

## **Mission Statement**

Our mission is to offer our residents with a substance abuse disorder, once homeless and hopeless, a community of love and support, a family, and the possibility to recover their dignity by providing them with a home, helping them find a job, having them participate in recovery activities and allowing them to regain their values as human beings, under God's protection and help.

## **Vision Statement**

Create a better world helping people in need through the love of Christ by providing a home and a community of love and support to our residents with a substance abuse disorder, and also transforming the lives of volunteers from our community.

## GUIDING PRINCIPLES

Areas of Focus: Awareness, Treatment, and Prevention

- Provide support services and access treatment avenues for individuals experiencing substance use disorder. FHC Recovery Residences support abstinence-based pathways to recovery, and each resident is expected to follow the 12-step program by attending AA/NA meetings regularly.
- Educate the community on substance use disorder focusing on prevention, treatment, and recovery and relapse prevention.
- Collaborate with all community sectors on substance use disorder focusing on prevention, treatment, recovery, and relapse prevention.
- Support advocacy through education and training.
- Participate, advocate, and lobby for recovery on a broader stage to regional, county, state, and federal organizations.

## VALUES

The values of Fundación Hermanos de la Calle (FHC) are focused on trust, resilience, friendship, and family.

## CORE COMPETENCIES

FHC core competencies include Commitment to recovery and safety of our clients, emphasis on communication and influence, and responsiveness to our client's needs.

At FHC residences, communication and responsiveness are prioritized, and influence and mentorship are provided appropriately to aid in the client's recovery with the help of house managers, life skills counselors, and peer mentorship.

## **CODE OF ETHICS**

The interactions of the FHC directors, house managers, and volunteers, with the residents, will be governed by ethical standards that comply with NARR and FARR requirements. Residents in a recovery residence environment have the right to expect ethical behavior from the house directors, house managers, and volunteers. Following ethical guidelines will protect the residents and the house staff from inappropriate relationships and interactions. FHC strives to maintain a respectful environment built on honesty and trust. Focusing on our resident's individual growth to include those core principles is essential to us.

FHC members will:

- Conduct our services honestly and ethically.
- Treat all persons with dignity and respect.
- Safeguard a person's privacy and confidentiality per local, state, and federal requirements.
- Not threaten or comment on an act of physical or emotional abuse.
- Not become romantically or physically involved with persons currently served.
- Not engage in harassment
- Not discriminate due to race, religion, age, sexual orientation, disability, national ancestry, or economic condition (does have the latitude to outline specialty population served)
- Strive for continued personal growth and self-improvement in all domains of a human person: spiritual, physical, intellectual, relational, and emotional.

FDC have the following procedures set in place:

- Anyone who observes or has substantial reason to believe that FHC directors, house managers, or volunteers have engaged in unethical behavior in violation of this policy must report that behavior in confidence to their foreperson. Likewise, if the residence staff or a volunteer is to believe a resident has behaved with him/her in such a way as to provoke or invite unethical behavior must report that interaction to FHC supervisors.
- If a resident fails to comply at any time, this breach will constitute grounds for disciplinary action, including probable discharge. FHC directors, house managers, and volunteers will also be oriented to this policy and indicate understanding and agreement to comply.

**FHC adopts NARR/FARR code of ethics standards and requires all directors, employees and volunteers to read, understands and sign the FARR code of ethics that follows:**

### **PROCEDURAL**

Certified Residences ensure all owners, managers and staff receive an orientation to the FARR's Code of Ethics and document their agreement to abide by these principles as a condition of employment. This orientation includes confirmation that all owners, managers and staff successfully complete FARR Ethics and FARR Standards training annually. Certified Recovery Residences must ensure each newly hired staff member completes these two mandatory trainings within their first ninety (90) days of employment. Where applicable, the professional staff at each site shall review all pertinent Codes of Ethics annually, and attest in writing to their willingness to abide by the principles. Certified Residences ensure that residents receive an orientation as to their rights and responsibilities upon admission, including their right to receive ethical care. Confirmation of this orientation must be documented in each individual resident's file. Certified Residences ensure all residents are provided information during their orientation regarding the process and steps residents may take to report any ethical or standards violations. Confirmation of this orientation must be documented in each individual resident's file. The website of all Certified Residences must provide a prominently displayed link to the FARR Code of Ethics and the FARR Grievance Form shall also be posted on the Certified Residences website or clearly linked to same on the FARR website within thirty (30) days of issuance of the Certificate of Compliance. FARR Certified Residences should ensure that no retribution, intimidation, or any negative consequences shall occur if a grievance or complaint has been filed.

### **CONFIDENTIAL INFORMATION**

While employed at any Certified Recovery Residence and after such employment ends, confidential information must never be disclosed except with the resident's written authorization or as allowed under Federal and/or State law. No employee or volunteer of any FARR Certified Residence may use, or permit others to use, confidential information for the purpose of furthering a private interest or as a means of generating profit. The definition of confidential information is any information that has been entrusted and provided to Recovery Residence management assumed and considered private.

### **CODE OF ETHICS**

#### **RESPONSIBILITY TO RESIDENTS**

1. The primary obligation of Owners, Managers, Staff and Volunteers of Certified Residences is to respect the integrity and promote the welfare of the resident, whether the resident is assisted individually or in a community setting. In a community setting, Owners, Managers, Staff and Volunteers of Certified Residences are also responsible for taking reasonable precautions to protect individuals from physical and/or psychological trauma resulting from interaction within the

## Community

2. FARR Certified Residences shall ensure that in any community setting, staff, volunteers and visiting sponsors, recovery coaches and/or counselors set a norm of confidentiality regarding all community participants' disclosures
3. FARR Certified Residences ensure that if a resident is or has been in a therapeutic relationship with professional person or entity, staff attempts to make contact with that professional person or entity after obtaining proper releases for the exchange of relevant information from the resident. These contacts or attempts to contact must be documented in the resident record
4. When it has been determined that the Resident's needs are not being met at the current level of care/support, the Resident will be receive the necessary assistance with residential placement in the appropriate level of care/support.
5. Certified Residences should ensure that, if a resident's condition indicates there is a clear and imminent danger to the resident or others, staff (per Certified Residence policy and procedure) alert first responders to address danger and risk and then apprise Recovery Residence supervisor/manager/administrator; staff should be trained to appreciate any and all imminent harm potential is beyond the scope of the Recovery Residences level of support and must be referred and deferred to professionals
6. Owners, Managers, Staff and Volunteers of Certified Residences refrain from any practice of intimation, bullying or otherwise threatening or discriminatory behavior; relying instead upon the appropriate, consistent and uniform application of written residence rules and consequences
7. No Owners, Managers, Staff and Volunteers of Certified Residences will solicit or accept any commission, fee, or anything of monetary value from residents, other related persons, or referral sources, including, but not limited to, the borrowing of money from a resident under any condition or circumstance (see Ethical Conflicts below)
8. Certified Residences ensure that if a resident's condition deteriorates, i.e. relapse or psychological deterioration, referral and linkage to appropriate interventions will be made.
9. Certified Residences ensure fair and equitable financial policies and procedures pertaining to scholarships and repayment processes, i.e. a. Scholarships: (Partial or Full) Residents are orientated to the type of scholarship and specifically what is and is not included in the scholarship. Orientation is acknowledged by resident signature and documentation is maintained in the resident file. b. Repayment Structure: Certified Residences who structure a payment plan for admission and/or ongoing fees should ensure the payment plan is fair and equitable, and the resident is afforded the financial means to personally care for repayment. c. Fees should be renegotiable if the resident's financial ability is altered and in no way inhibit the resident from seeking alternative employment which would strengthen their wellbeing.

## **ETHICAL CONFLICTS**

Certified Residences and their employees shall excuse themselves from taking an active part in the recovery and/or treatment plans of relatives, close friends, and/or business acquaintances. Certified Residences and their employees may participate in political activities on their own time and in accordance with their individual desires and preferences, but it must be clear at all times that they are doing so as individuals and not as representatives of FARR or their organization unless specifically agreed to by FARR or their Recovery Residence Administrator. Certified Residences and their employees may not offer, pay, solicit, or receive any commission, bonus, rebate, kick-back, or bribe, directly or indirectly, in cash or in-kind, or engage in any split fee arrangement, in any form whatsoever, to induce the referral or in return for the acceptance or acknowledgment of treatment, of patients or patronage to or from a health care provider or health care facility as defined in FS 817.505. Licensable entities must remain compliant with defined by Section 397.321, F.S. and Rule 65D-30, F.A.C. Certified Residences ensure that former clients are not be hired as an employee at any site unless a significant period of time has elapsed. At a minimum, a six (6) month prohibition period should be clearly stated in the Certified Recovery Residences policy and procedures regarding employment of former clients. Certified Residences ensure all program associates refrain from engaging in any non-therapeutic dual relationships for a minimum of 2 (two) years. If a more restrictive time frame is listed in an employee's professional ethics code, then that time frame shall apply. Certified Residences shall not provide clinical or therapeutic interventions which are licensable under Chapter 65D-30, Florida Administrative Code without a license issued by the Department of Children and Families, Substance Abuse and Mental Health Program Office.

## **RESPONSIBILITY TO COLLEAGUES**

Owners, Managers, Staff and Volunteers of Certified Residences having knowledge of unethical practices on the part of another colleague shall report such practices to the Recovery Residence Administrator and/or, as needed, to the colleague's professional Ethics Board. Owners, Managers, Staff and Volunteers of Certified Residences should not use the workplace for proselytizing religious, political, or economic issues. However, faith-based programs are encouraged to share their personal testimony and experience as a peer with residents who have elected to reside in the faith-based Certified Recovery Residence.

## **MARKETING ETHICS**

Owners, Managers, Staff and Volunteers of Certified Residences shall not knowingly make marketing claims or create any advertising, or allow for any advertising to be

created on their behalf, which contain A. False or misleading statements or exaggerations; B. Testimonials that do not really reflect the real opinion of the involved individual; C. Price claims that are misleading; D. Promotional offers designed to induce enrollment in exchange for free rent, air travel, grocery cards, gym member-ships and/or other such “freebies” E. Therapeutic strategies for which licensure and/or counseling certifications are required but not applicable at the Certified Recovery Residence.

## **RESIDENT RIGHTS AND RESPONSIBILITIES**

*This is set in place to safeguard FHC residents and to ensure the best experience possible. Residents will be informed of their rights and responsibilities upon admission into the program and given a copy of the FHC Rules- Resident Responsibilities and Requirements.*

FHC Resident Rights are as follows:

1. To live in an alcohol and drug free environment.
2. To live the program at any time.
3. To be treated with dignity and respect
4. To be free from discrimination against religion, color, creed, or personal beliefs.
5. To participate actively in your recovery
6. To be given information regarding informed consent before the start of your stay.
7. Be seen by a private physician with the understanding that all costs will be the responsibility of the resident.
8. Have all the information about the stay held in confidence.
9. Receive information regarding costs.
10. Be fully informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct.
11. To be given a copy of all executed documents and copies of all financial dealing with FHC within a reasonable amount of time.
12. To file a grievance against FHC without the fear of retribution.
13. Initiate a complaint or grievance procedure with the credentialing entity (FARR) and understand that you may begin the process by filling out a grievance slip or contacting the Houses owner or volunteer, according to the protocol provided.
14. Request referral resources in the event of your dismissal from FHC residences.
15. Not to be required to perform services for FHC.

FHC Resident Requirements are as follows:

1. Pay rent as described in lease/financial agreement.
2. Treat fellow residents and staff with dignity and respect
3. Attend 3 AA/NA meetings per week and have a sponsor within 15 days of admission.
4. Attend weekly House meeting
5. Have a full-time job within 30 days of admission, if applicable.
6. Respect curfew
7. Sign in/out of residence
8. Do house chores
9. Abide to Good Neighbor policy
10. Provide urine sample for random drug screening
11. Notify staff of any unusual activity or behavior that might be related to drug/alcohol use, or any rule violation.
12. Attend medical appointments, take medications according to prescription.
13. Behave according to values described in Program Format.

## **CONFIDENTIALITY AND RESIDENT RECORDS**

This policy is set in place to protect the right to privacy for all FHC residents. The right to confidentiality, whether it be verbal or written information, shall be protected and in compliance with state and federal laws.

The following procedure will take place:

- 1) The FHC supervisors, case managers, volunteers, and residents, will adhere to the confidentiality laws and procedures as outlined in Federal regulation 42 CFR Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
- 2) Residents will be informed upon admission of their rights to confidentiality and be allowed to sign consent forms for the release of information. Residents may choose whether or not to sign and may revoke a statement at any time (see attached form). Similarly, residents will be oriented to the providers' confidentiality procedures, and may choose to sign a release of information.
- 3) Upon admission, FHC will provide for the residents to sign, a "Resident Confidentiality Agreement" . FHC staff will explain that this agreement is to ensure confidentiality among the residents and building trust.
- 4) Resident files, both current and past, will be kept in a locked filing cabinet in one of the recovery residences' offices, which will have the capability for the door to the office to be locked. These files will be under the direct maintenance and supervision of FHC staff. The data will be utilized and viewed only by FHC members unless:
  - The resident whose name appears on the file requests to see their file.
  - The resident has signed a release of information form for the specific person that has requested to view the file, or any parts thereof, on which a statement forbidding further disclosure will be stamped on each page released.
  - A court order is furnished requesting the file.
  - A situation in which the resident's life is in danger and the file or the portion thereof would aid in the treatment of the resident.

## ADMISSION CRITERIA

It is necessary to provide prompt and consistent care for residents entering FHC residences. Specific steps need to be taken to ensure the resident is an appropriate fit. Upon the first contact with the potential member, whether by phone or in person, the FHC residence directors will screen the prospective resident to determine whether or not they are an appropriate fit for the FHC residence by applying the following admission and exclusion criteria:

### **Admission Criteria; The potential resident must:**

1. Be admitted voluntarily
2. Be 18 years of age or older
3. Have completed a process of detoxification from alcohol and/or drugs, and rehabilitation in a specialized facility, and produce a urinalysis showing negative results.
4. Be medically stable. Any individual with ongoing medical problems, including dual diagnosis, may be accepted if they are addressing these problems with outside professional help, including medication management
5. Have adequate control over their behavior and assessed not to be imminently dangerous to oneself or others
6. Express a desire to recover from addiction to drugs or alcohol
7. Be evaluated as medically appropriate and free of any illness that requires isolation from others.
8. Be ambulatory and meet personal needs without assistance

### **Exclusion Criteria; The potential resident cannot:**

1. Be unwilling to comply with program requirements.
2. Be on Medication Assisted Treatment, as FHC does not have staff to properly lock up and monitor the provision of appropriate doses at specified times.
3. Have previous convictions of sex crimes, murder, drug trafficking, or any other extremely violent criminal activity which might represent a risk for self and others.
4. Have clinical manifestations that meet criteria for a more intense level of care (e.g., Acutely psychotic or a danger to self or others)
5. Have severe permanent deficits in recent memory, attention, concentration, who cannot attend effectively to activities of daily living, unless they are addressing these problems with outside professional help.
6. Have ongoing medical issues, which require a more intensive level of monitoring and care than can be provided by FHC.

If the potential resident is assessed as appropriate for FHC residences, then FHC staff completes the initial screening. If necessary, the prospective resident is invited to interview in the home with potential roommates and house members.

Initial Screening:

1. FHC staff will obtain information from the applicant and will verify his/her identity through submitted identification.
2. Background check will be performed.
3. FHC staff will discuss with current residents the acceptance of the potential new member by calling a face-to-face or virtual meeting, where each resident will have a voice stating his/her thoughts and opinions regarding the new admission. Once an agreement is met, the admission process will continue or will be terminated.
4. FHC staff will have the new resident complete and sign the Resident Information Form (See application attached).
5. FHC staff will review the Confidentiality policy and obtain the new resident's signature of the Confidentiality Agreement and Release of Information forms.
6. FHC staff will also review the new resident's rights and responsibilities, the rules and regulations, groups, emergencies, and all of the items listed on the compliance documentation checklist and obtain all signatures requested.
7. FHC staff will administer a urine drug/alcohol screening test, which must show negative results.
8. FHC staff will provide the new resident with a copy of the Resident Handbook and, at this time, will search the resident's belongings and vehicle for any hazardous items.
9. If the resident has had a recent physical and lab work (including TB testing) and has not brought the results, then FHC staff will obtain a release from the resident for medical information from the referral source.
10. The resident will be informed of the fees for the recovery residence.
11. The resident will then be escorted to his residence and assigned room.
12. The new resident will be introduced to peers. Staff will assign a peer who will help the new member familiarize with community and resources available.

Final decision of acceptance to FHC residence will be made by Housing Director and Recovery Director once the admission criteria is met.

\*If the potential resident is determined as inappropriate, then suitable referrals will be provided

## **COMPLAINTS/GRIEVANCES:**

FHC grievance policy is committed to meeting the needs and expectations of our staff and residents. We will work to resolve any conflict and provide a satisfactory outcome for all parties involved whenever possible. FHC strives to ensure that grievances are handled respectively, appropriately, and professionally. If at any time a member of the staff and/or a resident has a complaint, problem, or concern during their stay, please follow the procedure outlined herein:

1. A Grievance slip form follows this page. If a grievance form is submitted from a resident, the Housing Director will make a copy of it and put it in the resident's file. The original will be returned to the resident after being signed by the Director acknowledging receipt.
2. If a verbal complaint is being made to the Directors, then they will assist the resident in filling out the appropriate form. The form will be signed by both the resident and the director. If the complaint was received by a volunteer/staff member, then the volunteer/staff member will notify the Housing Director, who will provide a form to be filled out. A copy is to be made and placed in the resident's file, and the original will be given to the resident.
3. In either instance, the Housing Director, case manager, and/or house administrator will meet with the resident to discuss the complaint/grievance within an acceptable period, which will not exceed 10 days from the date the grievance was filed. The nature of the claim, the impact, and possible resolution (s) for the grievance will be discussed. At that time, an additional signature will be required at the bottom of the grievance form, acknowledging that the meeting took place between the Director and the resident, and the outcome.
4. Residents and staff may file a grievance with the Florida Association of Recovery Residences, if they consider that residence is not adhering to NARR Quality Standards for Recovery Residences. It can be done online through [www. Farronline.info/grievance](http://www.Farronline.info/grievance)

### **FARR Contact Information**

326 W Lantana Rd.,

Suite 1

Lantana, FL 33462

Office: (561) 299-0405

Fax: (888) 374-2043

Email: [info@farronline.org](mailto:info@farronline.org)

FHC ensures that all grievances will be followed through with investigation, validation, and recommendation. No retributions will be faced for filing complaints against FCH.

## **PROGRAM FORMAT**

Dear resident, the purpose of Fundación Hermanos de la Calle is to provide a nurturing living environment and personalized support to help you maintain sobriety, regain dignity and self-esteem, and start a new life. We are counting on your commitment to go through the journey successfully!

**Program details (dates are approximate and flexible to meet resident's individual needs):**

**Day 1 - 30. ADAPTATION:** During this period, residents will adapt to the new living environment and peers. Also, residents will work individually with the House Manager and Case manager preparing a weekly schedule where meetings, medical appointments, job interviews, and house chores will be appointed. The development of values such as respect, patience and responsibility are emphasized throughout this period.

**Day 30 – 180. COOPERATION:** During this 6-month period, residents are expected to have employment and to focus on attending NA/AA meetings regularly. Residents are expected to actively collaborate in the maintenance of the house and participate in the activities proposed by the organization (food bank, meetings, barbecues, workshops, outreach, etc.) Additionally, residents will be encouraged to grow in faith and spirituality. Residents will be invited to attend a spiritual retreat and other activities aimed to foster personal growth. The development of values such as courage, perseverance, and compassion to self and others are emphasized throughout this period.

**Day 180 - 360. PREPARE / SHAPE:** During this period, residents are expected to consolidate sobriety and strengthen their values in order to get ready to live independently. Residents should be thinking about getting education and training to be able to help peers, new residents, and the community in general. Engagement in outreach activities with the organization will be mandatory once a month, and peer-support specialist training towards a certification will also be advised and encouraged. Values such as empowerment, self-confidence, and generosity are emphasized throughout this period.

**360+ GIVE-BACK / INDEPENDENCE:** After 1 year, residents will be encouraged to move independently. Independent living, with the support of the organization, will be

expected by this time. Residents will be invited to participate in the organization as a volunteer, giving back to other residents of Hermanos de la Calle the help they once received, and others need. Values such as integrity, independence, and love, will be emphasized throughout this period, so they can serve as guidance for a new life.

-If residents prefer to continue living in the FHC recovery house, they will be asked for a higher monthly contribution of \$650.

-Certification as Peer Support Specialist will be required and the cost will be covered by FHC as a compensation to the effort of the “graduate” resident.

-In terms of more responsibility the resident will be asked to help with other residents recoveries, working with them on their guides and workbooks.

-The graduate resident will collaborate as facilitator of the weekly NA/AA meetings.

**Remember that you will always be considered our beloved Brother, one of us,  
always welcome in Hermanos de la Calle.**

## **RULES AND REGULATIONS**

***All house members must read these rules and refer to them when in doubt about an issue. Any further questions should be discussed with the house manager or brought up during the next house meeting.***

### **Clean and sober living**

It is critical to the success of any recovery house that each member remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay here. Any relapse will result in automatic discharge.

This house is a recovery community, not just a place to abstain from drugs. Since active participation in a 12-step program has proven so valuable to those recovering from addiction, each house member must attend at least 3 meetings per week in the 12-step program of his choice. An attendance sheet must be signed by the chairperson of each meeting attended and brought to each weekly house meeting so that the house manager and other house members can see it.

Drug tests will be conducted frequently and randomly. In order to live in this house you must be able to take urine drug tests in the presence of the house manager. When a drug test is requested, the resident must remain under observation and cannot leave the house until the test is complete. Failure to comply with drug testing will be considered relapse and will result in eviction.

Any suspicion that another house member is under the influence or has relapsed must be brought to the house manager's attention. A resident who fails to report another resident's drug use will be evicted.

All prescription medications must be reported to the house manager as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. All medications should be kept in your room and out of sight in a lockbox. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the house manager must be informed. Anyone who receives mood altering or addictive medication and does not inform the house manager immediately will be evicted.

No alcohol, drugs or paraphernalia are allowed on the property at any

time, and no active alcoholics or addicts are allowed on the property at any time, whether they are under the influence at the time or not. Failure to abide by any of these rules is grounds for eviction.

In addition, each member is expected to behave as a responsible adult. This means working for a living, paying rent on time, following all house rules, getting along well with others and generally taking care of your responsibilities. *See Behavior*

### **Rent and Deposit**

1. Rent is \$350 per month (new comers from March 1<sup>st</sup> 2020) and is due by the 10th of each month. If for any reason you cannot pay rent on time, you must inform the house manager in advance. Failure to pay on time without notification to house manager will result in a fine of \$100 increment in the monthly rent.
2. Rent will not be reimbursed to house member that moves out, regardless of the circumstances.

### **New Residents**

1. It is strongly recommended that anyone new in recovery avoids any unnecessary life changes (other than seeking employment) during their first year of sobriety. This means focusing on recovery and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc.
2. Every new house member is required to have a full-time job (30+ hours/week) within 30 days after moving into the house. You are expected to be actively searching for a job every day until you are employed. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week. Failure to comply with this rule is grounds for discharge. This is not a flop house. No pay & lay!
3. Each new resident will be given a 15-day probation period to get adjusted and become accustomed to the rules and procedures of the house. No nights out are allowed during this period.
4. House members are not permitted to work in any of the following situations:

- Bars, liquor stores or serving drinks
- Casinos/gambling establishments
- Sex shops, strip joints, pornography stores
- Any place that sells drug paraphernalia
- *When in doubt, ask the house manager.*

### **Curfew, Guests and Overnights**

1. Every resident must spend all nights of the week in the house (from curfew until 5:00 am) except that he has a good reason to sleep out and have communicated to house manager. You must inform the house manager and your roommates in advance that you are spending the night out. Residents cannot stay out more than 2 nights consecutively, except under special circumstances, and with prior permission.

2. Every resident must be home by curfew. Curfew is 11:00 pm Sun-Saturday. If you are unable to make it home by curfew due to work or some other legitimate reason, you must notify the house manager in advance. Residents who work evenings/nights can speak to the house manager to have their curfew adjusted accordingly. Work schedule should be shared with the house manager.

3. No guests are allowed except that they have been approved by the house manager or organization director. If a guest has been approved, you are responsible for your guests and their actions. Do not leave guests unattended in the house. No active alcoholics or addicts are allowed in the house at any time. Any individual with a history of addiction or treatment must be clean and sober 30 days to be allowed on the property.

- Guests must leave by curfew. No overnight guests.
- Guests are not to be left unattended for more than 15 minutes.
- When your guest arrives you should meet them at the door.
- The house washer & dryer are for house use only, not for guest use.
- Guests must abide by all house rules

4. Quiet hours are 11:00pm to 7:00am. This means no music, conversations, lights on, or anything else that might disturb others.

## Cleanliness and Chores

1. Each house member is expected to clean up after himself, to always leave a room as he found it, and to do his fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc) after preparing food or eating, rinsing dirty dishes and loading them into the dishwasher, putting things away after use, moving furniture back the way you found it, and throwing away all trash. You have one hour to clean the kitchen after use.

The following examples are not acceptable:

- Leaving dirty dishes in the sink
- Leaving shoes, coat, or other personal items in a public area of the house or yard
- Leaving clothes, towels, etc on the bathroom floor
- Leaving the stove dirty after cooking
- Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty
- Littering the yard with cigarette butts or other trash
- Placing trash on the floor next to a full trash can. *If it's full, take it out.*

The following examples are acceptable:

- Leaving a few items in the bathroom cabinets
- Storing DVDs in the living room (if housemates approve)
- Storing personal dishes/food in the kitchen (use a reasonable amount of space)

2. Each resident will be assigned chores on a rotating monthly schedule. All house members are required to complete their assigned chores on time.

- Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 9:00 am and 9:00 pm).
- The house manager will inspect the house on Monday before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given a 24-hour notice to complete it. Failure to complete the chore within that time will result in a fine equivalent to a cleaning service cost (\$12 per hour).
- If the house manager asks you to redo your chore, you must do it.

Failure to do so will result in a fine as stated above.

- If you know you will be unable to complete your chores, you may ask another house member to complete it for you.

3. Daily Kitchen Detail: House members will take turns doing daily kitchen detail on a rotating basis. This involves sweeping the kitchen floor, mopping if necessary, and taking out the trash (including bathroom trash when full). Kitchen detail must be completed between 7:00 am and 11:00 pm.

4. Mops and buckets should be rinsed after use, and all cleaning supplies should be left in a clean and usable condition for the next person.

5. Appliances such as stoves, coffee maker, etc should be turned off when not in use to reduce fire hazard.

### **Vehicles**

1. All vehicles will have current tags and insurance, and this will be verifiable. Also, there will be no storage of vehicles, and no working on vehicles on the premises.
2. Bikes and other modes of transportation must be stored in the appropriate locations, and security for these is at your own risk.
3. There are no borrowing vehicles, or other modes of transport, by either staff or residents.

### **House Meeting**

1. Each resident is required to attend a weekly house meeting. The day and time of the meeting will be determined by the house manager.
2. A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The house manager must be informed in advance.

### **General/Misc**

1. Smoking, vaping and using tobacco products is not permitted in the building. All use of these products must be done outside, with no cigarette butts thrown on the ground.
2. All maintenance issues or damage to the house must be reported to the house manager as soon as possible.

3. The house manager and Directors may enter any room at any time, and may conduct a search if he feels there is good reason to do so.
4. All of the following are prohibited on the premises: gambling, prostitution, Buying/possessing/selling stolen property, operating a business, giving receiving tattoos/piercings, pets, viewing pornography in a public room or house TV.
5. NO SEX is allowed in the house at all.
6. No house member will enter someone else's bedroom without permission, unless accompanied by another house member or the house manager, and there must be a good reason, such as preventing a hazard. The house member must be informed as soon as possible. Any proof of theft of property will result in automatic eviction.
7. Conflicts: Any conflict which cannot be resolved between the parties involved should be brought to the weekly house meeting for discussion. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.
8. Lending money between house members is discouraged. Many close relationships between friends and even family members have been ruined by lending money.
9. There will be no congregating outside the front of the home, no loud music or discussions, or inappropriate dress allowed. You are also required to attend to your daily hygiene needs.
10. The thermostat should be kept in a reasonable range (70-75).

### **Behavior**

This house is a community of men living in recovery. All house members are expected to go out of their way to help others and to be considerate and respectful of others, *whether at home or out in public*. Everyone is expected to participate in house business and activities.

If you are attending outpatient, you are required to attend all scheduled sessions, or to notify outpatient staff *in advance* if you must miss a session. You are expected to cooperate 100% with outpatient staff and their requirements, and to maintain a positive, constructive attitude and behaviors while there.

Any behavior which interferes with the normal flow of the house or creates an

atmosphere which is not conducive to recovery can be considered disruptive behavior and can result in eviction from the house. Some examples of disruptive behavior include:

- Repetitive conflicts or uncooperative behavior
- Lying, stealing, manipulation
- Being in another person's room without permission
- Eating someone else's food or using their personal items without permission
- Aggression, intimidation, name calling, threats of physical harm or physically striking another house member, guest, neighbor, etc
- Use of profanity while in a dispute with another person
- Interfering in the personal life of another house member
- Not doing chores, not attending house meetings, breaking house rules
- Arguing/fighting with the house manager
- Not actively participating in recovery

All house members are expected to:

- Be considerate and treat others with dignity & respect
- Respect boundaries set by others
- Do not monopolize the washer/dryer, kitchen, TV, etc. Take turns and work together to coordinate in a way that is fair to everyone.

### **Warnings and Behavior Contract**

Warnings and behavior contracts are intended as tools for growth and to correct problems that interrupt the normal flow of the house.

1. A house member may receive a warning (blue slip) any of the following:

- Not doing assigned chore
- Late or absent from house meeting
- Leaving personal items in common area
- Doors left unlocked
- Unexcused absence at any mandatory meeting
- Dishes left in sink, common areas, or bedrooms
- Not cleaning up behind yourself

2. A house member may be placed on a behavior contract for a repetitive

issue, non-compliance with house rules, too many fines, etc. Once the terms of a behavior contract are set, the person must adhere to the terms of the contract or be evicted.

### **Eviction**

If a resident is found to be under the influence, he will be given 60 minutes to pack his belongings, call his current counselor, sponsor, call for a ride, etc, and leave the premises. An individual who is disruptive will be asked to leave immediately and return at a later time to pack his belongings. In addition:

- The house manager will ask for the resident's car keys, and will assist in calling a cab if necessary. If the individual attempts to drive while under the influence, or if the house manager feels he might be a danger to himself or others, the house manager is required to notify the police.
- Depending on the severity of the individual's intoxication, the house manager may call paramedics for medical evaluation.
- The individual's emergency contact person will be notified.
- The house manager will provide the individual with a list of contacts for housing, treatment, etc.

Any personal belongings left behind will be kept for 15 days and then donated to the homeless population.

## **MEDICAL CARE and MEDICATIONS POLICY AND PROCEDURE**

Residents often will enter FHC residence with medical problems that require follow up or medical problems may develop that require medical attention. Residents must have access to adequate medical care.

*The following guidelines are set in place:*

- 1) Residents must have a physical and TB test done within 2 weeks of their admission to the FHC residence. If they have such exams done recently, they are to bring those records with them when they come. If this cannot be provided by the referral source or if the resident is unable to afford such medical care, then the resident will be referred to the County Health Department.
- 2) Direct medical care to the resident is provided either by the resident's personal physician or referrals to the local County Health Department, clinic, or closest hospital.
- 3) If a resident becomes physically ill while in the recovery residence, then the following procedure is to be followed:
  - Call 911 if the situation is an emergency and/or life threatening
  - Call FHC staff /volunteer and inform of the situation
  - FHC staff /volunteer will then make the appropriate medical referral
  - Do Not try and move an injured/ill person or give CPR or First Aid unless you are qualified to provide this assistance.

### **MEDICATIONS**

Residents may take certain medications under the supervision of a qualified physician. A percentage of the residents who come to FHC residences are on some type of medication either for a physical or psychiatric concern.

*The following guidelines are set in place:*

- 1) Residents may not take any mood altering medications (e.g. opiate-based pain medications, benzodiazepines, barbiturates, sedatives-hypnotics, sleeping pills, diet pills)
- 2) If a resident needs to take pain medication due to a surgery or medical procedure, it should be from the "Safe Drug List" for individuals with a substance abuse disorder. Narcotics are not allowed.
- 3) Residents must inform FHC staff /volunteer of any prescriptions/medications they have when they are admitted and any prescriptions/medications they receive while a resident at the FHC residence. Failure to do so will result in

disciplinary action and possible discharge.

- 4) Residents may only take over-the-counter medications that are approved by FHC staff and that are on the 'Safe drug list'.
- 5) Residents who are on any medication must be able to self administer their own medication without the aid of a health-care professional. If a resident is unable to do so, then they will be referred to a facility that can aid them.
- 6) Amphetamines and Benzodiazepines are not allowed at FHC residences.
- 7) Residents who are on medication are responsible for the proper dosage of their medication. Medication must be stored properly and not accessible on countertops or dressers.
- 8) Any deviation from the proper medication dosage will be investigated by the house managers. Deliberate alteration of the dosage in an attempt to alter mood will result in disciplinary action and possible discharge.
- 9) Residents must not discontinue taking any prescribed medications without the written authorization of a medical doctor.

RESIDENT CONSENT TO THE MEDICAL AND MEDICATION'S POLICY AND PROCEDURE WILL BE CAPTURED DURING INTAKE.

## **NON-DISCRIMINATION**

FHC does not discriminate against persons admitted to the residences. It is the belief of FHC that any and all persons should have the opportunity to live in a recovery residence and recover from addiction to drugs and alcohol.

FHC does not discriminate on the basis of race, religion, gender, national and ethnic origin, qualified disability (except for those who by any reason of their disability, would be unable to care for themselves), sexual orientation, or HIV status.

This policy also applies to FHC staff , House managers and volunteers of FHC.

