



“Bringing Hope to Life”

Admission Criteria

Mission: “Hope Haven, a foundation of recovery, provides life skills for homeless, chemically dependent adults and families within a supportive residential environment, leading to independence.”

ELIGIBILITY REQUIREMENTS:

- Applicant must be 18 years of age or older.
- Applicant must be homeless in accordance to HUD (Department of Housing and Urban Development) guidelines.
- Applicant must have completed a 28 day inpatient substance abuse treatment program within the last year; or have completed Intensive Outpatient Treatment within the last year;
- Applicants must be a resident of Mecklenburg County or; Resident of a county covered by a contracting LME or meets requirements of other contracts with Hope Haven and; has been approved through the LME assessment/authorization process and Hope Haven Admissions Department.
- Applicant must be clean and sober for 72 hours prior to admission.
- Applicant must be stable on medications that are accepted by Hope Haven. Proof in writing from the prescribing doctor that the applicant is capable of self-administering the prescribed medications along with a list of the medications must be provided on Hope Haven’s “Prescriber Letter for Medication” form.
- Applicant must be able to participate physically and mentally in all parts of the programs at Hope Haven.

ADDITIONAL FAMILY PROGRAM REQUIREMENTS:

- Applicant’s children and/or spouse must be living with them within 6 weeks of admission
- Applicant’s children in the program cannot be over the age of 14 year old.

PROGRAM REQUIREMENTS:

- Participate in all aspects of the Hope Haven training programs.
- Attend scheduled individual and group counseling sessions.
- Attend all specialized life skills educational sessions.
- Be physically able to obtain and maintain employment.
- Submit to random drug tests as required by Hope Haven.

- Adhere to all Hope Haven in-house rules and regulations.
- Must be able to work safely in the environment of the training program
- Must be able to understand & carry-out directions from trainers
- Must not pose a barrier to safety of other participants

Hope Haven, Inc. has implemented and maintains a board-approved accessibility plan that includes measures and efforts to remove any architectural, attitudinal or employment barriers that would prevent accessibility by residents, employees and visitors in accordance with ADA regulations. Hope Haven Aftercare Services will continue to adapt best practice models to provide services for persons with physical, hard of hearing and/or persons with co-occurring disabilities of mental illness substance abuse disorders, hearing and vision disabilities among others.



HOPE HAVEN'S ADMISSIONS PROCESS

- An applicant or referring agency turns in a Prospective Resident Application. The application is now on the Prospective Resident List.
- After turning in the application, the applicant/referring agency needs to obtain the seven documents **required** for admission:
 - Picture ID,
 - Social Security card,
 - Criminal Background Check,
 - Proof of Physical Exam (within the last 60 days),
 - Prescriber Letter for Medication (on Hope Haven's form),
 - Proof of recent TB Test Results, and
 - Verification of Homelessness Letter.

All documents should be faxed as soon as possible to **Admissions Department, Resident Information Specialist, at 1-866-763-9509;**

- After turning in the application, the applicant/referring agency also needs to call the Admissions Status Line (704-372-8809 ext. 412) every other week to ensure that their name remains on the Prospective Resident List. They should leave updated contact info and their progress in acquiring and turning in their required documents.
- Once the applicant has turned in all required documents to Hope Haven, the interviewer of the prospective program will contact the applicant for an initial interview. **If the applicant is approved for admission, then the applicant will be notified when a bed becomes available.**

How to get the required documentation

- For a Picture ID, visit the NC DMV at 8446 N. Tryon St., Charlotte, 28213; (704) 547-5786; If you are outside of Mecklenburg county, you may contact the NC DMV Headquarters at (919) 715-7000 to locate a DMV near you;
- For a Social Security Card, you may go to 5800 Executive Center Dr., Charlotte, 28212; or call Toll Free (800) 772-1213 to locate an office near you;
- For a Criminal Background Report, please go to the Clerk of Superior Court Building located at 832 East 4th St., Charlotte. The cost is \$25. If you are outside of Mecklenburg county, you may contact your local Clerk of Superior Court's office in your county;
- For a TB test and Physical Exam, you can visit the Mecklenburg County Health Department located at 2845 Beatties Ford Rd., Charlotte, 28216; appointments required. Call 704-432-2490 for details. If you are outside of Mecklenburg County, please contact your local Health Department;