

# Admission Process Checklist for Admission to New Freedom Recovery House, LLC.

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1. We need to speak to the client. Dependent upon which New Freedom program the client is entering will determine if the client needs a one-on-one phone interview or a group interview. This process is not to be taken lightly. This is a very important key feature to why New Freedom success rates are as high as they are. This process is designed to determine if there is the level of willingness that it takes to graduate our program, this does not mean that the willingness level will remain, but for the time it is enough to get them started. New Freedom success rates for graduates are at 100% over a 16 month period (poll taken as of March 2012). It is not always that high, but those numbers do show that our process works. We intend to make the client uncomfortable during this talk, he will be under a great deal of stress and this is to be done alone, away from anyone so he can be fully honest with us.
2. We need to speak to the parents. The parents are to have a phone call with our Head of Admissions as well as our Program Director. The Head of Admissions will go over the admin side of our program; he will discuss finances, insurance, basic program information, what to bring, and those types of questions. The Program Director will discuss in detail how the program is designed to work and what is going to be tolerated and not tolerated. He will make very clear our processes and allow the parents to find out first hand what we do and how we do it. The parents must be clear on our refund policy and disclaimer which can be found on the signature page of the application, please read this thoroughly.
3. We need an application filled out by the parents AND the client. Our application can be found on our website's Admissions page. This can be printed off and must be signed by both the client and at a minimum the person who is making payment. If it is not possible for both to sign the same document, two separate completely filled out documents will be accepted.
4. Once the above three steps are complete and ONLY if everyone involved is comfortable a bed can be reserved. The cost to reserve a bed is \$300.00 which is to be paid via credit or debit card on our website, remember ALL FEES ARE 100% NON-REFUNDABLE. We will also need a signed copy of this form and the admissions application faxed to us at 855-379-0075 or emailed to ryan.jeske@newfreedomhouse.com. If the client is not available to sign the admissions form at this time, send in a copy filled out by the parents and we will obtain a copy from the client upon arrival.
5. Once the bed is reserved a plane ticket will need to be booked to Phoenix Sky Harbor Int'l Airport (code: PHX). We suggest the client's arrival time to be between 12:00pm and 2:00pm. This will allow time for him to take the shuttle and be here in time for his first house meeting.

Client Name: \_\_\_\_\_ Parent or Payer Name: \_\_\_\_\_  
Client Sign: \_\_\_\_\_ Parent or Payer Sign: \_\_\_\_\_  
Client Date: \_\_\_\_\_ Parent or Payer Date: \_\_\_\_\_

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6. A shuttle ticket must also be booked which will bring the client from the airport in Phoenix to the shuttle location here in Prescott. Shuttle tickets can be booked through Prescott Transit by going to their website at <http://www.prescotttransit.com> or by calling them directly at 800-445-7978. Make sure that the plane ticket is booked first; they will need the flight information to book the shuttle. The destination for the shuttle ride is the Sheldon Street Terminal. If the family does not feel comfortable with their son taking a shuttle on his own New Freedom will provide pickup services at the airport at an additional cost to the family.
7. After all this is done, send the confirmations to us at [ryan.jeske@newfreedomhouse.com](mailto:ryan.jeske@newfreedomhouse.com) so we can make arrangements to pick up the client on time. Upon admission, payment in full must be made and a completed application must be in hand.

### What to Bring:

- ONE Suitcase and ONE Backpack Maximum.
- Cell Phone (will be held by staff for length determined by the program)
- Toiletries (Soap, shampoo, toothbrush, toothpaste)
- Clothes for job search (pants, nice shirts, etc.)
- Clothes for outdoor activities (long and short including a swim suit)
- Shorts and T-Shirts
- Pants and Sweatshirts
- Shoes (recommend 1 pair of each shoes and sandals)
- ID, Social Security Card, and Birth Certificate (or passport). We do travel and may need these.

### What NOT to bring:

- Cash (client will not be able to hold cash until working)
- Clothes that promote drugs, alcohol, or pornography
- High value items (iPod's are OK but we are not responsible for theft, loss, or damage of any kind)
- Drugs or Alcohol
- Pornography

NOTE: ANY and ALL personal belongings left at New Freedom Recovery House, LLC. for more than 24 hours after being discharged becomes property of New Freedom Recovery House, LLC. and by signing below I give New Freedom Recovery House, LLC. permission to dispose of these items however they see fit. By signing below I also agree that any theft, loss, or damage of ANY kind to ANY personal property is not the responsibility of New Freedom Recovery House, LLC. and that you will not hold them responsible. Items of value, personal or monetary, should not be sent to our facility as we are not responsible for them.

Client Name: \_\_\_\_\_ Parent or Payer Name: \_\_\_\_\_  
Client Sign: \_\_\_\_\_ Parent or Payer Sign: \_\_\_\_\_  
Client Date: \_\_\_\_\_ Parent or Payer Date: \_\_\_\_\_