



Gathering Grace

Policy

Handbook

The mission statement of Gathering Grace is:

“The Gathering Grace Houses are a 12-step based, spiritually driven, therapeutic community, designed to support alcoholics/addicts through their journey of recovery.

GUIDING PRINCIPLES

Areas of Focus: Awareness, Treatment, and Prevention

- To provide support services and access treatment avenues for individuals that are experiencing substance use disorder.
- Educate the community on substance use disorder focusing on prevention, treatment, 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 Gathering Grace are focused on trust, resilience, friendship, and family.

CORE COMPETENCIES

Gathering Grace core competencies include: Commitment to recovery and safety of our residents, with an emphasis on communication and responsiveness to our resident’s needs.

At Gathering Grace communication and responsiveness is prioritized, with influence and mentorship provided appropriately to aid in the client’s recovery with the help of the house manager, outside counselors, rehab specialists, case managers, and peer mentorship.

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

CODE OF ETHICS

The interactions of the Program Director/COO, CFO, House Manager, and volunteers with the residents will be governed by ethical standards. Residents in a recovery residence environment have the right to expect ethical behavior from Program Director/COO, CFO, House Manager, and volunteers. Following ethical guidelines will protect the residents from inappropriate relationships and interactions. Gathering Grace strives to maintain a respectful environment built on honesty and trust. Focusing on our resident's individual growth to include those core principles is important to us.

Gathering Grace members will:

- Conduct business 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 acts of physical or emotional abuse.
- Not become romantically or physically involved with persons currently served (or served in the recent past).
- Not engage in harassment.
- Not discriminate due to race, religion, age, sexual orientation, disability, national ancestry, or economic condition (does have latitude to outline specialty population served).
- Strive for continued personal growth and self-improvement through education, training, and consultations.

Gathering Grace, has the following procedure set in place:

1. All [opposite sex] contact with Gathering Grace residents will be monitored at all times by a [same sex] resident, whether it be the Program Director/COO, CFO, House Manager, or a volunteer.
2. Anyone who observes or has substantial reason to believe that the House Manager or a volunteer has engaged in unethical behavior in violation of this policy must report that

behavior in confidence to their foreperson. Likewise, if the House Manager or a volunteer is to believe a resident has behaved with him/her in such a way as to provoke or invite unethical behavior, they must report that interaction to the Program Director/COO or the CFO.

3. If a resident fails to comply at any time, this breach will constitute grounds for disciplinary action, including probable discharge. The Program Director/COO, CFO, House Manager, or a volunteer will also be oriented to this policy and indicate understanding and agreement to comply.

RESIDENT RIGHTS AND RESPONSIBILITIES

This is set in place to safeguard the residents of Gathering Grace 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 Program Description and House Rules/Resident Responsibilities.

Gathering Grace Resident Rights are as follows:

- 1) To be treated with dignity and respect.
- 2) To participate actively in your recovery.
- 3) To be given information regarding informed consent prior to the start of your stay.
- 4) Be seen by a private physician with the understanding that all costs will be the responsibility of the resident.
- 5) Have all information pertaining to their stay held in confidence.
- 6) Receive information regarding costs of the program.
- 7) 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.
- 8) Initiate a complaint or grievance procedure and understand that you may begin the process by filling out a grievance slip or contacting the Program Director/COO or CFO.
- 9) Request referral resources in the event of your dismissal from the Gathering Grace House/Program.
- 10) Not to be required to perform services for Gathering Grace.

CONFIDENTIALITY AND RESIDENT RECORDS

This policy is set in place to protect the right to privacy for all Gathering Grace 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) Program Director/COO, CFO, House Manager, volunteers, and residents of Gathering Grace will adhere to the confidentiality laws and procedures as set forth in *Federal Law 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 given the opportunity to sign consent forms for the release of information. Residents may choose whether or not to sign and may revoke a release at any time (See attached form).
- 3) Upon admission, Gathering Grace will provide for the residents to sign, "Resident Confidentiality Agreement" (See attached). The Program Director/COO will explain that this agreement is for the purpose of ensuring confidentiality among the residents and building trust.
- 4) Resident files, both current and past, will be kept in a locked filing cabinet in the Program Director/COO office, 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 the Program Director/COO. The files will be utilized and viewed only by the Program Director/COO and the CFO unless:
 - The resident whose name appears on the file requests to view 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.

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 termination of Sober Living Agreement and the resident has to immediately vacate from the premises (a drug test is not required).

Each house member must attend at least 3 meetings per week in the 12-step program of their choice. This house is a recovery community, not just a place to abstain from drugs. Active participation in a 12-step program has proven valuable to those recovering from addiction. An attendance sheet must be signed by each house member in each meeting attended and brought to each weekly house meeting so that the Program Director 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 Program Director, CFO, or volunteer. 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 automatic termination of Sober Living Agreement and must vacate the premises within the agreed timeframe.

Any suspicion that another house member is under the influence or has relapsed must be brought to the Program Director's attention immediately. **A resident who fails to report another resident's drug use will result in automatic termination of Sober Living Agreement and has to vacate the premises within the agreed timeframe.** All prescription medications must be reported to the Program Director 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 the designated area and out of sight in a secure lockbox. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the Program Director must be informed. Anyone who receives mood altering or addictive medication and does not inform the house manager immediately will result in automatic termination of Sober Living Agreement and has to immediately vacate from the premises.

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 automatic termination of Sober Living Agreement and has to immediately vacate from the premises.

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

Personal items will be inspected when you first enter the house. Afterwards, your personal items will be searched randomly. Gathering Grace reserves the right to conduct searches at any time.

You are not considered a tenant and Gathering Grace is not considered to be a landlord.

Under the Oklahoma Landlord and Tenant Act, you are a member of an organization, NOT a tenant. Therefore, you do not have the same rights as a tenant. This means that because organizations such as the City Rescue Mission can require you to leave if your actions are deemed inappropriate, so can sober housing such as Gathering Grace

If you are asked to vacate the premises of Gathering Grace, the Program Director will give you a _____ notice, with the possibility of being required to leave the premises immediately depending on the infraction.

Medication Management

Residents may take certain medications under the supervision of a qualified physician. A percentage of the residents who come to _____ 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) In rare instances, a resident may have a medical procedure or pain that requires brief use of medications that are not on the client's '*safe drug list*'. Residents, at that time must submit to the Program Director/COO, a document from a physician stating the necessity of the medication. The Program Director/COO must approve the use of this medication in _____. Medications will be stored in a locked box in the designated area.
- 3) Residents must inform the Program Director/COO of any prescriptions/medications they have when they are admitted to _____ and any prescriptions/medications they receive while a resident at the _____. Failure to do so will result in disciplinary action and possible discharge. **Program Director/COO, CFO, Assistant, or Volunteer has _____ (days/hours) to count in all new medications.**

- 4) Residents may only take over the counter medications that are approved by the Program Director/COO 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) Residents on MAT (medication assistance medications)- including buprenorphine derivatives, will have their supply of prescription opiate antagonist placed in a locked box. Access to the lock box is 24 hours, 7 days a week. Weekend or pass doses are allowed. The goal of MAT therapy is to sustain a patient through recovery and taper when appropriate. The support given at _____ gives women an opportunity to use this time to become substance free. We support any and all efforts to taper MAT therapy.
- 7) Gabapentin is considered a drug of abuse and will be required to be stored in the lockbox following the same guidelines as MAT medication.
- 8) 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. The preferred storage for any medication is a lock box, which ONLY the resident and the Program Director/COO have access to.
- 9) Any deviation from the proper medication dosage will be investigated by the Program Director/COO. Deliberate alteration of the dosage in an attempt to alter mood will result in disciplinary action and possible discharge.
- 10) Residents must not discontinue taking any prescribed medications without the written authorization of a medical doctor.
- 11) Program Director/COO, CFO, Assistant, or Volunteer will perform random medication counts to ensure all medications are taken as prescribed.

ALL MEDICATIONS ARE TO BE KEPT SECURED IN A SECURE LOCKED SAFE/BOX AND STORED IN THE DESIGNATED AREA. RESIDENTS ARE INDIVIDUALLY RESPONSIBLE FOR THE PROVISION OF THEIR OWN MEDICATION AND SECURE LOCKED SAFE/BOX. MEDICATION WILL BE TAKEN AS PRESCRIBED. MEDICATION ABUSE, SELLING, OR TRADE WILL RESULT IN IMMEDIATE EVACUATION OF PREMISES. PROGRAM DIRECTOR WILL CONDUCT RANDOM MEDICATION CHECKS.

Program Fees and Administrative Entry Fee/Deposit

1. Cash, cashier's check, cash app, or money orders of \$ 150 for 1st month's program fees is required upon move in. Program fees go towards all utilities, cable, internet, phone, and maintenance of property. A deposit of \$150__ is only required if the resident is not ready to move in but would like their bed to be held. \$_____ is applied towards the \$_____ program fees. \$__ is non-refundable if the resident decides not to move in after holding a bed space.

2. Program Fees are \$_____ weekly for emergency bed assistance or single resident \$_____ monthly for the program. Residents with children program fees are resident with 1 child \$_____ and woman with 2 kids \$_____. Residents (specifically those in arrears) can make daily monetary payments in the sum of \$_____. To make a payment, see the Program Director and ensure receipt is provided. Money orders, cashier's checks, cash app, and cash only are accepted. If for any reason you cannot pay program fees on time, you must inform the Program Director in advance to arrange a program fee extension. Failure to pay on time without informing the Program Director will result in a fine. A program fee arrearage can/will result in termination of Sober Living Agreement and will be given a 3 Day Notice To Vacate Premises letter. Provided a client departs sober and in good standing (i.e., packs and carries his/her own belongings the day he/she departs, washes and places linen back on his/her bed, cleans his/her respective living area, does not return to the premises without permission, etc.) they are likely to receive a refund of any overpayment; anything less will result in a prorated refund or no refund at all.

3. Return of Program Fees and Administrative Entry Fee/Deposit: Any excess rent will be refunded to a house member who moves out, regardless of circumstances. Personal savings account will only be given if all of the following conditions are met:

- 1) The resident gives ___ day notice prior to moving out.
- 2) Their program fees are paid in full at time of moving and all key(s) should be returned.
- 3) Resident's room is cleaned and there are no damages, all furniture is in place and in good working order, all house property has been returned, and all personal belongings are removed from the house.
- 4) Residents that are asked to vacate premises are not entitled to receive their personal savings account that _____ program has contributed to them.

Distribution of Refund: After the resident moves out, the above conditions will be verified the same day of move out to determine if the resident is eligible for a refund. A check will be issued in approximately ___ days. **Please leave a forwarding address.**

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, starting a business, etc.

2. Every new house member is required to have a full-time job (30+ hours/week) within ___ weeks after moving into the house, unless she is a full-time student or is in full-time day treatment.

Full-time students must work part-time (15+ hours/week). 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 ___ hours of documented community service work per week. **In the event of special circumstances, volunteer hours will be reduced to ___ hours per week.** Failure to comply with this rule is grounds for termination of Sober Living Agreement and will be given a ___ Day Notice To Vacate Premises letter. This is not a flop house. No pay & lay!

3. Each new resident will be given a ___-day probation period to get adjusted and become accustomed to the rules and procedures of the house. During this time the new resident will not receive any fines and **will not** be allowed to spend any nights out unless Program Director/COO approves overnight visits. _____ has a “___ Strikes And You’re Out” policy. New residents have up to ___ infractions before being asked to vacate the premises. If asked to vacate the premises, it will result in termination of Sober Living Agreement and resident will be asked to vacate from the premises.

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 clubs, pornography stores
- * Any place that sells drug paraphernalia
- * When in doubt, ask the house manager, volunteer, or Program Director/COO.

5. Residents are not allowed to go out of the city limits without the Program Director/COO permission at any time. Residents will earn overnight passes after residing at the sober living home after ___ month(s). Overnight passes are at the discretion of the Program Director/COO. In the event of an emergency or special circumstances during the ___ month(s) waiting period, the Program Director/COO may grant overnight passes if deemed fit.

House Manager

The House Manager will ensure that the highest standards are maintained and will often have a great deal of experience to bring to bear. They will also have exceptional organizational, managerial and people skills. House managers will be good at communicating the wishes of the residents to the Program Director and ensuring that all parties liaise effectively. House Manager will also help develop and enforce house rules and schedules. House Manager will check in with Program Director daily at ___ Monday-Thursday and ___ Friday-Sunday to ensure all residents have made curfew and all guests have left the premises, making sure all doors are locked securely at quiet time and report all issues and damages to Program Director. House Managers will take notes during the weekly house meetings, relay any information to residents given by Program Director, and advocate on behalf of the residents. House mother will turn in house chores list weekly to Program Director. House Managers will be responsible for collecting mail/packages and giving mail to the appropriate resident. House Manager assists with personal property check-in when CFO, assistant, volunteer, or intake specialist is not available.

House Manager will be chosen by the Program Director. Decision will be based off of seniority and behavior.

House Manager Boundaries/Incentives:

Personal quiet time will start at _____ Monday-Thursday and _____ Friday-Sunday.

\$____ added to weekly personal savings account or deducted from program fees

Plan events for residents to do or attend (with Program Director's approval)

Decorate the house (with Program Director's approval)

Manage house when Program Director is away

Curfew, Guests and Overnights

1. Every resident must spend at least ___ nights per week in the house (from curfew until ___ am). You must inform the Program Director and your roommates in advance that you are spending the night out. Residents cannot stay out more than ___ nights consecutively, except under special circumstances, and with prior permission.

2. Every resident must be home by curfew. Curfew is ___ pm Monday –Thursday and ___ Friday through Sunday. If you are unable to make it home by curfew due to work or some other

legitimate reason, you must notify the Program Director/House Manager in advance. Residents must be out of the house between the hours of _____ Monday-Friday unless you work overnight. During this time you should be looking for employment, going to appointments, in school, working, attending AA or NA meetings, day treatment, or volunteering at a local agency. Residents who work evenings/nights can speak to the Program Director to have their curfew adjusted accordingly. Residents must be accountable for their whereabouts when they are not on the property, and they must adhere to the house's curfew. **All residents must check in and out with Program Director/COO by text or phone call any time a resident leaves the property. In the event of special circumstances, residents will be allowed to be in the home between the hours of _____ with the Program Director/COO permission.**

3. 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 for _____ to be allowed on the property. Guests are not allowed during weekly house meetings. No exceptions.

*** Guests must leave by _____ daily Sunday-Saturday. No overnight guests unless it is your child that is in DHS custody or in care of another person and you have visitation rights.**

***Guests are allowed in the common areas only (no bedrooms).**

*** 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 from _____ Monday –Thursday and _____ Friday-Sunday.

Cleanliness and Chores

1. Each house member is expected to clean up after themselves, to always leave a room as they found it, and to do their fair share in keeping the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc) after preparing food or eating, washing/drying dishes, putting things away after use, moving furniture back to assigned space, and throwing away all trash. You have one hour to clean the kitchen after each 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 quiet hours.
- * The Program Director will inspect the house randomly. If a chore is honestly attempted, but unsatisfactory, the resident will be given a _____ notice to complete it. Failure to complete the chore within that time will result in a \$_____ fine.
- * If the Program Director asks you to redo your chore, you must do it. Failure to do so will result in a fine.
- * If you know you will be unable to complete your chore, you _____ 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, and taking out the trash (including bathroom trash when full). Kitchen detail must be completed between _____.

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

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

ALL RESIDENTS ARE RESPONSIBLE FOR CLEANING UP AFTER THEMSELVES AND THEIR OWN CHILD(REN). FOOD MUST REMAIN IN THE KITCHEN AREA AT ALL TIMES. NO EXCEPTIONS!!! CUPS/BOTTLES WITH LIDS AND CANDY/SNACKS THAT DO NOT CRUMBLE ARE ALLOWED IN THE BEDROOMS. CANDY/SNACKS MUST BE SECURED INSIDE OF A DRESSER DRAWER OR

ORGANIZATION BOX AT ALL TIMES. ALL CANDY/SNACKS MUST BE LEFT IN THEIR WRAPPERS AND IN THE DRESSER DRAWERS AT ALL TIMES. WRAPPERS MUST BE THROWN IN THE TRASH AND NOT PLACED ON THE FLOORS OR LEFT IN DRESSER DRAWERS/ORGANIZATIONAL BOX WHEN DONE. TRASH IN ROOMS MUST BE TAKEN OUT DAILY TO THE TRASH CAN BY CURFEW. NO EXCEPTIONS.

If children break or damage any items the House Manager must immediately report it to the Program Director. It is the resident's responsibility to replace items or to pay the Program Director the cost of the item. Resident has up to 2 weeks to pay for damages. If the resident is unable to pay for damages the fee will automatically be taken out of their personal savings account or added to program fees.

Food Storage

Resident must label all food, and have food in their designated personal area. A shelf in the pantry and shelf in the fridge will be labeled upon entering the program. If house meals are prepared weekly, they must contribute accordingly. If it is not yours do not eat it!

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 Program Director and is subject to change .
2. A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The Program Director must be informed in advance.

This is beneficial for the success of the resident's program and helps provide peer support. Repeated absences and tardiness interrupt this process and will reflect in the documentation of the resident's file.

During this process:

- A) Residents are provided with the rules that outline their responsibility regarding attendance.
- B) During the weekly meeting, or any other acceptable time that makes the Program Director/COO aware, Residents must inform the Program Director/COO and community of possible absences/tardiness due to scheduled appointments, such as medical, before the scheduled appointment occurs. Also, if residents are going to be absent or tardy from their set schedule, they must inform the Program Director/COO of their whereabouts, where they will be, when they are returning, and when they returned.
- C) Residents who have consistent, sporadic, or non-constructive absences and/or leaving early and repeated avoidable conflicts, will be assessed by the Program Director/COO to discuss

issues regarding compliance with this policy and request that the resident comply. If this measure does not resolve the concern, then the resident will be discharged with an appropriate referral to another program.

3. Each resident is required to attend the weekly house-bonding/meeting time. The day and time of the meeting will be determined by the Program Director and is subject to change.

During this process:

- A) All residents will come together before the House Meeting and discuss what activity they would like to do for that week, as well as discuss it with the Program Director during the house meeting for approval. The House Manager will be responsible for leading the bonding time. If the House Manager is unavailable, 2nd in command will lead the house bonding time.**
- B) Activities are, but not limited to: movies, board games, card games, art, crafting, listening to music, singing, dancing, group talk, affirmations, video games, exercising, working out, and any positive activity to bring the residents together to bond.**

General/Misc

Smoking, vaping and using tobacco products is not permitted in the house. All use of these products must be done outside in designated area, with no cigarette butts thrown on the ground. Smoking inside Gathering Grace residence is strictly prohibited. It is against fire codes and endangers personal safety. Residents may only smoke outside by the designated area which is located outdoors.

Guidelines of this policy include:

- A. Residents must purchase and keep their own tobacco products. Borrowing tobacco products is discouraged.
- B. Use of tobacco products is restricted to the outside designated area of the houses.
- C. Tobacco product refuse shall be discarded in the appropriate receptacle/container.
- D. No e-cigarettes or vaping allowed inside the premises.

A resident who violates this policy will be informed that he/she is in violation and will be told to stop the behavior in question. Failure to comply will result in disciplinary action and possible discharge from the recovery residence.

****For the purpose of this policy, anyone using smokeless tobacco (Snuff, dip, chewing tobacco, etc), Vaping, and Juuls follow the same No-smoking guidelines.**

All maintenance issues or damage to the house must be reported to the Program Director/COO as soon as possible. Please fill out the maintenance request form.

The Program Director/COO may enter the house at any time and may conduct a search if they feel there is a good reason to do so.

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 living space or bedroom.

No house member will enter someone else's bedroom without permission, unless accompanied by another house member or the Program Director, 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 or food will result in termination of Sober Living Agreement and vacation from the premises.

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. Lending money between house members is discouraged. Many close relationships between friends and even family members have been ruined by lending money.

The thermostat should be kept in a reasonable range, such as _____ degrees.

For safety and security purposes, security cameras are located inside and outside of the home. Program Director/COO will be checking security cameras daily to monitor the premises and the progress of the residents when Program Director/COO is unable to be on grounds. Security cameras have intercom features which allow the Program Director/COO to communicate with residents if needed. Conversations and behaviors may be recorded for the safety of the home. Security cameras will not be located in the bedrooms or restrooms.

Gathering Grace is not held liable or responsible for any injuries or deaths that may occur to the resident or children while on property. Gathering Grace carries insurance to cover the property and damages made to the property only. Residents are responsible for carrying their own insurance coverage for themselves and children. Relatives or friends can carry residents and children on their insurance if approved by their insurance carrier.

Children are not allowed to play in the front yard due to high traffic volume. The designated area for children to play is in the backyard. Children are not allowed outdoors by themselves. It is mandatory that parents must have eyes on their children at all times. If agreed upon, other

residents can help watch other residents' children while outside. If a rule is broken, the parent may be fined or discharged from the house.

Behavior

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

If you are attending outpatient services, 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 positive, constructive attitude and behaviors while enrolled.

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 termination of Sober Living Agreement. 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
- * Excessive 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 Program Director/COO, House Manager, CFO, and volunteer.
- * Not actively participating in recovery

All house members are expected to:

- * Be considerate and treat others with dignity and 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.

Fines and Behavioral Contract

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

1. A house member may be fined for the 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 personal messes

2. A house member may be placed on a behavior contract for a repetitive issue, noncompliance 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 must vacate the premises. Generally, residents will initially be given a verbal warning, followed by a written warning. A behavioral contract is the final opportunity for a resident to change the behavior of concern.

The infractions that may result in immediate discharge from Gathering Grace are:

- 1) Using any type of mind-altering substance
- 2) Drugs, alcohol, or any related paraphernalia found in possession
- 3) Positive results from random drug screening
- 4) Any form of threats or physical assault toward self or others
- 5) Suicide attempts or verbal intent to harm

In the event of a discharge, consequences are immediate. The resident must make their own arrangement to find accommodations elsewhere. Program Director/COO will provide a resource list to the resident to assist with finding accommodations elsewhere. _____ days will be allowed to make arrangements for personal belongings to be retrieved. The Program Director/COO reserves the right, in special instances, to call a house meeting to discuss possible reinstatement of the discharged resident.

Vacate Premises

If a resident is found to be under the influence, they will be given _____ to pack their belongings, call their 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 their belongings.

In addition:

- * The Program Director/COO 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 Program Director feels they might be a danger to themselves or others, the Program Director is required to notify the police.
- * Depending on the severity of the individual's intoxication, the Program Director may call paramedics for medical evaluation.
- * The individual's emergency contact person will be notified.
- * The Program Director will provide the individual with a list of contacts for housing, treatment, etc.
- * Any personal belongings left behind will be kept for _____ and then donated to charity.

You are not considered a tenant and Gathering Grace is not considered to be a landlord.

Under the Oklahoma Landlord and Tenant Act, you are a member of an organization, NOT a tenant. Therefore, you do not have the same rights as a tenant. If you are asked to vacate the premises of Gathering Grace, the Program Director will give you a _____ warning to vacate premises or you can be required to leave the premises immediately.

Emergency Evacuation Plan

Residents are informed upon admission the procedure to follow during an emergency, which is also stated in the resident's rules. This is set in place to ensure the safety of anyone that is present at _____ during an emergency situation.

Evacuation blueprints are located in each room and on all doors leading to outside. In case of an emergency please contact 911 first and then call the Program Director/COO.

Local hospital is _____.

Tornado and fire drills will be conducted randomly once a _____ that review the protocol for residents if the fire alarms sound in the house. The drill reviews evacuation routes for each room in the houses and the fire safety rules.

In case of inclement weather, the Program Director/COO will advise residents on what to do to keep themselves and the house safe.

In case of an emergency, call 911 for:

- 1) Fire
- 2) Violence or a threat of violence
- 3) Suspicious persons hanging around premises
- 4) Burglary
- 5) A life-threatening medical situation
- 6) Chest pain
- 7) Shortness of breath
- 8) Suicide attempt
- 9) Unconscious individual
- 10) Injury in which there is a broken bone/bleeding that cannot be stopped.
- 11) Serious fall
- 12) Inability to wake someone
- 13) Ingestion of toxic chemicals or substances
- 14) Individual out of control
- 15) Individual hallucinating
- 16) Individual having an extreme allergic reaction
- 17) Extreme paranoid behavior

AFTER you call 911, Call the Program Director/COO and inform them of the situation. Then move to a safe place to wait for the arrival of emergency assistance.

DO NOT try and move an injured person or give CPR or First Aid unless you are qualified

Call the Program Director/COO in case of:

- A) Drugs, alcohol, and/or weapons on the premises
- B) Suspicion or knowledge of someone using/having used drugs or alcohol
- C) Plumbing problems or maintenance issues in the house
- D) Power out for more than a half an hour
- E) Individual who may be in withdrawal and having difficulties
- F) Curfew violations

Dress Code

Gathering Grace believes that there is a positive relationship between attire, achievement, attitude, and behavior. The intent of this dress code is to establish dignity and professionalism while in treatment. It is also intended to improve the enforcement and discipline procedures to be followed by all staff members. A resident's appearance should not be a distraction/disruption to the learning environment. The dress code is not intended to be punitive but to promote treatment success.

Please adhere to the following dress code:

No clothing with inappropriate/offensive sayings, themes, or advertisement. This includes but is not limited to alcohol, drugs, drug paraphernalia, firearms, or gang-related insignias. Any clothing advertising such will be confiscated and returned upon discharge.

The size of the shirts, blouses, or pants shall be appropriate to the client's body size and shall not be unduly oversized or undersized.

Undergarments will not be visible and see-through clothing is not permitted, including sheer, net, or mesh clothing. Modesty is expected. Sleepwear is not permitted outside of the house.

No sleeping in the nude, this includes children.

If a resident participates in any physical activities, he/she is required to wear sneakers. Flip flops or playing barefoot is not permitted.

Clothing should cover from the shoulders to the waist at all times. Clothing that exposes the midriff area while standing, sitting, or reaching is not acceptable. Clothing should cover from the neck or just-below-the-neck, with no low or revealing necklines.

All shorts, skorts, and skirts must extend beyond the finger length or mid-thigh, whichever is longer.

Sunglasses, hats, hoodies, and other headgear are not to be worn indoors.

Wearing clothing that exposes underwear or body parts in an indecent or vulgar manner, or disrupts the orderly learning environment is prohibited.

Maintain high levels of personal standards of cleanliness regarding hair, nails, oral and body hygiene.

Residents must always be fully dressed in all common areas.

Gathering Grace reserves the right to request a client to change his/her clothing if any of the above is violated. Excessive/frequent violations of the dress code is grounds for discharge.

Program Director/COO will conduct random clothing checks.

Clothing Matrix

7 to 15 pairs of pants and shorts or a mix of both

7 to 15 shirts

2 pairs of pajamas

1 to 2 sweaters or sweatshirts

2 hats

A weather appropriate jacket/coat

7 to 15 pairs of socks

7 to 15 pairs of underwear

4 pairs of shoes (Appropriate comfortable footwear such as sneakers or boots)

1 purse

1 bag

Most of your clothing should be comfortable but appropriate.

Rules and Responsibilities

CURFEW _____ Monday-Thursday and _____ Friday-Sunday

No drinking alcohol/ No taking drugs

No parties in house with outside guest/No going out to parties or clubs

Any cigarette smoking must take place outside/buds placed in designated area

Must have no sexual contact with other residents

Must pay your program fees on time

Must not steal from the house or go in other residents' room

Must not engage in violent behavior/ Must not destroy house property

Must be actively involved in self-directed recovery program activities

Must have a sponsor

Must be out of the house daily between the hours of _____ Monday-Friday unless you work overnight. During this time, you should be looking for employment, going to appointments, in school, working, attending AA or NA meetings, day treatment, or volunteering at a local agency.

Residents must be accountable for their whereabouts when they are not on the property, and they must adhere to the house's curfew.

House Responsibilities

Chores such as keeping living space clean including their own spaces

No pets or feeding animals

Pay fees in a timely manner

Take messages for other residents

Keep mental health and medical appointments and arrive on time

Take medications as prescribed

Inform the house manager if resident will be out overnight (eligible for a _____ overnight pass once per _____) after resident has been there for _____ or emergency has come up

No overnight guests/Guest are not allowed during weekly house meetings

Mandatory random UA's and Breathalyzer must be submitted on the spot

COMPLAINTS/GRIEVANCES:

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

1. Resident Grievance form follows is located _____.

If additional forms are needed, please ask the Program Director/COO. The form is to be completed, signed, and placed in a sealed envelope, and given to the Program Director or placed in the program fee deposit box. The director will make a copy of it and place it in the resident's file. The original will be returned to the resident after being signed by the Program Director/COO acknowledging receipt of grievance.

2. If a verbal complaint is being made to the Program Director/COO, CFO, House Manager, or volunteer, then they will assist the resident with filling out the grievance slip. It will then be signed by the resident and the person assisting. If the complaint was received by the CFO, House Manager, or volunteer, then the employee will notify the Program Director. A copy is to be made and placed in the resident's file and the original will be given to the resident.

3. The Program Director will meet with the resident to discuss the complaint/grievance within _____. The nature of the grievance, 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 Program Director and the resident. _____ ensures that all grievances will be followed through with investigation, validation, and recommendation.

DOCUMENTATION OF RESIDENCE

1) Each resident's stay at _____ from admission to discharge, will be documented in their individual file and will reflect the status of their stay.

All documentation should:

- Be written in ink, contain the resident's name, and contain date of entry.
- Have the signature of the Program Director and Resident.
- Have clear representation of the type of signed document.
- Weekly House meetings: Notes will be written in narrative style and describe the proceedings. Attendance will be taken as well.
- Other documentation: This includes medical or legal documents and correspondence with resident's payroll/probation officer and urine drug screens.

2) Delayed entries should be avoided, but when necessary they are to be dated for the day entered into the chart and refer to the date when the meeting or incident occurred.

3) Corrections in documentation are made by crossing through the mistake with a single line, initialing at the mistake and then writing the correction next to it.

Application for Gathering Grace Transitional Living Program

[Your Name] _____
[Your Address] _____
[City, State, ZIP Code] _____
[Email Address] _____
[Phone Number] _____
[Today's Date] _____

[Program Coordinator's Name] _____
[Transitional Living Program Name] _____
[Program's Address] _____
[City, State, ZIP Code] _____

****Personal Information****

Name:** [Your Name] _____
Date of Birth:** [Your Date of Birth] _____
Gender:** [Your Gender] _____
Phone Number:** [Your Phone Number] _____
Email Address:** [Your Email Address] _____
Current Address:** [Your Current Address] _____

****Medication/Prescriptions Currently Taking:****

List of medications and prescriptions: _____

Doctor's
Name _____
Phone Number _____
Address:[Doctor's**
Address] _____

****Background and History****

[Describe your background and history with substance abuse and recovery]

****Reason for Applying for Gathering Grace****

[Explain why you are applying to the Gathering Grace Transitional Living Program and how it aligns with your recovery needs]

****Goals and Aspirations****

[Outline your goals and aspirations, including maintaining sobriety, securing employment, and developing life skills]

****Commitment to the Program****

[Demonstrate your commitment to adhering to the program's rules and actively participating in its activities]

****References****

Name:** [Reference 1 Name] _____
Relationship:** [Reference 1 Relationship] _____
Phone Number:** [Reference 1 Phone Number] _____
Email Address:** [Reference 1 Email Address] _____

Name:** [Reference 2 Name] _____
Relationship:** [Reference 2 Relationship] _____
Phone Number:** [Reference 2 Phone Number] _____
Email Address:** [Reference 2 Email Address] _____

****Vehicle Tag & Make****

Vehicle Tag:** [Your Vehicle Tag] _____
Make:** [Your Vehicle Make] _____

Door Code (Four Digits) _____

****Attachments:****

- Completed Application Form
- Personal Statement
- Letters of Recommendation
- Proof of Completion of Rehabilitation Program
- Other Relevant Documents