Online Intake Packet Instructions

Thank you for joining Unyeway, Inc.'s team. This packet must be completed for all consumers new to Unyeway, Inc. and returned before his or her start date. It is important that you are thorough to avoid any delays in starting program.

Standard Packet

This is the standard packet that will apply to most all consumers. In addition to this packet prior to each consumer's start date, Unyeway will also need to receive:

- Current Physician's Orders (medications, treatments, diaper/depends)
- Physical and T.B. Test LIC602 or forms provided by physician (within 1 year)
- Personal Rights Form LIC613
- Rights of Individuals with DD DSP304
- Current Residential Objectives (if applicable)
- Conservatorship Papers (if applicable)
- Medications and Medical Supplies (routine and PRN if needed at program)

Additional Information for Restricted Health Conditions

Unyeway is approved by Community Care Licensing to provide care for consumers with restricted health conditions (RHC). Consumers with RHC's will also require physician orders specifying care and treatment for all condition(s). Once Unyeway receives these physician orders from you a care plan will be completed and sent to the physician for a signature, prior to the consumer beginning program.

- Physician Orders specific to care and treatment of RHC
- Unyeway Care Plan signed by a Physician
- Medical Supplies for RHC

Additional Information for Require Exception

Devices that have belts, straps, ties, clips and other measures that assist consumers to utilize devices for postural support, mobility, safety, etc…require an exception for its use within a Community Care Licensed (CCL) facility. In order to receive an exception Unyeway, Inc. will require a physician's order prescribing the use of the device, a letter of support from: conservators (if applicable), an SDRC service coordinator, involved family and/or residential care provider representative as well as pictures of the device. The most common examples of devices requiring exceptions are: helmets for seizures; seatbelts, chest harnesses, or foot straps for wheelchairs; and leg braces or AFOs.

- Physician's Orders specific to device
- Letter of Support –Conservator, Involved Family &/or Residential Care Provider
- Photos of the Device
- Unyeway will seek to obtain a letter from the SDRC service coordinator and mail in the request for exception packet upon receiving the documents listed above in this section.