



# Community Housing

## PROGRAM GUIDELINES

## **INTRODUCTION**

The staff of Marienne Manor/Grandview House welcome you to the next step in your recovery. We are happy to have the opportunity to work with you during this transition in your life. We understand you may be feeling a great deal of fear, confusion, anger and uncertainty about transitioning to this step in your treatment. We plan to assist you in continuing to learn about the disease of addiction and help you to begin incorporating a life of recovery including focus on the physical, social, psychological and spiritual aspects of your life.

The staff within this program consists of a team including a Program Manager, a Clinical Supervisor, a Therapist, Nurses, and a Recovery Counselor.

## **TREATMENT PHILOSOPHY**

The philosophy of Jackson Recovery Centers is based on the 12 Steps, which were formulated by Alcoholics Anonymous. We are addiction focused and believe recovery is a time for discovery and change. Treatment will help you with that change and help you develop to your full potential.

Each patient will have an Individual Treatment Plan, however, the emphasis of the program is the creation of a positive and caring culture within the Recovery Centered Community.

We believe people suffering from addictions seek boundaries, structure, and responsibility, which can be achieved in our supportive 12 Step community. The ultimate goal is for our patients to find recovery and maintain an addiction free lifestyle. We believe addictions affect both the addict and their families in negative ways. Regular attendance at 12 Step meetings, family treatment, and an individualized treatment plan can help you find successful recovery.

We recognize that approximately 80% of the individuals who have a substance abuse disorder also have mental health symptoms or a psychiatric disorder. We believe that treatment of these disorders at the same time is critical for long-term success in recovery. You will be offered individualized and fully integrated substance abuse services based on your strengths, abilities and preferences. Our role is to understand your experiences and offer support as you begin this journey of recovery.

## **CONFIDENTIALITY**

We believe in protecting the privacy of all individuals and families participating in our program. You may not disclose information about other patients to people outside the house. You also may not discuss another patient's personal information with peers inside the program, unless there is concern that a patient is at risk to harm themselves or someone else, or you are given direct permission by the patient to discuss it. Taking pictures of other patients is not allowed in any Jackson Recovery Centers program.

In order to build trust and to maintain anonymity between you and other patients, it is important to abide by this guideline. This includes not sharing patient names or histories with anyone, including your family, without a written release by that patient. Any violation of patient confidentiality is a serious matter, and will be handled as such.

## **FAMILY INVOLVMENT**

Family visits are discussed with the therapist. Family visits will be granted in view of the treatment goals and in the best interest of the patient. You may request to go out to eat, shop, or attend an activity with your family, friends or peers. No outings are allowed without staff approval. You do not need approval to go to your job, legal or medical appointments. All other outings need to be approved.

Intimate relationships will be reviewed by the therapist and treatment team at the initial interview. If the relationship is unhealthy, the treatment team may see this as a treatment issue and suggest limited contact. Each case will be individually evaluated. Couples and/or family counseling may be suggested as part of the treatment process. You may be on no contact with your significant other for up to 30 days.

## **MEDICATION**

Non prescribed medications are not permitted. Prescribed medication is kept in the staff office in appropriately locked containers. Recovery Counselor staff are trained medication managers and administer medication as prescribed. You must notify the staff promptly of any medication in your possession during your stay in community housing. Any changes in prescriptions, doctor's orders, or reactions to prescribed medications are to be reported to the treatment team immediately.

## **INFECTION CONTROL**

Any illness you contract while residing in the facility should be shared with the treatment team staff in order to decrease the likely hood of spreading infectious illness throughout the treatment population.

All refrigerated food items kept in the facility must be dated, labeled and disposed of within three days after being placed in the refrigerator. Food and drinks in areas of the facility other than those designated (kitchen/dining room) is at the discretion of staff. No personal food items in the refrigerator unless staff gives permission. No food or drink is allowed in bedrooms.

Good hand washing techniques are to be practiced daily by all patients to prevent the spread of disease. All patients on cooking duty are to practice good safety measures and all aspects of infection control.

## **SAFETY**

The house is locked at all times to ensure your safety. Curfew is 11:00pm. No smoking is allowed in the house. You may smoke outdoors in designated areas only. You will be oriented to the fire and disaster procedures at the time of admit. You are to park vehicles in designated areas only. Your mail or other communications will not be intercepted, read or censored. Furniture within the house is not to be moved unless approved by the staff and moved by the maintenance department.

The use of alcohol or any mood altering chemical, either on or off the premises, is cause for immediate review of placement at the community housing facility. If drug or alcohol use is suspected, you may be asked to complete a urinalysis. Returning to the house under the influence of any chemical will be cause for immediate assessment and referred to a higher level of care.

Any display of physical violence is considered a major rule violation putting the safety of other patients within the community at risk; thus, such behavior is grounds for discharge from community housing. Firearms, knives, and/or other weapons are not permitted on the property.

You are discouraged from working in gambling establishments or those that serve alcohol. Each job placement will be evaluated individually by the community housing treatment staff. Frequenting these establishments for reasons other than employment is prohibited.

## **FINANCIAL RESPONSIBILITY**

You are expected to contribute toward your room and board based on a sliding scale and ability to pay. See attached fee schedule.

You are expected to seek and find employment as part of your treatment in the community housing program. Minimally, you are to be seeking employment from 8:00 a.m. to 4:00 p.m., Monday through Friday, until full-time employment is found.

When you get paid, you are expected to pay your room and board. Paying rent is a priority. Failure to pay rent will result in consequences and may lead to discharge or transfer of care. You will be asked to sign a release to your employer after work is found. You are expected to discuss any job change prior to the change.

## **GENERAL EXPECTATIONS/PROGRAM STRUCTURE**

You are expected to participate in all aspects of therapeutic activities provided within the community. Treatment hours are posted on the community bulletin board. Any absence from therapeutic programming must be cleared with the therapist in advance.

### **Program Structure**

You are responsible for all rules, treatment goals, and expectations within the community housing program. You are to complete a treatment plan outlining your personal goals and actively participate in your treatment.

Any assignment given by staff is to be completed in a timely manner. Failure to participate in treatment will result in consequences and possible dismissal. Should the treatment team feel you have reached maximum benefits from this service; the treatment team will offer recommendations to another level of care or another type of service.

The community housing program involves all persons connected with your life within your treatment i.e. probation or parole officer, DHS workers, lawyers and family members. A meeting may be called to evaluate progress, continued care, or discharge planning. Probation officers and legal authorities involved in a case are encouraged to participate in the treatment as part of the team.

### **Treatment Services:**

Treatment services include a combination of individual, group and family therapy, recreation, skill development sessions and recovery groups. These activities are scheduled on a regular occurring cycle and can be found posted on the community billboards within the facilities.

**Wake up:** All sleeping is to be done in bedrooms and not in other areas. You are to be up by 7:00 a.m., unless otherwise excused by the staff. Monday through Friday,

you will eat breakfast and complete household tasks by 8:00 a.m. You are expected to assist in extra household tasks when necessary.

Living skills: You are responsible for keeping your own living area clean and in order with beds made, clothes hung, furniture dusted, floor vacuumed, etc. Bed linen will be changed weekly. You will maintain a clean, neat appearance and good personal hygiene. Personal items are not left in the bathroom. You are to dress appropriately at all times. No wearing hats in the house. Shoes and socks are to be worn for safety and infection control reasons.

Community Time: Meal time is considered an important part of the community housing program. You will share your evening meals with the other patients at the house Monday through Friday unless excused for work with staff approval. Please notify staff by 2:00 p.m. at any time you wish to be excused.

All therapeutic activities, recreation times, meal times and group activities are to be attended. This therapeutic time enhances the growth and involvement of the community.

Phone Privileges: You can use the phone as long as it does not interfere with therapeutic activities. Please limit calls to 10 minutes to allow time for all residents to use the phone. No incoming or outgoing calls between 10:00 p.m. and 6:00 a.m. Emergencies are to be reported to the Women's and Children's Center when staff is not on duty at the house. 258-4578

For confidentiality purposes the phone is answered with "Hello". Information or the whereabouts of other residents is NOT revealed.

#### Miscellaneous Expectations/Guidelines

Overtime work is to be cleared with the staff before accepting additional hours. It is your responsibility to notify work or school if you are ill or an emergency arises and you cannot attend.

The television will be off by 12:00am Sunday through Thursday. Radios are to be turned down by 10:30 pm and should never be loud enough to be heard outside your bedroom. You may rent DVD's. (No X-rated or pornographic videos are allowed).

You are not allowed to pawn items, borrow or loan money from other residents.

No washing and drying clothes after midnight.

You are not to sell plasma.

**I HAVE READ AND UNDERSTAND THE ABOVE PROGRAM GUIDELINES AND AGREE TO ABIDE BY THEM IN THE INTEREST OF MY OWN RECOVERY AND OUT OF A SENSE OF RESPONSIBILITY TOWARD THE RECOVERY CENTERED COMMUNITY.**

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**Patient's Signature**

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**Date**

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**Staff Signature**

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**Date**