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Our Mission

We recognize that every person we encounter is an individual with his or her own story and journey through addiction into recovery. Phases Transitional Housing program offers an alcohol and drug free environment where people are inspired, educated, and encouraged. We feel that if you have a desire to live a life different from your previous experiences then step by step your journey can be transformed.

Our Vision

Phases Transitional Housing program serves as a vital link into a structured, supportive, and healthy atmosphere. Our vision is to provide a safe and affordable, drug & alcohol free residence for individuals to establish a foundation of recovery. The idea is to bridge the gap between treatment and independence. Phases guides residents in developing life skills necessary to live a meaningful and productive life. We operate as what we call a "recovery family" that will be driven by onsite peer relationships, where everyone in our program is part of a recovery community who may have very different backgrounds and circumstances, but all share one very important thing in common: The need, and desire, to learn to live a clean & sober life. We are a consumer operated program operated by people whose lives had been shattered by drug and alcohol and provide those wanting to start of this new journey of recovery.

Admission Procedures

To be considered for admittance into our program, individuals will first need to apply providing us with the *Phases Resident Application*. Once admissions have received the application, we will conduct a thorough *background check*. We take into consideration everyone's background and want to ensure that each individual can function in a community living environment. Following completion of these steps staff we will set up a *one on one meeting or phone interview*. Phases program is not for everyone. Therefore, we interview each potential resident and assess their willingness and character to determine whether they will be a good fit for our program. If we feel that Phases is not the program for you, we will provide you with other recommendations and support services.

Policies and Procedures

Entrance Qualifications

1. Must be at least 18 years old.
2. Must be willing to commit to a minimum of 3 months in our program.
3. Must agree to background check.
4. Must consider yourself an addict or alcoholic who needs help staying clean and sober.
5. Must be willing to submit to drug/alcohol test at any time.
6. Applicants are chosen on a case-by-case basis.

Phases Program Rules/Guidelines

1. Each resident must make 90 AA/NA meetings in 90 days.
2. Must obtain and be working the 12-steps with a sponsor.
3. Each member must work, go to school, or volunteer.
4. Attendance at weekly house meetings and morning meditation is mandatory.
5. No smoking, burning candles or incense in the houses. Smoke only in designated areas.
6. Each member will be assigned a daily chore, and must keep their personal areas clean.
7. No Food will be allowed in any of the bedrooms.
8. No one is allowed in any other member's room for any reason.
9. Visitors are allowed only between the hours of 10am and 10pm. Phase One Clients must advise staff of any visitations. You are responsible for your visitor always.
10. No sharing of personal property, loaning money, borrowing vehicles or gambling.
11. All prescribed and non-prescribed medications must be approved by staff. Self-Medicating (changing his or her medication without a doctor's consent) is considered a relapse.
12. Disruptive behavior that affects the atmosphere in the house will not be tolerated.
13. Failure to pay weekly fees may result in discharge.
14. No using or having illicit drugs, including alcohol while staying on Phases property.
15. Residents must be willing to submit to random drug and/or breathalyzer at any time. Failure to do so or positive (i.e. relapse) will result in immediate discharge.
16. Residents are subject to random searches of their room and/or personal belongings at any time.
17. Residents must abide by their set curfew. If resident does not arrive for curfew or is away overnight without consent, Phases will consider this an act of "Abandonment" and at that time releases his/her right to their unit.
18. Overnights passes are given after 30 days. Phases reserves the right to approve or deny each pass based upon individual progress, rent must be current, working steps with a sponsor, and have an approved plan of action for time away from Phases.
19. Rent is paid each week, by Friday at 7:00pm, unless prior arrangements have been made with Phases Staffers. Failure to pay rent will result in immediate discharge from Phases.
20. If rent is not current, and a prior arrangement has been made, resident will move back to Phase One

- until which time rent is current.
21. Residents must obtain employment within two weeks or have an employment plan approved by staffers. If you are not employed following the first 2 weeks, you are expected to provide 10 hrs. of volunteer work as coordinated with staff.
 22. There is to be no physical or verbal confrontation (fighting/yelling) while on Phases property.
 23. There will be no derogatory statements or discrimination in regards to anyone's RACE, GENDER, or SEXUAL ORIENTATION.
 24. There is to be no stealing (this includes barrowing without permission).
 25. Guest are not allowed upstairs or in clients' room unless an overnight has been agreed upon with fellow roommates as well as approved by staff.
 26. No sexual activity or sexual conduct anywhere on Phases Property.
 27. Pornographic material is prohibited on Phases Property.
 28. Each resident is under a no-contact contract agreement in regards to opposite sex clients.
 29. You are expected to maintain an attitude of recovery on/off Phases property.
 30. There is to be no cursing or vulgar language while on Phases property.
 31. Any clients holding negative contracts or having knowledge of another resident breaking a zero-tolerance policy is subject to immediate dismissal.
 32. Each Resident is expected to uphold healthy personal hygiene and body cleanliness.
 33. All residents should honor the trust that Phases has extended to them.
 34. You may only operate a vehicle you own when legally licenses and insured. You must be in good standings and approved by Devin Lyall.
 35. Quiet time and/or lights out within all properties is as follows unless otherwise announced;
Sun-Thursday 11:00PM & Friday-Saturday 12:00am.
 36. All rules are subject to change at any time as deemed necessary for the safety and well-being of all residents.
 37. The house manager has full authority to interpret rules and make changes on a case by case basis.
 38. All residents must abide by the dress code.
 39. Residents are not to make no alterations to their living environments. You may not damage or place nails into the wall. Each client is provided a shelf, as well as a bulletin board for hanging.
 40. All residents must adhere to all recommendations or orders set in place by; court, DSS, DPS, probation, TASC, treatment providers, etc...

Zero Tolerance Policy

1. Relapsing or failure to submit to a drug or alcohol test, this includes abuse of prescribed or over the counter medications.
2. Violence or threats of violence, acts of aggression, or possession of weapons. This includes brass knuckles.
3. Committing a crime either on/off Phases Property (this includes stealing of food).
4. Bigotry of any kind. (meaning no intolerance toward those who hold different opinions for oneself)
5. Sexual activity and/or sexual conduct on Phases Property.
6. Knowledge of another member who has broken a Zero Tolerance rule and not informing management.
7. Willful and purposeful disregard for house rules or responsibilities.
8. Blatant disrespect towards Volunteers, Staff, or Management.
9. Complete Disregard for No-Contact Contract in regards to opposite sex clients.
10. Not adhering to Responsibilities set in place by DPS, courts, DSS, and/or Treatment Providers such as; Daymark, Health Department, TASC, etc....

***These guidelines are designed to ensure that all members understand what is expected of them. This is not a complete list of all the possible rules and or violations that may happen, so please do your part to use common sense when it comes to either doing or not doing something. Noncompliance with the rules/regulations and/or management's directions will result in corrective action that may include but not limited to house restriction, curfew reductions, essays, or other punitive actions as seen fit by management.

Continued rule violation may result in discharge from Phases.***

Groups/Meetings

Phases offers a variety of groups and meetings for the clients to take part in. These groups are conducted by a Certified or Licensed Substance Abuse Counselor, Peer Driven, Volunteer Based, or by someone trained to conduct groups. We will also assist in coordinating aftercare services for clients that need or want it. We have a wide range of referral sources within our community to help our clients. If a client is going to be participating in IOP or Aftercare, we try to set it up before the client arrives so that we have a continued flow of treatment. We also have daily morning meditation meetings, and weekly house meetings where the clients can share with the group on how they are doing, ask for help if they are having a hard time, or give gratitude for being clean and sober. This group is very helpful for the clients to “get real” with each other as well as staff.

Drug & Alcohol Screens

All residents are required to submit to drug and alcohol screens. Drug screens will be conducted upon entrance as well as at random approximately 3-6 times per month for each resident. Once a resident is informed that they are going to be tested, they are not allowed to leave the property or designated community living areas which are under surveillance. During the test, the member will remain in the presence of the staff always. A staff member will witness the test to validate specimen. Staff will document each result, certifying that “they have collected the specimen provided by the resident donor and that it was not substituted or adulterated to the best of their knowledge. The specimen temperature and color are acceptable and the result are true and accurate to the best of their knowledge.” Each resident will also be responsible to sign and agree to the following terms. Phases provides 12 and 14 panel drug screens. This drug screen does include Methadone and Buprenorphine, per we do not accept maintenance clients at this time. If a drug screen comes back positive (meaning you have failed the test), you will be asked to leave the property immediately.

Phases Guidelines & Curfews

Curfews are earned and are not guaranteed to each resident. Residents must be working a program, and in good program standing to move up in Phases. Upon review, residents may move up through each Phase per 30 day intervals. Residents May also be asked to Move back to Phase One or Two based upon failure to meet these criteria.

Phase One curfew is 10:00pm with no overnights. Phase One provides clients with restrictions to gain stabilization and to acclimate into our program. During Phase One each resident must remain on Phases Property unless approved by staff and/or their house manager. Phase one clients are required to use a sign in/sign out log. This log should make clear the time, exact destination, other parties involved, contact telephone number, and a return time. You must meet these criteria in order to gain approval. Phase One clients will have a 10:00pm curfew and will be allowed no overnights on or off Phases Property. We encourage Family and Healthy Supports to visit, however we do want to ensure new residents have the time needed to focus on their recovery and stabilization. During Phase One residents are not permitted to attend any concerts, social gatherings, community events, etc. where alcohol is permitted, without staff present.

Phase Two curfew is 11:00pm, 2 overnight passes (with prior approval). Phase Two residents no longer need staff approval to be able to leave the property however, they are still required to use the sign in/ sign out log daily. Overnight passes must be written and provided to staff 24 hours in advance in order to gain approval. If you are requesting a visitor for your overnight, Phases staff must first approve this with other fellow residents. Once overnight is granted you are expected to report back to Phases staff no later than 10 am the following morning. During Phase Two you must have staff permission to attend any concert, social gatherings, community events, etc. where alcohol is served.

Phase Three curfew is 12:00 am with 3 overnights granted per week. Overnights must still be approved by the appropriate Phases staff as well as residents if needed. At this Phase, you are not required to gain permission for off campus activities nor is staff presence required. The only time this would be necessary is if you were not returning back to campus, and this was a part of your overnight privileges.

Food

Residents are responsible for purchasing their own food. We will assist residents in receiving benefits if this is something they would qualify for. Phases also provides regular transportation to community food pantries and resources which provide free food for our residents. We also have many local restaurants and community members who provide food regularly. We will assign you cabinet space for dry goods, and the refrigerator/freezer is shared for those who purchase their own food. In a shared living environment, it is an exercise in cooperation and respectfulness to ensure that each person eats only the food they buy. However, we do have community food available at all times, we do not all individuals to go hungry. Stealing or barrowing of personal food will result in discharge. If the community wishes to have a community meal and purchase food as a group, then everyone should agree on what is to be bought and work together to contribute equally in purchasing, preparation and cleaning up after every meal.

Transportation

Phases will provide all transportation, till what time you have made other arrangements. Our transportation is utilized for outpatient treatment services, healthcare, court, probation/DPS, grocery store trips, and all 1st and 2nd shift work within Wilkes County limits. You must notify staff within reasonable time and no later than 24 hrs. in advance to request and ensure transportation. Phases will provide transportation for each resident to attend one NA/AA required daily meeting. Members who want to have their vehicles must be legally able to drive, and be willing to provide proof to account for this as well as insurance. No other member can drive your vehicle. Sharing of personal vehicles could result in immediate discharge.

Visitors / Guests

Visitors are allowed on property from 10am to 10 pm only. No visitors are allowed in any of the bedrooms at any time unless, you have been approved an overnight guest. Guests are not to be left alone at any time while on property. You are responsible for your guests' behavior. You cannot associate with anyone who is actively using or anyone who has been discharged from Phases Housing Program without prior approval from staff. Phase One residents must inform staff of all visitations.

Medical Policies

You must be capable of functioning without continuous supervision and must be able to administer your own medications both prescribed and non-prescribed. A list of all medications you take will be completed upon admissions/intake and kept in your confidential file. If your medications change, you must immediately notify the House Manager or the Director. There are certain medications that are not allowed at Phases, and you should speak to staff if you have any questions regarding the medication you are taking. Failed drug screens due to prescribed medications (we were unaware of) are grounds for immediate discharge. All medication must be taken as prescribed. Phases reserves the right to conduct a random pill count with you present, and any abuse of prescribed medication will be considered a relapse. Phases will provide you a list of over the counter medications for various sickness and symptoms. This is to avoid having a false/positive on a drug screen as well as to avoid any OTC medications that may have a potential for abuse.

Sickness

If you are sick, inform staff as soon as possible. You are also expected to inform a house manager of any medical appointments prior to the appointment, and provide any requested paperwork after the appointment. This includes dentists, eye doctors, ER visits, etc. Unless it is a true emergency in which you are incapable of telling staff, you must advise staff prior to any ER visit. Following ER visits, you must also provide all paperwork as well as medications administered during your stay. You must also inform staff of any prescribed medication before you fill it.

Personal Belongings

Any valuables such as money, jewelry, stereos, pictures, etc. are the responsibility of the resident, and should be secured always. Phases is not responsible or liable for your personal belongings. Members are not permitted to share clothing, personal property, loan money to each other, and/or drive another resident's vehicle. We have limited storage space for each resident, so we suggest that you pack as lightly as possible. **Phases reserves the right to search all personal belongings including cars and phones.** Any belongings left in a Phases residence after discharge will not be kept for more than 72 hours and will be disposed of or donated at the discretion of Phases staff.

Personal Cleanliness and Chores

You are responsible for keeping your room in a neat and orderly fashion. This means you will keep your bed made, carpets vacuumed, floors swept, and clothing washed and put away. You are required to clean up after yourself in the

kitchen, bathroom and all common areas. Please do not leave personal items such as phone chargers, book bags, laptops unattended in common areas. You will be assigned a chore that is expected to be done every day that will be signed off on by staff. We expect for all clients to uphold healthy personal hygiene and body cleanliness. You are to have no food upstairs or outside of kitchen and dining areas.

Respect and Consideration

Members are responsible for being considerate of the rights of other residents. Members are responsible for noise control within their residence. You are to be aware of all cursing and vulgar language while on Phases property. You are responsible for being respectful of the property of other members, other members of the house, the neighborhood, the home itself, and of Phases. We expect each resident to honor the trust that was extended to them.

Financial

There is a \$400 nonrefundable entry fee that is needed prior to admission as well as first four weeks rent and/or scholarship approval. Phases will assist members find employment, but the member must be willing to put in the leg work. After the first four weeks, **the weekly fee is \$150 due every Friday by 7pm.** If you are unable to pay on time or the full amount, we ask that you communicate with management as soon as possible to make payment arrangements. At times Phases, does have sponsorship opportunities to allow individuals to be a part of this program that are unable to meet financial expectations. Communication is very important at Phases, we know that times are hard and we are willing to help as much as we can. We accept Credit/Debit Cards, Cash, and Checks. Any fees paid to Phases will not be refunded.

Dress Code and Personal Conduct

Phases Transitional Housing Program is now offered through Wilkes Recovery Revolution, Inc. It is important for us to maintain an attitude of recovery in all aspects of our lives. Whether we like it or not we are judged by other with the appearance we make. An important part of recovery is learning to conform to the expectations of our society while maintaining your own individuality. The dress code at Phases is designed to establish healthy and realistic guidelines for our residents which also allows for self-expression and self-care. Remember you are a representation of not only Phases, but also Recovery. We want to show our community that recovery is possible, and that we are upstanding members of our community. Our mission is to promote a therapeutic atmosphere of recovery, and anything not conducive to this may result in consequences and/or discharge from our program.

Dress Code

- Appropriate undergarments should be worn always, and no undergarments are to be showing.
- Appropriate shirt should be worn always. Shirts that are sexually suggestive are not appropriate to wear on phases campus, nor at community meetings and events.
- No Clothing suggestive of Violence, Sex, drugs, or alcohol are permitted.
- No sexually suggestive clothing such as shorts, etc.... Shorts are permitted, we just expect you to be mindful of the length and type.
- No Pajamas should be worn off Phases Property, this includes community meetings.

Personal Conduct

- There are to be no cell phones in meetings. If you do take a cell phone into a meeting, you should make sure it remains on silent.
- You are not to walk out of meetings or disturb the group. This is one hour of your day that should be solely dedicated to your recovery.
- Phases expects you to maintain an attitude of recovery on and off Phases property. This includes language, work ethic, and social media. Remember you are a representation of not only Phases but our recovery community.

Discharge Policy/Continuing Support

In order to maintain a safe environment for those in recovery, if an individual relapses they are expected to make arrangements to leave the transitional housing property. In the case of a relapse our peer support specialist will work with you to make recommendation and coordinate opportunities for a safe place to stay. Phases transitional housing has a 30 day no return policy, however you can be reconsider at that time for readmission. Please know that we know that everyones journey is different and that relapse can be a part of this process therefore we will ensure you have contact with a peer support specialist to continue your support for so long as you want to stay engaged with us.

