

A Design for Living

Recovery Residence

Resident Orientation Handbook

Rules & Program Policies

**Contact Info**

*Director:* Tara Cannon

*Phone:* 561-262-8219

*Email:* ADesignForLivingRR@gmail.com

1. A Design for Living requests a 6-month commitment to ensure the stability of the house and enforce a sincere desire to live a sober life. There is a 2 week notice requirement prior to departure date.
2. The use or possession of alcohol or drugs is not allowed on or off the property. Use will result in immediate expulsion from the property. Abuse of any mind-altering drugs (illicit, prescribed or over the counter) will result in immediate expulsion from the property.
3. You must notify the staff, upon interview, of all prescribed medications you are taking.
4. Violence, expressed or implied, yelling, verbal threats or physical acting out will not be tolerated.
5. Anyone showing hatred, a favor, difference in treatment, or expressing dislike toward any group, race, religion, etc., will be expelled.
6. Gambling in any form is not permitted while residing at A Design for Living; on or off property.
7. Visitors to tenants must be approved by staff and absolutely no visitors are ever permitted in the bedrooms or overnight.
8. Each person is responsible for the cleanliness of their room and the overall cleanliness of the house.
9. A Design for Living is a Smoke-free residence
10. No performance enhancing supplements of any kind (prescribed or over the counter) are permitted at A Design for Living.
11. Sexual relations with anyone on A Design for Living property will not be tolerated. No pornography, is allowed.
12. Curfew is 10:00 p.m. Sunday through Thursday and 11:00 p.m., on Friday and Saturday. After resident review (with job, sponsor, and step work progression), curfew is 11:00 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday. This is strictly enforced.
13. In your first 30 days you must call the house manager when you get home to let the house manager know you made it before curfew. (See page 8)
14. Every Sunday is mandatory general cleanup, to be done no later than 4:00 pm.
15. Rent will be collected Fridays and/or at the mandatory community house meeting.
16. It is mandatory that you attend a weekly Community meeting at **6:00 p.m. every Wednesday**.
17. Move-in amount is $450.00, First week, $225.00 move in fee, and 1st month drug testing fee.
18. Random drug testing is mandatory, and the cost is the financial responsibility of each tenant.
19. You must attend at least 1 meeting a day for the duration of your stay, if you’re not working, attending an IOP program or in school and volunteering you must attend 2 meetings per day. All meetings are prayer to prayer, or not considered a meeting.
20. Must have/get a sponsor and actively be work the 12 steps. You must also have a home group with in the first two weeks.
21. Must have/get a full-time job (This should not take more than two weeks) It takes 40 hours a week to find a full-time job. You must be appropriately dressed and out of the house job searching by 9am Monday-Friday
22. Everyone must be dressed, and beds made no later than 9:00 a.m., Monday through Friday. Residents must be off the property by 9:30 a.m.
23. After 30 days an overnight pass may be submitted and approved at manager’s desecration. When planning a “Trip” discuss details with House Manager (When, Where, Who with and for what reason)
24. No negative contracts. This is cause for immediate expulsion from the property.
25. No bicycles allowed in the house. Repairing or washing your vehicle on A Design for Living property or on neighborhood streets is not allowed.
26. Parking in the grass or on the lawn is not permitted.
27. No dirty dishes in the sink. Dishes need to be washed immediately after use.
28. Do not eat any food that does not belong to you.
29. No lending or borrowing of money or vehicles with other residents.
30. No business or commerce transactions are to be conducted with other A Design for Living residents, nor their families.
31. Rooms, personal property, and persons may be randomly searched for drugs and alcohol by staff.
32. When leaving the house make sure any electric appliances and fixtures not in use are off i.e. lights, fans, coffee maker, and stove. If you are the last person out, make sure the A/C is set at 76 and that all windows are closed, and doors are locked.
33. NO FOOD IN BED ROOMS
34. NO SMOKING IN THE HOUSE AT ANY TIME FOR ANY REASON
35. No stealing.WE ARE NOT RESPONSIBLE FOR ANY LOST OR STOLEN BELONGINGS AND RECOMMEND YOU DO NOT KEEP/BRING/STORE ANY THING OF VALUE AT ANY DESIGN FOR LIVING PROPERTIES
36. While residing at A Design for Living the following are off limits: bars, hookah bars, Kava bars, strip clubs, gun shops and shows, shooting ranges.
37. The ordering of ‘pay-per-view’, ‘on-demand’ or pirating movies is strictly prohibited. In the event this rule is violated all residents will be charge for the amount unless the responsible party covers full cost and accepts additional consequence.
38. **VIOLATION OF ANY OF THESE RULES MAY RESULT IN THE FOLLOWING CONSEQUENCES:**
    1. EARLY CURFEW
    2. ADDITIONAL CHORES
    3. BUDDY RESTRICTION
    4. VEHICLE RESTRICTION
    5. HOUSE RESTRICTION
    6. DISCHARGE

***All rules are subject to change at director’s discretion at any time with notification to all residents.***

***Any infraction of the rules, with the exception of those stating expulsion, will be addressed on an individual basis according to the severity and frequency of such.***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been oriented to:

* A Design For Living’s Policies and Procedures
* Resident Rights and Requirements
* Management/Emergency/Non-Emergency Contact Info and Community Resource Guide
* Curfew
* Relapse Policy
* Discharge Policy and Procedure
* Program Fees

My signature indicates that I have read and understand the rules and expectations and agree to adhere to them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Resident Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Staff Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Director Signature*

**Policy and Procedures**

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| **Resident Screening Policy** |
| It is the goal of A Design for Living to establish and maintain a community of women who are interested in a program of recovery and integrity.   1. Every potential resident will be interviewed prior to acceptance into the Design for Living program, by the director personally. The interview includes the resident sharing substance abuse history, treatment episodes, level of willingness and commitment to recovery, etc. 2. The potential resident will be required to complete:    1. Application & Financial Agreement.    2. Residency Agreement    3. The Design for Living Commitment Form 3. If attending an IOP program, the resident will be required to sign a Release of Information to and from the IOP. This permits A Design for Living to obtain and provide information with her therapist and/or case manager in order to provide accountability and support for a full continuum of care. 4. If the resident has previously been in a different halfway house, A Design for Living may be permitted to contact the previous housing program. 5. A resident who appears to be fully committed, will be given an opportunity to admit to A Design for Living, based upon availability. 6. A potential cleint, who demonstrates a lack of commitment towards recovery, will denied admittance to our program. |

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| **Medication Policy and Procedure** |
| A Design for Living offers a sober environment; use of alcohol, street drugs, any non-prescribed medication, any prescribed medication taken other than prescribed, over the counter medications which contain alcohol in any form are strictly prohibited. (A possible exception of Gabapentin would be considered if it is prescribed for seizures and the diagnosis from the prescribing doctor is available for review.) Compliance with A Design for Living medication monitoring policy is mandatory.   1. Upon admission, each resident will review and sign the Medication Policy, review and complete the medication monitoring forms, and provide a medication count for documentation. 2. Medication protocol will be freely coordinated between prescribing doctor and A Design for Living. This requires a Release of Information to be signed by the resident. She must inform a DFL of all medication actively prescribed. If at any time a resident is prescribed a new medication, change of medication or discontinuation of medication order is written from the medical provider, she must bring that order to A Design for Living. It will then be reviewed or counted, and the med form is updated to reflect current prescribing orders. The medication is added the locked drawer or disposed of in the presence of staff. 3. A Release of Information must be completed for A Design for Living, and any IOP program a resident is attending. DFL will work closely with the IOP to ensure the proper protocol is being followed. 4. Medications prescribed to a resident will be known to the IOP and A Design for Living. Medications will be closely monitored. 5. Only prescribed medication is permitted at A Design for Living. 6. Resident medications are kept in a locked drawer next to each bed, with only the resident having a key. 7. All residents taking meds will do so in the presence of staff. 8. The medication monitoring sheet will be updated daily. 9. ***Subutex, Suboxone, Methadone, and Gabapentin are not permitted on our property.*** 10. Deliberate abuse of medication by a resident will be considered a relapse. That resident will be immediately discharged and offered treatment. |

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| **Resident Weekly Schedule** |
| Resident will be expected to have a structured weekly schedule. As many of the schedules will differ between residents, it is the policy of A Design for Living to hold each resident accountable to their specific schedule. A Design for Living will have mandatory weekly scheduled expectations. Below are some examples of resident weekly schedules:   1. All residents are expected to attend a minimum of 7 twelve step meetings per week 2. All residents must attend the in-house community group 3. All residents must attend the weekly house meeting every Tuesday night at 7:30 pm 4. Residents who attend IOP programs will attend groups for three hours a day (3-5 times per week) and meet with their therapist once per week. 5. Residents who attend OP programs will meet with their therapist once per week. |

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| **Program Format** |
| A Design for Living does not operate on a Level System, although privileges and curfew are dictated by 12-step progression, input from each resident’s sponsor, and therapist, if applicable. A resident may be placed on a “Buddy System” if there appears to be reason for concern. Additionally, there may be restrictions to vehicle access if a resident is in need of additional structure and/or accountability. A Design for Living curfew format is as follows:   1. Steps 1-4 and up to 60 days: Sunday through Thursday 10:00pm, Friday and Saturday 11:00pm 2. Steps 5-8 and up to 90 days: Sunday through Thursday 11:00pm, Friday and Saturday 12:00am 3. Steps 9-12 and 90+ days: Sunday through Thursday 12:00am, Friday and Saturday 1:00 am   Residents may be put on early curfew if chores or rules are not completed or followed. This will be to the discretion of the House Manager and/or the owner. |

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| **Good Neighbor Policy** |
| As members of a community and tenants in a residential, family-oriented neighborhood, A Design for Living expects our residents to conducts themselves as such.   1. All residents and visitors are required to be respectful of and to our neighbors. 2. Playing music outside after 11:00 p.m. is strictly prohibited. 3. Loud and profane language outside, in the yard is not permitted at any time. 4. If a neighbor is rude to a resident; the ladies are instructed not to engage, call the house manager or the director and provide full detail of the situation. Under no circumstances are the residents to address the situation or the neighbors themselves. 5. In the event of an intruder, call 911 immediately, followed by contact to the director and house manager. |

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| **Life Skills Program** |
| A Design for Living is an aftercare residence geared towards providing our residents will all of the skills necessary to achieve a sober, responsible platform for continued recovery. The director will provide support to residents on the following issues;   1. Banking and budgeting 2. Job hunting, resume building, interview etiquette and attire 3. Legal issues, Driver licenses/Social Security cards 4. Cooking, grocery shopping 5. Time management 6. Conflict Resolution, boundary and communication skills |

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| **Fees/Financial Requirements and Rights** |
| This policy is explained, outlined and/or signed off by staff and resident within the forms list below:   1. During the initial interview and again upon intake 2. Payment Agreement 3. DFL Commitment 4. DFL Application 5. DFL Residency Agreement |

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| **Confidentiality Policy** |
| A Design for Living is not bound legally by HIPAA Compliance Standards although our policy is to maintain each resident’s confidence. The owner and/or house manager will not confirm or deny the presence of a resident residing at A Design for Living with the following exceptions:   1. To a Staff member at an IOP where a resident attend. It is a requirement for residents to have a ROI on file to permit a provider to communicate necessary information. A Design for Living will confirm or deny resident presence without a Release on file. 2. To the last documented Sponsor on file for a resident 3. A resident’s emergency contact 4. Potential employers, at the request or with the permission of the resident. |

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| **Grievance Policy and Procedure** |
| All residents must follow the direction of the house manager. If a resident feels as though she has been treated unjustly, she may request a grievance form.   1. The aggrieved resident will complete the grievance form and submit to the director 2. The director will review the grievance and determine if a private meeting with resident and/or house manager is necessary. 3. The director will respond to the grievance within 72 hours. 4. The director will make a determination for solution dependent upon the findings of the investigation. 5. That determination will be final. |

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| **Personal Property and Possessions** |
| A Design for Living strives to have a secure premise although residents personal property is brought at their own risk. A Design for Living is not responsible for any missing, broken, or potentially stolen belongings. Bringing items of high value or high personal sentiment should carefully considered.   1. Locked drawers are provided to each resident for the intention of medication storage. Personal items may be stored in drawers only if there is room in addition to resident medication. 2. Upon discharge from a Design for Living all residents are asked to take all of their belongings. If a resident leaves and refuses to take her belongings, they will be donated under the discretion of the director. 3. If a resident discharges to the care of a treatment program A Design for Living will store the belongings for a maximum of 30 days. 4. If a resident discharges without notification to the program or staff of A Design for Living the director will reach out to the resident or emergency contact of the resident, three times. If there is no response the items will be discarded or donated after 14 days. 5. At no point in time will A Design for Living replace or be held responsible for any item abandoned by a former resident of the program. |

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| **Work Agreement between Program and Resident Policy** |
| A Design for Living Recovery Residence has one House Manager per property.   1. Any resident who is given the position of House Manager will have her rent discounted. 2. Each resident accepting the position of House Manager will sign a scope of service description and a House Manager financial agreement. 3. No other form of compensated work will be asked of or done by any resident at A Design for Living. This will include but not be limited to maintenance, landscaping, handywork, painting, etc. We will not engage in something that could potentially create a conflict of interest. |

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| **Maintenance Repair Policy** |
| A Design for Living shall maintain a safe property and grounds at all times. In the event of a repair being required:   1. The house manager will contact the director immediately. 2. The director will make a determination of the process for repair.    1. Identification of responsibility to fall on the tenant or landlord as outlined in the Design for Living’s lease agreement for the property.    2. If the repair is of immediate importance and potential risk to the residents of A Design for Living, the director will attend to the repair immediately. 3. All repairs will be done in a timely manner. |

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| **Emergency Policy** |
| 1. Medical Emergency: In the event that a resident is having a medical emergency, all residents and the house manager have been instructed to call 911 immediately. The owner and the house managers are certified in first aid and CPR. 2. In the event of a tornado warning, all residents are instructed to seek shelter in an interior room, doorway, or walk in closet. 3. In the event of a violent altercation, all residents are instructed to call 911 immediately. 4. In ANY emergency, after 911 has been notified, the director is to be notified immediately, if not on site. 5. In the event that emergency personnel needs statements, all residents are instructed to cooperate. The house manager will contact the director immediately. 6. Once Emergency services have been notified the director and the house manager will contact any necessary emergency contacts to notify of the safety of the resident. |

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| **Contact Info Sheet** |
| A Design for Living will post a contact into sheet in the front room. This sheet will contain numbers for:   1. Tara Cannon/Owner 2. House Manager 3. All Residents and their Emergency Contact 4. Police and Fire Departments |

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| **Resource Directory** |
| Community Resources will be posted and made available to residents upon request. These resources will include but not be limited to:   1. AA, NA, CA, HA, ACA, CoDA, GA 2. Local 12-Step Club Houses 3. List of Therapist and Counselors 4. List of mental health and substance abuse treatment programs |

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| **Hazardous Items Policy** |
| A Design for Living shall maintain a sanitary and safe property for residence of the program. Residents are not permitted to bring hazardous materials onto the property.   1. Rooms and vehicles searches are done randomly. 2. Any hazardous items found will be disposed of in accordance with the areas waste management guidelines. 3. Dangerous, explosive or harmful material or items are also not allowed on the property at any time. 4. Anyone found to be in possession of these items or a weapon, will be turned over to the police. That resident will be immediately discharged and never allowed at the property again. |

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| **Program Completion and Discharge Policy** |
| After a resident has completed the suggested six-month commitment at A Design for Living, they will be eligible for a successful completion and discharge of the program.   1. The planning of a resident’s discharge will include input from the resident, the house director and manager, the residents sponsor, (if attending an IOP program) the residents’ primary therapist, and potentially from family members of the resident. 2. Each discharge plan will be specific to the individual. 3. All residents being successfully discharged will be encouraged to continue with a 12-step program of recovery. 4. All residents will be urged to stay in contact with A Design for Living and attending the weekly Big Book meeting. 5. A Design for Living strongly supports each resident have a safe environment and strong discharge plan in place post completion of the Design for Living Recovery Residence program. |

**CURFEW**

Below are curfew guidelines and are only changed at the mandatory house meeting upon management’s approval. Curfew extension for “special circumstances” will be approved at management’s desecration.

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| Steps 1-4 & up to 60 days: | Sunday – Thurs. 10:00 pm  Friday and Saturday 11:00 pm |
| Steps 5-8 & up to 90 days: | Sunday – Thurs. 11:00 pm  Friday and Saturday 12:00 am |
| Steps 9-12 and 90+ days: | Sunday – Thurs. 12:00 am  Friday and Saturday 1:00 am |

Any infraction of above guidelines will be met with reduction in curfew and/or other disciplinary actions at management’s discretion