

MICHAEL'S HOUSE RESIDENT HANDBOOK



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MISSION/PHILOSOPHY

Michaels Active Recovery

Mission – Our mission is to provide resources, education, and a supportive community for those in recovery, seeking recovery or affected by a loved one’s struggle with substance use disorder.

Vision – To create a recovery friendly community that empowers individuals on their recovery journey, providing vital resources and fostering education for those affected by substance use disorder and for their loved ones.

Michael’s House

Mission – to provide a safe, supportive, and structured living environment where individuals in recovery can rebuild their lives with dignity, purpose, and community through peer support, compassionate guidance, accountability and holistic recovery practices.

Vision/Philosophy – Recovery houses are safe, healthy, family-like, substance free living environments that support individuals in recovery from substance use disorders. Recovery housing benefits individuals in recovery by creating a safe environment where change can occur, reinforcing a substance-free lifestyle, and directly connecting to other peers in recovery, mutual support groups, and recovery support services.

Guiding Principles:

1. Respect for each person’s dignity and worth.
2. Respect for a person’s gender, racial/ethnicity, and cultural diversity.
3. Recovery is personal, and therefore person-centered.
4. Recovery is trauma-informed.
5. Recovery incorporates housing, employment, and social connections.

Social Model – Peer Support is integral to recovery from addiction. The social model approach includes using mutual support groups, involving residents in decision making and house governance when supportive to the resident, using lived personal recovery experience to help others, and emphasizing Person-Centered Recovery Planning as an interaction between the individual and their environment. The physical environment, house meetings, peer support participation by all house members, and policies, are designed to foster the social model approach to recovery.

RESIDENT INTAKE PROCEDURES

Staff will obtain intake information and verify your identity with their State issued identification and Social Security Card or birth certificate. If you do not have identification, staff will assist you to begin the process of acquiring identification.

- You will be informed of the following:
 - a) Resident rights and responsibilities
 - b) Fee agreement
 - c) Discharge/Referral Policy
 - d) Description of services offered
 - e) Recovery goals
 - f) Recurrence policy (and completion of recurrence prevention plan)
 - g) Guest Policy
 - h) House rules and consequences
 - i) Information on support meetings
 - j) Resident grievance policies
 - k) Stages
 - l) Proper use of naloxone/training

- All documents will be signed and dated by you and staff. You will be given a copy of the signed documents for your further review and reference.
- If you have not had a recent drug screen/breathalyzer, the House Manager will arrange for a urine drug screen, breathalyzer, and/or cheek swab. (This may be done onsite or at an offsite testing facility depending on the expertise and training of the RH staff.)
- Your personal belongings will be inventoried.
- Clothing will be taken to the laundry room and you will wash and dry them.
- Items found that do not support recovery or a safe, home-like, drug and alcohol-free environment will be disposed of.
- You will then be assigned a room if you do not have an opportunity to choose one, introduced to the other members of the house, and escorted to your room.

LENGTH OF STAY AND MOVE-OUT POLICY

We require a minimum of a three-month commitment. However, you are welcome to stay as long as you wish. **You are to give 15 days' notice before moving out of the Michael's House.** If you are asked to find other living arrangements due to a recommendation made by the peers or staff of the social model or flagrant noncompliance with house guidelines, the House Manager or other designated staff person will assist with referrals, and no refund shall be provided. This will be considered an administrative discharge. Causes for administrative discharge additionally include but are not limited to elopement, committing a crime, willful misconduct, possession of drugs and/or paraphernalia, positive drug urine specimen and/or breathalyzer or refusal of either, an act of violence, and any conduct which would endanger another

resident, employee, or the community, or violations of the good neighbor policy, code of ethics, or rights and rules. Please also see the following discharge/referral policy.

DISCHARGE/REFERRAL POLICY

1. A copy of this policy will be provided to all residents before resident fees are paid.
2. By signing the handbook receipt and acknowledgement, you are agreeing to abide to all enclosed policies.
3. A copy of the Resident Handbook will be given to you and located in the home.
4. Any resident who violates the resident agreement will be offered an opportunity to take corrective action to resolve the situation, unless there is a danger to other residents within the home.
5. The behaviors and/or circumstances that would result in referral to a more appropriate situation are described within this handbook.
6. After all such efforts have been exhausted, you will be given up to 24 hours to reconsider your decision to refuse referral to a more appropriate level of care/alternative situation. During this waiting period, the emergency contact/authorized family member will be informed of the situation.
7. Examples of serious violations may include threats of violence, theft, continued use of alcohol or illicit drugs, and actual violent behavior.
8. If referral is still refused, the operator shall notify MARR prior to the actual referral to ensure compliance with policy provisions.
9. Referring a resident can occur only after exhaustive efforts have been made for appropriate referral to an alternative level of care.
10. The Electronic Record Keeping system will be used for record-keeping, including documentation of infractions, corrective measures attempted, results of biological fluid testing and results of these efforts, and efforts for referral to a more appropriate situation, including a final disposition.
11. Records of any person referred under this policy will be kept for a minimum of two years and subject to review during annual inspection.
12. If a positive UDS screening occurs and you do not agree with its findings, you may contest this screening and have confirmatory screening performed at your expense with a medical professional. This screening must be done immediately (within 4 hours).

RESIDENT RIGHTS

You have the right...

1. To be treated with consideration and respect, without discrimination in eligibility determination.
2. To know, by name, the staff members working in the Recovery House.
3. To give informed consent for services.
4. To privacy and individuality, to be treated with consideration, and respect as it relates to your recovery program.

5. To submit grievances, if needed, to house manager who will take them to appropriate designated staff or board member for review.
6. To make reasonable requests to support your recovery program.
7. To obtain information regarding Michael's House and its relationship to other health care related institutions when you are referred for services or programs.
8. To be afforded the opportunity to participate in planning your recovery program and to refuse to participate in human subject experimental research.
9. To be free from verbal, mental, physical, and sexual harassment, or abuse.
10. To have access to house policies and procedures that apply to the residents in the house.
11. To establish a Release of Information (ROI) to approve the release of any information to an individual or entity outside of Michael's House, except as otherwise provided by law.
12. To be assured that Federal Regulations are being applied in all disclosures of any confidential information as applicable. Confidential information, without the residents, expressed consent, can be disclosed in the following cases:
 - a. Resident's death – information can be given to the next of kin or others with the next of kin's permission
 - b. Suspected child abuse/neglect
 - c. Threats made by a resident toward self and/or others (the threatened party(ies) and the police will be notified).
 - d. Court order
 - e. Resident's medical emergency
13. To be fully informed as evidenced by your written acknowledgment before or at the time of admission and during your residency at Michael's House, of the rights and responsibilities set forth herein and of all rules and regulations governing client conduct and responsibilities, and client grievance procedures

RESIDENT FEE AGREEMENT

The Michael's House fee is \$200 per week with a \$200 move-in fee. The move-in fee and the first week's fees are \$400 are due upon admission and are the sole responsibility of the new resident unless a third-party payer is involved. The move-in fee is non-refundable. Residents may be permitted to pay the fees monthly. In this case, residents would pay \$200 move-in fee and \$700 monthly (\$900 to move in).

House fees will continue to be due one week in advance (the resident will be paying for the upcoming week) or one month in advance.

Residents who cannot cover their house expenses because they are unemployed or there is an issue with a third-party payer are to immediately bring this to the attention of staff

so that we can create a repayment plan for you and assist with referrals to potential funding sources.

It is understood that changes in employment may take place. Our responsibility is to assist you with your recovery, and financial challenges may arise during your time as a resident of the Michael's House. We are here to assist you if this situation comes up. It is especially important that you let staff know of your need for a fee arrangement as soon as possible.

Michael's House has a referral program. Any resident that successfully refers new resident and resident stays for 60 days will receive \$25 dollars a week or \$75 dollars discount on weekly or monthly rent. This program is only eligible one time during stay at Michael's House. Referring resident must be minimally in stage 2 of house to be eligible for referral program. If referring resident returns to stage 1 for any reason they will forfeit their discount and be expected to pay full amount of rent. In addition, referring resident will not forfeit their opportunity to participate in program in future.

Any form of fee assistance (3rd Party) is be approved by Danielle Forino. Anyone receiving scholarship money from outside entity must have the minimum \$700 upfront for the 30 days upon signing agreement.

A 15-day notice must be given before moving out of the Michael's House.

FINANCIAL MANAGEMENT

While the staff of the Michael's House are never to lend or borrow money to/from residents, the RH will provide access to a recovery coach to help with financial literacy, money management, and banking services either directly or through community partnerships. If you wish to have payee services for funds provided by the Social Security Administration, staff will assist you in making an external referral to payee services. These services often charge a fee.

Money Management

Setting and following a budget is an important skill for anyone. For recovering people, it can also be an important part of their recovery. Money management can represent a mind change and behavior shift from when you were actively using and primarily viewed money as a means to achieve your next high. In fact, once you start earning money again the urge to spend it for instant gratification can be a trigger for your addiction. Because of this many RH residents will need support in breaking the association between money and getting high. Staff, recovery coaches, trusted volunteers, or community resources can help you see that money management is an area where they can lower sobriety-threatening stress and focus on other aspects of their recovery. You will be offered referrals to money management programs as needed.

Budgeting

A budget is simply a plan for recording income and projecting expenses. Staff, recovery coaches, volunteers, or community partners can help you create a budget either on paper, or electronically. The budget should be a “living tool” that is reviewed and updated regularly. Steps to creating a budget are as follows:

1. Start with income – this includes take home pay and other sources of revenue that you may have.
2. List regular bills such as rent, food, telephone, old debts, etc. These are priority expenses and will come before discretionary spending. Always pay bills on time to avoid late charges and negative credit.
3. Put money in a savings account for an emergency fund on a regular basis. Even if it is a modest amount, it will add up. When possible, use direct deposit with an amount directed to a separate savings account.
4. Plan to spend a predetermined amount of money on discretionary expenses such as entertainment, clothing, and treats. This is the area of the budget that will be reduced to make sure that regular bills get paid. Be careful that you are not shopping to fill a void created by giving up old behaviors.

Banking

It is important that you have access to bank accounts (checking and savings) where you can safely store their money. Debit cards are not advisable at first as they allow instant access to funds which makes impulse spending easier.

Support System/Sponsor Support/Recovery Coaches

To lessen the likelihood of return to use, you are **required** to maintain contact with your support systems (such as sponsors or recovery coaches) regarding financial management and ask your support person to check on you on scheduled paydays.

DESCRIPTION OF SERVICES

- Recovery Housing provides a safe home-like residential environment governed by recovery principles, in a peer to peer democratically guided system.
- A Social Model Peer Supported ecosystem where residents drive house governance through peer taught sequenced programming, house meetings, mentors, and staff who, through example, demonstrate with their actions the principles of recovery.

- Regardless of the resident's past recovery experience, where they have transitioned from, or whether practicing Medication Assisted Recovery, the message to the residents of the Michael's House is that their recovery comes first.

RECOVERY HOME FORMAT AND STAGES

Upon entering the recovery home there will be 3 stages in which the resident will go through. Each phase is a step-up process after 30 days upon proven behavior and responsibility. All residents are required to attend 5 recovery activities (AA/NA/CR/CA etc.) weekly and the house meeting at designated times. All residents are required to accumulate a minimum of 20 hours of self-betterment weekly. This includes work, volunteer, trainings, education, and recovery involvement.

Stage 1/0-30 days: Any new resident or re-admittance comes in on a probationary status. Residents must report to house manager or other designated staff member when leaving the home and expected time to return and the purpose of the exit.

Stage 1 curfew is 9pm. This gives the resident time to acclimate to the new surroundings as well as giving them an opportunity to show the house manager their accountability, responsibility, ability to abide by the rules and will give an indication as to their personal recovery.

The resident will immediately begin chore rotation and is expected to adhere to cleanliness standards and rules of the residence.

Within the first 48 hours the resident will meet with a member of the operations team or Recovery Coach to begin a recovery plan and will be kept accountable for their personal plan.

Based on strict adherence to the rules, probationary curfew, chores, cleanliness of room and house, job status, program status etc., the resident will then step up to stage 2.

Upon the completion of this phase, the resident must be actively engaged in work, volunteer, or educational programming. Some types of employment are not conducive to recovery and will not be allowed. This includes, but is not limited to, bars, strip clubs, casinos, phone rooms, under-the-table jobs, and graveyard shift. Residents are responsible for ensuring their personal and employment schedules, adhere to the curfew policy, house meeting schedule, and their personal treatment plan with outside providers. Treatment and recovery activities must be attended as scheduled. Residents must provide their updated work schedules to House Manager.

Staff have the right to extend stage 1 for extra 30 days if adherence to rules are not followed.

Stage 2/30-90 days: Once the resident has proven themselves by their actions and adherence to all rules and protocols, etc., the resident continues the chore rotation and is eligible for a 10pm curfew after an initial 30 days. This again is an opportunity for the resident to show the house manager their commitment to their recovery and their commitment to the rules of the house. The resident will also continue career services (if needed).

If the resident is unable to meet the curfew expectations or any of the standards set by the operations team, house manager or their intake agreement, the resident may be subject to returning to stage 1 and/or having additional restrictions imposed, such as limited privileges and property restriction, or dismissal from the program.

Stage 3/ >90 days: This is the final stage in our residence. Once the resident has proven themselves by their actions and adherence to all rules and protocols, curfew of the house etc., the resident continues the chore rotation and is eligible for overnight away visits and/or a 11pm curfew if pre-approved by the house manager or designated staff member.

All overnight requests must be submitted in writing and requested no less than 48 hours in advance. Maximum overnight requests cannot exceed 3 nights unless approved by House Manager or other designated staff member. This again is an opportunity for the resident to show the house manager their commitment to their recovery and their commitment to the rules of the house.

If the resident is unable to meet the curfew expectations or any of the standards set by the operations team, house manager or their intake agreement the resident may be subject to beginning at Stage 1 or Stage 2, or dismissal from the program.

RECOVERY GOALS – INCLUDING EXPECTATIONS
Any Rule Violations May Lead to Immediate Discharge

The Michael's House provides an environment that promotes and supports healing and recovery, where safety and respect for others are of the highest importance. Keeping this in mind, there are items, actions and behaviors that do not support a safe healing environment.

As a resident of the Michael's House I understand that possession of or engaging in any of the following may mean accepting added support or alternative living arrangements may be recommended.

I commit to the following:

1. To not have in my possession or be under the influence of alcohol or drugs while a resident

2. To not engage in violence or threats of violence
3. To not engage in racial slurs or innuendo
4. To not participate in sexual harassment or sexual acting out
5. To not engage in stealing
6. To not be in possession of a weapon or firearm or pornography
7. To not participate in gambling, this includes playing the lottery and scratch tickets

Residents will be expected to:

- Attend and participate in peer-led mutual-help support groups and recommended level of care treatment a minimum of 5 days per week
- Attend house meetings as scheduled.
- Follow the good neighbor policy
- Have a mutual help and actively work with support group sponsor, peer recovery coach, or equivalent
- Participate in all scheduled daily house activities
- Observe curfew as related to your house responsibilities, status, or privileges.
- Perform house chores as assigned
- Submit to drug/alcohol testing
- Smoke only in designated areas outside of the house. I understand that violation of this may mean accepting added support or alternative living arrangements may be recommended
- As a resident of the Michael's House, I accept that in a peer-led, social model it is my responsibility to be accountable to the other members of the house and to hold myself accountable if the house Goals/Guidelines are not being followed. Also, as a member of this community, it is "my" responsibility to notify Staff of any instances where Goals/Guidelines may affect the safety or overall health of the house.
- I understand that my house records, reports, and paperwork are confidential. However, my recovery progression and status may be posted on status boards, along with other residents of the house.

HOUSING REQUIREMENTS

1. All residents must be out of bed by 9:00am. Bedrooms are to be clean at all times. If chores are not completed daily, restrictions will be in place.
2. Chores will be assigned weekly and may be rotated.
3. There will be random room searches done by the house manager or other designated staff member to ensure the safety of our residents.
4. No loud music, television, or game-playing that can be heard outside of your residence. The volume of voices, television and music need to maintain a level that is always considerate of fellow residents, but especially early morning hours and after 11:00pm.
5. All residents must always dress appropriately in common areas.

6. All resident guests must be pre-approved by the house manager or other designated staff and must sign in and out of the guest log.
7. No overnight guests are allowed on the property.
8. All guests of the opposite gender must be cleared by the house manager and are to sign in and out of the house when visiting. No overnight guest is allowed of the opposite sex.
9. Physical/sexual activities are not allowed on the property.
10. Residents will not possess any type of weapon, including firearms, switchblades, knives, fireworks, explosives etc.
11. Residents will not engage in physical violence or sexual harassment.
12. No raised voices, yelling, or roughhousing is permitted on property.
13. No use of tobacco products, including cigarettes, cigars, or chewing tobacco inside of residences. Tobacco products are to be used in the designated area only and disposed of properly. **This includes any type of E-cigarettes or vaporizer inside of the residences.**
14. Non-approved medications are not allowed. All medications must be located in one secure location for all residents. Residents will be provided lock-boxes for prescription medications.
15. Certain over-the-counter items such as diet pills, sleep aids, and other depressants are not permitted. Check with the house manager if unsure of an item prior to bringing it home.
16. No loaning or borrowing from fellow residents; this includes money, medication, food, etc.
17. All rules and regulations are subject to change and/or additions at the housing director's discretion.

Sexual Intimacy: Because of disruption that sexual and/or personal relationships between residents, it will be necessary not to permit any such behavior anywhere on the premises while you are a Resident. This includes all gender interaction. Should any behavior be discovered that is deemed by a house manager to be sexual in nature, the manager will direct the residents involved to immediately cease the behavior. In the event the behavior is not stopped immediately this will result in one or both parties being removed from the property. This policy includes sexually suggestive conversations, hand-written notes, sex-texting, or wearing attire that is inappropriate such as tank tops, short shorts, etc. Residents are encouraged to report instances of observed sexual behaviors to their house manager or the ownership team.

Hazardous Items Search Policy: Staff examines the possessions of all newly admitted residents in search of contraband and hazardous items. Staff will discuss with residents at time of intake what items are considered contraband. With the Resident present, staff search Resident's luggage, purse(s), wallet(s), pockets of personal attire, and any other personal effects, for the identification and securing of contraband. All items secured by staff will be identified on the Consent to Search Property Log, dated, signed by resident and staff, and placed in resident specific container located in the house manger office. The residents will not be able to access any items considered

contraband during their stay. Certain items will be discarded immediately and not returned. Contraband includes, but is not limited to, the following items:

- Drug / Alcohol related clothing
- **Drugs, alcohol & paraphernalia**
- Weapons & ammunition
- Pornography
- Pets
- Flammable items & **explosive devices**
- Incense or open-flame candles
- Lottery tickets
- **NO₂ Canisters**
- Hygiene products containing alcohol

RETURN TO USE POLICY

The Michael's House will administer or arrange for drug and breathalyzer tests as a service to maintain a substance-free and safe recovery-focused environment. This will also be an added measure to ensure adherence to the peer-led, social model principle of resident empowerment and accountability.

Staff and Peer Leaders are to focus on residents' recurrence using recovery principles. The situation is to be approached in a fair way that is consistent with the house's ***Vision, Mission, and Philosophy***.

- Upon entering the Michael's House each resident will be asked to complete a recurrence prevention plan with assigned recovery coach within 30 days and submit that plan to House manager or designated staff member, which will include what they would like to happen if they experience a recurrence/return to use, and their continued presence in the house has been deemed not safe by the peers, and the House Manager/Owner/Operator. This plan is to be documented in the resident's house file.
- If a situation arises where a resident has experienced a recurrence/return to use and the peers and house management have determined the resident's continued stay would create an unsafe environment in the residence:
 - Staff will refer to the resident's plan discussed during their orientation.
 - If this plan is no longer an option, staff will assist the resident with finding options and assist with another plan, evaluating their needs and whether the level of support the options offered are appropriate.
 - The Discharge/Referral plan will also be followed in such circumstances.

- If the resident refuses to implement their recurrence plan and is under the supervision of a Probation/Pre-Trial Officer (PO) or has been court mandated to the residence, it is imperative that they be contacted and informed of the resident's unwillingness to abide by their recurrence plan. The best results usually occur when the resident makes the initial contact and informs the PO or Court of their situation. Remind the resident that it is their responsibility to inform their PO or Court where they will be residing until they can return to the residence. If the resident has signed a Release of Information for the PO or Court, it will be the responsibility of house management or designee to inform the PO or Court of the resident's temporary alternative living arrangement and the conditions leading up to it.
- For residents who are not involved in the criminal justice system the following is recommended. Depending on the resources of the area, immediate solutions may include hospital detoxification, referral to psychiatric center or homeless center, or friend or family member's home. The resident may be offered the opportunity to temporarily stay at another location. During this time, staff will assist the resident in evaluating their needs and determining if the level of support provided by the house is appropriate. It is important for staff to consider the needs of the resident as well as what is best for the overall house.
- Depending upon the resources in the area (urban or rural), the options available for an alternative living environment may be limited. The resident may be offered the opportunity to stay at another location for a length of time and then be invited back into the residence. Possible immediate solutions include hospital detoxification, psychiatric center, homeless shelter, support group member, or friend or family member's home.
- If it is determined that the resident may return to the residence, upon readmittance to the home, staff, peer leaders and current residents will be asked to provide a series of learning experiences based on recovery related topics taken from the AA/NA, Celebrate Recovery literature, or from their own experience to assist the returning resident to reflect on their return to use and steps that they might take in the future to help avoid a return to use while in residence at Michael's House.
- If the resident is willing to accept and complete the self-reflection and self-discovery writings as suggested by their peers, additional house responsibilities can be temporarily added. Including, but not limited to the following:
 - Property restriction
 - Limited house privileges
 - Daily Sponsor/Peer Support contact
 - Increased interaction with other residents of the house
 - Increased recovery meeting attendance

- Other writings to assist the resident's understanding of their personal bio-psycho-social-spiritual beliefs that led up to the recurrence/return to use and strategies that can be employed to maintain recovery

GRIEVANCE PROCEDURE

The resident grievance procedure is a service that Michael's House provides to ensure recovery residence adherence to the peer led, peer driven, social model and demonstrate its commitment to accountability as an organization.

Resident communication, engagement, and empowerment are essential components in assisting each to build their self-esteem and sense of belonging in the residence. This process allows for a structured discussion of grievances whether resident-to-resident or resident-to-house leadership.

The grievance procedure is a strengths-based process allowing for all voices to be heard in a supportive setting. This process, including filling out the grievance form, is also to be used if a guest, visitor, volunteer, or neighbor has a concern.

Grievances are to be addressed within 72 hours.

When a resident has an issue:

- First, it is to be verbalized to the house manager for resolution.
- If a mutually agreeable outcome between the resident expressing the concern, a majority of house members, and staff is not reached:
 - The resident may file a written grievance. Form will be provided by House Manager. The grievance is to be specific, listing the facts of the situation and given to the house manager.
 - Upon receiving the written grievance, the house manager shall consult with the responsible staff member who has operational oversight for the house. If a resolution to the issue is not possible, a request will be made that the petitioner present the matter to the House Manager/Owner/Operator and/or other concerned parties.
 - The presenter shall present the issue at hand. This will be done at next available house meeting, or emergency call of house meeting. All staff, and residents should be present unless excused by owner.
 - A representative of the house will have the opportunity to offer the reasoning behind the action taken. In most cases, when issues such as this are approached in a spirit of community and accountability, a mutually

acceptable recommendation can be found if all concerned parties are willing to focus on what is best for the house.

- If the resident is not satisfied with the resolution, they may escalate the conversation to Maine Association of Recovery Residence either by writing to 75 Bishop Street, Suite 18, Portland ME 04103, or by calling 207-835-1030.

PROHIBITIONS OF ALCOHOL, CANNABIS, AND ILLICIT DRUG USE

Due to the sometimes-overwhelming desire to use drugs or alcohol which accompany a substance use disorder, the house will commit itself to the creation and maintenance of an environment free of substances and any forms of behavior that are associated with an active substance use disorder. Furthermore, the policy of the home is to request that all residents be active participants in this process both individually and as a member of the household.

- a. A resident must immediately act (notify staff) if they know of or suspect that another resident is:
 - Under the influence of drugs or alcohol
 - In possession of drugs or alcohol
 - In possession of paraphernalia associated with illicit drug use
 - Associating with someone who is under the influence or dealing

As a measure of house safety and adherence to the peer led, social model, being a member of this community, it is the resident's responsibility to intervene.

- b. The resident is to (in a loving, caring, and direct manner) request the resident in question to accompany them to talk with staff. Give the resident who may have experienced a return to use/recurrence an opportunity to bring their recurrence, or inappropriate contact to the attention of house leadership.
 - Depending on the severity of the behavior, the appropriate setting to best assist the resident to resolve the behavior in the social model will be in the house accountability community meeting.
- c. If the resident in question is unwilling to accept assistance, it is the responsibility of each resident in the peer-led, peer-driven, social model to inform staff of the recurrence/return to use, or the risky behavior.
- d. When notified of the situation, staff will:
 - Request the resident's participation in a drug screen/breathalyzer

- If the resident is unwilling to participate with this request, it may be appropriate to ask the resident to seek an alternative living arrangement. In this situation, staff will assist the resident with a plan, as outlined in ***Admissions Policy, e. Recurrence/Return to Use-section, iv.***
- Please refer to ***Admissions Policy, e. Recurrence/Return to Use*** for further actions to be taken.

PROHIBITED ITEMS AND PROCEDURES FOR SEARCHES BY STAFF

The process of resident accountability and personal recovery ownership outlined in ***Prohibitions of Alcohol, Cannabis, and Illicit Drug Use*** is the same process to be followed if members of the house suspect that another resident has prohibited items in their possession.

The following is a list of items prohibited at the Michael's House

- Illicit drugs, including all synthetic substances and associated paraphernalia
- Alcohol
- All forms of cannabis will be prohibited at Michaels House. This includes if you have a prescription.
- Weapons/firearms of any kind
- Pornography
- Lottery Tickets/Scratchers
- Any other items deemed by Owner/Operator/House Manager to be unsafe

The House Manager/Owner/Operator will adjust the above list on an as-needed basis.

- Upon admittance to the house, staff will assist the resident with an inventory of personal items using ***Personal Property Log Form***, following the process as outlined in the ***Admission Policy***.
- If staff suspects or is made aware of prohibited items in the possession of someone in the house, a search of the resident's (or residents') belongings is conducted.
- If prohibited items are found, ask the resident to dispose of the item. If the resident is unwilling to, remind them of the commitment they made upon entry into the residence and refusing to do so may also lead to the resident being asked to seek an alternative living arrangement.
- If determined by the House Manager/Owner/Operator, staff, or the other residents of the house that release from the house is appropriate then staff will assist the resident in finding suitable recovery services and living arrangements.
- If the resident is to remain in the house, staff and all members of the house are involved in seeking appropriate consequences or "learning experiences" to assist the resident to not repeat the same behavior. This is done in the House Meeting and serves as a learning opportunity for all members of the house

and a reminder that the guidelines are in place to maintain a safe, recovery first environment.

Cleaning and Sanitation

1. The Owner/Operator or House Manager will work to assure that there are proper extermination services and that vermin and pests are in control.
2. The House Manager will provide a cleaning schedule for various locations and items in the RH. Residents are responsible for documenting that all cleaning chores are complete.
3. The House Manager inspects all areas of the RH on a monthly scheduled basis.
4. All toilets, showers/tubs, and sinks shall be cleaned weekly or more often as necessary.
5. All floors, tables, counters, dishes, and small appliances shall be cleaned daily or more often as necessary.
6. The residents are not to make any changes to living quarters or property without permission. Any alteration of the physical construction of the premises and/or property damage (Holes in walls, interior decorating, altering entertainment and/or communication devices, disabling smoke alarms etc.) is not allowed. The consequence for such behavior could be any repair or replacement costs.
7. Bedrooms: Keep bed neatly made, clothes washed, hung up and put away, dresser tops uncluttered, garbage emptied, and floors swept and/or vacuumed. Wash linens at least bi-weekly. No food allowed in any bedroom. Food is to be eaten in the kitchen/dining room areas. Only water is allowed in the bedrooms.
8. Kitchen: Counter tops must be kept free of clutter and wiped clean. Absolutely no dishes of any kind (plates, glasses, cups, silverware etc.) are to be left in the sink at any time. Clean up and put dishes away immediately after cooking meals. Small appliances must be unplugged when not in use.

SMOKING/NICOTINE USE

The use of any type of tobacco or nicotine product, including vapes, inside the Michael's House is prohibited. Residents, alumni, and visitors may consume tobacco products only in the designated smoking area and the cigarette receptacle must be used.

Smoking cessation programs are encouraged and may be available through community resources.

LOITERING, LEWD OR OFFENSIVE LANGUAGE, CLEANLINESS OF PROPERTY

Please see the Good Neighbor Policy.

GOOD NEIGHBOR POLICY

As a resident of the Michael's House, it is important to you that your housemates respect your privacy, personal space, and belongings. It is also essential for you to show the same consideration and respect for them. The same consideration and respect are to be shown to our neighbors. New residents will be informed of this policy during their initial house orientation, and this will be a topic of continued discussion and referral during the resident's stay. The Michael's House Good Neighbor Policy is to be practiced by all current and past residents:

- At all times (day or night), please keep noise to a reasonable level.
- Please refrain from using profanity or other inappropriate language.
- The yard and property surrounding the house is to be kept free of trash and debris.
- Residents are expected to maintain accountability toward themselves and each other. If one of your housemates engages in behavior that conflicts with this policy, it is your responsibility as a house member to bring the behavior to the attention of the resident. Then request that they discuss the issue with staff or in the next house meeting.
- There is to be no food or drink other than water in resident bedrooms at any time.
- All visitors must adhere to established visiting hours and sign in and out upon visiting. Residents are responsible for seeing that their visitors comply with the Good Neighbor Policy.
- Please do not take or borrow items that belong to another resident, to include food, drinks, clothing, toiletries, or other items.
- In addition to (e.) above, any resident approached by a neighbor with a concern or complaint will notify staff or house management. If staff or the house manager is not available, the resident will give the neighbor the Michael's House **Grievance Procedure Form**. In addition, a contact information sheet that includes the contact information of the Staff, Owner, or Operator will be given.
- If the neighbor or community member is unwilling to fill out the form, staff is to fill out the Grievance Form and provide the name and number of the Owner/Operator or House Manager to the neighbor or member of the community.
- Upon receipt of a complaint, staff will notify the House Manager/Owner/Operator, inform them of the situation, and provide the complainant's contact information from the Grievance form.
- The House Manager/Owner/Operator will follow-up with the neighbor within an appropriate time frame and strive to reach an amicable resolution.

PARKING POLICY

All vehicles parked on the property must be properly registered and insured. No parking will be permitted on the lawn. All vehicles will be properly registered and inspected. No more than two vehicles may be parked at the home at one time. For vehicles in excess of

two, they must be parked at alternate parking area or alternative storage must be found. Only exception is house staff.

MEDICATIONS

All prescription are maintained in a secure storage area. Individual prescription medications will be in a lock-box and the storage area where the lock-boxes are kept will also be locked. A medication log lists each medication for each resident with relevant information on dosage, prescribing physician, and documents when the resident takes a dose. (**Form 10: Sample Medication Log**). Non-prescriptions and over-the-counter medications are not logged but their utilization is monitored. There are non-prescription medications that can be very detrimental to those who are in early recovery. Michael's House is committed to assisting our residents with all aspects of their personal recovery.

MEDICATION-ASSISTED RECOVERY (MAR)/MEDICATION-ASSISTED TREATMENT (MAT)

For residents who have been prescribed medication by a physician as part of their recovery program, the house will ask that they abide by the following:

- Provide staff with the physician's documentation (including refills) for the medication. All medication documentation must include a specific dosage.
- A medication log is kept by staff and the resident is required to log in the medication.
- Residents of the Michael's House self-administer their prescribed medications. Staff will serve as monitors only. It is the responsibility of the resident to ensure the proper doses and times as prescribed by their physician are followed. Staff may request a medication count, which the resident will perform while being monitored. Resident compliance with a staff requested medication count is a condition of residency. It is essential that the resident correctly and consistently fill out their medication log to avoid any confusion should a medication count be requested. Please use approved medication log form.
- In the event of staff being unavailable or residents overnight request approval. Residents will only be given enough medication to cover that time gap. If residents have refills during that timeline residents will be subject to count when staff return. This includes all Medications minus over the counter medications. Residents will sign an agreement and acknowledgement of "take homes" and will be responsible for lost or stolen medication.

- Medications will be properly disposed of by being taken to a local disposal facility or disposed of with RH-provided medication disposal bags.

Acknowledgment of receipt of resident orientation handbook and participation in orientation to the recovery home

I have reviewed with management the welcome and orientation information including the program guidelines, rules, privacy practices, grievance policy, and my responsibilities while being a resident here. By signing below, I acknowledge that I understand them and agree to act in accordance with the core values and the purpose of the recovery home. I will abide by all policies contained within and I understand that policies are subject to change at any time. Resident changes and disputes with this policy must be submitted on a grievance form for review.

Resident Signature: _____ Date: _____

Staff Signature: _____ Date: _____