

SoberHomes Resident Intake and Acceptance Process

1. Initial Intake Form Submission:

- The case manager or applicant accesses the intake form online and fills it out (different from the brief information initial form).
- Once we receive the completed intake form, we review the details and ensure the applicant meets the basic criteria.

2. Review of Rules and Responsibilities:

- Send the applicant the **Rules and Responsibilities Addendum** and the **Licensing Agreement** for their review.
- Encourage them to download and read through these documents thoroughly before the next step.

3. Tour and Verbal Interview:

- Invite the applicant for a tour of the facility and suggest downloading their credit report prior to tour if they need fee assistance.
- During the tour, conduct a brief verbal interview using the [Motivation and Readiness Interview Questions](#) to gauge their fit and motivation.

4. Acceptance and Contract Signing:

- If the applicant is a good fit and both parties agree to move forward, finalize their acceptance.
- Negative drug test.
- Have the new member sign the **Licensing Agreement** and **Rules and Responsibilities Addendum** and complete any necessary payment arrangements.
- Deferred payment schedule and form if applicable.

5. Move-In and Orientation:

- Schedule the move-in date and provide a brief orientation to help them settle in.
- Orientation Checklist: to house routines, peer support resources, and any initial responsibilities.
 - i. [SoberHomes_MoveIn_MoveOut_Checklist](#)
 - ii. **Member Mentor:** Connect with a Member Mentor for personal mentorship during their first 30 days.
 - iii. **Standup and Weekly Meeting:** encourage the new member to give a brief introduction at the first standup and “tell their story” at the first weekly meeting.
 - iv. **Community Outreach:** Schedule a meeting with Community Outreach to help new member connect with local resources.