

## **Menlo Park VA Women's Trauma Recovery Program Application Checklist**

**We have found that many applications are held up unnecessarily due to missing information. To facilitate the processing of your application, we are ask that you provide the following information (this is in addition to the information provided in the main application form):**

- Please describe your client's previous therapy group experience and ability to tolerate groups (the WTRP is comprised entirely of groups and classes).
  
- Please list your client's COMPLETE medication list (not just psychotropic medications), and include dosages and times.
  
- Please assess and describe your client's ability to walk to and from our dining hall and recreational facility (approximately ¼ mile each way, 3-4 times a day).

**The following conditions will need to be accomplished before your client can be accepted to the Women's Trauma Recovery Program:**

- If a client is on benzodiazepines, she should be tapered completely off with at least 1 month of confirmed stability before acceptance.
- If a client is on narcotic/opiate medications, she should be tapered off with at least 1 month of confirmed stability before acceptance.
- If a client is 50 years old or over, the results of a Mammogram performed within the last year must be made available at least 1 week prior to admission.
- Results of a PAP smear exam performed within the last year must be made available at least 1 week prior to admission. However, if client has had 3 normal PAP smear exams in a row, she may go to an every 3<sup>rd</sup> year exam schedule. If the latter is the case, please provide documentation.

**If you are unable to compile the above information before the application is submitted, please FAX items and this checklist to Gloria Grace at 650-617-2660 or Sharon Williams at 650-617-2624.**

***Thank you, and we look forward to working with you to assist this female veteran.***