

# Serenity Sistas Inc

## Intake Policy & Procedure Scheduling an Intake

Serenity Sistas Inc. Office | (443) 214-5526  
[www.serenitysistas.org](http://www.serenitysistas.org)

Contact us to receive more information, schedule a tour, or set up an intake!

### **BED AVAILABILITY**

A date and time for a new resident's intake will always depend on bed availability. Gaging an estimated time of availability can be difficult due to unexpected discharges. A guaranteed time, an accurate prediction of bed availability can be determined, is during the occurrence of a scheduled and successful move out. Generally, we receive 2 weeks' notice from that individual resident, which in turn helps us determine and successfully predict a bed becoming available for a new resident. All individuals who are interested in Serenity Sistas Inc. will complete a short intake screen call before any other procedures are followed.

### **SCHEDULING AN INTAKE**

If a bed is available and there is no wait list, a date and time will be determined by a Serenity Sistas staff member. Accommodating all persons involved is important to us, therefore, a date and time will be determined that is fitting for both the house manager/assisted house manager and potential new resident. An intake time will always be scheduled at a **30-minute** interval. This is to respect the time of our house managers, assistant house managers, and Serenity Sistas Inc. staff members.

**PLEASE NOTE:** If an individual does not show up for their scheduled intake date and 30-minute interval time, we **do not** expect our house managers, assistant house managers, or Serenity Sistas Inc. staff members to wait.

### **WAIT LIST**

Serenity Sistas Inc. almost always has a wait list for our single female, single male, and women's and children recovery residences. If beds are not available, a potential resident will complete the intake phone screen call, be added to the wait list, and receive a set of **3 check-in** dates. They are to then check in on those dates to remain or move up on the wait list. As soon as they are first on the wait list and a bed is available, they will be contacted by a Serenity Sistas Inc. staff member to schedule their intake date and time.

**PLEASE NOTE:** If a potential resident does not check in, they will be moved to the bottom of the wait list or removed, once they surpass their 3-given check in dates.

# Serenity Sistas Inc

## Intake Policy & Procedure

Serenity Sistas Inc. Office | (443) 214-5526

[www.serenitysistas.org](http://www.serenitysistas.org)

Contact us to receive more information, schedule a tour, or set up an intake!

### Intake Cost

\$425.00 – First 2 weeks of participation fee (\$160/wk.) & \$105 Processing Fee **Intake Payments and all participation fees Payments are NON-REFUNDABLE.**

#### PLEASE NOTE:

For all forms of payment, please indicate the full name of the person for whom the payment is for.

A residents 2 week does not start until the day of move in.

Save all hard copy receipts for your own records and in case of booking issues.

### Acceptable Forms of Payment

Money Order or Certified Bank Check– Made out to Serenity Sistas Inc.

Online Payment – <http://serenitysistas.org/pay-here/>

Resident moving in must **IMMEDIATELY BEFORE** moving in go to a public/commercial **Laundromat** to wash and dry all their clothing and then transported in a clear plastic bag into the residence. Clothes will be checked at move in to assure that the resident did complete this task.

### Zero Tolerance

Residents should be aware that Serenity Sistas Inc. has a **ZERO TOLERANCE POLICY** for all drug/alcohol use. If under the influence of any substances, resident will be asked to leave at any hour of the day/nights.

### Breathalyzer/Drug Screen Urinalysis

Upon arrival, a resident should expect both a breathalyzer and drug screen urinalysis. **BOTH MUST BE PASSED TO MOVE FURTHER WITH A MOVE IN.**

### Clothing

Resident's moving in can bring clothes equivalent to **1 LARGE SUITCASE**, a small back pack/shoulder bag for toiletries, and a showering towel.

WE WILL NOT ALLOW MORE TO ENTER THE RESIDENCE.

### Bedding

Serenity Sistas Inc. does provide bedding to all residents. Residents can bring their own bedding, but **ALL bedding MUST BE BRAND NEW** and **IN PACKAGE/UNOPENED** at move in.

\*WE WILL NOT ALLOW ANYTHING OPENED OR NOT BRAND NEW TO ENTER THE RESIDENCE.

### Food

Serenity Sistas Inc. does not supply food for residents. A resident should purchase their own groceries. A one-week supply at a time is suggested, as to be mindful of storage space.

### Alcohol Free Items

Residents are not to have any products that contain alcohol such as mouth wash, etc.

### Upon Arrival

All new residents must read the **Serenity Sistas Inc. Resident Orientation Handbook** within the **first 2 days** of living in the residence and attend the **weekly New Resident Orientation**.