



Standardized Referral Package for Residential Services

Addictions Ontario residential service providers have adopted a **standardized referral package** for making referrals to its Residential Treatment programs or Residential Supportive Treatment Services-Level 1 facilities. It **replaces existing referral forms** in Addictions Ontario member organizations. This package contains all the information needed to make informed decisions about admissions to programs and, we are pleased to advise, that with the exception of one very brief form, it consists of documents already completed/information already obtained by the referring agency. Referral agents are requested to forward the following documents upon referral:

1. **Client Information and Admission Information screens from Catalyst.** Print out (electronic transfer pending) these screens and please ensure to check the “Expand All” box at the top of each screen to provide complete information.

Or

Standardized Residential Services Referral Form (2 pages). Complete and send this form **only** if you do not have access to/or cannot send the required Catalyst screens. This form obtains the same information needed for completion of Catalyst screens. (See note.)

2. **Supplemental Referral Information Form** (1 pg.). Provides information needed by residential facilities that is not collected in Catalyst or the standardized form. (See note.)
3. **Admission/Discharge Tracking Summary** and the **Drug History Questionnaire** and the **Health Screening** form. If the client is using prescribed medications, please ensure that section on the Health Screening form is accurate, current and complete.
4. The client’s negotiated **Treatment Plan**, which may be the comprehensively completed section on page 2 of the Admission/Discharge Tracking Summary or your agency’s in-service document, but information must minimally include destination and date of arranged continuing/aftercare services for clients who are attending short cycle treatment programs.

Note: Margins sometimes jump about in electronic transfers, so may need adjustment. Also, you may get a message when printing that the margins are outside the printable area. Ignore it and click “yes.”