



## ADMISSIONS CRITERION & PROCESS



### **Welcome to a New Leaf Transition Academy!**

A New Leaf Transition Academy offers a wide variety of course options for adults 18 years and older with developmental differences and/or Autism who are seeking a healthy, happy, and independent life!

Our mission is to mentor, model, motivate and prepare individuals with developmental disabilities and/or Autism for independent living, competitive workforce wages and belong to the communities in which they work, live, and grow.

The Transition Academy's core values are Education and Workforce Empowerment, Self-Advocacy, Respect and Care and Community Integration.

This is a two-year transitory residential, vocational training and job placement program; it is not a self-paced program. The academy emulates a college feel, with ANL curriculum specifically designed to meet the needs of our students. Upon graduating from the academy with a job, students become graduates and transition into their own independent housing within a community in accordance with his/her goals and capabilities (i.e., single dwelling housing, apartment with roommates).



For some, living independently in a community is a high possibility; however, additional supports are necessary to do so successfully. Transition Academy students will learn and refine their skills relative to living standards, creating a positive environment, dealing with change, respecting diversity, communication, managing emotions, relationships, critical thinking, responsibility, independent living, workforce skills, and much more.

Residents at the Transition Academy are provided three healthy meals a day, with access to afterhours self-served meals and snacks using their student ID electronic meal card.

Classes are taught during the day and are reiterated during evening workshops that mirror what the student learned in class that day. We have weekend recreation activities that assess what was learned in class that week, social communication consultations and engagement.

There are four (4) phases to the admission process. Review the applicant criteria and process; and if you have a desire to enroll and would like to tour our facility prior to completing an admission application, please call 918-451-1491, 154.

**Phase 1-** Review, complete and submit the Admission Application.

**Phase 2-** If the application is accepted. Interview #1 is scheduled with parent(s) and/or guardian(s) and the applicant. The interview timeframe is 2-3 hours.

**Phase 3-** Interviews #2 and #3 are scheduled for the applicant **only**. The interview timeframe is 2-3 hours.

**Phase 4-** A New Leaf Transition Academy Director will contact the applicant and parent(s) and/or guardian(s) of their acceptance or denial into the Academy. A response will be provided within 21 days from the 2<sup>nd</sup> interview. If we require additional time beyond the 21 days to make a decision, the applicant and parent(s) and/or guardian(s) will be informed that further assessments or review of documents is necessary.

## **Applicant Qualifying Criteria and Process**

- Must be 18 years of age or older.
- Must have been diagnosed as an individual with a developmental disability (I/DD and/or Autism).
- Must be able to function without attendant care and specifically meet the following requirements:
  1. Can dress and bathe themselves without physical prompting
  2. Can complete personal hygiene tasks without physical prompting (i.e., brushing teeth, combing hair, applying deodorant)
  3. Can feed themselves without physical prompting
  4. Has independent lavatory skills and no nighttime enuresis
  5. No sleepwalking
  6. Can manage self-medication
- Completed high school (HSD), GED or a certificate from an accredited learning resource program.
- Provide assessments, psychological evaluations (IEP's) and medical records (from at least the past 5 years) indicating the applicant can reasonably be expected to succeed in the program; and that the program is educationally and developmentally appropriate for the applicant.
- No current or chronic history of arrest or probation, aggressive or threatening behaviors or history of inflicting harm to him/herself or others within the past 12 months.
- No current or chronic history of addiction or serious mental illness.
- Can articulate the desire to actively participate in the program, adhere to required curriculum and is motivated to live independently.
- Able to communicate wants, needs and discomfort and/or illness.
- No interfering behaviors that require intensive, one-on-one intervention.
- Give written consent to communicate with parents/guardians in addressing positive accomplishments and/ or issues that pose a threat to the Transition Academy.
- Possess self-help skills and be able to safely function in our transitional housing without direct supervision during non-programmed structured hours.
- Must agree to the timeframe of the program hours, to honor the Transition Academy rules and to participate in training and instruction during scheduled hours.
- Recognize that upon acceptance, as a student, there is a 90-day probationary status.
- COVID-19 vaccination not required but highly recommended.
- Must be able to provide own medical coverage.

A New Leaf, Inc. Transition Academy operates on a quarter system-**Fall** (September, October, November), **Winter** (December, January, February), **Spring** (March, April, May) and **Summer** (June, July, August)

- Open enrollment/application submission is year-round.
- Application submission deadline is February 1st to start in July of 2022.
- Classes begin the first week of July 2022.
- Once a prospective student's application has been received and reviewed. The parent(s) and/or guardian(s) or the applicant, will be notified if selected to move forward to next step of the enrollment/admission process.
- Completing and submitting the application, does not automatically guarantee the applicant is accepted to the A New Leaf Transition Academy.

A New Leaf Transition Academy applicants and parent(s)/guardian(s) must be a part of the admissions interview and assessment process with our onsite Behavior Therapist for clinical program approval.

**The applicant interview outcomes must clearly indicate the following:**

1. The applicant on their own chooses to participate in the A New Leaf Transition Academy program.
2. The applicant has the motivation and ability to complete the program in the expected time frame.
3. The applicant's individual needs can be appropriately served by the program staff and/or community resources.
4. The program can provide the least restrictive environment for the applicant.
5. The applicant is prepared to enter the program. If not, the interview committee will make suggestions to help the applicant better prepare him/herself before being accepted to the program.

**Clinical Approval Process**

Applicant interviews are part of the evaluation process, but they are not the total basis for deciding whether the applicant will be considered. In addition to the information gathered during the on-site evaluation interview, we may request information from other agencies that document the applicant's abilities and outlines the social, educational, and work history of the applicant. We may also request information from teachers, doctors, and supervisors, if available and/or necessary.

When the intake packet and requested materials have been received, the screening committee will review the information. If the documentation indicates the Transition Academy is not an appropriate program for the applicant, or the applicant does not meet the clinical program requirements, an interview will not be scheduled, and the applicant will receive a letter of non-acceptance.

If the screening committee decides A New Leaf Transition Academy is appropriate for the applicant, an interview and assessment will be scheduled. Applicants are contacted and informed of the date and time of their interviews.

The evaluation interview is crucial to the success of the potential applicant and our program. Ideally, the applicant will have taken a tour and have some knowledge of what they will learn at the Academy. The interview process includes an explanation of the program (if no prior tour was arranged), a Q&A period for the family and the interview of the applicant with the evaluation committee.

The interview gives prospective applicants the opportunity to tell the committee about themselves. We believe this interview and visit also enables applicants to be better prepared to decide whether they choose to enter the program.

The interview process is structured to identify applicants who are extremely motivated and express a commitment to live independently, increasing the likelihood that they will complete the program.

***\*Not all individuals will be ready or prepared to live independently upon graduating high school\****. The Transition Academy is aimed at giving I/DD and/or Autism the skills and confidence to transition from living with family to living independently with a competitive workforce wage.

### **A New Leaf, Inc. Transition Academy Year 1**

Students live in a dormitory style living environment at the Academy. They will participate in life and career building skills, work towards obtaining a Career Ready Certificate through Work Keys and participate in volunteer work, internships and community employment. This also includes community integration, access to explore local amenities/features and public transportation; and 20 ANL Transition Academy courses that build students confidence related to life and work skills before moving on to more independent living in year 2.

### **A New Leaf, Inc. Transition Academy Year 2**

Students transition to the other academy residential wing, a one-bedroom suite with a shared bathroom. This is a subsequent step toward successful and sustainable independent living. Applicants will complete another 20 ANL Transition Academy courses, complete the Career Ready Work Keys Certification, solidify their job and housing arrangements, participate in ANL graduation ceremony, receive their Tulsa Technology certifications (*if they participated in a Tulsa Technology program*); and begin to move into their new living environments.

**Classroom & Day Time Ratio: 1:6**

**Evening Ratio: 1:12**

**Tuition** - Once accepted, the family member and/or guardian will be asked to provide a \$500.00 deposit to hold a residential space at the academy. The deposit goes toward the student's first month's tuition. Tuition is \$3000.00 per month. Tuition billing is monthly and can be paid via electronic withdrawal or by mail and must be received by the 5<sup>th</sup> of each month.

Late fees are associated with payments not received on time. If monthly payments fall behind one full quarter, a student can possibly be removed from the program.

