





**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 8058</b>	<b>Non-admission of Clients</b>
<b>Origination Date: November 13, 2002</b>	
<b>Revision Date: January 2004; March 21, 2006; June 6, 2007; February 24, 2009, July 14, 2016</b>	
<b>Reviewed Date: February 2005, September 26, 2012, May 1, 2013,</b>	
<b>Approved:</b>	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to maintain a record of persons not admitted to the agency for services as well as the reason(s) for the non admittance.

**PROCEDURE:**

1. If an individual is denied admission to the agency's services, staff will complete the Non-Admission Log recording the reason for not accepting the individual.
2. Denial of services should not be discriminatory for communication or disability.
3. Only designated clinical staff can determine an individual's admission or non-admission to services in all programs except the Behavioral Health Crisis Center.
4. In the Crisis Stabilization Program only the physician can determine whether an individual is admitted or denied admission to services.
5. The Non-Admission Log (Attachment A) of any individuals who were denied entry into services will be kept at the program site where the denial decision was made.

**Policy # 8058 – Non-Admission of Clients**

**ATTACHMENT A**

**COBB COUNTY COMMUNITY SERVICES BOARD  
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Program \_\_\_\_\_

**Non-Admission Log**

Date	Name	County	Dx.	Staff Denying*	Reason for Non-Acceptance	Referred to

\*At the BHCC the MD must make the decision to deny admission  
Revised July 4, 2016.