

WHAT TO DO IN CASE OF AN EMERGENCY

Call 911 in case of:

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

After you call 911, call house manager/owner and inform them of the situation.

Then **move** to a **safe place** to wait the arrival of emergency assistance.

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

Call the house manager/owner in case of:

1. Drugs, alcohol, weapons on the premises
2. Suspicion or knowledge of someone using/having used drugs/alcohol
3. Plumbing problems or maintenance issues in the house
4. Power out for more than a half an hour
6. Individual who may be in withdrawal having difficulties
7. Curfew violations

PUT YOUR HASE NAME HERE

Sober House Management Contract

Property: NAME OF PROPERTY GOES HERE WITH ADDRESS

The below contract is between **XXXXXX** and **NAME OF LEGAL ENTITY CONTRACTING/EMPLOYING MANAGER**. Dated April 1st, 2017. This contract will remain valid unless management for **NAME OF LEGAL ENTITY CONTRACTING/EMPLOYING MANAGER**, at their own and immediate discretion, cancel this agreement for any cause and/or no cause.

Sober House Manager agrees to:

- Receive completed admissions forms and perform basic personality interview
- Set-up client with room assignment
- Perform house orientation with client
- Assign and monitor chore compliance
- Keep records and Monitor weekly toxicology screens on all residents
- Manage weekly house resident meetings
- Interact with staff of medical providers
- Proceed over resident discharges
- Transfer resident's personal belongings to secure storage in basement
- Cleaning supplies procurement
- Maintain adequate community relations with neighbors, AA groups, religious institutions, etc
- Observe and report any deficiencies with house systems
- Listen to and make a best effort to resolve resident disputes
- Will participate in toxicology screens at the request of management

In return for the above:

WHAT COMPENSATION THE MANAGER WILL RECEIVE GOES HERE

Sober House Manager receives:

1. Master key to the entire house – manager confirms that this key is never to be copied – copying the master key is an automatic discharge from the position and the house.
2. Manager has “Manager Phone Number” forward to his cell phone and agrees to conduct communication with residents of the house, community relations, referrals and communication with applicable medical providers
3. Organization email and document storage used for maintaining records and policies of house
4. Manager receives a company credit card to be used solely for the procurement of items needed for house maintenance.

PUT YOUR HASE NAME HERE

- a. No personal items may be purchased on this card
- b. All receipts must be saved and submitted monthly
- c. Any expenditure over \$100 must have a verbal or written acknowledgement from management.

Signed by:

NAME OF OWNER

Administration

NAME OF LEGAL ENTITY

NAME OF MANAGER

PUT YOUR HOUSE NAME HERE

RESIDENT RIGHTS AND RESPONSIBILITIES

POLICY

To safeguard the rights of persons who are residents at **PUT YOUR HOUSE NAME HERE**

BASIS

Each resident has certain rights and responsibilities to ensure the best experience possible.

PROCEDURE

- Residents will be informed of their rights and responsibilities upon admission into the sober house and given a copy of House Rules and Resident Rights

As a resident of **PUT YOUR HOUSE NAME HERE** you have the right to:

1. Be treated with dignity and respect
2. Participate actively in your recovery
3. Be given information regarding informed consent prior to the start of your stay.
4. Be seen by a private physician with the understanding that all costs will be the responsibility of the resident.
5. Have all information pertaining to stay held in confidence
6. Receive information regarding cost
7. Be fully informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct.
8. Initiate a complaint or grievance procedure and understand that you may begin the grievance procedure by contacting the House Manager or House Owner(s) or MASH
9. Request referral resources in the event of your dismissal from **PUT YOUR HOUSE NAME HERE**
10. Not to be required to perform services for **PUT YOUR HOUSE NAME HERE**, which are not included in the usual expectations of all residents.

CONFIDENTIALITY AND RESIDENT RECORDS

POLICY

The right to confidentiality of all residents regarding verbal and written information will be protected and compliance with federal and state laws will be met.

BASIS

To uphold the confidentiality and protect the right to privacy of residents.

PROCEDURE

- A. All house managers, members and volunteers of **PUT YOUR HOUSE NAME HERE** will, to the best of their abilities, adhere to the confidentiality laws and procedures as set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
- B. Resident files (both current and past) will be kept in a locked filing cabinet(s) in one of the recovery residences' offices, which have the capability for the door to the office to be locked. These files will be under the direct maintenance and supervision of the house manager/owner. The files will be utilized and viewed only by **PUT YOUR HOUSE NAME HERE** members unless:
 1. The resident whose name appears on the file requests to view their file,
 2. A court order is furnished requesting the file, or any part thereof, and;
 3. A situation in which the resident's life is in danger and the file or a portion thereof would aid in the treatment of the resident.

SEARCH FOR HAZARDOUS ITEMS

POLICY

PUT YOUR HOUSE NAME HERE has the right and the responsibility to search residents' belongings and the residences for illegal substances and inappropriate/hazardous items.

BASIS

PUT YOUR HOUSE NAME HERE seeks to ensure the safety of all residents and to provide a safe environment conducive to recovery from addiction.

PROCEDURE

- A. Upon admission, a house manager/owner member may search the resident's personal belongings for illegal or inappropriate/hazardous items. The resident will be informed of **PUT YOUR HOUSE NAME HERE**' policy regarding keeping of illegal substances or inappropriate/hazardous items in residence.
- B. Periodic searches (timing is decided by the house manager/owner) of the residences will be done by a house manager/owner member to look for illegal or inappropriate/hazardous items.
- C. If a resident is found to be in possession of an illegal or inappropriate/hazardous item upon admission the item or substance will be confiscated by the house manager/owner. If, during a residence search, it is discovered that a resident is keeping an illegal substance (e.g. drugs such as cocaine, heroin) or an inappropriate/hazardous item (e.g. a legal but mood-altering drug such as alcohol or a weapon) the item(s) will be confiscated and the resident will be subject to discipline and may be discharged.
- D. Inappropriate/Hazardous Items
 - Illegal drugs - Cocaine, heroin, amphetamine, pot, etc.
 - Legal drugs that are mood altering - alcohol and anything containing alcohol, prescription drugs, etc.
 - Weapons or anything heavy or sharp enough to be used as a weapon

PUT YOUR HOUSE NAME HERE

NONDISCRIMINATION

POLICY

PUT YOUR HOUSE NAME HERE does not discriminate against persons admitted to the program.

BASIS

PUT YOUR HOUSE NAME HERE believes that all persons should have the opportunity to live in a recovery residence and recover from their drugs and alcohol addiction.

PROCEDURE

1. **PUT YOUR HOUSE NAME HERE** does not discriminate on the basis of race, religion, gender, national and ethnic origin, qualified disability (except for those who, by reason of their disability, would be unable to participate in the requirements of the program), sexual orientation, or HIV status.
2. This policy also applies to hiring of house manager/owner and volunteers.