

Referrals:

All referrals must be sent to Kimberly Thorpe @ fax# 269-329-4077 or mailing address P.O. Box 227 Nazareth, Michigan 49074

Below are the items we need upon acceptance of a referral:

RESIDENT CHECK-IN LIST

All LTAI residents are required to have the following for residency at the Girl's Home.

Name _____ **Date** _____

- Previous ISP or USP Assessment
- School Transcript
- School Discipline Information
- Physical (documentation of last physical within a year)
- Dental (documentation of last cleaning within a year)
- Medicaid Card
- Social Security Card
- Birth Certificate
- Adequate Clothing or Clothing Allowance
- Placement letter with 615 Lovell Kalamazoo, MI. 49007 address on the letter or 1004 Conant Kalamazoo, MI. 49007
- Medication (currently prescribed)
- I have faxed purchase service memo 626 to the Federal Compliance Unit in Lansing.
- I understand that my client will be in this program for a minimum of 9 months

When a young lady is referred to our program before accepting the young lady into our program we interview the young lady in person or by telephone. We interview potential residents because it gives us an opportunity to inform them about the rules in our program, the consequences of breaking LTAI Girl's Home rules, we share our philosophy and expectations, inform them of our goal to support them, inquire about their goals and make a determination about whether our program can successfully get them where they are trying to go in life. It also gives us an opportunity to share with them the time parameter of our program and the experience we have with assisting young ladies with transitioning into less restrictive placements. Upon meeting the young lady we give her a copy of our brochure, program statement and resident handbook. If there is not a face to face interview we email the information to the worker so that the potential resident can review it before our telephone interview. We encourage our girls to progress through a continuum of 4 levels. There is an incentive at every level that gets the young ladies closer to an optimum level of independence.