

Transitional Living Program Participant Process

Youth or service provider request application via website form	\longrightarrow	Form provides initial questions re: age and residency. Upon receiving form, Associate Director provides link to application to those who are ages 18-24 and live in Indiana	\longrightarrow	Assoc. Director forwards application to Dir of Programs who reviews completed application	\longrightarrow	Dir of Programs schedules virtual interview with YYA, providing questions in advance to reduce anxiety and allow for preparation
Dir of Programs and Executive Director interview YYA, discussing after interview if second interview is in order. If yes, then in-person interview is scheduled	\longrightarrow	During second interview, Program Expectations and House rules are reviewed with applicant. This in- person interview is conducted by Dir of Programs and another staff member (YES is preferred)	\longrightarrow	If recommended for program, Dir of Programs requests permission to run a limited background check and sex offender registry check	\longrightarrow	If permission is granted in writing, Dir of Programs runs background checks
If background check confirms what applicant stated in interview and there are no surprises, a move-in date is scheduled	\longrightarrow	Applicant arrives to move in, preferably Mon-Wed, washes/dries all clothing, schedules time to sign lease with Executive Director within 24 hours of move in	\longrightarrow	On move-in day, resident meets with Dir of Programs to go over Resident Handbook, basic house rules, tour the home/learn where things are, assign laundry day, add fingerprint to entry system, etc.	\longrightarrow	Within 48 hours of move in, resident is entered into client database (HMIS) and services are tracked moving forward
Within 7 days of move in, resident meets with Youth Engagement Specialist to complete assessments, begin to discuss goals, and start to shape their Personal Plan for	>	Residents meets with Youth Engagement Specialist weekly to check in, set micro and macro goals around education/training, employment/career planinng, health and wellness, social and	\longrightarrow	Residents participate in weekly House Circles to create group accountabilty agreements, establish community connections, and solve problems through	\longrightarrow	All personal goals of the youth have one overarching goal in mind: securing permanant housing they can sustain and afford on their own at the end of

their Personal Plan for Independent Living

health and wellness, social and emotional well-being

the program