



# MONARCH HOUSE POLICY

VITA NOVA home is a sober living recovery home for female clients 18 years and older. All clients must adhere to intake/mental health assessment, follow-ups with providers and scheduled mentoring sessions.

## \*\*\*GROUNDS FOR IMMEDIATE EXPULSION\*\*\*:

- Use of alcohol, Schedule I – V narcotics including synthetic and generic, ie K2, kratom, CBD, GHB or any appearance thereof.
- Sexual and/or criminal activity (including stealing, physical violence or threats).
- Engaging in destructive behavior to home, self/others and property will warrant the intervention of the authorities.
- Possession of weapons, excluding approved self-defense items.
- Failure to communicate whereabouts, withholding vital information or consistent failure to adhere to curfew.
- Failure to show desire for recovery, this includes absence to Vita Nova sponsored events, substance use recovery meetings, weekly sponsor contact and/or demonstrating consistent isolating behavior.

## THE RESIDENT AGREES TO THE FOLLOWING STIPULATIONS OF THE FACILITY:

### **MEDICATIONS:**

- Must be able to provide current documentation of all medication for intake assessment.
- Resident will self-administer medication as prescribed by a physician and will be monitored by MANAGEMENT - All approved prescription medications must be properly labeled, documented on a medication form, properly stored and managed by the resident and used only by the client for whom they were prescribed. Women who are in Medically Assisted Recovery, must be approved by management and with a dispensing clinic, will be considered. But no narcotics will be stored at the home.
- At any time, staff deems necessary, medications may be counted, by resident with management present, to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed in writing or by telephone to staff from the issuing doctor. Do not leave medications out where they are in the open or unprotected. Always keep it in a dresser drawer or on your person. Or you may request a small safe, property of VN, from facility management.

### **UA DRUG SCREENING:**

- The resident will provide a urine sample for drug/alcohol screening prior to move-in and as requested by MANAGEMENT for missed curfew, approved overnights and suspected substance use. Random drug and alcohol screening will also be administered by management for all full-time residents on a random schedule or under suspicion of drug or alcohol use.

Residents testing positive for drug or alcohol use will be asked to leave the premises by management, those intoxicated, disorderly or under the influence must vacate property immediately. Residents must test negative to be restored to the program with a 3-day minimum interim leave. A restoration contract must be signed to return. If there is a 2nd offense the resident will be asked to leave the house/program with optional return after 90 days.

Refusal to take a UA screening is considered the same as a positive result.

The resident agrees that if she relapses, confirmed with a positive UA the following is going to happen:

1. You will be asked to leave the house immediately (for the concern and safety of other residents).
2. You are responsible for packing your possessions. If you're physically unable to, facility management will pack them for you.
3. If you do not own a vehicle to put your possessions into, your belongings will be stored in the garage for 7 days, after this time the items will become Vita Nova's property, no exception.
4. Management must be present for you to pick up your belongings. No exceptions.

### **RECOVERY MEETINGS & EXPECTATIONS:**

Client shall maintain a signature sheet or submit through Resident App, for outside and in-house recovery support groups. **1 meeting a day for the 1st 7 days (in-person only), 5 in-person meetings a week for the next 21 days and after the 1st 30 days, 5 meetings a week with a minimum of 3 in-person meetings required up to 90 days. After 90 days, 3 meetings a week are required.** Meetings include Alcohol or Narcotic 12-step meetings, counseling, IOP and church. Wednesday night meetings are considered an in-person meeting.

New resident agrees to completing a mental health assessment and developing a recovery plan within the 1st week of residency. **\*\* Note: Mental health concerns are defined as behaviors that consistently disrupt the safety, harmony, or functioning of the household. If management identifies a concern, the resident will be approached with care and offered support. Should the resident choose not to seek appropriate help, whether through licensed mental health professionals or other approved resources, Vita Nova will assist in identifying alternative housing arrangements that better meet the resident's needs.**

Resident will attain a sponsor/peer support within the 1st 14 days of entering the VN program and maintain weekly communication.

Resident agrees to a weekly 30-hours of Productive Time, which includes: employment, meetings, therapy, church, volunteering and community activities, which will be recorded through app or productivity sheet. The hours are received weekly at the Sunday house meeting.

Resident agrees that **Wednesday and Sunday 6p house meetings are mandatory.** Tardiness is not acceptable and weekly house sheets must be done prior to Sunday night house meetings.

### **EMPLOYMENT/FINANCIAL OBLIGATIONS:**

**RESIDENT MUST BE EMPLOYED OR RECEIVING INCOME** (refer to program agreement) at least 18 years of age and supply information of employee for employee verification and weekly work schedule (work hours must not interfere with required home meetings on Wednesdays and Sundays, some exceptions may be granted)

Residents who are unemployed and unable to pay program fees upon move-in may be placed on a 30-day financial contract. The first 2 weeks will be provided at no cost, with the understanding that the resident will actively seek employment and adhere to the 1st 30-day program schedule (refer to management for details).

Once employed, the resident must present their first paycheck to the Operations Manager and work collaboratively to establish a payment plan to pay all outstanding fees in full.

**Note:** If the resident is unwilling to participate in this process or refuses to comply with the agreement, the financial contract will be considered void, and alternative arrangements may be necessary.

If a resident is unemployed, but able to pay resident fees, they will be placed on a 30-day employment contract, unless they are enrolled in school or make up productivity hours in volunteering.

Community Service/Volunteer Work Requirement: Each resident must choose one organization for ongoing volunteer service.

o If employed: Minimum of 2 volunteer hours per month.

o If unemployed: Minimum of 2 volunteer hours per week until employment is secured.

o Refer to Program Manager for volunteer suggestions.

Volunteer hours for Vita Nova, i.e., t-shirt making, garage sorting, organizing, etc, can be counted towards resident fees with prior Management arrangements. This is limited to 10 hours per month at \$10 an hour.

Vita Nova events are to be attended and supported by residents unless prior work schedule conflicts.

Resident is advised not to loan and/or give money to any other residents, VN is not responsible for repayment of any personal loans and will not mediate any disputes. Escalation due to no resolve of non-compliance in this area may result in resident termination.

## **HOUSE CONCERNS:**

Resident **MUST use PO Box 8804, Fort Worth, TX 76124** for postal mail. Packages delivered to the home may be opened by management. No personal mail to home address. Ask about the difference between mailing and physical address, if not understood.

No smoking is allowed only on the patio outside in the back of the home only (no exceptions/no excuses), vaping is allowed indoors. No butts in yard, extinguish in fireproof ashtray or bucket.

No foul language, gossiping, arguing, derogatory name calling, pornography, or items related to pornography.

No use/abuse of the home's utilities and/or supplies, all furnishings (donated or purchased) are property of VN.

Resident is aware that MANAGEMENT has the right to search all belongings for weapons, paraphernalia, and illegal substances at any time upon move-in and under suspicion.

Resident is required to complete all stipulations as required by probation or parole officer. Release of information (consent form) must be completed.

Guests are not allowed on the premises without prior permission with house manager (parents, sponsors and children only). All pre-arranged visitors must respect the privacy and confidentiality of other residents and have the same curfews as the resident. Adult guests are not allowed in resident bedrooms.

**Resident is NOT to disclose the location of the home to anyone at ANYTIME**, only persons pre-approved by management will be allowed (includes above mentioned persons and transportation such as Lyft/Uber).

- Under NO circumstances is any resident allowed to adjust thermostat controls, only 1 verbal warning regarding this rule will be issued.
- Resident agrees not to take, use, borrow or possess any property without permission by owner for every occurrence. This is stealing and can result in discharge.
- Loud music, singing and/or televisions is not allowed; headphones or earplugs are required in bedrooms and common areas so as not to disturb roommate. No speaker phone conversations.
- The office is a private area for residents to study, pray, meditate and have private conversations. You are not to utilize the room for more than an hour at a time.
- The resident agrees to a 10pm curfew for the 1st 90 days, after 90 days the resident will be eligible for a curfew of 12a on Friday and Saturdays. A request can be made by resident for overnights after 90 days. The overnight pass request may be submitted through the Resident App 48 hours prior to overnight date (some exceptions apply).
- Television in common area is to be off after 11p (except for Fridays and Saturdays, 12a) and only appropriate content shall be permitted (no x-ray content).
- Quiet time is between the hours of 11p and 6a, which includes no talking on phone, no music, no loud conversations or TV, except for Friday and Saturday(12a).
- Resident agrees to be appropriately dressed in clean and tasteful attire during the day and not walk around the home in under clothes or nudity.
- Resident is responsible for personal hygiene. Neatness and cleanliness are required, and showers are suggested to be taken daily, but not more than 1 shower a day. No resident is to utilize the bathroom for more than 30 minutes at a time.
- Resident agrees to dispose of feminine hygiene products (tampons/pads) by wrapping them in separate bag and disposing of them in outside receptacle.
- It is ok to receive donations on behalf of Vita Nova, but management must be alerted, so that the donations are sorted and dispersed accordingly.
- If resident is showing signs of illness, resident will be expected to take a Covid test. If test is positive, resident must quarantine in bedroom. Resident is allowed to leave their bedroom with mask completely covering nose and mouth and with either bleach wipes to clean behind what they touch or disinfectant spray which will be provided by the Program Manager.

#### **CHORES AND TIDINESS:**

- The resident agrees to adhere to responsibilities of daily chores, signed off as completed, as declared by MANAGEMENT and common areas are required to be always kept clean by residents. No personal items are to be left in the common areas.
- Resident agrees to the responsibility of meal planning, preparation, and clean-up on their weekly scheduled day. Clean-up includes the entire kitchen, the bathroom resident utilizes and common areas as outlined by the calendar schedule. Repeated non-compliance will result in termination of contract.

- Bathroom responsibilities include: rinsing the shower and sink after each use and wipe down counters with bleach wipes. Razor blades may not be left in the shower stalls, no personal items on counters, used towels are to be removed from the bathroom immediately and please hang wet towels in your room.
- All meals are to be eaten at the dinner table or back porch table. **NO FOOD is allowed in bedrooms of any kind**, and all beverages must be in a non-spillable container.
- Resident agrees to not leave food left uncovered and no perishable items are to be left out of the refrigerator.
- Refrigerator is required be cleaned every two weeks of unused, old, and extraneous food items. Residents may only use assigned shelves and use of any other resident's food items will not be permitted.
- Resident agrees to clean behind herself (wiping counter, sink, dishes, spills, etc) and understands there will be no cooking or finishing chores after 10p.
- Resident understands that bed sheets must be washed once a week and bed made daily.
- Resident agrees that random room checks will be made at any time by staff to ensure tidiness of rooms.
- Resident understands to **not enter the room of other residents without permission** or invitation from both occupants of the room. Any resident found in another's room without permission, may be discharged from the program.
- Personal food, beverages, and grooming items such as bath, deodorant, toiletries, and clothing are the responsibility of the resident and are to be kept in assigned area only. If clothing items are needed immediately, you may request a voucher for Cornerstone's thrift store.
- Resident is responsible for own laundry. Laundry is done once a week on scheduled chore day before 10p. Items may not be left in the laundry area. Do Not overload washer or dryer and wipe down after every use.
- It is every resident's responsibility to be the face of their recovery. Show good neighborly conduct with our community. No loud talking, littering, parking in front of others homes or driveways. **JUST BE KIND!**

**COMPLIANCE:**

- If resident leaves the Vita Nova program, they are forfeiting any prepaid fees that were paid towards the monthly stipulation. **No REFUNDS.**
- Resident agrees to adhere to the directions and requests of the individuals providing 24-hour direct oversight of the house.
- Resident agrees to report any issues with the home and/or infractions, directly to MANAGEMENT. Grievance forms (located in the home) are submitted to management for official complaints.
- Anything not listed in this agreement shall be brought to the attention of the Manager or their designees and is not assumed to be approved if it is not listed in the agreement.
- RESIDENT LEVEL 1 IS UPON MOVE-IN UP TO 90 DAYS, NO OVERNIGHTS UNLESS FAMILY EMERGENCY WHICH MUST BE VERIFIED**
- RESIDENT LEVEL 2 / 90 DAYS TO 180 DAYS / WILL BE ALLOWED 2 OVERNIGHTS**

**MONTHLY, MIDNIGHT CURFEW ON FRIDAY AND SATURDAYS AND 3 REQUIRED RECOVERY MEETINGS WEEKLY (2 IN-PERSON) Outstanding fees will exempt resident from an overnight**

**RESIDENT LEVEL 3 / 180 DAYS TO 360 DAYS / WILL BE ALLOWED 2 MONTHLY WEEKEND OVERNIGHTS AND ONE CHOSEN ACTIVITY**

**THE RESIDENT AGREES THAT ANY NON-COMPLIANCE WITH THIS AGREEMENT WILL BE REPORTED TO THE MANAGEMENT, REPRESENTATIVE AND ANY OTHER AUTHORITY THAT HAS JURISDICTION OVER THE RESIDENT.**

**THE RESIDENT AGREES THAT ANY NON-COMPLIANCE WITH THIS AGREEMENT CAN RESULT IN IMMEDIATE REMOVAL FROM THE HOME. VIOLATION OF THESE GUIDELINES, EXCLUDING DESCRIPTION OF IMMEDIATE EXPULSION RULES LIST AT TOP, FOLLOWS THE PROCEDURE OF: VERBAL WARNING, 1ST WRITTEN, 2ND WRITTEN (resident will not be able to attend group social outings) AND FINAL TERMINATION, (all personal items are to be retrieved within 7 days, all remaining items will be donated to Vita Nova, no exceptions). Write-ups may be reversed with 30 days of consecutive adherence to policies.**

The confidentiality of recovering persons living in a supportive living environment can be protected under Federal Law 42CFR, which protects residents from anyone outside of the program having knowledge of their participation in the program without the residents' specific permission. Federal Law does not protect a resident if they commit a crime against anyone at Vita Nova. Also, Federal Law does not restrict the sharing of information regarding reported child abuse/neglect to appropriate state and local authorities. These laws apply not only to the staff, board members, and volunteers of Vita Nova, but to the residents as well. No information regarding a resident of Vita Nova may be released to anyone outside of the program unless:

- The resident has signed a consent form to that person/agency.
- A court order is issued to Vita Nova regarding information on the resident.
- Medical personnel require information in a medical emergency.
- The resident threatens to harm him/herself or someone else.

I agree to not reveal to anyone outside of the Vita Nova program the name, identity, or description of another resident. I also agree to not discuss the content of conversations or groups with anyone outside of Vita Nova. This includes sharing at 12 Step meetings. I agree to inform staff if any of my peers reveal any information about themselves or another resident that may be a cause for concern. Based on the principles of honesty, trust and helping to create a safe and sober environment for all, we request any resident who knows that another resident has violated any rules of Vita Nova report their behavior to the facility management. Violation of house rules can result in consequences which may vary with the severity of the violation. The severity of the violation and the resulting consequence are at the discretion of the facility manager.

If at any point it is deemed that you should no longer stay with Vita Nova, you will be asked to leave. If the resident refuses to leave authorities will be called and trespassing charges will be filed. All policies and procedures outlined within this contract and any applicable subsequent amendments are in full force and effect during Resident's entire residency at VITA NOVA unless specifically defined within a section of this contract.

By signing this agreement, I hereby acknowledge and agree to the above stipulation:

Client Signature & Date

Manager Signature & Date