



## Child Center at Rogers Memorial Hospital

# Admission Checklist

### Welcome

To help make your child's admission go smoothly and your stay as comfortable as possible, we ask that you read through this checklist. By following this list, you will arrive at our treatment center with all the necessary documents and personal items. If you have any questions after reading the list, please contact our admissions department at 800-767-4411, ext. 5959 and ask to speak with the Child Center program representative.

### What to bring

#### Mandatory medical items:

- Latest medical information as directed.
- Immunization records.
- Current dental records (i.e., from a dental appointment within the past six months of your admission date).
- Medical history and physical exam within last 30 days.
- Note from a physician stating that your child is free of communicable diseases.
- Current psychiatric evaluation or psychological testing, if available.
- Discharge summary from your child's last hospitalization, as applicable.
- Names, addresses and telephone numbers of current health care providers, such as your child's primary care physician, psychiatrist, and therapist.
- Name, address and telephone number of the school your child was attending (if applicable), along with the names of teachers, current textbooks and one week of school work, plus his/her current individualized education plan (IEP), behavior intervention plan, functional behavioral assessments or other academic plans and assessments.
- Insurance card, prescription card and current medications *in their original container* (please do not transfer medications into a daily pill dispenser).
- Interstate compact agreement from local state agency (if coming from outside the State of Wisconsin).

#### Optional Items: *Space is limited for each resident*

- Stationery, stamps and envelopes.
- Pencils and notepads (no spiral notebooks or pens)
- Books and other reading materials.
- Hair dryer, curling iron.
- Pictures of family and friends for your child's room (no glass frames).

#### Mandatory packing items:

- Clothing: shorts, long pants, t-shirts, coat, sweatshirts (your child will have access to on-site laundry facilities).
- Boots, tennis shoes and proper footwear for outdoor activities.
- Swimsuit (one-piece suit for females), towel and water shoes for swimming – indoors and outdoors – and lake/water activities.
- Exercise clothing.
- Outdoor seasonal clothing: jacket, hat, gloves / mittens; snow pants & boots for winter activities
- Robe, slippers and sleepwear (which includes a top and bottom). We provide sheets, comforter and pillow; however, you may bring your own if you prefer.
- Favorite non-electric game / toy / stuffed animal.
- Personal hygiene items (including feminine hygiene products if necessary)
- Toothbrush and toothpaste
- Shampoo and conditioner
- Bar soap
- Deodorant (non-aerosol)
- Comb, brush
- Cosmetics – no glass containers, no mirrors

- Other personal items that will make your child's stay more comfortable, within limits (for example, alarm clock, small radio or CD player). iPods/MP3 players *without cameras* are permitted with headphones

**NOTE:** The Child Center is considered "Electronics Free" – No video games of any type are permitted. Movies and video games must be removed from MP3 players prior to admission; staff has the right to limit access and may keep these items stored in the office.

*Please review other side for important information*

**Items Not Allowed:** *Staff is required to check for these items at admission and periodically during your child's stay.*

- ✗ Any items restricted by law.
- ✗ Candles or incense; lighters or matches
- ✗ Aerosol cans.
- ✗ TVs/Cameras/Large Boom Boxes/Laptop Computers
- ✗ Glass containers/bottles; glass in picture frames; mirrors.
- ✗ Clothing that is torn or inappropriate (i.e., drug-, alcohol, gang-related or item which shows disrespect to anyone).
- ✗ Items containing alcohol as one of the first three ingredients (e.g., mouthwash).
- ✗ Disposable plastic razors, straight-edge razors.
- ✗ Plastic bags.
- ✗ Breakable dishes, metal silverware.
- ✗ Weapons of any form.
- ✗ Food / drink items.

## What to wear

Residents and family members must wear age-appropriate, comfortable clothing. Please keep the following guidelines in mind:

1. Clothes and jewelry that refer to alcohol or drug abuse or promote violent, street, or gang behavior are not allowed
2. Clothing is expected to be age-appropriate. Under-garments are expected to be covered by outer clothing. Sleepwear, which includes top and bottom, are required during the night. Sexually provocative clothing is not allowed and is determined at the discretion of the staff working or the house supervisor.
3. Shoes or slippers will be worn at all times.
4. Athletic clothes and shoes which have enclosed toes/heels are required for adventure, challenge course activities, and lake activities.
5. Seasonal clothing for spending extended periods of time outdoors is recommended – snow pants, boots, hats, mittens, and winter coat are required for the winter season; one piece swim wear for females, and water shoes are required for lake/water sports.
6. Hair style, piercings, and clothing will be based on the discretion of parents. The Child Center focuses on your child's treatment; therefore we discourage dramatic changes in your child's hair style, hair color, or style of clothing which can be distracting to your child's and other resident's treatment.

**Smoke-free campus:** Please be aware that Rogers Memorial Hospital is a smoke-free campus. Family members and visitors are unable to smoke anywhere on campus.

**Length of stay:** The length of stay is individually determined based on treatment goals and progress. An average stay however can range between 60 to 90 days and this is only an approximation, as there are many variables taken into consideration by your attending physician and the treatment team, such as your past history, your current status and stage of illness, risk factors, response to treatment, etc.

**Pharmacy and medication information:** Your family is responsible for checking with your insurance provider regarding prescription drug coverage during your stay. After admission, the center's staff will review your medications and order medications through an outside pharmacy contracted to provide services for Rogers and numerous health care organizations in the area. Your medications used on the unit are ordered in unit/dose packaging (a "bubble-pack") which is required to ensure the safe handling and storage of medications in our residential centers.

**Nursing information:** The nursing staff provides care that focuses on your emotional, medical and physical need; nurses assure that your medical needs are addressed in a timely manner. They will also provide education on medical issues/concerns. The nursing staff will assist you by making referrals to medical appointments as ordered by the physician. Please address any major medical issues prior to your admission, using your personal physician and consultants from your home area. We do have physicians on staff at Rogers Memorial Hospital who work at the Oconomowoc campus to address general medical issues which may arise during a person's treatment stay at the Nashotah Residential Program.

**Billing information:** In addition to the residential treatment charges from Rogers Memorial Hospital, you will receive separate invoices for psychiatry services provided by the psychiatrists. You will receive a statement of these charges, regularly, while you are in treatment. If you have any concerns about this, please contact patient financial services at 262-303-2180 or CS-PFS@rogershospital.org

Please note that medical services are separate from the behavioral health treatment services provided by Rogers Memorial Hospital. You will also be responsible for any medical services provided during your stay. You will receive separate invoices from these independent practitioners. These invoices are your responsibility, and you should make payment arrangements directly with them.

Rogers Memorial Hospital is a private, non-profit hospital within the Rogers Behavioral Health System.

As we continually strive to improve our program components and treatment services, this information is subject to change and revision without prior notice. We have attempted to provide the most accurate and up-to-date information. (Rev 09/16)