

Rimrock Trails Adolescent Treatment Services

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Required Pre-Screening Documents

- Current A&D Assessment documenting the need for Residential Care.
- Assessment indicates need for residential treatment based on ASAM PPC-2R placement criteria.
- Legal History/Criminal Record Data Face Sheet (Obtain from Juvenile Department if applicable)
- Any prior mental health/drug and alcohol assessments or placements (including discharge summary)

Required Documents for Residential Admission

***Must be received prior to OR the day of admission:**

- Proof of citizenship. (Birth Certificate, Social Security Card)
- Photo Identification. (ex, Drivers License, Passport, or Student Photo ID)
- Current Insurance card/OHP card
- School transcripts
- Immunization records
- Reminder: For all OHP referrals we need the original or a copy of the original Birth Certificate. A copy is acceptable but MUST be Stamped by DHS as “Viewed Original”. (see below)**

******All Oregon Health Plan clients must go to their local Department of Human Services (DHS) with their original documents to show proof of Citizenship and Identify. DHS will make a copy and stamp the documents with “Viewed Original/Certified Copy, Date: Initials”. Rimrock Trails ATS must have these copies at intake (or before) in order to place clients on OHP during their stay in treatment.**

If you have any questions contact Residential Admissions Manager (541) 447-2631.

Proof of U.S. citizenship and identity

The following documents prove both U.S. citizenship **and** identity. If you have one of these documents, we do not need anything else from you.

- U.S. Passport
- Certificate of U.S. Citizenship
- Certificate of Naturalization

Proof of U.S. citizenship*

The following documents only prove your U.S. citizenship. You must also provide one of the documents listed under "Proof of identity."

- U.S. birth certificate
- Northern Mariana ID Card
- Certification of birth issued by the Department of State
- One of the following documents that was created at least 5 years before applying for medical benefits for the first time:
 - ◆ Seneca Indian tribal census record
 - ◆ Bureau of Indian Affairs tribal census records of the Navajo Indians
 - ◆ U.S. State Vital Statistics official notification of birth registration
 - ◆ An amended U.S. public birth record that is amended more than 5 years after the person's birth, or
 - ◆ A statement signed by the physician or midwife who was in attendance at the time of birth
- Report of Birth Abroad of a U.S. Citizen
- Certification of Birth Abroad
- U.S. Citizen ID card
- American Indian Card issued by the Department of Homeland Security with the classification code "KIC"
- Final adoption decree
- Evidence of civil service employment by the U.S. government before June 1976
- Official military record of service showing a U.S. place of birth

Proof of identity*

The following documents only prove identity. You must also provide one of the documents listed under "Proof of U.S. citizenship."

- Current state driver's license
- U.S. military card or draft record
- ID card issued by the Federal, State, or local government with the same information included on driver's licenses
- A school ID card with the person's picture
- Certificate of Indian Blood, or other U.S. American Indian/Alaska Native tribal document
- U.S. Coast Guard Merchant Mariner card
- Military dependent's ID card
- Children under 16: School records, including nursery or daycare records, or an affidavit signed by the parent or guardian

* This is not a complete list of documents that can be used. For more information, call your local DHS field office or 1-800-699-9075.
