To Whom It May Concern:

Pride Manchester House is a nationally accredited eight-bed psychiatric residential treatment facility which serves children, ages 5-13 years, demonstrating serious emotional disturbances. It is North Dakota's cornerstone residential program which treats children under age ten. The program offers intensive clinical, educational, and residential services. It has an on-site special education classroom that is provided by the local school district. Pride Manchester House offers assessment-based options for short-term placements along with treatment services and outreach support to children and families in their home community.

Due to Medicaid and Private Insurance requirements, the Pride Manchester House is requesting that all universal applications be entirely completed when making a request for placement. Therapy Dates, Inpatient Dates, Medication (doses, dates), PATH dates, behavior dates, chronic behaviors - these are all very important; without those Medicaid & Private Insurance companies may start denying placement.

Pride Manchester House is also requesting required paperwork along with the universal application. The universal application is attached for reference. Other items needed when reviewing the universal application include: Individual & Family Therapy Notes, Inpatient Notes, most recent Psychiatric Note (must be within 3 months), school notes/IEP, and a signed multi-agency release of information.

If the above-mentioned paperwork and application is incomplete, the request for placement will not be reviewed by the Admission & Discharge Committee. If you have any questions or concerns, please contact Daniel Reiker, Transition Coordinator ([dreiker@prideinc.org](mailto:dreiker@prideinc.org) 701-223-5600 ext. 252).

Pride Manchester House will be sending monthly bed status reports to each Human Service Zone.

Thank you for your assistance in this matter.

Sincerely,

Don Williams, Executive Director