

## Welcome aboard!!

We are so excited to have you as part of our PTS Housing family! That's right, we consider all of our participants as part of one big happy family in which everyone works very hard to help each other, respect each other, show support, kindness, and generosity. We believe in you!!

Before we begin, please find a quiet place to read, get comfortable, and READ this information so you can fully understand how things work within the program. Unfortunately, saying "I didn't know" will not work if an issue arises. Why? Well, because you have all of the information you need right here.

***Before we get started, understand that support is given regardless of race, creed, religion, sex, or gender.***

## Let's dive in



Each participant must complete Phase I to remain in our family (housing program). Phase II & Phase III is optional, meaning it's all up to you to decide.



## What are the phases?

### PHASE 1

#### **FAILURE TO COMPLETE THIS PHASE WILL AUTOMATICALLY TERMINATE YOU FROM THE PROGRAM**

1. Provide results of your Tuberculosis screening within 14 days from the date you were admitted into the program. Go to the resident's portal ([www.resident.ptsga.org/](http://www.resident.ptsga.org/)) then upload the tuberculosis results or card. If you need a referral to receive a tuberculosis test, let us know by going to the portal. You can also utilize the resident's portal for other documents that are being required by PTS and/or if you need to communicate with us. (See next page for portal details)
2. Provide proof of a nursing assessment within 14 days from admission. Go to the resident's ([www.resident.ptsga.org/](http://www.resident.ptsga.org/)) then upload your nursing assessment.
3. Provide a list of all medication that you are currently taking or have been prescribed but you don't have— we need this very important information no later than **three days** from the date you were admitted into the program. Go to the resident's portal ([www.resident.ptsga.org/](http://www.resident.ptsga.org/)) then upload an image of the list of all the medication that has been prescribed.
4. Copy of Sentence Sheet outlining your probation requirements (ex: fees, fines, restitution, classes, community service, etc.) - **if you are on probation or parole**. You will also have to follow step #5.  
**If you are not on probation or parole**. Go to the resident's portal ([www.resident.ptsga.org/](http://www.resident.ptsga.org/)) then upload a copy of your sentence sheet outlining your probation requirements. You will also be required to report to the probation office w/in 72 hrs.
5. If you are on probational parole, go to the resident's portal ([www.resident.ptsga.org/](http://www.resident.ptsga.org/)) then upload 1.) YOUR FULL NAME, 2.) UNIT# & 3.) GDC#

**NOTE: If medication is prescribed by your physician, you are required to take, DO NOT SKIP, or run out of your medications at any time during enrollment.**

### PHASE 2

PTS will assist you with obtaining your:

1. Picture ID
2. Social Security Card
3. Birth Certificate

### PHASE 3

PTS will assist you with obtaining one or more of the following:

1. Job training
2. Job placement
3. Vocational Rehabilitation
4. Volunteer Opportunities

## How To Reach US?

**Stay  
Connected**

<https://resident.ptsga.org/>



### What is the Portal for?

Resident Portal gives residents access to pay rent and program fees, submit a work order, schedule an appointment and this is how PTS will be notified of any concerns you may have. And with this portal, staying in contact with PTS has never been easier.

#### **Integrated Request**

Residents can submit requests and receive automatic responses.

#### **Resident Payments**

Resident Portal provides a secure environment for residents to pay rent and other program fees online.

#### **Scheduling an appointment**

Resident Portal can be utilized to schedule an appointment with the PTS manager or Case Manager.

**If you don't have access to an electronic device or the internet, call us at 1(678)298-6140 extension # 6**

**For Inquiries, Reach us at  
Resident Portal: [www.resident.ptsga.org](http://www.resident.ptsga.org) or  
Call the hotline at (687)298-6140 extension  
# 6**