



ADMISSION CRITERIA

I. **Hope Haven Programs:**

- ◆ Resident of County covered by a contracting LME or meets requirements of other contracts with Hope Haven
- ◆ Homeless
- ◆ Has completed treatment for alcohol and/or chemical dependency over the last 12 months
- ◆ Sober/clean for 72 hours (subject to drug test)
- ◆ In need of residential aftercare services to continue the recovery process
- ◆ Has been approved through the LME Assessment/authorization process and Hope Haven Admissions Department
- ◆ Must be willing and able to participate & follow rules—cannot be admitted because of court order to be here only must meet qualifications.

Exclusions: Singles and families

- Non-diagnosis of alcohol or other drug dependence
- Not certified as homeless
- Severe mental health diagnosis or lack of stability of medications
- Unable to participate in Hope Haven training programs and meet requirements of participating in one of these programs.
 - 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
 - Must be able to communicate with others in program for safety

II. **Family Program Additional Criteria:**

- ◆ Must have children and/or spouse living with them within six weeks of admission

Exclusions: (In addition to those of Singles' Programs)

- Children over age 14 who would live on-site

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.

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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,
 - Proof of recent TB Test, and
 - Verification of Homelessness Letter.

All documents should be faxed as soon as possible to

Jen Collins, Resident

Information Specialist, at 704-372-6920.

- 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 let us know their progress in acquiring and turning in their required documents.
- Once the applicant has turned in all required documents to Hope Haven, the coordinator of the prospective program will contact the applicant for an initial interview and tour of Hope Haven. Their suitability for Hope Haven will be assessed and if admitted, 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
- For a Social Security Card, go to 5800 Executive Center Dr., Charlotte, 28212; (800) 772-1213.
- 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.
- For a TB test, you can visit the Mecklenburg County Health Department located at 249 Billingsley Rd., Charlotte, 28211; no appointment necessary during walk in hours. Call 704-432-2490 for details.