



Introduction

The Place of Transition are units that have been designed for short-term independent living. Clients will be required to work closely with their assigned life coach to actively seek and accept suitable, affordable, and long-term housing options.

Application Process

All clients will be expected to complete an application and attach a copy of their tribal identification, in order to be considered. All applications will be received on a first come first serve basis and will include a time/date stamp.

Areas of Consideration

All client applications will be reviewed, and the following criteria will be considered:

Family Status	Veteran	Elder	Disabled
Family Size	With children	Couple only	Single
Income Level	Below 150%	Below 200%	
Barriers	Living outdoors	Unstable place or Living in vehicle	Being Evicted

Clients will be requested to provide proof of their family status and income level.

Selection Process

Placement will require at least one member of the household to be a Tulalip Tribal member.

Points	Family Status	Family Size	Income level	Barriers
3 points	Veteran	With children	Below 150%	Living outdoors
2 points	Elder	Couple only	Below 200%	Unstable place or Living in vehicle
1 point	Disabled	Single		Being Evicted

This point system is used to prioritize applications and assist in the selection process. All applications will be time and date stamped as well as prioritized by need of the applicant.

Criteria Eligibility

All clients who are selected will be contacted by the life coach. Each client will be expected to meet with their life coach and complete the following criteria items prior to move in.

- A. Background check
- B. Urinalysis testing
- C. Rental agreement
- D. Damages agreement

Procedures: The Tulalip Tribes Transition Units



If any of these criteria cannot be met by the client, the application selection will become void, and the life coach will select the next eligible client on the list.

Background checks

Background checks are conducted and required for the safety of client's families and staff of the transitional units.

- All clients will be required to complete a criminal history background check; this is required for all members of the family over the age of 18 years old.
- Convicted sex offenders, Domestic Violence perpetrators, and convicted violent felons will not be accepted to stay at the transitional units (as outlined within the Background check policy).

Urinalysis Testing

Clients are subject to Urinalysis testing prior to moving into the Transitional units.

- Adults only are required to take a urinalysis test with the central drug & alcohol program located at the Justice Center.
- If the UA results are positive for alcohol or any illegal drug the client must complete a chemical dependency evaluation from the Tulalip family services or other approved agency prior to acceptance into the transitional units.
- The client must follow the recommendations from the chemical dependency evaluation and must provide the case manager updates and supporting documentation of their participation in chemical dependency services.

Rental Agreement

Clients are required to pay \$300 per month as "rent" to the finance cashier's window, due by the 5th each month.

- The client is expected to leave the transition unit in a clean and in a ready to move in manner. If the unit is left unclean, the staff will clean the unit and charge the tenant for cleaning costs.

Damages

When a client is approved to move into the transition unit, they will sign a damages agreement, agreeing to pay and authorizing the transition unit staff to charge you as the tenant for any damages.

- If client is responsible for costs above the amount paid in rent, arrangements will be made to pay the balance owed through the client's General Welfare.
- Clients and transition unit staff will conduct a walk through during the move in process. The walk through will involve verification and agreement of the status and condition of the unit at the time of move in.

Life Organization

Clients are required to meet with the life coach to come up with an independent living support plan and review at a minimum of once a week to discuss their progress with services.



Limitations

The transition units cannot accommodate clients with the following barriers but will work with the client on a case by case basis.

- Clients needing care for serious long term medical or mental health issues.
- Additional documentation or proof of compliance may be requested from clients who are working with other services and/or programs to overcome barriers.
- Clients are required to notify staff of any restraining or protection orders. If there is a restraining or protection order on file that will take precedence over the clients request not to call the authorities for the protection of the clients and staff.
- One three (3) month stay may be authorized based on the eligibility. Clients may be eligible for one (1) extension of an additional three (3) months; this decision is based on compliance with the individual's independent living support plan, goals, and completion of services.

Client Expectations

Transition unit staff will go over the client code of conduct expectations with each client to outline the criteria as a client. Each client will be required to sign the code of conduct expectations, the original will be placed in the client's file and a copy will be given to the client for their records.

Guest Policy

All non-residents are required to follow the transition unit rules. Guests not listed on the intake form as a resident will not be permitted to stay in the units. Guests that violate the unit rules will be asked to leave immediately. No guests are permitted on the premises before 8 AM and must leave by 8 PM.

- Authorized case managers may visit their clients inside the units.
- Guests are not authorized to stay overnight in the units.

Property

All client personal property including vehicles left at the transition units after the client has moved out will be discarded after 72 hours.

Reasonable Suspicion UAs

Urinalysis testing for reasonable suspicion may be required of adult clients.

- Irrational or disruptive behavior appearing to be under the influence.
- Having visitors who appeared to be under the influence.



Last Chance Agreement

A last chance agreement may only be issued after a discussion with documentation has been placed in the clients file for disregard to the transition unit rules and expectations.

- The last chance agreement will remain in effect throughout the duration of the client's stay.
- Any further disregard to the transition unit rules and expectations while under the last change agreement will result in immediate eviction from the transition units.

Staff Reporting Requirements

For the protection of staff and clients of the transition units, staff are mandated to call the appropriate authorities when the following but not limited to occur:

- If staff or clients are subjected to intimidation or extreme verbal abuse
- When staff believes clients are being threatened with physical violence
- When staff witnesses domestic violence
- When young children are left unsupervised, or neglect is visible
- If child protective services are called, it will occur within 24 hours of the incident

Exiting the transition unit

Clients exiting the transition unit will be asked for an exit interview with their life coach. The interview will include answering a few questions, providing the client an opportunity to address any concerns they would like to share that can help improve the transition unit services.

Summary

If the client fails to comply with these standards or endangers the safety of staff or other transition unit residents, the client's shelter may be discontinued. The Tulalip Tribes Transition Unit staff will not subject a client to discontinuance of shelter for failure to comply with client responsibility rules when such failure is due to physical or mental impairment of the individual.

A client has the right to present grievances to the Tulalip Tribes TERAP Manager without fear of reprisal. The life coach has the responsibility for working closely with the client using appropriate case management to aid clients into complying with their responsibilities and achieving permanent or other appropriate housing. The Tulalip Tribes Transition Unit staff is responsible for providing assistance, if necessary, to a client to meet these requirements.