

Title: Admission to Program
Issued By: Rights of Passage
Applies To: Program Services

I. POLICY

Youth aged 16 to 24 years old apply for admission into the Rights of Passage (ROP) program and each application is reviewed based on the youth's need, suitability/readiness for the program, and demonstrated motivation to work toward independence.

II. PURPOSE

To provide an orderly and consistent application process through which youth may learn about ROP, and staff may learn about the youth and determine their suitability for the program

III. PROCEDURE

A. Eligibility

To be eligible for admission to the ROP program, the applicant –

1. Must be over the age of 16 and under the age of 25 at the time of intake
 - a. Applications of youth who have less than 12 months to participate in the program will be approved by the Program Manager on a case-by-case basis;
2. If under 19 and on a Youth Agreement, must agree to attend school/work, as outlined in the agreement;
3. Is disengaging from street life or significantly at risk of street involvement and/or homelessness;
4. Is willing to participate in all aspects of the program;
5. Has demonstrated a degree of stability (such as maintaining mental and physical wellness, employment, and/or enrolling school or job training program); and
6. Must maintain full-time employment or education, or a combination of both during their stay at ROP.

B. Orientation

1. The Crisis Program Youth Worker (YW) will –
 - a. Inform youth interested in ROP to attend an orientation session to learn more about the program and receive an application form (*See Appendix*); and
 - b. Coordinate with the Youth Support Worker (YSW) to set up an orientation session.
2. The ROP Youth Support Worker (YSW) will –
 - a. Submit the notification of orientation to the youth's assigned Case Manager, Pastoral Counsellor/Ombudsperson, and Program Manager; and
 - b. Enter the notification of orientation in the Efforts to Outcomes (ETO) software.

C. Application

Unless specified otherwise, any Crisis Program YW is responsible for the following tasks –

1. Inform youth who want to be considered for ROP to submit an application to the Program Manager, with the following documentation included –
 - a. A completed ROP application form;
 - b. A letter stating the youth's interest in ROP;
 - c. For youth who have been staying in the Crisis Program, a letter from the Youth Worker (YW) attesting to the youth's readiness for the ROP program;
 - d. For youth who have not stayed in the Crisis Program, a reference letter from a third party –
 - i. Third party may include, but are not limited to, family and professionals such as Social Worker or teacher; and
 - ii. The reference letter shall attest to the youth's readiness for the ROP program
 - e. Collateral information from the youth's assigned Case Manager, including the updated case plan
2. The Program Manager will track and record completion of each step of the application process in ETO.
3. Once the application is considered appropriate, the Program Manager or Designate will schedule an interview with the youth.
 - a. At the time of the interview, instruct youth to complete a Substance Abuse Subtle Screening Inventory (SASSI) test.

- b. The Ombudsperson will review the SASSI result and meet with the youth share the results of the rest.
- 4. Submit to the Program Manager the youth's interview report, recommendation letters, and the SASSI test result.

D. Decision and Next Steps

- 1. If the youth is accepted, the Program Manager will assign a KYW.
- 2. If the youth is not accepted, the Program Manager will send a letter outlining why the youth was not accepted into the ROP program.
- 3. For youth in the Crisis program –
 - a. The assigned KYW will use the period between acceptance and move-in to get to know the youth (such as initiating contact with youth and communicating with Crisis Program Youth Workers who have worked closely with the youth); and
 - b. The assigned Case Manager must forward the youth's files from the Crisis Program to the KYW.
- 4. The assigned Case Manager will arrange a transition meeting with the youth, along with the following –
 - a. Program Manager;
 - b. Key Youth Worker;
 - c. Youth Support Worker;
 - d. Life Skills Worker;
 - e. Ombudsperson/Pastoral Counsellor;
 - f. Crisis Program Youth Worker(s);
 - g. Other identified professional support (such as CHV's Mental Health Clinicians); and
 - h. If applicable, the youth's Social Worker from the Ministry of Child and Family Development (MCFD).
- 5. During the transition meeting, set a move-in date.
- 6. During intake, YSW will –
 - a. Assist the youth in completing the New Residential Intake form (*See Appendix*); and
 - b. Assist the youth in completing other applicable forms, such as Intent to Rent if youth is on Income Assistance (IA), Youth Agreement (YA), or Agreement with Young Adult (AYA).