



TEEN HOMES CHARLIE ELDER HOUSE & McAULEY MANOR

Admission Process

- Initial referrals are made to CSS through Teen Homes McAuley Manor and Charlie Elder House. After an application and ALL requested information has been received by the Teen Homes, an initial interview will be scheduled with the applicant outside of the Teen Homes. This interview is to determine suitability of the candidate to the program.
- After a successful interview, the application packet is transferred to ACS
- Upon receiving the application packet, the ACS intake will call the applicant and set up an appointment for an assessment to make sure potential client meets criteria for program.
- Upon a successful assessment, ACS will communicate with CSS that potential client meets requirements. At this time CSS staff and ACS will contact the potential client for a second interview in the appropriate Home.
- CSS and ACS staff will decide whether to continue with the admission process or not.
- After a decision has been made whether the clients is or is not a good fit for the Teen Homes, staff will contact client and communicate admissions date, placement on a waiting list, and/or other options for client (if available).