

### Linden Oaks Hospitalization CHEAT SHEET\*

*\*To be used as a guide along with the Hospitalization Handbook*

*Call the On-Duty Dean if guidance is needed at any point: (847) 886-9101*

ASSESSMENT	<ol style="list-style-type: none"><li>1. Talk to student in-person.</li><li>2. If concerned about emotional health call on-duty counselor while s/he waits. Follow instructions.<ol style="list-style-type: none"><li>a. During the day: Call Counseling Center (630) 752-5321</li><li>b. After hours: Call On-duty Counselor (331) 551-88373.</li></ol></li><li>3. Counselor determines whether student needs to be assessed and go to Linden Oaks.</li><li>4. If a student needs to be assessed, the counselor will talk with the student about informing their parents. They will also encourage the student to sign a <i>Wheaton Release of Information (ROI)</i> form to give permission for the college to talk with their family. (<i>ROI in hospitalization handbook</i>)</li></ol>
DRIVING TO HOSPITAL	<ol style="list-style-type: none"><li>5. If during the day, the Counseling Center staff member will accompany the student to the hospital. After 5pm or during weekends call in this order: Christopher Marchand (224) 548-2496, Pete Hill (630) 269-9817. If no response then have Public Safety call an ambulance to go to CDH (See CDH Cheat Sheet)</li><li>6. Tell student to bring an insurance card, a form of ID and anything they want for the waiting room.</li><li>7. Drive to Linden Oaks (852 West St, Naperville, IL). On your way:<ol style="list-style-type: none"><li>a. Inform Dean if you need assistance but if everything is working fine the Dean can be informed in the morning.</li><li>b. Ask student if s/he would like to talk while driving.</li><li>c. Tell them about the intake process. Waiting time could be 5+ hours before a decision is made about admittance.</li><li>d. Ask if student wants his/her parents notified, should s/he be admitted. If answer is yes, have student sign <b>Wheaton College ROI</b> (see SAMPLE in Hospitalization Handbook).</li><li>e. Ask if student would like anyone else notified (athletics coach, employer, friends, RA, GRA, roommates). Does student want to call/text them right now? What would they like to have communicated? Have student sign <b>Wheaton College ROI</b> for those people.</li></ol></li></ol>
AT LINDEN OAKS	<ol style="list-style-type: none"><li>8. At front desk, have student say they are here for an assessment.<ol style="list-style-type: none"><li>a. Ask student to sign <b>Linden Oaks Waivers</b> (available at front desk) allowing,<ol style="list-style-type: none"><li>i. Linden Oaks to talk to parents.</li><li>ii. Linden Oaks to talk to Carrie Williams (630-752-5797 (this is required for them to return to campus)</li></ol></li><li>b. When their name is called, ask student if s/he would like you to join them in the second waiting room. If they say no, wait in the first waiting room until you hear whether or not they have been admitted.</li></ol></li><li>9. If student is <u>NOT</u> admitted, ask, "What is being recommended for the student? What are the next steps student needs to take from the given recommendations?" Call an Uber to take you both home.<ol style="list-style-type: none"><li>a. If an Intensive Out-Patient (IOP) therapy program is recommended, inform student that they will need to seek approval to miss classes from Carrie Williams and that the College does not provide transportation to all program centers.</li></ol><p>If the student <u>IS</u> admitted, update the on-duty counselor and confirm that they notified the parents. Uber home and keep receipt so you can get reimbursed. Update the on-duty counselor and confirm that they will notify the parents. Res. Life staff should inform student and CDH staff that student cannot return to WC until Carrie Williams has been in contact with CDH about student - progress, prognosis, discharged plan etc.</p></li></ol>
FOLLOW-UP	<ol style="list-style-type: none"><li>11. Update college staff you have been working with about end result. Contact roommates that day and share only as much as hospitalized student allows. If a <i>ROI</i> has not been signed, do not tell roommates anything about Linden Oaks—simply say that the student is safe, will be gone for a few days, and has asked for privacy and that's why you can't share more at this time and that you know that's hard for them to hear.</li><li>12. <b>Update SCN before you go to bed and make sure to include RD, GRA, Allison, Toussaint, and Carrie Williams. Scan and upload the ROI under "Release of Information" in the student's record and share with Carrie Williams.</b></li><li>13. Follow up with Carrie Williams the next day to discuss next steps.</li></ol>