



# SHEEPGATE

## **Application and Admissions Process and Instructions**

Thank you for your interest in the Sheepgate residential discipleship ministry. Prior to completing the application, we recommend that you read through the Student Guidelines for the applicable center to learn more about the goals and structure of our program. The following list outlines the steps of our admissions process, which must be successfully completed prior to intake into the program:

- 1) Please take the necessary time to carefully read through all material in the Student Guidelines, completely fill out all sections of the application that apply to you and sign all necessary forms. Prior to applying, applicants should consider the following requirements:
  - a. Applicants must be at least 18 years old
  - b. Applicants must be willing to complete the entire program, consisting of at least 12 months
  - c. Applicants must be familiar with our rules, policies and guidelines and be willing to abide by them
  - d. Applicants must demonstrate adequate emotional and mental stability to participate cooperatively in a group living situation
- 2) Once the application is complete and notarized, please return it with all required signatures to Sheepgate, *including the \$20 non-refundable application fee*. If you are paying by check or money order, it can be made payable to Sheepgate. You can also pay via our website – [www.mysheepgate.org](http://www.mysheepgate.org) – by clicking on the “Donate” link. Please be sure to include the applicants name and “Application Fee” in the notes field. Applications can also be faxed to 515-864-0094 or emailed to [admissions@mysheepgate.org](mailto:admissions@mysheepgate.org).

**Please ensure that the application is complete – signatures, witness signatures, initials, and completed notarization. These must be complete in order for your application to be accepted.**

- 3) If the applicant is currently on active probation or parole, please notify the appropriate agency and/or representative that he/she is considering a long-term residential program, located in either Colfax, IA/Omaha, NE (Men’s program) or in Beatrice, NE (Women’s program). If these locations require crossing state lines from the state of probation or parole, please ensure the probation/parole officer is aware of this requirement and that it is an acceptable condition of their supervision.

If ongoing reporting/supervision is necessary throughout the program, the following are the three options available for reporting:

1. If monthly, in-person visits to a P.O. are required, your case must be transferred to the local county jurisdiction for either the Men’s or Women’s facility – our Men’s Induction and Training facility is in Jasper County, IA, and our Women’s facility is located in Gage County, Nebraska.
2. Adult & Teen Challenge of the Midlands can send periodic progress reports to an out-of-state/county P.O.
3. A monthly check-in phone call may be made by the student to report.

The second option is the preferred choice whenever possible.

- 4) If the applicant is required to pay child support, please notify the appropriate caseworker that he/she is considering a long-term residential program and will be unemployed for at least the first seven (7) months of the program. The final phase of the program does require our students to gain full-time employment, at which time any financial requirements can resume on an appropriate schedule.
- 5) After the application has been successfully submitted, please have the applicant contact our Admissions office to set up an appointment for a pre-admission interview. Our office can be reached during normal business hours, Monday through Friday, at 515-674-3713. These are one-on-one meetings between the applicant and our Admissions Coordinator directly. Interviews may be conducted by phone or in person at our Colfax, IA facility. Prior to the phone interview, applicants are required to have reviewed the Student Guidelines in full.

If the applicant is currently incarcerated and has restricted access to phone privileges, please have a family member, sponsor or attorney serve as a contact person on their behalf. This designated contact person should serve as a liaison between the institution and Sheepgate to coordinate the phone interview from their current location.

- 6) Prior to admission, applicants must complete a pre-intake physical and blood screen, with results faxed to our Admissions department or completed forms brought on the day of intake. These forms are included as the last two pages of our application. If you have any questions, or if the applicant is incarcerated and special arrangements are necessary/required to complete this step, please contact our Admissions office.

The physical is the equivalent of a basic “sports” physical and can be completed at a primary care physician or walk-in clinic. The required blood tests are screens for HIV, Hepatitis A-B-C, and a tuberculosis skin test.

- 7) Following the completion of all necessary steps, an intake date will be established based on available times and bed space. On the day of intake, a non-refundable intake fee of **\$1,000** will be due. Cash, cashier’s check or money order is accepted – please, no personal checks without prior approval from our Admissions office.

*This fee is non-refundable regardless of voluntary departure or dismissal from the program and regardless of the length of time a student remains in the program*

- 8) Applicants will need to provide copies of the following documentation (where applicable) either prior to or on the day of intake:
  1. Current valid photo identification – Driver’s license, Non-driver ID, passport.
  2. Social Security Card – if a replacement is needed, a copy of the receipt for application of replacement from the Social Security office would also be acceptable.
  3. Marriage license/certificate (if married)
  4. Proof of High School Diploma/GED/HiSET – if the applicant has not completed their high school education, this will be completed as a portion of the program. There is an additional **\$150.00** fee due upon intake, to cover costs of testing.

- 9) Sheepgate is not a medical facility – therefore, if any detox is necessary, this must be completed prior to the intake date. Incoming students will begin activities in the program on the day of intake and must be mentally and physically able to participate fully. **We reserve the right to deny admission to any approved applicant suspected to be under the influence of a controlled substance at the time of admission.**
- 10) It is the policy of Sheepgate to facilitate student access to medical care during their stay in the program. For a full listing of our policies surrounding medical care, you may refer to the appropriate section in our Student Guidelines. Please make every effort to address any immediate dental or eye care needs prior to admission, as our resources and schedule availability for these types of appointments are limited.
- 11) Any applicants currently prescribed and taking psychiatric/psychotropic medications or narcotic medications must contact their prescribing physician to establish a transition schedule tapering them off the prescribed medication for the duration of their stay in Sheepgate. This transition must be completed prior to intake, or within the first 30 days of their stay in the program. Please see the following pages for more detailed instructions/description and a non-comprehensive list of some example prohibited medications.

Transition instructions must be provided by the physician on their letterhead/prescription pad, along with the signature of the prescribing or otherwise qualified physician to be accepted. This must be completed and received by the Admissions office **prior** to the day of intake.

Again, thank you for your interest in Sheepgate. We look forward to helping you work through the admissions process and answering any questions you may have about the program. On average, the process can take as little as a week, but is primarily driven by the motivation of the applicant to successfully complete all the necessary items as well as addressing any applicable situations or circumstances described above.

If you have any further questions, please contact our Admissions office at [admissions@mysheepgate.org](mailto:admissions@mysheepgate.org), or during normal business hours at 515-674-3713.

Blessings,

### **Admissions Department**

Sheepgate  
900 North League Road  
Colfax, IA 50054  
515-674-3713  
515-864-0094 (fax)  
[admissions@mysheepgate.org](mailto:admissions@mysheepgate.org)

## **Prohibited Medications Policy**

Sheepgate policy prohibits the use of all addictive medications due to their interference with the recovery process. In addition, our policy dictates that any psychiatric or psychotropic medications be safely discontinued prior to beginning the program. Applicants should request a titration/taper schedule from their health care provider for any of his/her prohibited medications so that it may not be stopped abruptly. In the event that the titration/taper schedule continues after the intake date of the program, we require that it be a schedule that would be fully completed within 30 days from the start date.

In the rare circumstance that an alternate medication is unavailable, or the recommendation of the physician is that the medication should not be discontinued, Sheepgate is not an appropriate treatment option and a referral list of other treatment programs in the area can be provided.

### **The following classifications of prohibited medications include but are not limited to:**

- Barbiturates (including those combined with acetaminophen, caffeine or aspirin; e.g. Fiorocet, Fiorinal)
- Benzodiazepines
- Medications used for the treatment of opiate dependence
- Psychiatric/Psychotropic medications (See attached listing for a non-inclusive list)
- Muscle relaxants
- Narcotic pain relievers and pain relievers with potential for dependence and abuse\*
- Performance enhancing steroids or supplements
- Weight loss medications, either prescribed or over the counter
- Sleep aid medication, either prescribed, over the counter or herbal supplement (including Melatonin)
- Stimulant medications used to treat Attention Deficit Disorder and Attention Deficit/Hyperactivity Disorder
- Smoking cessation products such as nicotine gum/lozenges\*\*
- Any/all herbal supplements must be approved **prior** to bringing them to the program

*\*Due to the highly addictive nature of narcotic pain relievers and their potential to undermine the program participants' recovery efforts and mindset, prescriptions written for these medications may be allowed for a limited time only, following a surgery or injury. Sheepgate staff may work with students and their health care providers following a surgery or injury to find other non-narcotic pain relievers that are permitted – examples include ibuprofen and naproxen.*

*\*\*Up to a 10-week cycle of the smoking cessation patch is permitted if desired. It must be followed on a declining, tapering schedule, and would need to be purchased by the student. Please speak to the Admissions Department during the application/admission process if interested.*

**Please see the next page for examples of specific prohibited medications**

## **Prohibited Addictive/Psychiatric/Psychotropic Medications List**

Adderall (amphetamine mixed salts)	Morphine
Adderall XR	Naltrexone
Ambien/Ambien CR (zolpidem)	Nicotine lozenges/Nicotine gum
Ativan (lorazepam)	Nuvigil (armodafinil)
Benadryl (if taken for anxiety)	OxyContin (oxycodone)
Bupirone	Percocet (oxycodone with acetaminophen)
Campral	Performance enhancing steroids or supplements
Celexa (citalopram)	Provigil (modafinil)
Chantix (vareniclin)	Prozac (Fluoxetine)
Concerta (methylphenidate HCL)	Remeron (Mirtazapine)
Cough medicine containing Codeine	Restoril (temazepam)
Dalmane (flurazepam)	Risperdal (Risperidone)
Darvocet/Darvocet N (propoxyphene)	Ritalin/Ritalin SR (methylphenidate HCL)
Daytrana (methylphenidate HCL)	Serax (oxazepam)
Demerol (meperidine)	Seroquel (quetiapine)
Dexedrine (dextroamphetamine sulfate)	SOMA (carisoprodol)
Dilaudid (hydromorphone)	Sonata (zalepon)
Divalproex (valproic acid, if taken for bipolar)	Strattera (atomoxetine)
Flexeril (cyclobenzaprine)	Suboxone
Focalin (dexamethylphenidate HCL)	Subutex
Halcion (triazolam)	Thorazine (chlorpromazine)
Hydroxizine Pamoate (if taken for anxiety)	Tramadol/Tramadol-Ultram
Intuniv (guanfacine, if taken for ADD/ADHD)	Tranxene (chlorazepate)
Klonopin (clonazepam)	Tylenol with codeine
Lamictal (lamotrigine, if taken for bipolar)	Valium (diazepam)
Lexapro (escitalopram)	Vicodin (hydrocodone with acetaminophen)
Librium (chlordiazepoxide)	Vyvanse (lisdexamfetamine)
Lunesta (eszopiclone)	Xanax (alprazolam)
Metadate (methylphenidate HCL)	Zyprexa (olanzapine)
Methadone	
Methylin (methylphenidate HCL)	

*This is an example list of more common medications that fall into the categories of addictive/psychiatric/psychotropic, and should not be considered a comprehensive list. Please be forthcoming during the application and admissions process regarding all medications that are currently being taken, and our Admissions Department can help provide guidance on any necessary steps regarding required discontinuation, transitions or taper schedules.*