

## **Applying for Transition House**

Welcome to Transition House, Inc. Before you begin the application process here are a few things for you to consider:

- You must be 18 years old or older
- You must be seriously mentally ill as defined by the Oklahoma Department of Mental Health and Substance Abuse Services and determined by a Licensed Behavioral Health Professional.
- You must need rehabilitation or assistance in the following skill areas:
  - Daily Living and Community Living Skills
  - Social and Recreational Skills
  - Pre-Vocational and Vocational Skills
  - Self-Esteem, Communication, and Building Healthy Relationships
  - Advocacy
- You are motivated and committed to your Mental Health Recovery.
- You are willing to maintain medication compliance and have the ability to self-administer medication.
- You have had a negative Tuberculosis test in the past 6 months or are able to provide documentation from a health professional stating you are able to live in a communal living situation.
- You have no recent history of alcohol or other substance abuse.
- You have the skills and are willing to maintain your sobriety.
- You haven't been convicted of violent crimes against others.
- You are able to live in a supportive environment without 24 hour/day supervision.
- You are willing to follow agreements, policies and procedures of Transition House, Inc. program.
- Clients of Central Oklahoma Community Mental Health Center and Griffin Memorial Hospital will be given priority in consideration.

Transition House, Inc. reserves the right to refuse to provide services to those who:

- Do not have a serious mental illness
- Present an immediate risk to Staff, Volunteers, and/or Clients
- Have intellectual and/or psychiatric impairments that would preclude them from fully participating in the program or functioning independently
- Are married or related to any member of staff or Board of Directors
- Are married or related to another person in the Transitional Living Program
- Are solely in need of shelter

Transition House, Inc. reserves the right to ban individuals from the agency and all of its property who display behaviors that place the agency, Board of Directors, staff, and/or program participants at risk.

## Transition House, Inc. Screening Process

### Application

The application can be found on our website ([www.thouse.org](http://www.thouse.org)) or Transition House, Inc. office located at 700 Asp Ste. 2 Norman, OK.

The application has four parts:

1. **Clinician Referral** for Services to be completed by the Clinician (4.3)
2. **Client Request for Services** to be completed by Client (4.4)
3. **Client Assessment** to be completed by Client (4.4)
4. **Consent for Release of Confidential Information** allowing Transition House, Inc. to obtain: (4.6)
  - a. Psychosocial and/or Psychiatric Evaluation
  - b. Recent Assessment and Treatment Plan
  - c. TB test results done within the past 6 months
  - d. Pertinent Medical Records
  - e. Recent Progress Notes

Once the application is complete it can be faxed to Clinical Director (405) 360-2339, dropped off or mailed to the address listed above.

**If you have any questions regarding the application process please feel free to call Clinical Director at (405) 360-7926.**

### Interview

1. Clinical Director will contact client and/or clinician to set up interview when there is a program opening.
2. Client will meet with Clinical Director and a Recovery Coordinator to complete interview questions.
3. Client will also be required to attend two groups.

### Acceptance or Deferment

After client has completed the interview requirements, the clinical team will meet to discuss client's placement.

The client and/or clinician will be notified of the decision.

If client is accepted, the Recovery Coordinator will set up a time for the client's orientation and a move-in date will be determined. (Move-ins will typically occur on Mondays or Tuesdays.)

**Additional information on the Transitional Living Program can be found in the Client Handbook, also found on the website.**

Clinician's Referral for Services						
Client's First, Middle, and Last Name:		Date of Birth:	Age:			
Date of Referral:						
Referral Source:	Clinician Name:		Agency:			
	Phone #:		Fax #:			
Diagnosis (Include Diagnostic Impressions and Current Medical Conditions)						
Axis I:			GAF/LOF:			
Axis II:						
Axis III:						
Current Medications						
Mental Health History						
Age of Onset:	Number of Psychiatric Hospitalizations:					
Alcohol and/or Substance Abuse    Yes    No		If yes, date of last use:				
Does the client have a history of violent or assaultive behavior against others?			Yes    No			
If yes, please explain:						
On a Scale of 1-5 (1=low, 5=high) Rate the Client's:						
Desire to Recover from Mental Illness:		1	2	3	4	5
Ability to Deal with a Less Structured Environment:		1	2	3	4	5
Likelihood of Medication Compliance:		1	2	3	4	5
Ability to Get Along With Others in a Community Living Environment:		1	2	3	4	5
Current Client of COCMHC?    Yes    No		Does the Client have a source of income?    Yes    No				
If No, date of Intake or where the client will be receiving Outpatient Mental Health Services:		If Yes, please list the source:				
Please Include the Following with this Referral:						
<input type="checkbox"/> Client Request for Services (completed by Client)		<input type="checkbox"/> Client Assessment (completed by Client)				
<input type="checkbox"/> TB Test Results						
<input type="checkbox"/> Copy of the Consent to Release Information signed by the client that allows Transition House, Inc., access to the client's Psychosocial History, Recent Assessments and Treatment Plans, Pertinent Medical Records, Recent Progress Notes.						
Clinician Signature:			Date			

## CLIENT REQUEST FOR SERVICES

TO BE COMPLETED BY CLIENT

Name:	Phone #:	Date:
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### Mental Health History

Describe your mental health problems:

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How long have you been experiencing mental health problems?	Age of 1 <sup>st</sup> Treatment?
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Reason(s) you sought treatment?

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Are your mental health medications currently reducing your symptoms?     Yes     No     Unsure

If no/unsure, please explain:

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How many times have you been in the hospital?

Do you have or have you ever had thoughts of harming yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many attempts have you made in the last 5 years?
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Please explain:

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### SUBSTANCE ABUSE HISTORY

Have you ever abused alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	How long has it been since you last used alcohol?
Have you ever used street/illegal Drugs or abused prescribed medications? <input type="checkbox"/> Yes <input type="checkbox"/> No	How long has it been since you last used drugs?

Please indicate which drugs you have used:

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Longest period of sobriety?	How long ago was this?
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Do you attend 12 Step Meetings?	How many each week?	Do you have a Sponsor?	How many times have you been in treatment?
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### LEGAL HISTORY

Have you ever been arrested or charged with a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, total # of arrests during your lifetime:
Total number of arrests due to drugs/alcohol?	Total amount of time spend in jail or prison?
Are you currently facing any charges or are there any warrants issued for your arrest? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been or are you currently involved with the court system? <input type="checkbox"/> Yes <input type="checkbox"/> No

If YES to either of the last two questions please explain:

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### EMPLOYMENT AND SUPPORT

Do you have a source of income?     SSI/SSDI     VA     Employment     Food Stamps     Other     None

If Employed, please state where you work and work schedule:

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Who makes up your support system?

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**CLIENT ASSESSMENT**

CHECK THE FOLLOWING AREAS IN WHICH YOU NEED HELP AND/OR ARE READY TO CHANGE:

Need Help	Ready to Change	Skill Development Area:	Need Help	Ready to Change	Skill Development Area:
<b>Management of Mental Illness</b>			<input type="checkbox"/>	<input type="checkbox"/>	Using the Bank
<input type="checkbox"/>	<input type="checkbox"/>	Reduction of symptoms of my mental illness	<input type="checkbox"/>	<input type="checkbox"/>	Shopping
<input type="checkbox"/>	<input type="checkbox"/>	Ability to Cope with Emotions/Manage Behavior	<input type="checkbox"/>	<input type="checkbox"/>	Work Related Skills
<input type="checkbox"/>	<input type="checkbox"/>	Ability to Identify and Understand Problem Areas	<input type="checkbox"/>	<input type="checkbox"/>	Job Interviewing Skills
<input type="checkbox"/>	<input type="checkbox"/>	Knowing when to Ask for Help and the Ability to Do So	<input type="checkbox"/>	<input type="checkbox"/>	Attendance and Punctuality
<input type="checkbox"/>	<input type="checkbox"/>	Managing Feelings	<input type="checkbox"/>	<input type="checkbox"/>	Working with Others
<input type="checkbox"/>	<input type="checkbox"/>	Medication Compliance	<input type="checkbox"/>	<input type="checkbox"/>	Following Instructions
<input type="checkbox"/>	<input type="checkbox"/>	Self-Esteem	<b>Social &amp; Interpersonal Relationships Skills</b>		
<b>Housing Safety &amp; Security</b>			<input type="checkbox"/>	<input type="checkbox"/>	Experience Enjoyment in Life
<input type="checkbox"/>	<input type="checkbox"/>	Maintain a safe and clean apartment	<input type="checkbox"/>	<input type="checkbox"/>	Occupying Free Time
<input type="checkbox"/>	<input type="checkbox"/>	Feeling Safe and Secure in your own Environment	<input type="checkbox"/>	<input type="checkbox"/>	Having Fun
<input type="checkbox"/>	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	<input type="checkbox"/>	Making Plans and Carrying them out with Others
<input type="checkbox"/>	<input type="checkbox"/>	Doing Laundry	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Social Interactions
<b>Physical Care &amp; Wellness</b>			<input type="checkbox"/>	<input type="checkbox"/>	Forming and Maintaining Healthy Relationships
<input type="checkbox"/>	<input type="checkbox"/>	Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	Initiating Contact with Others
<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	Communication Skills
<input type="checkbox"/>	<input type="checkbox"/>	Medical Care	<input type="checkbox"/>	<input type="checkbox"/>	Reduction of Isolation
<b>Financial Stability</b>			<input type="checkbox"/>	<input type="checkbox"/>	Finding Ways to Get Around
<input type="checkbox"/>	<input type="checkbox"/>	Money Management	<input type="checkbox"/>	<input type="checkbox"/>	Riding the Bus
<input type="checkbox"/>	<input type="checkbox"/>	Budgeting and Paying Bills	<input type="checkbox"/>	<input type="checkbox"/>	Finding and Using Community Services

LIST THE TOP THREE SKILLS YOU WOULD LIKE TO WORK ON IF ACCEPTED INTO THE TRANSITIONAL LIVING PROGRAM:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

- I believe Recovery is possible.
- I understand the Recovery Process has its ups and downs. I commit to being honest with myself, staff, and fellow program participants when things are tough or I feel like: relapsing, not taking my medications, isolating, and/or giving up.
- I understand that part of the learning process involves staff holding me accountable to my goals and healthy behaviors.
- I am ready for change!

Client Signature: _____	Date: _____
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*\*This facility does not permit discrimination because of age, gender, race, religion, color, creed, sexual orientation, place of national origin, disability, or inability to pay.*