

## Vision of Hope Ministries Application Process Overview

Listed below is the step by step process necessary to be completed in order to become a resident at Vision of Hope. **It is very important to understand that Vision of Hope will not accept any applicant who is being sent against her will or who does not have a sincere desire to participate in the Vision of Hope program in order to make changes in her life.**

1. **The Applicant will read through Supporting Documents about the Vision of Hope program on the VOH website ([www.vohlafayette.org](http://www.vohlafayette.org)) to make sure her pre-application questions / concerns are answered.** If (after reading through all of the documents about the Vision of Hope program) she still has questions about whether the program would be a good fit for her unique situation or about whether VOH would be able to adequately and safely address her individual issues, she should correspond with the Intake Committee via phone or email prior to completing her application.
  - a. To leave a message for the Intake Committee please call (765)447-5900 and ask to leave a message with the Intake Committee. All Intake Committee phone calls are transferred to voicemail, and an Intake Committee staff will return the call as soon as possible.
  - OR -
  - b. To email questions to the Intake Committee please write to staff at [intake@vohlafayette.org](mailto:intake@vohlafayette.org). Email questions will be answered by Intake Committee staff as soon as possible.
  
2. **The Applicant will complete the Application and The Time Commitment in her own handwriting and mail/fax it to the Vision of Hope office.**
  - a. If, based on the Application data, staff determines that the Applicant appears to be a good candidate for the Vision of Hope program, staff will contact her to schedule an Intake Interview.
  - OR -
  - b. If, based on the Application data, staff determines that the program is likely to be ***inadequate*** to meet the Applicant's needs, staff will gladly refer her to another program that may be better able to more comprehensively help, or staff will advise about steps the Applicant could take to put herself in a better position to be able to receive help from the Vision of Hope program.
  
3. **The Applicant will call or visit to complete an Intake Interview with a member of the Intake Committee.** Intake Interviews last about 45-60 minutes. If the Applicant lives within 3 hours of Vision of Hope, staff prefers to interview in person. Additionally, this allows Applicants to tour the facility. Interviews can also take place on Skype or over the phone if the Applicant lives more than 3 hours from the Vision of Hope facility. Interviews are always scheduled in advance.
  - a. If, based on the Intake Interview, staff determines that the Applicant appears to be a good candidate for the Vision of Hope program she will be invited to schedule a "14 Hour Visit" and will be advanced to the next step in the application process.
  - OR -
  - b. If, based on the Intake Interview data, staff determines that the program is likely to be ***inadequate*** to meet the Applicant's needs, staff will gladly refer her to another program that may be better able to more comprehensively help, or staff will advise about steps the Applicant could take to put herself in a better position to be able to receive help from the Vision of Hope program.
  
4. **Staff will advise Applicant to complete "Application Part B."** Application Part B includes several medical, educational, psychiatric / counseling forms that must be filled out. The Application cannot move forward until all forms are completed and returned (even if the answers to questions are "N/A").

5. **Staff will advise the Applicant to schedule and complete a “14 Hour Visit.”** This visit is intended to help Applicants verify whether the realities of the Vision of Hope program are what will be best suited to address the Applicant’s unique situation.
  - a. If Applicants are within 3-4 hours driving distance, an in-person visit is highly recommended. Visits last from 8 am – 8:30 pm, without exception. Applicants participate in the full schedule for the day.
  - OR -
  - b. If Applicants live at a distance longer than 3-4 hours away, a phone call with a current Resident may be offered instead. These phone calls are always scheduled and are used for the purpose of allowing Applicants to evaluate whether they believe the Vision of Hope program is best suited to meet their needs.
  
6. **Staff will schedule and complete a telephone-based Medical Interview with a representative from the VOH medical team.**
  - a. A VOH nurse will interview the Applicant to determine whether this program is fully able to serve the Applicant. If the nurse determines that there are no medical issues that would adversely affect the Applicant’s ability to participate in the regularly scheduled events of the program she will advise the Intake Committee to proceed with the application process.
  - OR -
  - b. If, based on the Medical Interview data, the VOH nurse determines that the program is likely to be *inadequate* to meet the Applicant’s needs, staff will gladly refer her to another program that may be better able to more comprehensively help, or staff will advise about steps the Applicant could take to put herself in a better position to be able to receive help from the Vision of Hope program.
  
7. **Using all of the data received during the Application Process, Intake Committee Staff will make a decision about the application and will communicate that to the Applicant.**
  - a. If the Intake Committee believes that Vision of Hope is the best program to meet the applicant’s needs, the Applicant will be informed of that decision and the Applicant will either be given a scheduled move-in date or placed on the Waiting List.
  - OR -
  - b. If the Intake Committee believes Vision of Hope is NOT the best program to meet the applicant’s needs, staff will recommend other treatment options, or staff will advise about steps the Applicant could take to put herself in a better position to be able to receive help from the Vision of Hope program.
  
8. **Approved Applicants will either be given a scheduled move-in date or placed on the waiting list.**
  - a. Without exception, move-ins always take place on Thursdays. Additionally, move-ins are always scheduled in advance. Staff generally tries to give at least two week’s notice on all move-ins if possible to facilitate travel plans being made.
  - b. It is very hard to estimate how long an Approved Applicant may be on the waiting list. Staff will do their best to give a good estimation. Please know that it is the staff’s goal to help the waiting list move along as quickly as possible. Staff requests that the Approved Applicant not make major changes to their lives (quitting jobs / school, moving, changing contact information, medication changes) while on the waiting list without keeping the program informed.