

# Mission Statement

“To provide hope, healing, and restoration in a Christ-centered environment for women.”

# Vision Statement

"A world where every woman in recovery finds the courage to heal, the strength to grow, and the support to build a life of purpose and stability."

# Move in Process

Application Submission: Prospective residents must submit a complete application, including all required documents and forms, to the Dola Mae Foundation.

# Explanation of Level of Support

The Prospective Resident will be provided with an overview that Dola Mae’s Recovery Housing a Level 2 of support recovery house. This means that we are a monitored home. This is a recovery housing program and is not a clinical treatment program.

**Interview:** Whenever possible, an interview may be conducted with the applicant to assess their commitment to recovery and willingness to abide by house rules. If the resident is unable to conduct an interview, conversations with treatment providers or other professionals may be coordinated and/or a written statement or other materials collected from the applicant.

**Assessment:** If deemed necessary, an assessment may be scheduled with a qualified professional to evaluate the applicant's readiness for a recovery housing environment. The resident may choose an appropriately credentialed provider to conduct the assessment.

**Background Check:** A background check may be performed to ensure the applicant's suitability for the house. Persons with violent crimes, sexual crimes will not be permitted.

**Notification:** Once a decision is reached, the applicant will be notified of their move-in status.

Dola Mae’s is committed to providing a supportive and safe environment for individuals in recovery. This eligibility and move-in policy are designed to ensure that those who move into the house are genuinely committed to their recovery journey and are willing to contribute positively to the recovery community within the house. Move-in decisions will be made in a fair, transparent, and non-discriminatory manner, in accordance with applicable laws and regulations.

# Eligibility Criteria:

To be considered eligible for move-in to the house located in Dayton Ohio, an individual must meet the following criteria:

Substance Use Disorder Recovery: The person seeking to move in must be actively engaged in a program of recovery from a substance use disorder. The person must be currently free from active use of alcohol and illicit substances.

Completion of Application: Applicants must complete a thorough application, including personal information such as name, contact information and other details as well as recovery history information, medications, mental and physical health history, and criminal history.

At this time Dola Mae’s is unable to accept women who are pregnant or who have major mental or physical health concerns.

Recommendation and Assessment: Applicants may be required to undergo an assessment conducted by a qualified professional to determine their suitability for the recovery housing environment. Letters of recommendation from healthcare providers, therapists, or other relevant sources may also be requested.

# Live-in Housing and Resident Agreement

* No violent offenses, against person or property, arson, or known sex offenders or persons with known open warrants will qualify for the program. (unless approved by the housing board).
* Applicant must have a minimum of 6 months sobriety to enter the housing program, preferably from a sober living/ IOP program.
* Resident agrees on paying the housing cost of $100 or 125.00 weekly, which covers housing and utilities. (water, sewage, trash, electric, gas, internet) (Depending on location)
* Financial Responsibility: Prospective residents must demonstrate financial responsibility or have a plan to cover their rent and any other associated fees. Financial arrangements should not compromise the individual's recovery process.
* Each candidate must meet with housing managers for an initial evaluation to determine if we are the right fit for your recovery goals. Meetings with housing managers will take place to review and update goals and objectives.
* Occupants must have negative urine screen and maintain negative results throughout housing. Random drug screens will take place. Abstinence from Illicit Drugs and Alcohol: Individuals must provide evidence of abstinence from all illicit drugs and alcohol for a minimum period of 6 months prior to moving in (unless approved by the housing board). This may be verified through drug screenings or other appropriate means.
* This residence is a recovery home, and the resident agrees not to use or possess illicit drugs, alcohol, or recreational cannabis.
* Residents acknowledge and agree that the Dola Mae Foundation will not be responsible for items left behind by residents who leave the program on their own requestor being

asked to leave and items left will be disposed of within 30 days after the resident has left housing.

* No one under 18 years of age will be admitted as a house occupant.
* Zero tolerance – No drugs, alcohol, criminal activity such as weapons, gambling, theft, or sexual misconduct.
* Must be employed or have an offer for employment to begin within the first 2 weeks of entry into housing.
* All house residents must participate in Church, Bible Study, 12 step recovery meetings daily and weekly as scheduled.
* Monies and meeting slips are due on Fridays.
* No guests are permitted without prior approval. No male guest is permitted on the property.
* Medication needs to be in a secured lock box. Medication list needs to be filled out and kept with medication. A copy of this will be placed in resident’s file.
* Cleanliness is mandatory. It is your responsibility to clean up after yourself and to make sure daily household chores are taken care of. This includes taking the trash out, cleaning of common areas, making sure all things are put away after use.
* Willingness to Follow House Rules and Guidelines: Prospective residents must express a genuine willingness to adhere to the house rules and guidelines. The rules and guidelines will be fully explained before the resident agrees to move-in. The recovery home will answer any questions the potential resident has about program rules and guidelines. These rules include curfews, illicit drug and alcohol screening, mandatory house meetings, and responsibilities related to maintaining the cleanliness and safety of the house among other policies.
* Residents are required to work with a Christian mentor weekly or biweekly to help with the healing process from addiction.
* Daily Devotions for encouragement in recovery and weekly house meetings required: Must attend Church and participate in Bible Study or AA/NA meetings 3xs weekly.
* Service work is encouraged to give back to the community.
* Willingness to build clean, healthy, and accountable relationships with others. No old people, places, or things.

**ANY VIOLATION OF THIS AGREEMENT COULD LEAD TO TERMINATION OF AGREEMENT AND RESIDENTS WILL BE ASKED TO VACATE. REFUNDS WILL NOT BE GIVEN FOR TERMINATION OF AGREEMENT.**

# Addressing Relapse

Dola Mae’s is committed to providing a drug- and alcohol-free living environment for all residents. To provide a safe, supportive and drug- and alcohol-free living environment, name of recovery house must address relapses if they occur.

***Relapse Prevention***

Dola Mae’s seeks to prevent relapses before they happen. Housing managers will conduct weekly check-ins with residents to review triggers, goals, feelings, and behavior to assist in preventing relapse. Each resident is required to make and implement relapse prevention plan. (additional document)

# Process for Determining Residents Needs Prior to Resident Move-in Screening and Application

## Personal Information:

Full Name: Current Address: City: State: Zip Code: Phone Number: Email Address:

## Recovery Information:

How long has it been since you have last used illicit drugs or alcohol?

Have you completed any formal addiction treatment programs or therapy? Yes/ No

If yes, please provide details (including the name of the program, duration, date completed):

Are you currently attending any support group meetings (e.g., AA, NA, SMART Recovery)? Yes/No

Do you have a sponsor, recovery mentor, pastor or similar person in your life that you are actively working with? Yes / No

How Long have you been working with them?

What have you learned on your recovery journey so far?

What do you think you need to be successful on your recovery journey?

## Recovery Program Information:

Why do you want to live in a recovery home?

What do you expect to get out of living in a recovery home?

Have you previously lived in a recovery home or a sober living environment? Yes/No If yes, please provide details:

Are you willing to participate in regular drug and alcohol testing while living in the recovery home?

Are you committed to maintaining abstinence from illicit drugs and alcohol during your stay at the recovery home?

Are you willing to share with the recovery home what prescription medications you are taking and in what amounts?

Are you willing to be open and honest with all your health care providers about your substance use history and decision to not use illicit drugs or alcohol?

Are you willing to only use prescription medications that are prescribed to you by such health care providers and only take them as they have been prescribed?

Are you open to participating in house meetings and other recovery-related activities as required by the recovery home's policies?

Do you have any specific goals or plans for your recovery while living in the recovery home?

Do you have any questions for us that we can answer to help you decide if this is the right place for you?

Who is your current service Provider:

Your anticipated transition date:

Please list any mental health diagnosis and physical health diagnosis you have/had:

Yes/No; Please Explain

Are you currently receiving any medication assisted treatments?

Suboxone Vivitrol Other

Medications:

MEDICAL SERVICES.)

(PLEASE NOTE WE ARE NOT A CLINICAL PROGRAM. CLIENTS MUST SEEK OUTSIDE

Please list medications

Are you currently Pregnant? Yes/No

Are you a Registered Sex Offender? Yes/ No

Do you have a criminal background? Are you a violent offender? Please explain criminal history.

Are you on probation/parole?

Please list county you are on probation/parole.

Are you employed? Or have an offer for employment?

Who is your employer?

HIPPA forms and release of information must be signed and kept on file

Please Submit to:

Dola Mae Foundation [Dolamaefoundatio@gmail.com](mailto:Dolamaefoundatio@gmail.com)

I understand that living in a recovery home requires adherence to its policies and procedures. I have received a copy of the recovery home's rules and regulations and agree to abide by them. I understand that non-compliance may result in eviction from the recovery home.

Signature: Date:

Additional Comments or Information:

# Recovery Planning (additional paperwork to be included)

## Introduction:

At Dola Mae’s we are committed to supporting residents in their journey toward sustained recovery. To facilitate this process, each resident will receive an individualized recovery plan within one week of moving into the recovery home.

This plan will include relapse prevention strategies, resident-identified goals, and a framework for support throughout their stay at Dola Mae’s and beyond. Additionally, residents will participate in weekly check-ins to assess progress, identify emerging needs, and refine their plans as necessary.

## Initial Recovery Plan:

Within a week of moving into the home, each resident will work closely with a housing manger to develop their initial recovery plan. This plan will encompass the following components:

* 1. Relapse Prevention Strategies:
     + Identify specific triggers and warning signs of relapse.
     + Develop coping strategies and skills to manage cravings and stress.
     + Establish a plan for seeking support during challenging moments.
     + Identify activities and resources that promote sobriety and well-being.
  2. Resident-Identified Goals:
     + Collaboratively set short-term and long-term recovery goals.
     + Define clear, measurable, and achievable objectives.
     + Goals may include vocational, educational, housing, social, and personal development aspirations.
  3. Support Framework:
     + Identify available support systems, including family, friends, sponsors, and support groups.
     + Integrate any existing outside treatment programs, counseling sessions or other outside services that are identified as needs
     + Discuss potential barriers to recovery and develop strategies to overcome them.
     + Explore opportunities for skill-building and personal growth within the recovery home's programs and resources.

## Weekly Check-Ins:

Residents will participate in weekly check-in sessions to monitor their progress, address challenges, and adapt their recovery plans. The following process outlines the structure of these check-ins:

* 1. Meeting Schedule:
     + Weekly check-in meetings will be scheduled at a convenient time for each resident.
     + Meetings will typically last for 30-45 minutes.
  2. Assessment and Progress Review:
     + Residents will review their recovery goals and relapse prevention strategies.
     + Discuss any achievements, setbacks, or challenges experienced during the past week.
     + Evaluate the effectiveness of their coping strategies and adjust as needed.
  3. Emerging Needs and Adjustments:
     + Identify any new needs, concerns, or opportunities for growth that have arisen.
     + Modify the recovery plan to address changing circumstances or priorities.
     + Discuss strategies for maintaining a balanced and healthy lifestyle.
  4. Support and Encouragement:
     + Provide residents with positive reinforcement for their progress.
     + Offer emotional support, guidance, and motivation to help residents stay on their recovery path.
     + Address any concerns or questions raised by residents during the check-in.
     + Provide any referrals to additional resources or connections to other services and supports that may have been identified by the resident.

## Documentation and Review:

All recovery plans, progress notes, and check-in summaries will be documented in the resident's individual file.

## Resident Involvement and Ownership:

Residents are expected to take ownership and leadership of their recovery plans. While Dola Mae’s can facilitate and support the resident in activities designed to support them in identifying and achieving goals, residents are expected to take ownership and responsibility for their plans and the goals identified therein.