

Recommended Process for Making Referral to the Dickinson Restoration Center

1. Consider scheduling a phone or zoom discussion with Program Director regarding person being considered to determine if appropriate referral.
2. Complete the referral form and send to Dickinson Restoration Center as soon as completed, even if you do not have all the information we can always update it.
3. Begin to gather the required documentation of psychiatric evaluation and physical less than 6 months old, as this may take time to arrange. If no evaluations within the time frame, arrange for the evaluations to be conducted. Send to Dickinson Restoration Center as soon as obtained.
4. Send any other records (especially medication list, nursing/psychiatric notes, criminal complaint or information on charges, and information related to behavior) so that Dickinson Restoration Center will be able to review and to determine admission acceptance, not appropriate, or if more information is needed to determine acceptance. (Please note the Center's Psychiatrist has final say in admission acceptance)
5. Once admission acceptance is determined then begin work on legal process for commitment (see tips for court orders). Send commitment order to Dickinson Restoration Center once completed.
6. Provide the insurance information for the individual to Dickinson Restoration Center, if discontinued due to incarceration, please begin a process to re-establish medical assistance or other insurance to prevent delays relative to continuing or obtaining medication or other medical services. (This is critical for obtaining medications and routine or specialized medical, dental, or vision related services for the individual)
7. Obtain physician certification and send to Dickinson Restoration Center.
8. Obtain County Administrator Authorization in writing for the individual to receive services at the Dickinson Restoration Center and send to the facility.
9. Once all required pre-admission paperwork is received an admission date will be scheduled for a weekday during daytime business hours by the Dickinson Restoration Center to ensure appropriate staff are present for an admission as there are many parts to the admission process. (If necessary alternative times or days can be arrange as needed).