

Intake at Open Homes is a two-step process consisting of a phone interview and a face-to-face interview. Although there have been exceptions, it is not our policy to accept walk-ins.

There are a few things that need to be in place before we can consider your request for admittance into Open Homes. Please take a moment to read the following details.

1. You are willing to do whatever it takes to change your life
2. You must not have used drugs or alcohol for at least 72 hours prior to your face to face interview (pass a urine test)
3. If you have not been in detox already, and after 72 hours you are still experiencing moderate to extreme withdrawal symptoms, you must be willing to go into a detox facility should it be determined by one of our counselors that it is necessary
4. Regardless of medical necessity, narcotic medications are not permitted. We suggest that you ask your doctor for a non-narcotic alternative. Any other medications you have been prescribed will be discussed during the interview
5. You must be able to work. Although the first 8-12 weeks of the program consist of light duties performed primarily on Open Homes property, you will be required to find and keep a full time job once you have completed phase one of the program
6. Be prepared to discuss any and all pending issues with the legal system (e.g. charges, court appearance dates, probation requirements, etc.). We are an accepted Community Service facility and you may be permitted to complete community service hours here during your stay with us

Once you have gone through the above list, the next step is calling our main office number to request a phone interview. There will not always be someone available that can conduct the interview when you call, so please be prepared to leave a brief message with a short explanation of your situation and a number where we can contact you. If you do not receive a return call by the end of the day, do not hesitate to call again.

After successful completion of the phone interview, you will be scheduled for a face-to-face interview. This step is essential and no one is considered accepted until this interview has taken place.

If you are relatively certain after the phone interview that you will be accepted, we recommend that you bring your belongings with you. If you

leave after the face-to-face interview, we cannot guarantee that there will be a bed for you when you return.

*Note: In the case of someone who is incarcerated and not able to come in for a face to face interview before having to provide the court with proof of acceptance, we will consider acceptance after a phone interview with both the potential client and his judicial representative (lawyer or public defender, case worker, chaplain, or probation officer).*

## **WHAT SHOULD YOU BRING**

You will need a picture I.D. (DL, ID card, D.O.C. card), and a social security card (or birth certificate). If you do not have one or either of these, we can discuss your alternatives in the interview. These situations are considered on an individual basis and may delay your acceptance until you can provide acceptable identification.

### **Clothes/Personal Items**

First, pack a Bible. If you do not have one, we will give you one. You should bring toiletries, underwear, shorts, jeans, shirts and shoes for work. Also, bring a coat, jacket, and/or a sweatshirt for cooler weather if you have them. Keep in mind that you will be moving several times during your stay and anything you bring you will have to pack and move each time.

If you do not have any of these things we will provide what you need upon your acceptance.

***IMPORTANT: All personal property will be subject to a thorough search by our staff. We will remove from your possession anything we consider a weapon (including pocket knives), cell phones, music players, and any other objects that we consider a potential physical threat to yourself or others, or detrimental to your recovery. We will hold these items until your departure at which time they will be returned to you. (cell phones are returned when entering phase 2 of the program)***