



NORTHWEST TERRITORIES FACILITY-BASED ADDICTIONS TREATMENT REFERRAL PROCESS GUIDE

The following information outlines the Department of Health and Social Services referral process for Northwest Territories (NWT) residents seeking **Adult (18+) Facility-Based Treatment for Addictions**.

Forms are located here: <https://www.hss.gov.nt.ca/professionals/en/services/forms/mental-health-and-addictions>

1.	COMPLETE ASSESSMENT	<p>The case manager* must assess the service user to ensure that facility-based addictions treatment is the most appropriate option for treatment.</p> <p>The referral source will assess the service-user’s readiness for treatment and discuss options including peer support (i.e. AA, NA), counselling services offered in the community and region and electronic based options like apps and self-help.</p> <p>The individual seeking facility-based treatment must have a valid NWT health care card, and valid identification that meets Transport Canada’s requirements to board a flight within Canada. Both must be valid for the entire treatment period. Please ensure these are in place and if not, assist the service-user with securing these right away.</p> <p>Transport Canada’s requirements for ID can be found here: https://travel.gc.ca/air/identification-requirements</p> <p><i>* The case manager should meet with the service-user a sufficient amount of times to determine treatment readiness. The case manager must have the skills and knowledge to assess the service-user’s readiness for treatment. Case managers could include: Community Wellness Worker, Mental Health and Addictions Counsellor, Addictions Counsellor, including government and non-government organizations.</i></p>
2.	TREATMENT FACILITY APPLICATION PACKAGE	<p>The Department has five approved* facilities for addictions treatment. See the attached list of GNWT-approved treatment facilities.</p> <p>The case manager and service-user must complete the appropriate application package from the facility.</p> <p>The case manager will send the application directly to the facility, ensuring that the service-user has signed a release to exchange confidential information.</p> <p><i>*The treatment facility must be on this list of approved facilities to be considered for funding approval.</i></p>
3.	TREATMENT FACILITY LETTER OF ACCEPTANCE	<p>The treatment facility will review the application package.</p> <p>The treatment facility will send an acceptance letter to the case manager or to the service-user. This letter will indicate the next possible date of intake for the individual seeking treatment as per the assessment and intake procedure for each treatment facility.</p>



4.	NWT FACILITY BASED ADDICTIONS TREATMENT APPLICATION PACKAGE	<p>Once the service-user has an acceptance letter from the treatment facility, the case manager and service-user must complete the NWT FBAT Application Package. This package includes:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Acceptance letter from the treatment facility<input checked="" type="checkbox"/> Completed NWT FBAT Application<input checked="" type="checkbox"/> Photocopy of valid NWT Health Care card<input checked="" type="checkbox"/> Photocopy of valid identification for travel <p>Application packages must be complete. All incomplete applications will be returned to the case manager for completion.</p>
5.	SUBMIT COMPLETE APPLICATION PACKAGE	<p>The case manager must submit the completed NWT FBAT Application Package to the Department by secure file transfer.</p> <ul style="list-style-type: none">• If you are a GNWT employee, please submit the package to resaddictionstx@gov.nt.ca via secure file transfer at: https://sft.gov.nt.ca/• If you are a case manager outside of the GNWT, please submit the package to our secure file transfer drop box at: https://sft.gov.nt.ca/filedrop/~SlzAyg For assistance, see instructions on page 3.
6.	REVIEW OF APPLICATION PACKAGE	<p>The complete application package will be reviewed within 3 business days.</p> <p>In urgent or emergent cases, such as pregnant persons and/or individuals involved with Child and Family Services, please indicate this and the application package will be reviewed and processed within 1 business day.</p>
7.	APPROVAL AND MEDICAL TRAVEL ARRANGEMENTS	<p>Once the application has been approved, the Department will provide the following documents to the case manager, medical travel and the treatment facility:</p> <ol style="list-style-type: none">1) A funding approval letter2) A signed Medical Travel Exception form requesting travel3) Information on specific roles and responsibilities of each party
8.	MEDICAL TRAVEL ARRANGEMENTS	<p>Medical Travel will then make the travel arrangements and notify the case manager and/or service-user, and the Department.</p> <p><u>The case manager must ensure that the treatment facility and the service-user receive a copy of the travel itinerary.</u></p>
9.	RETURN/ DISCHARGE TRAVEL	<p>The case manager must contact the Department's Facility-Based Addictions Treatment Program 7 days in advance of discharge to inform them of the service-user's discharge date and time. The Department will then request return travel from Medical Travel.</p>



Secure File Transfer/Password Protection Instructions

The following documents are to be sent via secure file transfer (SFT) **only**.

- NWT FBAT Application
- FBAT Consent for Release/ Exchange of Confidential Information form
- Photocopy of valid NWT Health Care card
- Photocopy of valid identification for travel

Secure File Transfer

If you are a GNWT employee, please submit the package to resaddictionstx@gov.nt.ca via secure file transfer at: <https://sft.gov.nt.ca/>

If you are not a GNWT employee, please use the following SFT drop box: <https://sft.gov.nt.ca/filedrop/~SlzAyg>

Once you go to the drop box, put your email address in the “From” box, put a title in the “Title” box (such as “Treatment Application”), attach the files you want to send us, and then click “send” and it will be sent to us securely at no charge to you.



**GNWT-APPROVED
FACILITY BASED ADDICTIONS TREATMENT (FBAT) PROGRAMS
FOR ADULTS (18+)**

AVENTA CENTRE OF EXCELLENCE FOR WOMEN WITH ADDICTIONS	Calgary, Alberta Phone: (403) 245-9050 Fax: (403) 245-9485 www.avena.org	Inpatient Program & Extended Care Program Female only treatment centre 49-day program 3 month extended care program Young adult treatment program Admission process: application, pre-treatment assessment via phone and medical Detox partnership with Renfrew Recovery Centre
FRESH START RECOVERY CENTRE	Calgary, Alberta Phone: (403) 387-6266 Fax: (403) 235-1532 www.freshstartrecovery.ca	Inpatient Program & Extensions Male only treatment centre 12-16 week program Continuous intake Admission process: pre-treatment assessment Detox partnership with Renfrew Recovery Centre
RENASCENT	Toronto, Ontario Phone: 1-866-232-1212 https://renascent.ca	Inpatient Program & Continuing Care <u>Graham Munro Centre for Women</u> Female only treatment centre 35-day program <u>Punanai Centre for Men</u> Male only treatment centre 35-day program Admission process: pre-treatment intake/screening/assessment via the telephone. Pre-treatment medical consult with the facility medical director via an online platform once admission date is established. Detox is provided via a partnership with Unity Health
SUNRISE HEALING LODGE	Calgary, Alberta Phone: (403) 269-5567 Fax: (403) 269-5578 https://nass.ca	Inpatient Program Co-ed treatment centre with Indigenous healing focus 14-week program Continuous intake Admission process: Application and medical Detox partnership with Renfrew Recovery Centre
EDGEWOOD TREATMENT CENTRE	Nanaimo, British Columbia Phone: (250) 751-0111 or 24/7 toll free 1-800-683-0111 Fax: (250) 751-2758 www.edgewood.ca	Inpatient Program, Extended Care & Follow-Up Program CO-ED treatment centre 50-day program 2 month extended care program Continuous intake Admission process: pre-treatment assessment via phone On-site medical detox

For more information on the above treatment facilities and application packages, please refer to the associated websites.



AFTERCARE FOR ADULTS (18+)

<p>EHN Outpatient Services - Virtual Addictions Aftercare</p>	<p>Flexible, 24/7 addictions recovery aftercare support is available through this abstinence-based, online maintenance program that can be accessed following addictions treatment.</p> <p>With the included Wagon app, individuals are supported in setting personal recovery goals, tracking progress, accessing therapeutic groups, individual counselling, and more!</p> <p>Residents can register for the EHN Wagon program by contacting their local counsellor, by calling 1-866-926-4196, or by booking an aftercare assessment online at https://share.hsforms.com/17Lrm9L-ET_-duramvZSHuA4tdgg</p> <p>For more information visit www.gov.nt.ca/wellness</p>
--	---