



Roadways to Recovery
SOBER LIVING HOME

**SOBER LIVING
HANDBOOK**

Welcome!
Please Keep for your Records

Important Contact Information

House Address:
H Street Bedford IN 47421

House Leader: Ronnie Burnette
Cell Phone: 812-278-1074

Assistant:
Cell Phone:

House Liaison: Jessica Coryea
Phone: 812-675-8849 opt 1.
Email: jcoryea@roadwaystowellness.com

House Owner: Michael Coryea
Email: contact@roadwaystorecovery.cvom

Website: <https://roadwaystorecovery.com/>

Facebook: <https://www.facebook.com/RoadwaystoRecovery/>

Other Numbers

Relapse Prevention Hotline 1-888-512-1107
SAMSHA Free Help Hotline: 1-800-662-HELP

Roadways to Recovery Sober Living Home

H Street Bedford IN 47421
P: 812-675-8849 F: 812-292-5431
Email: contact@roadwaystorecovery.com

Our Mission

Oure mission is to provide a safe and positive living environment from a Christian perspective for men who want to recovery from substance use. We believe that long term success can best be achieved by applying the truth of scripture, working the 12 steps, and engaging in community-based supports. We believe that every resident should be treated with respect and dignity, regardless of their social or economic status, race, color, national origin, age, or disability.

Structure

12 Step Meetings- Residents are expected to attend 5 12 step meetings weekly. Each resident will be required to complete attendance card and turn into house manager during weekly house meeting. Only 2 meetings per week may be completed virtually.

House Meetings- All residents are required to attend the weekly house meeting. The weekly house meeting is held on Thursdays at 7:00pm. Residents are required to bring their attendance cards and can expect to participate in random UA. All house concerns, issues, and business will be discussed at this time.

Outpatient Programing: All residents are required to establish with Roadways to Recovery outpatient services. This will include routine counseling and psychiatric medication management. If deemed necessary, the provider can refer patient to other services such as inpatient treatment.

Recovery Goals- Proverbs 29:18 states, "Where there is no vision, the people perish." At the time of intake and throughout the duration of a person's stay at Roadways to Recovery Sober Living, house members will develop an individualized recovery plan (with short and long-term goals). These goals will be a guide for each individual and they will continually be developed and discussed in weekly house meetings throughout the duration of your stay.

_____ I have read and agree to all rules and expectations as written on this page. I understand that noncompliance may result in termination of lease agreement.

RESIDENT CONFIDENTIALITY AGREEMENT

The confidentiality of recovering persons living in a Recovery Residence is protected under Federal Law 42 CFR, which protects them from anyone outside of the residence having knowledge of their participation in the recovery residence without the resident's specific permission. No information regarding a resident of Roadways to Recovery may be released to anyone outside of the program unless:

1. The resident has signed a consent form to that person/agency;
2. A court order is issued to Roadways to Recovery regarding information on the resident,
3. Medical personnel require the information in a medical emergency or,
4. The resident threatens to harm him/herself or someone else.

Federal Law does not protect a resident if they commit a crime against anyone at Roadways to Recovery. Also, Federal Law does not restrict sharing of information regarding reported child abuse/neglect to appropriate State and local authorities.

These laws apply not only to the house manager/owner, member and volunteers of Roadways to Recovery but to the residents as well.

I agree to not reveal to anyone outside of Roadways to Recovery the name, identity, or description of another resident. I also agree to not discuss the content of conversations or groups with anyone outside of Roadways to Recovery. This includes sharing at 12-Step meetings.

I agree to inform house manager/owner if any of my peers reveal any information about themselves or another resident that may be a cause for concern

Resident Signature: _____ Date: _____

Printed Name: _____

House Manager Signature: _____ Date: _____

MEMBER RIGHTS AND RESPONSIBILITIES

Members have a right to be treated with respect and recognition of their dignity and need for privacy

Members have a right to participate with providers in making decisions regarding their treatment planning.

Members have a right to a candid discussion of appropriate or medically necessary treatment options for their conditions, regardless of cost or benefit coverage.

Members have a right to file complaints, appeals, and voice concerns over issues including: the organization, the care provided, and privacy violations

Members have a right to receive an accounting of disclosures, including copies of signed authorization to release information forms. The information will be made available as quickly as possible, but not later than 30 days following the receipt of the request per BPA Health's on Protected Health Information (PHI) General Policy.

Members have a right without an authorization to release PHI to request and obtain a copy of his/her PHI, unless the PHI will pose a threat or do harm to the individual.

Members have a responsibility to provide, to the extent possible, information that the organization and its providers need in order to care for them.

Members have a responsibility to follow the plans and instructions for care that they have agreed upon with their providers.

Members have a responsibility to participate, to the degree possible, in understanding their behavioral health problems and developing mutually agreed upon treatment goals.

Members have a responsibility to read and have documentation regarding their benefits coverage.

Members may make recommendations regarding the organization's Member Rights and Responsibilities Policy.

Confidentiality

All information in this policy is to be considered confidential and will be handled in a manner as prescribed by company policies and state and federal laws.

Resident Signature: _____ Date: _____

Printed Name: _____

House Manager Signature: _____ Date: _____

Section I. House Rules - Your Copy

_____ All residents must utilize sign in sheets to document time in and out of the house daily

_____ Beds are to be made upon awakening. Rooms are to be free of dishes and food waste at all times. Garbage cans in rooms are to be emptied frequently and not be overflowing. Clothes are to be washed frequently and not left to smell up the rooms. Failure to do so will result in eviction.

_____ Residents who are not working must be out of the house and looking for work. It is expected that you obtain employment within 2 weeks.

_____ Kitchen appliances, utensils, dishes will be cleaned and returned to their respective places immediately after use. Counter tops, stoves, tables, and microwave oven will be cleaned after each use. No food or dishes will be left out overnight or during the day.

_____ Residents are not to get into refrigerators or cupboards that are not assigned to them for any reason. A violation of this rule may result in eviction.

_____ All rooms are subject to inspections at any given time, and any room that does not pass inspection may cause all residents in that room to be discharged.

_____ Residents are not permitted in any bedroom other than their own without the permission from the resident(s) occupying that room. They also must be accompanied by the permitting resident.

_____ Chores are to be completed daily/weekly. The House Manager will be responsible for assigning chores.

_____ A general level of cleanliness of the house is required at all times. This includes the inside and outside of the residence.

_____ **Curfew for New Residents** is 11:00pm during 30-Day probationary period. After the probationary period curfew will be extended to 12:00am. Residents that are on Probation or Parole will abide by the curfew set by their Probation/Parole Officer. Failure to return to the house by the curfew time can or will result in eviction.

* House Manager may allow some flexibility with work schedules or Sober Events with approval.

_____ No laundry is to be started after 9:00pm.

The dryer lint screen will be cleaned after each use. Clothes are not to be left unattended in the washer or dryer.

_____ House quiet time is 10:00 pm to 6:00 am. Any activity that disturbs another resident's ability to sleep, i.e. phone conversations, TV, lights on, etc., is prohibited. The Television(s) in the main living areas is to be off by 11:00pm at the latest. If the TV is on after 10:00pm the volume must at 10 or lower as to not disturb other residents.

_____ No meals to be cooked in the oven or stovetop after 10:00pm. Microwave meals and meals not cooked are allowed. No cooking whatsoever after 11:00pm for any reason.

_____ Sleeping in common areas is prohibited.

_____ Garage door is not be opened.

_____ Smoking is permitted on the back porch and no other areas. No ashes or butts in the driveway, front yard, backyard, or front sidewalk will be tolerated.

_____ Excessive borrowing from other residents is prohibited.

_____ No loitering in front of the house or in vehicles at any time will be tolerated.

_____ Stealing from any resident of any kind is not tolerated.

_____ Vaping is not permitted inside the house.

_____ Guests are not allowed to be at the house after 8:00pm.

_____ Overnight guests are strictly prohibited.

_____ Guests cannot be under the influence of, or in possession of drugs or alcohol.

_____ Guests of the opposite sex are prohibited from entering any Roadways to Recovery Homes without the prior approval by the House Leader/Home Owner.

_____ All medications are to be kept in lockbox in residents room at all times

_____ Residents are required to wear appropriate clothing in and outside the residence at all times. Please remember there are camera's in the common area's; please dress appropriately.

_____ All vehicles will have current tags and insurance, and this must be verifiable. Also, there will be no storage of vehicles, and no working on vehicles on the premises.

_____ Turn off lights, TV's, radios, etc., in rooms and common areas when not in use. Keep exterior doors locked at all times.

_____ Overnight or weekend passes or requests are to be submitted to the house manager a minimum of 2 days in advance.

_____ You must see the house manager at least 1 time per month to discuss your recovery program.

_____ No weapons of any kind will be allowed on the property under any circumstance. This applies to all residents and visitors on the property.

Roadways to Recovery is not, at any time, responsible for a resident's personal items or belongings. Residents are responsible for the security of their own belongings and are to pack and carry their items or belongings when they depart the residence. If for any reason this does not occur, the resident may contact the House Manager or Roadways to Recovery regarding the retrieval, storage, or disposal of said personal items and/or belongings. Roadways to Recovery will not store personal items for longer than 3 days 72 hours without prior approval by the House Manager or home owner.

Section II. Abstinence, Enforcements, Testing

The use of any alcohol or any unauthorized mood-altering chemical is not allowed, either on or off the premises. Continuous sobriety is necessary for residents at Roadways to Recovery .

Roadways to Recovery will utilize both regular UA analysis and random UA analysis. Random testing will be performed at the discretion of the house manager upon suspicion of drug or alcohol use. Should a resident resume usage, resident will be terminated immediately

_____Initial

Section III. Prescription Medication

All prescribed medications must have a current doctor's orders.

All medications are to be kept in a secure lockable box provided by Roadways to Recovery in the resident's room. Any resident caught sharing, selling medication(s), or possessing medication(s) that is not prescribed to them, or that was not made known to the House Manager, will be evicted.

_____Initial

Section IV. Dispute Resolution

Any disputes or conflicts that arise between: 1) resident and resident or 2) resident and manager 3) or resident and neighbor must be submitted in writing to the manager within 48 hours of the incident. See Comments and Complaints form for more details.

_____Initial

Section V. Community and Good Neighbor Relationships

Roadways to Recovery residents are expected to make a positive contribution to the life of the neighborhood. The purpose of being a good neighbor is for the residents to develop the living skills that are an integral part of the sober living experience.

Residents must be given the contact information of a responsible party representing the home (instructed at the information must be provided to neighbors upon request.

A responsible party representing the home must respond to neighborhood complaints within 12 hours

Respect regarding noise, smoking, and loitering must be responsive to neighbors' reasonable complaints. Residents should not monopolize parking in areas immediately adjacent to the home.

_____Initial

Section VI. Resident Requirements

At Roadways to Recovery, we are committed to recovery...that is our focus. This is a recovery house, and our purpose in this house is to help individuals that are committed to life change and sobriety. I wake up every morning with that purpose and I sincerely hope that you are one of these individuals. Within our financial limits and limits as fellow human beings, we are willing to move "heaven and earth" to help you succeed.

With that focus, these are the activities that we require and feel will elevate you to the kind of fulfilling life that you deserve. In addition, we want you to know that we did not come up with these requirements on our own. They are the results of expert input and research into best practices for a Safe and Sober Living Home.

*****Your time at Roadways to Recovery is precious and short. Please take advantage of this opportunity to fully apply yourself to the process!*****

Please initial each section below

_____ For the **first 30 days** of your stay at Roadways to Recovery curfew will be 11pm every night and we do not allow overnight passes.

_____ **We require:**

- A. You to have a job, or be out of the house every morning by 9am looking for a job. This is not a flop house!
- B. Attend house meetings every Thursday evening.
- C. Outpatient counseling with a certified counselor
- D. Outpatient mental health/addiction services from Roadways to Recovery Provider
- E. Attend at least 5 meetings per week.

_____ **After your first 30 days** are completed, curfew will be lengthened to 12am and you are allowed overnight passes. (Please see our policy on overnight passes).

If you have any questions or concerns about these policies, please discuss these with your house manager.

_____ Initial

Rule Infractions

Residents of Roadways to Recovery who fail to adhere to the rules agreed to on admission to the program will be subject to progressive disciplinary procedures.

BASIS: Roadways to Recovery operates on a basis of trust with each individual resident. Each resident enters Roadways to Recovery Sober Living Home with a 100% trustworthy status. If it comes to the attention of the house manager/owner that a resident is violating a policy, disciplinary action will be taken and that trust may be lost.

PROCEDURE

The infractions that result in immediate discharge from Roadways to Recovery are:

1. Using ANY type of mind altering substance
2. Drugs, alcohol or any related paraphernalia found in possession
3. Positive results from a random drug screening
4. ANY form of threats or physical assault toward self or others
5. Suicide attempts or verbal intent will be discharged and referred to a more appropriate facility.

Other infractions against Roadways to Recovery policies such as violating curfew, not doing chores, etc., will work on a progressive re-directive model. Generally, residents will initially be given a verbal warning, followed by a written warning. A behavioral contract is the final opportunity for a resident to change the behavior of concern.

In the event of discharge, consequences are immediate. The resident must make their own arrangement to find accommodations elsewhere.

Five days (5 days) will be allowed to make arrangement for personal belongings to be retrieved. The Phoenix House house manager/owner reserves the right, in special instances, to call a community meeting to discuss possible reinstatement of the discharged resident.

_____Initial

House Meetings Guide

House Meetings are held every **Thursday** and are **mandatory** for all current residents of Roadways to Recovery unless otherwise agreed upon by the house manager/owner.

Important!

If you need to miss a house meeting for whatever reason, please let us know in advance.

Important: The house manager is to ask at each meeting if someone has achieved a sobriety pin or recognition that week.

What to share at house meetings:

House meetings are designed to be inclusive and positive as well as to address any negative issues in the house.

*****What you should share/report at house meetings*****

1. Any positive steps you have made in the past weeks toward sobriety, personal growth, career, family, etc. We are excited to see the change in your life and we want to hear about it!!
2. If you have had any setbacks and you are willing to share, we are here to listen and to offer support and/or encouragement.
3. If you have seen change or growth in another resident, please acknowledge it. If you have the chance to make someone's day, take it! Everyone needs encouragement and you will feel the benefits as well.
4. And of course, if you have any questions, please ask!

If there are any needed house repairs, you can let us know anytime.

*****What you should NOT share/discuss at the house meeting*****

1. If you have an issue with any rules, policies, or procedures, the house meeting is not the correct time to address those. You can address these issues privately with the house manager.
2. If you have a conflict or complaint about another resident, please address these privately with the house manager.

Another house meeting tip:

The house meetings end at 8pm because many residents are attending other meetings. As a result, be respectful of everyone's time and try to make your comments short and to the point. Allow everyone time to participate.

_____ Initial

House Curfew Policy

For Residents in their first 30 days, curfew is at 11pm.

If you have successfully completed your first 30 days, your curfew will change to 12am.

Curfew times can be changed if your employment requires you to work later hours. Instances such as these will be discussed on a case-by-case basis with the house manager.

-Missed Curfew Policy

If you miss curfew, you will **prohibited from any overnight passes and must submit to a drug test**. These are non-negotiable and cannot be changed for any reason so please do not argue with the house manager.

If you have relapsed, please do not come home out of consideration for others that are also in recovery. If you need assistance, we can arrange to help you. (Please see relapse policy).

Important!

In addition, if you do miss curfew, it is mandatory that you notify the house manager by phone or text ASAP. This lets us know that you are OK, so we won't need to notify your counselor and emergency contact in the case that you do need assistance.

If you do need assistance, please let us know.

_____Initial

Overnight Pass Policy

After you have successfully completed your first 30 days at Roadways to Recovery, you are allowed overnight passes. You have earned them.

Overnight passes are a privilege, not a right. Giving overnight passes is something we take very seriously due to the increased risks of relapse and reserve the right to refuse if we feel that relapse is highly likely.

You will need to get permission from the house manager for overnight passes. You must also show proof of approval from probation/parole for date(s) of pass. Please leave your contact information, emergency contact information, and the location where you will be going. These policies are in place so that we can support you in your recovery.

_____Initial

Resident Relapse Policy

A resident may not stay at Roadways to Recovery if they are under the influence of drugs and alcohol.

If a resident comes home and is under the influence, they will need to leave the house immediately. They will not be allowed to drive their vehicle from the house. If a resident attempts to drive, the police will be called.

Under such circumstances, we are obliged to inform a person's counselor and/or PO.

For the first relapse, the resident will not be allowed to stay at the house until they test clean.

Roadways to Recovery reserves the right to evict anyone if they come home under the influence. Our intention is forgiveness for individuals that are sincerely working towards sobriety, and the penalties that we will enforce are intended to confirm their sincerity.

_____ Initial

I have read and acknowledged the rules set forth by Roadways to Recovery. I understand that these may be ammended at any time.

Resident Signature: _____ Date: _____

House manager/owner Signature: _____ Date: _____

Keep this page for records

I have read and acknowledged the rules set forth by Roadways to Recovery. I understand that these may be ammended at any time.

Resident Signature: _____ Date: _____

Print name: _____

House manager/owner Signature: _____ Date: _____

Resident contact information: _____

Move in date: _____

This document verifies that resident was provided a copy of Roadways to Recovery Sober Living Hand Book and resident read and acknowledged rules and regulations set forth by Roadways to Recovery.

