



## Procedure for Hospital Warm-Handoff

### Initial Contact

- Hospital staff must call our main office at **(916) 447-3268** and ask to speak with a supervisor regarding a hospital warm handoff.
- **Office Hours:**  
Monday–Thursday: 8:00 AM – 4:00 PM  
Friday: 9:00 AM – 12:00 PM
- Phones are not answered between **12:00 PM – 1:00 PM** for lunch.
- After office hours, call **(916) 447-3268** and press **4**. This forwards the call to the house phone to reach the supervisor on duty.

### Eligibility Requirements

The individual being referred must:

- Be male
- Be lucid, coherent, and ambulatory
- Be properly clothed (not wearing a hospital gown)
- Be able to walk up one flight of stairs

He must also provide:

- A valid Photo ID
- A current TB card **or** documentation of a negative TB result (including chest X-ray results)

If documentation is unavailable at discharge, the hospital must fax the patient's information sheet verifying these requirements to: **Fax: (916) 447-2921**

### Arrival & Bed Availability

- Warm handoff intake begins at **5:30 PM**.
- To reserve a bed, arrival must be **no later than 5:30 PM** and confirmed with a staff member in advance.
- **After 6:00 PM, a bed is not guaranteed.**
- Men arriving after 5:30 PM must wait until final call at **6:45 PM** to determine if any beds are available.

If no beds are available, the individual may:

- Attend Chapel Service at **7:30 PM**
- Stay for dinner at **8:30 PM**

However, he will need to leave after dinner if no bed becomes available.