



General Steps for Inquiring /Approval of The Harmony House (SLE) Program

○ **Step 1: Submit Inquiry/Consultation Request**

- **Online Form:** Fill out the inquiry form on the Harmony House website: support@thehhsle.org (circled in **yellow** below)

Important FORMS

Referral / Inquiry Form
<https://app.onestepsoftware.com/forms/y-6DKM>

Incident Report
<https://app.onestepsoftware.com/forms/Q6hEyOc>

One Step Requirement
<https://app.onestepsoftware.com/forms/N-HyJ5U>

Weekly Self Reflection
<https://app.onestepsoftware.com/forms/t6ey7o>

(then click at the bottom right) → **Submit form**

(Once Link is completed it automatically sends directly back to a Harmony House Representative.).

- **No Internet Access?** Call 707-867-9029 to set up an inquiry/consultation appointment (at least 3-5 days) before your expected move-in date.
- **Purpose of This Step:** This step helps us understand your situation, goals, where you're at in your sobriety, and ensures that we have all necessary information for the next steps to ensure that The Harmony House program is the correct program for you (or a loved one) at this time.

Step 2: Phone Conversation and Qualification Check

- After filling out the online form or completing the consultation appointment, a Harmony House representative will contact you via phone – If you do not have a phone number try to provide a close family member or friend, or agency representative that can contact you .
- **Discussion:** During the phone call, we'll review your inquiry form, discuss your eligibility for the program, and confirm funding options to cover the cost of the program.
- **Next Step:** If you qualify for the program, a representative will schedule an in-person meeting at the Harmony House office:
- **Location:** The Harmony House (Office) 1367 S. Dora St., Ukiah, CA 95482. (House) Is A Different Address

Step 3: In-Person Meeting and Agreement Signing

- **Meeting at Harmony House:** At your scheduled appointment, we will discuss the contract, rules, and regulations of The Harmony House program.
- **Contract Review:** Review and sign the contract if you agree to the terms.
- **Payment:** Pay for your first week's stay (at minimum).
- **UA Drug Test:** A Harmony House representative will conduct a UA drug test.
- **Test Outcome:** If the test is **negative** and you've agreed to the contract terms, we'll move to the next step. If the test comes back **positive** for anything other than (Prescribed Medications from your doctor) you will immediately be denied for the program as you must have at least 30 days Clean & Sober.

Step 4: Escort to the House

- **Transportation Options:**
- If you **have your own vehicle**, you'll follow the Harmony House representative to the house.
- If you **don't have a vehicle**, the representative will escort you directly to the house.
- **House Setup:** Once you arrive, the representative will provide you with door codes, show you your room, and give you a tour of the house and yard.

Step 5: Move-In Night

- You're now ready to move in! Settle in and begin the SLE Program with The Harmony House that same night.