



# Institute for Health and Recovery

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Dear Parent/Guardian,

Your child, or a child with whom you work, has been referred to the Central Intake & Care Coordination Team for placement at one of the Massachusetts Department of Public Health's Adolescent Residential Substance Use Treatment Programs. We understand that coming to the decision to have your child admitted to a residential substance treatment program is not easy. In an effort to help you expedite this process as quickly as possible, we have outlined what needs to happen prior to admittance. Care Coordinators are available to assist you, so please call if you have questions along the way. This packet of information contains a pamphlet containing information about the treatment programs and the referral process, a pre-admission checklist and some forms that you will need to fill out and have signed by medical or education professionals before your child can begin treatment.

As soon as it has been determined that your child is appropriate for a DPH Residential Program, and you have collected the items of the checklist on the next page, your child can begin treatment. For the sake of your child's safety, the program cannot admit your child without these items. Also, as his or her legal guardian you are responsible for your youth's transportation.

Please don't hesitate to contact the Central Intake & Care Coordination Team if you have any questions at all.

Sincerely,

Maggie Giles  
Director of Youth Services

Kristine Gallegos  
Supervisor of Central Intake Care Coordination

Dawn Haynes  
Central Intake Coordinator

Jennifer Rifkin  
Central Intake Coordinator