

SUD Program Admission Checklist Instructions

REQUIRED FORM: This form is required within the client file.

WHEN: To be completed by the SUD Counselor during the client admission process.

PURPOSE: To ensure all items on the admission checklist are offered to the client and completed as instructed upon client admission to program.

REQUIRED ELEMENTS:

- **Date:** Provide the date each item on the admission checklist was reviewed/explained and offered/provided to the client or write "N/A" if not applicable
- **Counselor's Printed Name/Signature/Date:** Enter Counselors printed name, signature, and date the checklist was completed

**Should the client refuse to accept and/or sign any form listed on the admission checklist, document client refusal.