



**HOMECOMING PROJECT INC.  
502 S. TOLLGATE ROAD  
BEL AIR, MD 21014**

**HOMECOMING  
RESIDENT MANUAL**

Revised June 2014

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# PROGRAM EXPECTATIONS

Currently, admission to Homecoming Project requires a one-time, **non-refundable** fee of \$1,300.00. This includes the intake fee of \$800.00 and your expenses for the first four weeks. The breakdown of expenses (weekly rent) is \$55.00 a week for rent and program fees, \$40.00 a week for utilities, groceries, and transportation. Residents are also required to pay \$30.00 a week for counseling. Additional fees are also charged for periodic urine tests for drugs and fines based on attitude and behavior along with our warning violation and strike system.

Learning self-discipline, self-respect, cooperation, and consideration for others is essential to recovery and personal development. **You are expected to develop a way of life in which honesty with self and others is an absolute requirement!** Self-discipline, self-respect, cooperation, consideration for others, and honesty must be practiced to be learned. After 60 days and a letter requesting to move to Level II, the staff will evaluate all residents to their suitability to the house and eligibility to successfully move to Level II. To support your journey in learning these qualities, the following rules and regulations have been developed:

**Please note: Program rules are ultimately a staff decision. Know this as a basic guideline for our policies and procedures. UNDER CERTAIN CIRCUMSTANCES THESE RULES CAN BE MODIFIED BY THE EXECUTIVE DIRECTOR AT ANYTIME WITHOUT ADVANCE NOTIFICATION.**

## Sober and Straight

You will be expected to remain free from alcohol and other mood-altering chemicals during your stay here.

## Dating or Existing Relationship Policy

There is a NO DATING policy in effect at Homecoming. There will be NO romantic involvement this includes **phone contact, letters, e-mail, etc.**

A resident entering Homecoming that is in a marriage where the spouse is supportive and drug/alcohol free, will meet with staff to set appropriate boundaries regarding any contact, visitation, activities away from the house, or overnight visits.

A resident entering Homecoming that is involved in a serious, exclusive relationship will be expected to put that relationship on hold while in our program. Once a resident has reached Level 4, the counselor, if appropriate, can choose to set up a family conjoint session to discuss post discharge arrangements.

Socialization is limited to women with strong recovery (at least one year clean & sober) and approved family members. Residents may accept rides to and from work, when needed, from female co-workers with prior staff approval. **Socializing & fraternization with men is not permitted.**

Any violation of these policies could be grounds for immediate dismissal.

## **Medical Information**

**Medications:** All medications (INCLUDING OVER THE COUNTER MEDICATIONS) must be cleared with the house staff. Unauthorized possession of any medication or use of another resident's medication will result in immediate discharge from the house! NO narcotic medications will be allowed in the house for any reason. If a resident is on approved medications (such as an anti-depressant or mood stabilizer) and under a physicians care, she is not permitted to discontinue or alter medications in any way unless instructed to do so by the prescribing physician. Homecoming Project staff monitors the use of psychotropic medication to ensure they are being taken as prescribed. You are required to report to the House Manager to retrieve your medications at the designated times – 7:00am, 5:00pm and 10:00pm.

**Illness:** Report any illness to staff on duty immediately. You must first speak with a staff member if your illness requires staying home from work. If you need emergency medical care, staff will either transport you or call an ambulance to transport you to Upper Chesapeake Medical Center. If you are out of the house on a pass and an emergency occurs that requires medical treatment, if capable you must notify staff immediately by telephone upon reaching the hospital.

## **Mental Health Assessments**

We are a recovery home for women whose primary illness is alcohol or drug addiction and whose health conditions do not prohibit them from participating in all phases of our treatment program. We also welcome women with relatively stable psychiatric disorders such as depression and anxiety, **providing they have a designated psychiatrist or mental health worker who can monitor and prescribe needed medications.** Every effort must be made to ensure these arrangements must be in place prior to arrival at Homecoming.

## **Confidentiality**

**You may not share any information about any resident with anyone outside of Homecoming (this includes family members, and people in the program). This includes involvement in the program, urine testing, levels, strikes, dilemmas, discharges, etc.**

Do not gossip about each other!! Ask yourself if the information that you intend to share is really important for another resident to benefit that person. **Check your motives!**

Be aware of the accidental ways that you can break the confidentiality of another resident. Mentioning someone 'in the rooms' that is now at Homecoming or that was asked to leave Homecoming is a violation of confidentiality. **Sharing information with staff members out of concern for one another is not.**

## **Breach of Confidentiality**

Breaching confidentiality in a willful or repeated manner will be grounds for immediate dismissal!

## **Wake-up Times**

You are expected to be out of bed no later than 7:00 AM on weekdays and at 9:00 AM on Saturdays and Sundays.

Residents are not permitted to take naps Monday – Friday, unless approval has been given by on-duty staff. Residents may lay down for a nap on Saturday and Sunday from 4:00pm – 5:00pm. It is the resident's responsibility to be awake and out of bed by 5:00pm. Failure to do so will result in a violation and loss of this privilege.

## **Lights Out Times**

To ensure a full night sleep, residents must be in bed 11:00PM Sunday – Thursday and 12:00am Friday – Saturday.

## **Curfew**

Monday through Thursday curfew is **10:15 PM**. Friday and Saturday curfew is **11:00 PM**. **There is no excuse for being late for curfew other than medical emergencies (accompanied by a signed note by the attending physician) accident, or other emergencies that must be verified.**

All residents are to be home Sunday through Thursday no later than **5:15 PM** for a sit-down dinner. **Sunday curfew is 5:15. No one will go out after dinner. This is your time to regroup and plan ahead for the week.**

Staff may extend curfew for all residents for special occasions, such as our annual Spring Fling Fundraiser.

## **Doors**

The doors of the Homecoming Project are to be locked and not opened between the hours of 11:00 PM and 5:00 AM, Sunday through Thursday.

Friday and Saturday doors will be locked between 12:00 AM and 5:00AM. You must make our house manager aware if you will be going to work earlier than 7:00AM, so she can be sure to unlock and turn off alarm. No smoking during lock down times. Violation of this will result in consequences. No resident is to touch alarm.

## **Fire Evacuation Drills**

Fire evacuation procedures are posted on all levels of the house. Read these instructions carefully. Drills will be held at least 90-day period. Be prepared. **If you hear the smoke detectors, do not ignore them!** Leave the house immediately. DO NOT disarm the detectors. Know where your fire extinguishers are located.

## Visitors

For the safety and comfort of all residents, the counselor or office staff must approve visitors in advance. This means whether you stay here or leave with them. Approved visitors are welcome at the house on weekends and should be received in the common areas only. NO guests are permitted in any resident's bedroom. **Visitors are permitted on the premises Saturday 11:00AM – 8:00PM and Sunday 11:00 AM – 5:00 PM. All visitors must be preapproved by the Program Manager. Visitors should be introduced to staff on their first visit.**

Guests are not permitted to lie down. Appropriate conduct by both visitors and residents is expected at all times while guests are visiting. **If it is suspected that a visitor is under the influence of alcohol or drugs, they will be asked to leave the property and their permission to visit in the future is automatically terminated. Any guest that creates a disturbance during a visit will be asked to leave immediately also not to return.**

**Residents on black-out are not permitted to have visitors.**

## Personal Property

Homecoming Project, Inc. does not assume any legal obligation for damage, theft or loss of personal property. Residents are responsible for protecting and securing any personal property. Each resident is provided with a locker at the time of intake.

## Television Use

The television is not to be turned on during meal times, group times, or Monday through Friday until 6:00 pm. Personal TV's are not permitted. Programs and shows watched should be appropriate and conducive to recovery.

## Telephone Privileges

Please give callers the resident phone number, NOT the office number! Calls on the resident phone will be limited to 15 minutes in length and the timer must be used. When answering the phone, you are to tell the person calling that the person they are calling for is unavailable and take a message. **Do not release any other information. This could be a violation of confidentiality.** Messages must be recorded in the message pad. Carbon copies are not to be removed from the message pad.

The telephone may be used until 10pm Sunday – Thursday and until 11pm on Friday – Saturday. Use of the telephone after these times is not permitted.

Upon admittance to our program, all residents will be placed on phone restriction and will not be permitted to make or receive phone calls. During the black-out period, permission may be granted to use the office phone for employment seeking purposes and scheduling doctor's appointments. Such requests to use the phone must be submitted in writing to the office.

## Mail

For the protection of all the residents, all incoming and outgoing mail will be monitored by the staff.

## Cell phones

Residents are not permitted to have cell phones at any time during their stay at Homecoming.

## Vehicles

Residents are not permitted to have vehicles while at Homecoming. Vehicle privileges may be granted to Level 4 residents who are in the process of transitioning out of the house. This will be decided on a case by case basis by staff. If use of a vehicle is permitted, residents are not to park on Homecoming property due to the limited amount of parking. Residents are not permitted to drive vehicles belonging to visitors, volunteers, or family members.

## Use of Public Library

Residents are permitted to obtain library cards and check one book at a time if they are on Level 2. Residents are only permitted to go to the library with a staff member or approved volunteer. You must be responsible and return books on time to avoid any fees. While at the library, residents are **not** permitted to use the computers/internet, miss house activities (game time, big book, etc.) or socialize. Failure to comply with these expectations will result in revocation of this privilege.

## Personal Hygiene

**Grooming:** Each resident is expected to bathe, brush her teeth, and have her hair neatly fixed every day. Children in residence are expected to be bathed and groomed daily by the mother.

**Dress Code:** Appropriate dress is required at all times, whether in the house or out of the house. If staff or peers address your attire then you must change. NO low-cut necklines, see-through tops, midriff tops, or shorts that are cut above the mid thigh. Skirts cannot be worn more than 5 inches above the knee. Shirts advertising drugs, alcohol or barrooms cannot be worn. Keep in mind that when you are out of the house you are representing Homecoming. **You must be showered and dressed by 10am Monday – Friday and by 11am Saturday & Sunday. This includes your day off.**

## Household Duties

**Resident Bedrooms:** You are expected to keep your rooms neat and orderly at all times. You are responsible for laundering the bed linens once a week, having your bed neatly made, and turning off all appliances and lights before you leave the room! Your beds must be made prior to morning meditation. The interior doors are to remain open throughout the day.

**Laundry:** You will be required to do your laundry at least once a week. This includes bed linens. If your laundry day is Monday – Friday, your bed linens must be washed and your bed made by 10:30am. If you choose to wash your bed linens in the afternoon, you must wait until 4pm.

**Household Chores:** Residents will complete all assigned cleaning chores by 9:30 AM Monday through Friday and 11:00AM on Saturday and Sunday. If you work before 7:00AM, you may do your chore before 9:00PM the night before. Chores will be checked daily. Chores are only considered complete if reported to house manager.

## **Computer & Internet Rules**

Use of the computers and internet are a privilege. Listed below are the usage rules and regulations. Please make sure you fully understand them before getting on the computer. If you have any questions about computer or internet usages please ask a staff member for clarification.

1. Computer usage is limited to work related requirements and specific assignments given as part of your personal treatment plan.
2. The use of internet for personal email, social networking of any kind, blogging purposes, texting, messaging services, or for any other personal use is prohibited.
3. To get online the internet stick must be given by a staff member for an allotted amount of time and returned immediately after you log off the computer.
4. The internet stick may not be passed between residents for any reason.
5. For any computer usage you must use the sign on sheet next to the computer listing the appropriate information.
6. You may not download or install any software at any time unless given specific direction from a staff member.
7. You may not upload any digital files; this includes but is not limited to: pictures, music, games, digital camera drivers, or any other applications.
8. Do not edit, change, or delete the existing software or files on the computer in any way. The only approved files on the computer are located as icons on the desktop. Please don't access any other software as they are program files that allow the computer to function properly.
9. If you notice another resident using the internet or computer in an inappropriate manner, approach the resident about the improper use and immediately notify a staff member.
10. The computer and internet can only be used during a resident's free time and while a staff member or the Senior Resident is home.

## **Infractions**

Residents may accumulate strikes and violations according to behavior. Behavior is often addressed by staff and you may be fined or put on a contract. Strikes are a permanent mark on your record, violations may, with the approval of staff, be worked off.

3 violations = 1 strike.  
3 strikes = discharge or contract

## **The following activities or behaviors are grounds for immediate dismissal from Homecoming Project:**

1. Use or possession of alcohol, drugs or weapons at any time during your stay.
2. Failure to report alcohol, drugs or weapons in the possession of another resident.
3. Violent or disrespectful behavior towards staff, residents, or visitors.
4. Any criminal offense (stealing, fraud, prostitution, etc.)
5. Willful damage to Homecoming property or to the property of another resident.
6. Sexual activity with visitors, other residents, or staff of Homecoming.
7. Failure to maintain the confidentiality of another resident within Homecoming.
8. A positive urinalysis or refusal to participate in a required urine test.
9. Pursuing a romantic relationship; seeing, sneaking, or being with in anyway someone of the opposite sex, or someone with intentions that do not consist with this program.
10. Being late for curfew.
11. Being dishonest, manipulative, and disrespectful to the point it disrupts our house.

## **Non-compliance with the following rules will result in a STRIKE:**

1. A few minutes late for curfew, if not discharged, will minimally result in a strike.
2. No resident is allowed to accept rides with men. You may only ride with women that have at least one (1) year free from alcohol and drugs, unless approved by staff.
3. Residents must attend all required recovery meetings. This means one meeting a day. Sunday, Monday, and Wednesday groups count for a meeting.
4. Not following direction or constantly talking back or being defensive.
5. Residents may not allow their debt to the house to exceed \$300.
6. Improper use of the computer, such as logging on to facebook or unapproved email accounts

**Non-compliance with the following rules will result in a VIOLATION:**

1. Keep all appointments with your counselor unless you make other arrangements.
2. Be honest with staff, other residents and yourself!
3. Attend, remain awake, and participate actively in all groups and sessions.
4. Arrive at morning meditation no later than 8:15 AM.
5. Have your bed made and room neat and clean before meditation.
6. No food is permitted in bedrooms. Food is only permitted in the kitchen & dining room.
7. Residents are not allowed in other residents' rooms without the permission of staff or the resident who lives in the room. Residents are not permitted to sleep in any room or bed other than their own.
8. Observe the 15-minute time limit on phone calls.
9. Complete assigned household chores by the required time and report to house manager. Chores are to be completed by 9:30am. You may do your chore the night before if you are to be at work before 7am.
10. Report for meals at the designated time.
11. No smoking in the house!!
12. Sign out when leaving, clearly indicating your plans or destination (be specific). Be sure to write who you are leaving with and their phone number. Sign in upon your arrival back onto the property.
13. Arrive on time for group sessions and individual counseling.
14. Participate in all mandatory activities.
15. Have an approved pass in accordance.
16. Using profanity!!
17. Complete all necessary forms and required paperwork and return them to your counselor or the office staff by the deadline given to process personal benefits (for example, meeting slips, passes, counselor assignments, etc.)
18. Having the TV on during unauthorized times.
19. Residents will deposit their paychecks into the drop box for our bookkeeper to deposit into their accounts Homecoming keeps for them.
20. Showered, dressed and downstairs by 10am.
21. In order to return to your rooms between 10am and after dinner you must have permission. You may run to your room to grab a book etc. or to change your clothes quickly before or after work.
22. Failure to return internet stick to House Manager or Senior Resident when you are finished on the computer

**HOUSE RULE: CONFRONT OTHERS WHEN YOU SEE DISHONESTY!!!!**

**House and room inspections are performed randomly. The staff has the right to search all personal belongings of any resident at their discretion.**

**Group Activities**

**Morning Meditation** is held Monday through Friday at 8:15 AM and at 9:15 AM on Saturday & Sundays. All residents whose work schedules permit are required to attend.

**Big Book Study** is held Monday through Friday 10:30-11:30 AM. This is held for all residents whose working hours do not conflict with this time frame and for new residents who are not yet employed.

**Game Time** is held Monday – Friday from 2:00-4:00PM.

**Group Therapy** is held every Monday evening. This group provides a place for role-playing, life-skills, presentations, group and individual confrontations, and education on relapse prevention. It is also a place for sobriety-building tools to be taught. This group may be counted as a meeting.

**House Meeting and Education** is held every Wednesday night. All residents must attend and complete an educational session note. **THIS IS ESSENTIAL!** This group may be counted as a meeting.

**In-house 12 Step Meeting** is held every Sunday evening at 6:00 PM.

In addition to these groups, each resident will meet with our Certified Addictions Counselor once every 10 days or whenever necessary.

## Pool Rules

- If you are not employed, you may not go swimming or hang out at the pool. Any free time is to be used for employment seeking purposes.
- Residents may not miss house activities to go swimming.
- Residents may not go swimming or be in the pool area alone.
- All pool guests must be approved by staff.
- Residents may enjoy music at the pool, however, the volume must be at a reasonable level and it must be music that is conducive to recovery – no cursing, gang and/or drug related.
- There is to be no running in the pool area.
- Each resident must clean up after themselves and the pool area must be cleaned up at the end of each day. This includes the following:
  1. Disposing of trash and emptying trash cans
  2. Emptying and cleaning ashtrays
  3. Cleaning up towels, clothing, and shoes
  4. Put rafts and pool toys away
  5. Lowering the umbrellas and straightening up chairs
  6. Put the solar cover back on
- Children who are not potty trained must wear swim diapers
- DO NOT put cigarettes or gum on the concrete!

Failure to comply with these rules will result in pool privileges being revoked.

## Resident Allowances and Financial Requests

### Allowance for New Residents

- At the time of admittance, if a resident is in positive financial standing and receives an additional allowance deposit from a reliable and approved funding source than a residents allowance will proceed as follows:

Period of time in Program	Positive Week Ending Balance in Account	Amount of Allowance
Time of admittance	If Week ending balance positive	You will receive \$5.00
Employed FT and first paycheck has been deposited in account	If Week ending balance over \$100.00	You will receive \$10.00
Employed FT and on Level 2	If Week ending balance over 500.00	You will receive \$20.00
Employed FT and on Level 3	If Week ending balance over \$1000.00	You will receive \$30.00
Employed FT and on Level 4	If Week ending balance over \$2000.00	You will receive \$35.00

- If your amount of debt exceeds your income your allowance will be adjusted by the Program Manager and Executive Director.

### Financial Request

- New residents may place a financial request child support payments, parole/ probation and any other required rotating payments. All other requests will be discussed with the Executive Director and Program Manager.
- Residents may not submit request for household items, phone cards, cartons of cigarettes, or any other weekly living expenses. These items are to be bought with their allowance.

### Debt Reduction

- When a resident is in debt and behind on rent the Executive Director and Program Assistant will be notified before any additional funds are taken out of the residents account, and possible solutions for debt reduction will be discussed.

### Approved Debt Resolution Options

- A resident's parents or spouse, who is still involved with a resident in a positive way and are financially able to assist, (but not obligated) will receive an invoice when a resident is struggling financially and may need help to restore her finances to a manageable amount
- Residents may apply for a loan application through ACR if their account reaches a negative standing of \$400 or more. Residents will then be required to make a donation at a rate of \$15 per week when they are financially stable.

### Rent

- Rent is charged from Saturday to Friday. If your discharge date is on a Saturday or after, you will be charged for the forthcoming week.
- If your belongings are left at Homecoming even one day after the date your rent is paid up to, you will be charged for the forthcoming week.

**\*\*\*Residents are not permitted to receive gift cards or gifts from parents or friends. They are only allowed to receive financial support with a staff's approval.**

**If residents leave the program without a successful completion then they automatically forfeit any money in their account. Homecoming is not responsible for items left behind.**

**Receiving financial support from parents, family members, and other supportive friends:**

- Residents are not permitted to receive gift cards or care packages from family members for any reason.
- In order to promote self-sufficiency residents are required to budget their allowance for personal use. Any additional money that is needed can be requested by the resident in the form of a financial request using our financial director. The limitations on what can be requested through financial request are listed in the Allowance and Accounts section of the manual.
- Any visits from family members need to be requested through the Visitor form located in the resident Breezeway and must be submitted by Thursday at 11 AM. All visitors must be approved by the Program Manager.
- Residents are not permitted to receive financial support, gifts, gift cards, cigarettes, clothing, or groceries while they are on visits with their parents.
- If family members are interested in supporting a resident they can submit a check to our financial director to be deposited into their personal account. These requests must be made by the family member or resident through contacting the Program Manager and making a request. This is only from approval from the Program Manager and Executive Director

## Treatment Levels and Passes

There are four (4) levels of treatment at Homecoming Project. You will move through these levels at your own pace and with the aid of your counselor and staff. Movement to another level will not happen automatically, but you are expected to apply for levels when eligible. Our decision for progression in levels is based on your ability to meet the criteria listed below. Different treatment plans are appropriate for different individuals and are subject to change.

### Level 1 Status

#### **Goals & Expectations:**

- Transition into the house and getting acquainted with the house schedule and expectations
- Obtain employment and have resident account current
- Obtain a female sponsor & home group, complete Step 1 with sponsor
- Complete 90 meetings in 90 days (Monday, Wednesday and Sunday evening house activities count towards a meeting)
- Obtain medical insurance and if applicable get in with a psychiatrist for assessment & medication management
- Taking all medications as prescribed and ensuring medications are refilled in a timely manner
- Participating in group, completing assignments and a debt analysis sheet.
- Establish a network of supportive women that are willing to assist you with your needs (such as providing transportation to appointments)
- Cooperate with all legal follow-up (i.e. probation, court dates, etc.)

Privileges while on Level 1 are listed below:

- **Leaving the grounds:**
  1. You may leave the grounds **without staff** for a 12 step meeting or to run to the store, go to probation or for three (3) hours only if you are **accompanied by a resident on Level 2 or above**. You may not go out before/after a meeting on Level 1.
  2. You may be permitted to go to probation with an approved volunteer with staff permission.
  3. Employment seeking purposes with permission from on-duty staff. Employment may only be sought in alcohol-free workplaces.
  4. With a staff member for any reason for no more than four (4) hours. You are still required to sign out and in.
- **Sponsor:** Your sponsor is permitted to visit during weekly visiting hours.
- **Family Visit one per month:** One (1) family visit up to four (4) hours during weekend visiting hours per month (not on recovery weekend). As long as a visitor's pass has been submitted to the Program Manager by Thursday morning at 9 AM and has been signed off on by the Program Manager.
- **Overnight and Day Passes:** Not approved
- **Phone Privileges:** Are given for 15 minute phone calls

## **Process for moving to Level 2:**

Once all of the above goals and expectations have been met, a letter must be submitted to staff explaining why you feel you have earned the privilege of being promoted to Level 2 and what you have learned at Homecoming. Staff will review your letter and complete an assessment to determine eligibility for Level 2 status.

## **Level 2 Status**

### **Goals & Expectations:**

- Speaking with sponsor regularly, working steps (2-3) with sponsor
- Maintaining steady employment
- Continuing to pay rent on time and beginning to build a savings
- Is in compliance with counselor's treatment plan
- Networking for rides to meetings and appointments
- If applicable, meeting with psychiatrist regularly and ensuring medications are filled and taking as prescribed. This is the responsibility of the resident, not staff!
- Setting example for new residents by showing them the Homecoming way; taking them job hunting, helping them find rides to meetings and introducing them to women with strong recovery
- Level 2 residents must attend 3 outside AA/NA meetings per week.

### **Privileges:**

- **Leaving the grounds:**
  1. You are permitted to leave the grounds **without staff** for a 12 step meeting, go for a walk, to probation, to the store for three (3) hours by **yourself**. If for some reason a probation visit, etc. will exceed three hours than you need permission from staff.
  2. Employment seeking purposes with permission from on-duty staff. Employment may only be sought in alcohol-free workplaces.
  3. With a staff member for any reason for no more than four (4) hours. You are still required to sign out and in.
- **Sponsor or another approved woman with over 1 year clean and sober:**
  1. Your sponsor is permitted to visit during weekly visiting hours.
  2. Resident may be out for a maximum of four (4) hours with an approved person in their recovery network. You should be using your own allowance to pay for these outings. During these four hours you are permitted to
    - a) go to a meeting
    - b) get coffee
    - c) go to the park
- During the week you may leave after dinner clean-up has been completed.
- **Passes (not recovery weekend): You may choose one per month**
  1. One (1) family visit during weekend visiting hours up to (4) hours.
  2. One (1) family outing for up to four (4) hours on the weekend.

\*Passes must be submitted to the Program Manager by Thursday morning at 9 AM and has been signed off on by the Program Manager. Pass privileges can be revoked based on behavior.

### **Process for moving to Level 3:**

Complete assignment given to you by the Program Manager. Sing the Homecoming song to staff. To be eligible for Level 3, you must not have received any infractions in the last 30 days.

### **Level 3 Status**

#### **Goals & Expectations:**

- Continuing to meet all of the expectations of Levels 1 & 2
- Working towards goals such as GED, obtaining drivers license, taking care of physical health by obtaining a primary care physician, gynecologist, dentist, etc.
- Continuing to help the newcomer and acting as a positive role model.
- Be willing to help with house coverage when needed
- Level 3 residents are required to attend 3 outside AA/NA meetings per week.
- If noted in her treatment goals, a resident may be approved to enroll in college or a training program. Continuing education will not be discussed until a resident reaches Level 3.

#### **Privileges:**

- **Leaving the grounds:**
  1. You are permitted to leave the grounds **without staff** for a 12 step meeting, go for a walk, to probation, to the store for two (3) hours by **yourself**. If for some reason a probation visit, etc. will exceed three hours than you need permission from staff.
  2. Employment seeking purposes with permission from on-duty staff. Employment may only be sought in alcohol-free workplaces.
  3. With a staff member for any reason for no more than four (4) hours. You are still required to sign out and in.
  
- **Sponsor or another approved woman with over 1 year clean and sober:**
  1. Your sponsor is permitted to visit during weekly visiting hours.
  2. Resident may be out for a maximum of four (4) hours with an approved person in their recovery network. You should be using your own allowance to pay for these outings. During these four hours you are permitted to
    - a) go to a meeting
    - b) get coffee
    - c) go to the park
    - d) an alcohol free restaurant **after** a meeting or **on the weekend**
    - e) the mall
    - f) the library
  
- During the week you may leave after dinner clean-up has been completed.
  
- **Passes (not recovery weekend) : You may choose one per month**
  1. One (1) family visit or day pass during weekend visiting hours for up to (7) hours
  2. One (1) overnight pass

\*Passes must be turned into the Program Manager by Thursday morning at 9 AM and signed off on by the Program Manager. Pass privileges can be revoked based on behavior.

### **Process for moving to Level 4:**

Prepare a letter outlining the skills/tools you have learned to prepare you to leave Homecoming. Provide a comprehensive list of all goals that need to be accomplished prior to a successful discharge. Schedule an appointment with Financial Director to prepare a budget.

### **Level 4 Status**

#### **Goals & Expectations:**

- Incorporating housing options into treatment plan by working with counselor and program manager
- Participate in family session with counselor
- Schedule appointment with Financial Director to set-up personal checking account
- Completing relapse prevention work and warning sign cards with counselor
- Schedule to meet with Program Manager once weekly to discuss progress on discharge arrangements such as housing and transportation
- Level 4 residents are required to attend 3 outside meetings per week

#### **Privileges:**

- **Leaving the grounds:**
  1. You are permitted to leave the grounds **without staff** for a 12 step meeting, go for a walk, to probation, to the store for four (4) hours by **yourself**.
  2. Employment seeking purposes with permission from on-duty staff. Employment may only be sought in alcohol-free workplaces.
  3. With a staff member for any reason for no more than six (6) hours. You are still required to sign out and in.
- **Sponsor or another approved woman with over 1 year clean and sober:**
  1. Your sponsor is permitted to visit during weekly visiting hours.
  2. Resident may be out for a maximum of four (6) hours with an approved person in their recovery network. You should be using your own allowance to pay for these outings. During these four hours you are permitted to:
    - a) go to a meeting
    - b) get coffee
    - c) go to the park
    - d) an alcohol free restaurant **after** a meeting or **on the weekend**
    - e) the mall
    - f) the library
    - g) an AA related event
- During the week you may leave after dinner clean-up has been completed.
- **Passes (not recovery weekend) : You receive one of each per month**
  1. One (1) family visit or day pass during weekend visiting hours for up to (7) hours
  2. One (1) overnight pass
- **Additional privilege:** Day time house activities (Big Book Study, Game Time) may be missed once per week with permission from staff to work on Level 4 assignments. You must request this “free day” by noting on your weekly work schedule the day you have selected.

The following things below must be reported to the House Manager immediately:

- Concealed cell phones, laptops, Ipods, digital cameras, e-readers or any other electronic device
- Any form of concealed weapons
- Any form of drugs or alcohol to include: cooking products containing alcohol like vanilla extract or any other form of extract , mouthwash, medicinal alcohol, perfumes, colognes, other hygiene products that contain alcohol and can be consumed, pain relievers, pain medication prescribed by a physician, or other products/medicine that can be abused
- If a resident is disrespectful towards the Senior Resident
- If chores/household duties are not being completed correctly
- If there is any kind of suspicious behavior from a resident
- Extended phone use or it is suspected that a person is talking to unapproved contacts
- If a resident is going outside after the alarm has been set
- If residents are not actively participating in household activities
- If a resident has more than the approved allowance amount on them at any time
- If a resident is causing conflict between other residents or disrupting the house routine
- If residents are not signing out for their destinations correctly, visiting unapproved people, or going to unapproved destinations
- Misusing the internet privileges – the internet should only be used for work purposes and when a staff member is home
- Residents arriving home late for curfew
- Residents not completing their Sunday requirements to include paperwork, chores, and weekly responsibilities
- Residents not completing paperwork responsibilities: Education sheets, meeting sheets, work schedules, and required visitors passes
  - Visitor's passes need to be filled out for all visitors. The only approved visitors that are allowed to just stop by is alumni that are in good standing with the house
- Misuse of any medication (this includes Tylenol/any other kind of pain reliever, vitamins, or any other over the counter medication)
- If medications are not being stored properly – all medications must be stored in a residents locker at all times
- If a resident stops their required medication prescribed by a physician at any time
- If a resident is making purchases that would exceed their allowance amount or spending a large amount of money
- Any other suspicious behavior or concerns need to be immediately reported to a the House Manager

## Paperwork and Passes

Meeting Sheet: Your meeting sheet is to be updated daily. You list the meeting you attended, the speaker, and the time of the meeting. It gets put in the Program Director's inbox after completion. Filling out a meeting sheet is required for every resident.

Education Sheet: An education sheet is to be filled out every Wednesday you have education. This asks basic questions to inquire about what you learned. This needs to be put in the Program Directors inbox Wednesday evening. Education Sheets do not have to be filled out when you have acupuncture.

Work Schedule Sheet: Your work schedule is to be filled out every week and put in the Program Director's inbox as soon as you receive your schedule.

Day Pass: A day pass is to be filled out whenever you want to spend longer than four hours out for a Level 1 resident and six hours for Level 3 - Level 4 residents. It needs to be turned in as soon as possible. It is important to have your day pass in by Thursday evening to ensure it will be reviewed by the Program Director.

Weekend Visitor/Outings: A Visitor Pass is if you are planning on going out with a visitor or have visitors come on the property. Visitors may only come on the property during visiting hours; which are Saturday 11-8 PM, and Sunday 11- 5 PM. It needs to be turned in as soon as possible. It is important to have your Weekend Visitor/Outing Pass in by Thursday evening to ensure it will be reviewed by the Program Director.

- Any visitors that have not been approved by the Program Director will be asked to leave upon their arrival at the house.

Overnight Pass: An overnight pass can only be submitted by Level 3 – Level 4 Residents. This is if you are requesting to leave for any overnight or weekend depending on your Level. It needs to be turned in as soon as possible. It is important to have your Overnight Pass in by Thursday evening to ensure it will be reviewed by the Program Director.

Additional Sunday Documents: You may be assigned a Sunday document to be filled out at dinner. The Senior Resident will ensure you have the correct paperwork. This is to ensure all Residents are working together to meet the needs of your community. These responsibilities are posted on the fridge in the kitchen. If you have any questions about filling out or submitting this paperwork to the appropriate place please ask the Senior Resident or House Manager.

## Daily Chore Descriptions

Living Room : If 7 or less women the weekly chore is Kitchen Pantry and pots, if there is 8 women the Living Room weekly chore is the pantry

1. Dust Mantle, window sills, furniture, piano
2. Sweep and Mop Hardwood Floor
3. Move the appropriate furniture and vacuum carpet
4. Windex all windows
5. Vacuum upstairs hallway and stairs
6. Fluff all pillows and place neatly on couch and chair

Dining Room: If there is 7 or less women the weekly chore is Kitchen Pantry and pots, if there is 8 women the weekly chore is the pots and pans

1. Move furniture and Vacuum carpet underneath table and hardwood floor
2. Mop Hardwood floor
3. Dust bookcase
4. Wipe down vent on Sunday
5. Clean all windows on the door going into recreation room
6. Make sure dinner table is set appropriately before you go to bed that evening

Recreation Room: Weekly chore is Entertainment Center and Games

1. Open blinds in the morning and close blinds at night, on really hot days you can keep them closed
2. Dust entertainment center and all other wood furniture
3. Vacuum and Mop all floors – this includes moving the furniture off the carpet to vacuum
4. Windex all windows and table
5. Remove trash
6. Windex television
7. Fluff all pillows and place neatly on couch
8. Dust fan on Sunday and water plants

Kitchen A.M. Clean Up: Weekly chore Clean out fridge and freezer

1. Clean all surfaces (outside fridge, stove and back splash, counter tops, sink, et c)
2. Clean microwave (door, walls, turn table) and toaster
3. Wash coffee Pot
4. Dust Fan on Sunday
5. Empty trash
6. Empty dishwasher and all Tupperware needs to be put away with the top on
7. Vacuum and Mop floor
8. Wipe down window above sink
9. Stock paper towels if we have them and ensure that there is a clean dish towel hanging from stove

Kitchen P.M./Dinner Clean up – House Responsibility after dinner

1. Put all food away in appropriate containers
2. Clean all surfaces (stove, back splash, counter tops, etc.)
3. Clean drip pans on stove
4. Make sure appliances are turned off
5. Take out trash
6. Wash all dishes and start the dishwasher
7. Wipe down trash can
8. Vacuum and Mop kitchen floor
9. Change the table cloth if needed

Upstairs Bathroom: Weekly chore is the upstairs hallway closet and wiping down the vent in the hallway

1. Scrub shower walls and tub
2. Remove hair from drain
3. Scrub toilet (bowl, seat, lid)
4. Scrub vanity and mirror
5. Vacuum and Mop floor
6. Wipe down vent in the bathroom on Sundays and water plant
7. Take out trash
8. Wash and replace rugs once a week
9. Restock toilet paper/paper towels as needed

Basement: Weekly chore is to water the plants in the living room and clean plant trays

1. Dust mantle along wall
2. Fluff and place pillows neatly on couch
3. Dust all furniture
4. Clean glass on bookcase
5. Straighten books in bookcase if needed
6. Vacuum and mop floor
7. Clean window inside of breezeway door

Laundry Room

1. Clean lint trap in dryer
2. Dust top of washing machine and dryer
3. Wash all house laundry in bucket every day do not let this build up
4. Clean sink
5. Take out the trash and remove any additional trash
6. Vacuum and mop floor

Breezeway

1. Dust ALL furniture and ledges
2. Empty and wash all ashtrays
3. Straighten shelf
4. Clean windows on front and back doors
5. Clean all additional windows
6. Move and clean behind all furniture on Wednesday and Sunday
7. Remove trash
8. Remove all old newspapers

417 Room: Clean out both fridges and freezer

1. Clean all surfaces, countertop, fridges, freezer top, washer and dryer
2. Wipe down fridges
3. Windex all windows and computer screen and make sure they are turned off
4. Dust bookcase by office door
5. Vacuum and mop floor
6. Trash goes out on Monday and Thursday nights, bring cans up Tuesday and Friday morning after trash is run
7. Take out trash and put in new bags
8. If donations are stored in the room at the time, ensure they are clean and neatly stocked in corner – also let the house manager know they need to be donated

## Weekly Chore Descriptions

### Living Room/Dining Room - Pantry:

1. Remove all items and wipe down inside of cabinet
2. Throw away open or expired food
3. Put items back in cabinet in a neat and orderly fashion
4. Anything that should be kept in the 417 room pantry should be brought out, the only food items stored in the kitchen pantry should be snack food and cereal
5. Personal items should be kept in peoples personal cabinets. If you find peoples personal items in pantry notify the individual and leave those items out on the counter

### Living Room/Dining Room - Pots and Pans:

1. Remove all items and wipe down inside of cabinet
2. Put items back in cabinet in a neat and orderly fashion
3. Remove any food items, food should not be stored in this cabinet
4. Clean any pots and pans that are dirty

### Recreation Room - Entertainment Center and Games:

1. Make sure the videos are neatly stored in entertainment center and all movies are in the appropriate places.
2. Wipe down inside of entertainment center, VCR, and around the TV
3. Stack the games in a neat and orderly fashion
4. Make sure the bin is not overfilled and is stored neatly by the games
5. Make sure items are stored neatly in the bin

### 417 Room and Kitchen - Fridges and Freezers

1. Remove all items from fridge and freezer and wipe down inside of fridge. If the shelves are removable take them out and wash them.
2. Get rid of all expired food and all leftovers from the previous week
3. When putting the food back in the fridge and freezer ensure that it is neatly stored
4. Put all Tupperware in the dishwasher and start the dishwasher
5. Make sure all food items are stored in a clear plastic container

### Bathroom - Upstairs Hallway and vent:

1. Wipe down the vent in the upstairs hallway with a wet rag to remove all dust, if the filter needs to be changed notify the House Manager
2. Remove all items from closet and wipe down shelves
3. Fold all items and store in closet neatly
4. Remove any resident items from closet as they should not be stored in the closet, notify the appropriate resident that their items have been removed

### Basement – Water plants and clean plant trays

1. Make sure all plants are watered and soil is not dry
2. Remove all plant trays and wash them out in the sink
3. Replace plant trays to the appropriate plant

Weekly chores need to be completed by 9PM Sunday evening and signed off on. Weekly chores need to be signed off on a daily basis. Please work together and remind people if you see they have not signed off on their chore after it has been completed.

Remember if you are uncertain about something or do not know the answer, ask.

If you need help with something tell your case manager. Homecoming staff is always willing and ready to help you in anyway they can.

We are not mind readers and good communication is a must.

To ensure that we understand one another, try asking “what did you hear me say?” when communicating with staff or another resident.

Acceptance is important in recovery. If you don't like an answer you are given or find something here that doesn't suit, read page 417 of your 4<sup>th</sup> edition Big Book.

Welcome to Homecoming. We are happy to have you join our family.

