

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 Windy Dethman, 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.
