



## **New Client Intake Steps**

Placements can sometimes take 2 to 3 months. Our priority is finding the right placement for as many individuals as possible.

### **Step 1**

#### **Tour**

We offer open vocational center tours to potential clients and families the first Wednesday of every month at 10:00 AM. No sign-up is required – just show up! 2306 S. 1<sup>st</sup> Place, Broken Arrow, Oklahoma 74012

### **Step 2**

#### **Applicant Inquiry Form**

After completing the tour, interested parties will complete the Applicant Inquiry Form and return it to A New Leaf.

### **Step 3**

#### **Applicant Phone Assessment**

A representative will contact interested parties to begin the Assessment process.

### **Step 4**

#### **On-Site Shadowing/Assessment**

A representative will schedule interested parties for on-site assessment/shadowing in a potential job role.

### **Step 5**

#### **Application for Admission**

Interested parties will complete the full Application for Admission and return to A New Leaf.

### **Step 6**

#### **New Hire Orientation**

Attend New Hire Orientation.