

HUMBOLDT WORKSHOP, INC.
21 NORTH TAFT STREET
HUMBOLDT, IOWA 50548
515-332-2841

CHECKLIST FOR ADMITTANCE OF A NEW CONSUMER

The following checklist is what the workshop will need to have before the admittance of a new consumer to our program at the Humboldt Workshop, Inc.

- Application
- Care Contract
- Transfer Form
- Consumer Belonging's
- Consumer Rights
- Physical (Current with in 1 year)
- T.B. with in 30 days of move
- Physician's Certification (One for workshop and one for residential) (Both signed by Physician)
- Physician's certification to self administer medication, signed by physician.
- Physician's certification to transfer medications, signed by physician.
- PRN sheet – signed by physician
- Medications and refills or scripts until can be seen by local physician.
- List of current medications
- Copies of any specialist appointments that may need to be ongoing.
- Copy of social security card
- Guardianship if applicable
- Copies of T-19 and Medicare
- Burial Trust
- Birth Certificate
- Social History
- Psychological Evaluation
- Current Eye/Dental (with in 1 year)
- Copy of current Iowa ID
- FUNDING approval in writing for both workshop and residential
- Copies of current IPP's
- Any pertinent history or background that may be beneficial
- Money to open a checking account for person needs.

Thank you so much. Please make sure you have sent all the above before your consumer can be admitted to our program.

Community Employment		RCF/MR
Organizational Employment		CSALA
Personal and Social Community Supports		HCBS
Community Supports	Accredited by Commission of Accreditation of Rehabilitation Facilities	Respite Care

