NOS Client Intake Procedure:

1. Referral through treatment center or another qualified center is preferable.
	1. Client’s considered that do not complete an inpatient service will be discussed and decided by leadership committee on a case by case basis
2. All potential client’s will complete intake application
3. House manager will interview each potential client for suitability
4. Once approved, official intake will be coordinated by House Manager.
	1. House managers will have the discretion to use their direct support contacts to assist in client intake
5. Once client is processed, House Manager will review disclosures, rules/regs, discuss medications, acquire signature and store documentation in files.
6. House manager will establish a timeframe to seek employment and provide them organizations that they can volunteer at in the interim
	1. Clients consistency in seeking employment will be evaluated at weekly house meetings established and set by house manager.
7. House Manager will assist/direct them in establishing benefits through assistance and ensuring their enrollment at career link if not already employed.