



The Journey
1933 N 1120 W Provo, Utah 84604
Cell: (801)885-7245 Fax: (435) 623-2827

The following is The Journeys procedure for referrals and intake of students.

1. Call the admissions director Chelsea Thomas for a possible admission date (801) 885-7245.
2. Contact liaison for approval and fax a signed service delivery contract to liaison.
3. The probation officer or case manager must then fax the following to Chelsea Thomas at (435)623-2827:
 1. Application
 2. Case History Sheet (Form Five)
 3. Service Delivery Contract
 4. Court Order or minuetts
 5. PRA Risk Assessment
 6. If child does not have a SSN, undocumented citizen or is unable to apply for Medicaid, a physical may need to be done prior to coming to the program, if this applies to the client make arrangements with Maddy (physical forms are available online).
4. PO will the need to notify the parents of the placement, get them a copy of the parent letter (available on line) and make arrangements for the clothing to get to The Journey.

We encourage the parents to bring their child to our program. If the guardian is unable to transport or it is inappropriate for the guardian to transport, The Journey will then transport the student.

The following forms are available online:

1. Application
2. Copy of service delivery contract
3. Physical form (if required)
4. Parent Letter
4. Map

**** All of these forms must be faxed in before we can pick up or admit the student into the program. So get the information in on a timely manner to secure a placement.****