



Client Referral

Thank you for considering a referral to Residential Services Inc. (RSI). The following document requests information that assists with the screening of your client for services.

RSI provides Foster Care, ICF/DD, Board and Lodge, In-Home, ARMHS and Outpatient Counseling services, including Equine Assisted Psychotherapy and Equine Assisted Learning to adults and children with a variety of disabilities.

Our residential programs are located primarily in St. Louis County with the majority located in Duluth (15 adult foster care and ICF/MR homes). Eight additional residential settings are located in Brookston, Cook, Virginia, and Biwabik. RSI also operates seven adult foster care programs in Region 7E that include the Counties of Pine, Kanabec, Mille Lacs, Isanti, and Chisago.

In addition to our foster care settings, RSI provides In-Home, ARMHS and Outpatient Counseling Services that are delivered throughout St. Louis, Lake, Carlton, Mille Lacs, Kanabec, Pine, Isanti, Chisago and Itasca Counties. Call for details.

RSI accept referrals from other areas of the state, as well as other states. We accept a wide variety of referrals, which may include individuals who have experienced:

- Inadequate or inappropriate placements,
- Repeated failed placements,
- Complex behavioral or medical needs, or
- Long-term or repeated hospitalization or institutionalization.

Please fill out the following pages to the best of your ability and attach any supporting documents that will assist us in determining the level of support for the person you are referring.

You may need a release of information to provide us with the information requested. Please use your agency's form for obtaining such permission.

Once you have completed the attached referral form you may fax or mail to the following:

- By Fax:
 - For programs or services located in Northeastern Minnesota (St. Louis, Lake, Carlton, Cook and surrounding counties)
 - Fax: (218) 727-2893, ATTN: Referrals
 - For programs and services located in East-Central Minnesota (Chisago, Isanti, Itasca, Kanabec, Mille Lacs, Pine and surrounding counties)
 - Fax: (651) 674-5193, ATTN: Referrals
- By Mail:
 - For Northeastern Minnesota: Residential Services of NE MN, Inc.
ATTN: Referrals
2900 Piedmont Avenue
Duluth, MN 55811-2915
 - For East-Central Minnesota: Residential Services of NE MN, Inc. – Region 7E Office
ATTN: Referrals
38625 14th Avenue
North Branch, MN 55056

Please feel free to call RSI's Referral Line with questions at (218) 733-9225 Ext. 2

Client Referral
Facsimile Cover Sheet

To: Residential Services of NE MN, Inc. (RSI)

ATTN: Client Referral

Phone: (218) 733-9225 Ext. 2

Fax: (218) 727-2893: For programs located in Northeastern Minnesota (St. Louis, Lake, Cook and surrounding Counties)

(651) 674-5193: For program located in Central Minnesota (Chisago, Isanti, Itasca, Kanabec, Mille Lacs, Pine and surrounding Counties)

From: _____ Agency: _____

Phone: _____ Fax: _____

Re: _____ Date: _____

Number of _____ pages including cover.

Direct or Route this Referral to:

- RSI – General (Will be Routed to the Appropriate Program Manager)
- Jenny Basta, Program Manager, BI and MI Programs; Region 7E
- Nicole Bennett, Program Manager, BI and MI Programs; Iron Range
- Sue Carlsness, Program Manager, DD and BI Programs; Duluth
- Liese Dombrovski, Program Manager, ARMHS, Outpatient Counseling Services; Duluth
- Roni Horak, Program Manager, In-Home / Respite Program for Children, Adults, and Seniors; Duluth
- Amber Johnson, Program Manager, DD and MI Programs; Duluth
- Joel Longtine, Program Manager, BI and MI Programs, Board and Lodge, and In-Home Program for Adults; Duluth
- JoEllyn Steele, Equine Assisted Psychotherapy and Equine Assisted Learning and Outpatient Counseling Services; Duluth
- Gigi Toman, Program Manager, ICF/DD and FASD; Duluth

Notes: _____

Client Referral Form

Demographic Information:

Date: _____

Client Name: _____

Primary Diagnosis: _____

Secondary Diagnoses: _____

Current Residence: _____

Address: _____

Gender: ____ M ____ F Birthdate: _____

Case Manger: _____

Email: _____ Phone: _____

Referring County: _____ Date services needed? _____

How did you hear about RSI? _____

MA Number: _____ SSN: _____

Funding Types:

Type	Approved	Possible	Type	Approved	Possible
DD Waiver			ICF/DD		
CADI Waiver			ARMHS		
BI Waiver			Private Pay		
AC Waiver					
EW Waiver					

Physical Accessibility Needs

Wheelchair Accessibility ____ One-Level/No Stairs ____ Other, (Describe Below) ____

Notes: _____

For RSI Use Only:

Person Taking Referral Call: _____

Screening Date: _____

Screeners: _____

Summary of Safety and Supervision Needs

Does the person referred have support needs or risks in any of the following areas?

Physical and Medical Health Needs:

- Mobility (uses wheelchair, walker, unsteady gait etc.)
- Health/Medical (serious health conditions requiring skilled nursing care or supervision)
- Special diet
- Assistance with taking medications
- Sensory processing (impaired touch or sensory processing)
- Sight
- Hearing
- Speech

NOTES: _____

Personal and Instrumental Activities of Daily Living

- Dressing Bathing Hygiene Eating Toileting Transfers/Positioning
- Money management (Need for assistance in safeguarding cash resources)
- Medical appointments
- Out of the home supervision
- Ability to manage activities of daily living: _____

Need for family and community involvement _____

Need for community, social, or health services _____

NOTES: _____

Home & Personal Safety

- Requires 24-hour awake supervision
- Requires 24-hour setting with asleep staff
- Requires daily services or checks in private home
- Requires services less often than daily
- Need for protection

NOTES: _____

Behavior Support Needs

- Current or History of aggressive behavior towards others
- Current or History of injury to self
- Current or History of property destruction

- Current or History of refusing essential health care (diet, medications, personal care)
- Current or History of Verbal abuse
- Smoking Alcohol Drugs
- Impairments of judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life: _____

NOTES: _____

Employment/Education

- Need for vocational skill development
- Need for education
- Need for employment

NOTES: _____

Legal Rights Restrictions

- Conservator/Guardian
- Representative Payee
- Minor
- Power of Attorney
- Provisional Discharge from Psychiatric Hospital
- Court-committed to Placement
- Considered Mentally Ill and Dangerous
- On Probation
- Restraining Order
- Felony Conviction

NOTES: _____

Additional Team Members

Legal Representative

Name: _____ Relationship to Client: _____
Organization: _____
Primary Address: _____
Phone: _____
City: _____ State: _____ Zip: _____ Email: _____

*** Release of Information? Yes | No

Other Contact or Family Member

Name: _____ Relationship to Client: _____

Organization: _____

Primary Address: _____

Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

*** Release of Information? Yes | No

Other Contact or Family Member

Name: _____ Relationship to Client: _____

Organization: _____

Primary Address: _____

Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

*** Release of Information? Yes | No