



## **IW REST PROGRAM REFERRAL INFORMATION FOR PROVIDENCE**

### **Who can make a referral to the IW REST Program?**

Referrals need to come directly from approved Providence St. Peter's Hospital employees. No outside referrals will be accepted at this time. Referrals will be managed by our REST case management team, Wickit Abdy, Chandler Wallace, and James Condon. Raven Scrivner is the program supervisor, Wendy Mosher is the Operations Manager, and Meg Martin is the Director of Integrative Services.

### **Who qualifies for the IW REST Program?**

Anyone in recovery from a procedure or treatment who meets the discharge criteria and who does not have anywhere appropriate to discharge to. This will most likely be people living in shelters, on the streets, in cars, RVs or other places that are not meant for habitation. The REST program is not a medical treatment, psychiatric, skilled nursing, assisted living, rehabilitation, long term shelter, substance use or mental health care facility. The REST program only serves those individuals who meet the program criteria and simply require a restful place to heal.

### **Intake Criteria for the IW REST Program**

Intake acceptance is based on a specific criteria that will be provided in intake packets for Providence employees making referrals. All referrals must be confirmed via phone with REST case management as a condition of referral acceptance. If the guest does not arrive in a state consistent with the intake information, the referring social worker or discharge planner will be contacted and the guest will be returned to the hospital emergency department. Providence will need to provide transportation in this event.



## **How do I make a referral to the IW REST Program?**

1. Gather all the necessary information that you will need to prepare a complete intake packet. A complete intake packet includes:
  - a. Intake Criteria form (Discharge Requirements form - Pg.3 of this packet)
  - b. Providence Release of Information for Interfaith Works
  - c. Signed (by the patient) Interfaith Works Space Use Agreement (Pg. 4)
  - d. After Visit Summary to share with IW REST case manager (you provide)
  - e. Send a fax to 360.284.1225, or secure email with a scanned complete intake packet to **iwrestreferral@iwshelter.org**
2. Between 10am-4pm, 7 days a week, you can call our hotline number:  
**360-870-9566** and **press “2”** for the REST program.
  - a. If you call during our business hours you can expect that the phone call will be answered OR you can leave a detailed voicemail and we will return your call. Calls will be answered between 10am-4pm M-F, voicemails will be returned within 24 hours during the same business hours.
3. Once you speak to an IW REST case manager, you will review the referral and completed intake packet together over the phone. The REST Case Manager may ask you for doctor's notes to help ensure the person meets the program criteria.
4. Once your referral has been accepted by the REST case manager, you will coordinate transportation and a drop off time for the patient to be brought to Unity Commons.
  - a. **Please do not ever send anyone to Unity Commons until you have had verbal confirmation from an IW REST case manager that your referral has been accepted.**
  - b. **If people are sent to Unity Commons who do not meet the Intake requirements, Providence is responsible for taking them back to the hospital and coordinating all transportation to do so.**



**SOCIAL JUSTICE AND PEACE**  
 THROUGH INTERFAITH  
 UNDERSTANDING AND COOPERATION

Please visit our website at [www.iwshelter.org/rest.html](http://www.iwshelter.org/rest.html) for more information.

**DISCHARGE & INTAKE CRITERIA FORM**

**Admission Criteria: Check boxes below -- all criteria must be met before referral is made.**

Discharge Requirements	Met? Y/N
Acute medical condition that would benefit from short-term respite stay (including acute flare ups of chronic conditions).	
Has no active Infectious Disease concerns including but not limited to Covid 19, TB, C-diff, vomiting and/or diarrhea of unknown origin.	
Not in active medical withdrawal from alcohol, prescription, or illicit drugs.	
Medically stable and able to actively participate in planning their medical care.	
Independent in medical management and administration (including oxygen).	
If diabetic, independent in diabetic regimen including blood sugar monitoring and oral medication/insulin administration.	
Independent in mobility (walker, wheelchair, cane)/is not a Fall Risk.	
Independent in Activities of Daily Living (such as showering, hygiene, dressing, toileting, transferring, and eating). OR, if not fully independent in ADL's must have appropriate care-giving support set up and/or assistive device(s) prior to discharge.	
Disclosure of all recent, and previously known suicidal, homicidal, or assaultive ideation or actions.	
Name of discharging hospital employee: Phone number:	
In checking these boxes, and discharging an individual through the Interfaith Works REST program, the discharging party certifies that the discharged individual meets this criteria. Interfaith Works reserves the right to refuse service to individuals that do not meet this criteria, or to return individuals to the care of the discharging party should a change in status affect these criteria.	



## SOCIAL JUSTICE AND PEACE

THROUGH INTERFAITH  
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### **Expectations of Interfaith Works Homeless Services Program**

Welcome, we are glad you are here! In order to stay at our shelter, there are expectations that we have of everyone in and around any of our locations. If you have any questions about these expectations, ask to talk privately with a staff person--we are here for you. You are able to make your own decision about whether to stay here or not, and if you are unable to meet these expectations, we may ask you to leave.

### **Come As You Are, Accept Others As They Are**

Treat yourself and everyone with respect and dignity.

### **Be Safe, Act Safe**

No violence! Violence includes (but is not limited to) targeting someone because of their sexual orientation, race, ethnicity, gender/gender expression, age, ability, religious beliefs, etc. Violence can take the form of threats, hate speech, recognized symbols of oppression, unwanted physical contact, verbal and physical sexual harassment and assault and/or verbal and emotional abuse. Weapons of any kind are not allowed. You may check smaller weapons like knives, pocket knives, bats, hatchets, mace, etc. with staff and get them back. Guns are never allowed under any circumstances!

### **Respect People's Bodies/What They Do With Their Bodies**

There are many different kinds of people here and all are welcome exactly as they are. We expect that you will not talk about, comment on, insult, use slurs, shame or otherwise remark about people's appearances or bodies to other guests or in common areas of the shelter. If you are annoyed with someone, don't make it about their race, ethnicity, gender/gender expression, sexual orientation, drug use, age, body size, or anything like that. If you are confused, have questions about another guest, staff person or volunteer, or feel like you are being targeted, please ask for support from a staff person in private—you are not alone.



## SOCIAL JUSTICE AND PEACE

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### **Respect the Routine**

We are open 24/7. Curfew is at 1 am and you must be in the shelter by 1 am every night. Any guest trying to re-enter the shelter after 1 am will be turned away, if you are out later than 1 am, you will be allowed back in the shelter after 9 AM the following morning.

The kitchen, laundry, and showers are limited to designated open times only. Use of these services outside of these hours may result in restricted access to these facilities.

### **No Sex In/Around The Shelter at Anytime/No Nudity in Common Areas**

Common areas include all sleeping areas, common areas, the office, bathroom areas, the lobby, the laundry area, intake room, hallways, and the outdoor area. Shirts and shoes are required at all times. If you need socks, shoes, or clothing please ask us!

### **Respect and Protect the Space**

Clean up after yourself, help out when you can, pick up trash outside and be good to our neighbors. No fighting or illegal or dangerous activities are allowed.

Sleep only in the bed that you are assigned. We have fire code regulations and need to be able to respond to emergencies adequately so we can't have people sleeping outside or in any common areas. We cannot permit use of extension cords or carts indoors, unless approved by management.

There is no camping in or around the building or the parking lot area and personal belongings need to be contained at all times. If you are having difficulty with your bed placement, you can discuss this with staff or a manager.

### **No Drug Use/Dealing**

While we can't have drugs/drug use on the property, we always try to create an environment where people can talk openly about their use. If you have used and are at risk of overdose or worried about your safety, please tell us!



## SOCIAL JUSTICE AND PEACE

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We are here to help and want you to be as safe as possible. Being open and honest with us about your risk of overdose or concerns around your use will not jeopardize your ability to access the shelter. We have narcan and our staff are trained in overdose reversal.

### **Take Responsibility For Yourself and Your Belongings**

This includes bikes, carts, and pets. If you have a pet you must follow the Pet Policy.

All belongings must fit under your bed area and can't block any walkways or fire exits. Guests should expect personal belongings that exceed the bed area limit will be removed from the shelter. This will happen weekly via our [Pare Down Policy](#). You will be assigned a locker as a secure place to store items by your bed. You will be given 3 bins for personal belongings and two personal bedside lockers. Staff will only access the contents of your bed area in cases of emergency. Personal belongings may not be left on or around the shelter grounds. We encourage you to keep all valuables on your person or in your locker. The shelter is not responsible for any lost or stolen items.

Bikes may not enter the shelter. You may lock one bike on the rack outside the shelter by the parking lot

### **Respect the Neighborhood**

Treat the building, parking lot, grounds and all of the people that use the building with respect, dignity and compassion. Treat all neighboring businesses and residents with that same level of respect. Please do not post up around the property that isn't our designated space or in neighboring business or places of residence. Please don't leave personal belongings stashed around or block entryways in the neighborhood.

Fighting, yelling, or disturbing the neighborhood in any way puts the shelter at risk! In other words, don't blow up the spot! We will always aim to resolve a situation before asking someone to leave. However, if you are unable to meet these expectations, you may be asked to leave. We will make barring



decisions with compassion and only to re-establish safety within our programs.

**Respect REST Program Policies**

We will check in at 11 am every day. We need to know that you are using your bed consistently and you will need to let us know if you are going to be late or miss a night. If you fail to check in or show up at the shelter every night you may lose your bed. If you do not sleep in your bed 3 nights in a row and you do not communicate with us, you will lose your bed and we will store your belongings for two weeks before we dispose of them. REST shelter beds are short term and stays are limited to no longer than 30 days. Guests are evaluated regularly to see if they are receiving benefit from respite care and if not they are exited from the program.

If you are not following your care plan and decline to engage with medical care in a way that is detrimental to your health, you may be asked to leave. Because we have no medical staff on site and you have been referred to us with medical issues, we need you to engage in the level of medical care prescribed by your doctors.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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