones. Clients should only bring a small amount of cash, necessary for incidental purchases. Friendship House will not hold cash for clients, under any circumstances. Clients should limit the amount of clothing and personal items to a two-week supply. THERE IS NO STORAGE SPACE.**
12. Upon admission to the San Francisco treatment program, clients are placed on a "30 day restriction." Clients admitted to the Oakland Lodge program will be placed on a "45 day restriction." During this time, the client will not be allowed to leave Friendship House unaccompanied. In addition, the client may not write or receive letters, make or receive telephone calls or receive visitors. These rules allow the new client to adjust to his or her surroundings, become familiar with the program and reflect on the circumstances that brought them to treatment.

The specific focus of Friendship House is to respond to the drug and alcohol treatment needs of adult American Indian women and men. Our commitment is to treat the alcohol and drug user with care, respect, responsibility and knowledge. Our goal is to restore individuals to sober, joyous and productive living in their community.