

Stepping Stones of Atlanta Recovery Residences

www.SteppingStonesofAtl.com

Orientation Guide

Minimum Requirements for Admission

1. Commitment to stay at least 6 months and work the 12 Steps. You must finish all 12 Steps. You may stay longer than 6 months.
2. Complete abstinence from all mind & mood altering substances. This includes illegal drugs, alcohol, prescription drugs (certain medical exceptions can be made), or any other substance used to alter your mind or mood. **We do not accept residents that are taking Suboxone or Subutex, and we screen for those as well.**
3. You must be willing to get a "sponsor", which is a person who will guide you through the 12 Steps of recovery. We expect everyone to have a sponsor within 1 week.
4. Complete willingness to follow all rules and directions. Stepping Stones is a structured living environment that provides all residents with the opportunity to live life to the fullest, but learn to live with structure and accountability
5. You must either have a job, be actively seeking employment (this will be verified), be attending an outpatient program, or be participating in community service or volunteer work during the day. Part of the structure of recovery is learning to fill our day with worthwhile and productive activities.
6. We have a strict "No Fraternalization" policy for a minimum of 60 days. **This means no dating, hanging out, or spending time with members of the opposite sex.** Must finish 5th step to go on dates.
7. Willingness to attend mandatory meetings. There are three mandatory meetings that are at specific times and days of the week. Additionally, you are required to attend a minimum of two additional 12 Step meetings of your choice. **There may also be other mandatory meetings, retreats, and functions throughout the year. You will be expected to adjust your schedule to accommodate all required meetings or functions.**

Policy for the Payment of Program Fees

A one-time admission fee of **\$200 is due at intake along with the first month.** There are two ways to pay the program fees at Stepping Stones

Weekly - \$225 per week, due every Friday. ***If fees are not received by 8pm on Friday, a late fee of \$15 per day late will be charged.*** Your first week will be due at intake.

- OR -

Monthly - \$900 per month (cheaper overall than weekly), due on the 1st of each month. ***If fees are not received by 8pm on the 1st, a late fee of \$15 per day late will be charged.*** Your first month will be due at intake.
*****Anyone who is unemployed at the time of admission is required to pay the first month up front*****

****Program fees must be on time, and failure to pay as agreed will result in referral to another program. Program fees can be paid via cash, check, money order or credit card. Credit card has a 3% fee ****

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Stepping Stones Meeting Schedule

There are three meetings that are mandatory each week. You must schedule all other activities or work schedules around them. Outside of these meetings, you must attend a minimum of two 12 Step meetings of your choice, and meet in person with your sponsor at least once a week.

Men's Program:

Sunday – 8:00 pm, Smackdown @ North Atlanta Church of Christ

Tuesday – 7:30 pm, Community Meeting / Process Group @ Stepping Stones Residence

Thursday – 8:00 pm, Big Book Study @ Residence

Legal Advocacy / Letters of Residency or Acceptance / Food Stamp letters

Once you have been accepted in our program, we are happy to provide you with any documentation you may need for probation or parole, legal cases, food stamps, or any other reasons at no charge. If you need monthly reporting for probation or other reasons, there is a fee of \$20/month. If needed, we can also send a staff member to appear in court on your behalf to explain our program and help with your legal case. Here are the fees:

Court appearance or meeting with your attorney: \$100/hour + travel more than 15 miles from Dunwoody: \$0.50/mile + \$50/hour

*** We will estimate total fees based on your legal circumstances and fees are due 48 hours prior to court / meeting date ***

Program Rules & Policies

The following actions will result in immediate discharge from the program (Please read and re-read this section):

- Being under the influence of alcohol and/or drugs, or possession/distribution of alcohol/drugs or paraphernalia. We **WILL** call the police immediately.
- Refusal to submit to requested drug screen.
- Possession of pornography, or use of computers, DVD, or TV to view pornography.
- Possession of weapons or wielding any object as a weapon. We **WILL** call the police immediately.
- Threats either verbal or physical, overt acts of violence and/or fighting.
- Property destruction or altering the physical construction of the premises.
- Being unaccountable, discrepancies in time off premises and/or violation of curfew.
- Dishonesty, giving false information, theft, unusual behavior and/or any form of criminal activity.
- *“Secret keeping” – we are an extremely accountable program. If you have knowledge of any community member who is in danger, violating rules, using drugs/alcohol, or participating in any questionable activity – you are required to report the information to staff immediately.*
- Failure to comply with rules and/or staff directions.

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GENERAL INFORMATION

Food

Residents are responsible for purchasing their own food. We will assign you cabinet space for dry goods, and the refrigerator/freezer is shared. You may bring your own “dormitory size” refrigerator which may be kept in your room. In a shared living environment, it is an exercise in cooperation and respectfulness to ensure that each person eats only the food they buy. 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 to work together to contribute equally in purchasing, preparation and cleaning up after every meal. There will be no tolerance for arguments about food – learning to coexist with respect and care of one another is the key to living in any group environment. ***Each resident will be asked to contribute \$3 per week for cleaning supplies, and paper products for the house.***

Transportation

You are responsible for your own transportation expenses. Our residences are located within 1 mile (or closer) of public transportation, and the people with vehicles in our program work together to help offer rides to those who do not have vehicles. If you receive a ride from another resident, you are required to help pay for gas expenses. Bikes are allowed and must be stored on the back patios, and security of these is not the responsibility of Stepping Stones.

Family Involvement

Addiction is a family disease, and it affects everyone involved in the life of an addict. Many families/friends do not understand the disease of addiction, and often times will actually hurt their loved one’s chances for recovery through co-dependence and enabling, when they are only trying to help. We can help clarify for them what types of support will actually benefit the addict/alcoholic, and what will only enable the cycle to continue.

Medications

Residents must be capable of maintaining and administering their own medications. A list of all medications you take will be completed in this packet and kept in your file. If your medications change, you must immediately notify the House Manager.

The following medications are not allowed at Stepping Stones: Suboxone, Subutex, Vyvanse, any benzodiazepine, any schedule II medication, Ritalin, any opiate pain medication, diet pills, and others. Please ask the staff about any medication you are unsure of.

The following medications ARE allowed: Trazadone, Seroquel, any SSRI (Anti-depressant), Geodon, Lamictal, Risperdal, Abilify, Lexapro, and many others. BE SURE to ask about any medications you are taking or considering.

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PROGRAM RULES AND POLICIES (continued)

Job Search & Employment

Unless you are in a PHP or IOP program, or are a verifiable full-time student, you must obtain employment and work a minimum of 30 hours per week while at Stepping Stones. You will have three weeks to obtain a job, or we will refer you to another program. When seeking employment, you should let potential or current employers know your availability based on the program requirements at Stepping Stones. ***This means that your work hours must not conflict with any required meetings or with curfew. You will need to include traffic / transportation time in your planning, because being late for any required meetings or curfew is not allowed.***

If you are unemployed, you must be on a job search Monday – Friday from 9am to 4pm. **You will be expected to be up, have your room cleaned and chore completed, and be out the door by 9am.** You will be provided a Job Search Log to list all of the places that you have applied to each day, and will turn that Log in at your community meeting each week. You may return to the residence at 4pm. Once you have obtained verifiable employment, this restriction is lifted, but your chore still must be done each day by 9am. ***During your first few weeks at Stepping Stones you will be on the Buddy System (see the section titled “Buddy System” for more information). It is always preferable for you to take a buddy with you when job searching, if one is available. If not, you are permitted to do a job search on your own, but you should check in with a staff member when you leave and when you return, as well as sign in and out.*** The key to compliance in this area is accountability and communication. If you have any questions about job search or employment, please ask a staff member and we’ll be glad to assist you!

Buddy System

All new residents will be on a “buddy system” for a minimum of the first two weeks at Stepping Stones. This means that any time you are not on our property, you will be with another member of the program. You are still required to sign in & out, and any member of our program may be your buddy. ***The only exceptions are if you are going to work or on job search (see the section on “Job Search & Employment” for more information), or attending a verifiable meeting with your sponsor that has been pre-approved by staff.***

The buddy system is a great way for new residents to get to know their new housemates, and to integrate into the community. It also provides accountability and safety while you are settling in. There are no overnight passes (also known as “therapeutic leaves” or TL’s) allowed while on the buddy system. You may process to come off the buddy system after you have been at Stepping Stones a full two weeks. Processing is done only in your Community

Meeting. The requirements to come off the buddy system are:

1. Integration into the community (you have gotten to know everyone and are not isolating)
2. You have a 12 Step sponsor and have begun working the steps. We will verify this.
3. You have a job working 30 hours per week or more, or have demonstrated that you are doing an intensive job search. (If you are in school or an outpatient program that fulfills the requirement)
4. You have not broken any rules
5. You have completed a Community Contract and processed it with your housemates and RM prior to requesting to come off the Buddy System. ***(the form can be found in this packet)***

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TV's, Phones, Stereos

Residents are permitted to carry cell phones. Small stereos or clock radios are permitted in rooms but must be used in consideration of other residents and it must not be heard outside of the residence. TV's are not allowed in the bedroom.

Personal Belongings

Any valuables such as money, jewelry, stereos, pictures, etc. are the responsibility of the resident, and should be secured at all times. Stepping Stones is not responsible or liable for your personal belongings. Residents are not permitted to share clothing, personal property, loan money, and/or drive another resident's vehicle. *Any belongings left in a Stepping Stones residence after discharge will not be kept for more than 48 hours and will be disposed of at the discretion of Stepping Stones' staff.*

WHAT DOES IT MEAN TO "PROCESS" AN ISSUE/REQUEST?

Living a sober life is challenging, and for most a new experience. We often lack the insight and decision making skills needed to make responsible life choices that will support our recovery. "Processing" or discussing issues and requests in Community Meeting serves as a means to get constructive feedback and guidance from fellow community members.

Residents are required to process issues related to: employment, relationships, therapeutic leave requests, sponsorship, recovery plan, goals, and any other issue/topic that the resident wants to address or is advised to address by staff.

PHASES

Phase 1

Phase 1 consists of client being on the buddy system, No TLs, and 10:30pm on weekdays and 11:30 on weekends.

Phase 2

Phase 2 consists of client having a job, working with sponsor, 3 TLs a month, 10:30pm on weekdays and 12:00am on weekends.

Phase 3

Phase 3 consists of client having a job, steps completed, 6 TLs a month, 11:00pm on weekdays and 12:00am on weekends

**** Weekends are considered Friday and Saturday, Sunday curfew is the same as weekday curfew****

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Accountability

As a resident of Stepping Stones, you are expected to account for all your time away from the residence. New residents will be responsible for checking in at the residence with staff throughout the day. As a resident, you are expected to be at work during the scheduled times and must notify the House Manager of any changes in your schedule such as, sick leave, vacation, time off, etc.

Sickness

If you are ill, inform your House Manager as soon as possible. You are expected to report your chemical dependency to any medical person you see personally. You are also expected to report to your House Manager any person you will be seeing medically, before the appointment, and bring any requested paperwork to the House Manager promptly. This includes dentists, eye doctors, ER visits, etc. Your House Manager must approve any prescribed drug **before you fill ANY prescriptions.**

Receiving Mail & Residency Questions

As a resident of Stepping Stones, you are considered to be a participant in a social services program and not a permanent resident of the physical address where you are currently living.

When listing a current address you must use the following mailing address:

**5953 Krim Drive
Norcross, GA 30093**

There will be times when you are asked for a “**proof of residency**” and this can be obtained by requesting a letter from the staff verifying your current address and participation in the program. *Also, note that all mail received at the residence address or for unauthorized individuals or residents who have been discharged, will be marked “return to sender” and returned to the local post office.*

Employment

All residents of Stepping Stones are **required to be employed within 3 weeks** of admission. The only exceptions to this are full-time students, individuals on disability, individuals attending an I.O.P. program, or situations pre-approved by the staff. **Your job must not conflict with curfew and required meetings.** Residents are not permitted to serve alcohol or work in any environment that would be considered dangerous to their sobriety. **All job opportunities must be processed in Community Meeting and approved by the staff prior to accepting employment with any employer.**

Residents are not permitted to terminate a job without first processing the issue in Community Meeting and have the approval of the staff.

Drug & Alcohol Screens

All residents are **required** to submit to random drug and alcohol screens (including breathalyzers). When a resident is informed of a drug screen, he/she will have **1 hour** to comply with the request. All drug screens are directly observed, and any positive test (or negative test that is suspected to be tampered with), are lab confirmed. In the event of a POSITIVE screen on the instant cup, you will be given one opportunity to let us know what happened, and be eligible for re-admission after a separation period. In the event drug/alcohol use is denied, you will be required to pay for a lab confirmed screen. This will be hair, blood, or urine at our discretion. If the screen is confirmed positive, you will be discharged with no eligibility for re-admission. If the screen confirms negative, we will reimburse you the cost of the lab confirmation. No harm- no foul, no bad feelings. This is just a part of the accountability of a drug/alcohol free program. **A confirmed positive drug screen or refusal of a requested drug screen will result in immediate discharge.**

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Dating / Fraternizing

You must have a willingness to focus on yourself if you want to be successful. We have a strict “No Fraternization” policy for a minimum of 60 days and have completed the 5th step with your sponsor (we will verify). **This means no dating, hanging out, or spending time with members of the opposite sex. Additionally, as long as you are a resident at Stepping Stones, there will be absolutely no fraternizing with members of the opposite sex who are current residents of the Stepping Stones Atlanta program.** If you are already in a relationship, you must be willing to put it on hold and focus on your recovery for a minimum of 60 days. At 60 days & verified completion of your 5th step, you may process dating privileges in community meeting, and receive feedback from the staff and your peers.

Personal Cleanliness and Chores

READ THIS. THEN RE-READ THIS. THIS IS THE **NUMBER ONE REASON** PEOPLE HAVE PROBLEMS AND DRAMA IN A SHARED LIVING ENVIRONMENT. IF YOU ARE UNWILLING OR UNABLE TO LIVE IN A CLEAN AND TIDY MANNER, YOU WILL NOT BE A GOOD FIT FOR THIS PROGRAM. **You are responsible** for keeping your room in a neat and orderly fashion. This means you will keep your bed made at all times, carpets vacuumed, floors swept, and clothing washed and put away. **YOU are responsible for your personal cleanliness.** You are also expected to keep the bathroom clean and clean the kitchen area after use. Staff inspects the premises on a daily basis, including the bedrooms. You will also be assigned a chore each day in order to help keep the residence as a whole in top condition.

Pets

Residents are not permitted to have pets while at Stepping Stones, and no pets should “visit” our property without prior approval from the staff. This is out of consideration to everyone in the program as well as the terms of our lease.

Visitors

There are absolutely no visitors permitted on the premises except for Stepping Stones staff and approved volunteers without specific permission from the Director or House Manager. If you want to invite anyone (including family) onto our property for any reason, it must first be approved by the staff. This is for the safety and comfort of all of our residents. *We have no problem with family or sponsors visiting, we just need to approve it in advance.*

Emergencies

Stepping Stones staff (including senior residents, House Managers, and Directors) are on call for emergencies 24 hours a day, 7 days a week. Residents should contact the staff immediately in case of any house emergency, medical emergency (always call 911 first if immediate medical attention is required), risk or harm to (or by) another resident, relapse or suspected relapse, or a resident’s violation of curfew. Failure to do so is grounds for discharge, because everyone’s safety is a top priority and will not be compromised. There are evacuation plans and fire extinguishers located throughout all of our residences, as well as smoke alarms and marked exits

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NOTICE OF PRIVACY PRACTICES

Stepping Stones of Atlanta is required by law to maintain the privacy of certain health care information about our residents. The law also requires health care providers like **Stepping Stones of Atlanta** to give you a Notice like this one and to follow its standards.

Protected Health Care Information

As a part of our daily activities, **Stepping Stones of Atlanta** may need to use and disclose (share) your protected health care information for several purposes without first getting your written approval. Those purposes include:

- **Stepping Stones of Atlanta** may contact you based upon your protected health care information. For example, **Stepping Stones of Atlanta** may call to arrange your appointments, provide you with information about new medications, treatments, benefits and services that are available to you.
- **Stepping Stones of Atlanta** may provide information to government officials who oversee health care or are working on threats to public safety. Your personal identity will remain confidential unless written permission is provided.
- **Stepping Stones of Atlanta** may report Protected Health Care Information regarding unsafe diseases, neglect, abuse, and other crimes, according to laws in specific circumstances per **Stepping Stones of Atlanta** Informed Consent Form.
- **Stepping Stones of Atlanta** will exercise diligence in providing maximum protection of your personal identity/
- **Stepping Stones of Atlanta** may provide information to licensed researchers who are under strict rules regarding how they use and disclose protected health care information. Those researchers, as an example, may use the information about patients with your condition for a study to improve ways to combat disease. Your personal identity will remain confidential.

No other uses and disclosures of your protected health care information will occur without your written authorization. And, if you sign an authorization, you have the right to cancel it at any time.

HOW TO OPT OUT

You have the right to opt out of authorized uses and disclosures at any time. This opt out by law will not apply to disclosures that are legally permitted, disclosures we make to companies that perform services on our behalf, or companies that process or service transactions you request or authorize.

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NOTICE OF PRIVACY PRACTICES (continued)

Your Rights Regarding Your Protected Health Care Information:

- The right to request restrictions on some of the ways **Stepping Stones** uses and discloses your information. These restrictions can go beyond the restrictions already in the law. **Stepping Stones** is not responsible for consequences that may occur legally, financially, or professionally. If **Stepping Stones** is restricted from communicating or advocating on your behalf. However, **Stepping Stones** may not always agree to implement these additional restrictions.
- The right to receive confidential communications. However, this right is not absolute and may be restricted on the patient's recovery plan.
- The right to inspect and get copies of your health care information held by **Stepping Stones** by making a request in writing. **Stepping Stones** however, may charge a reasonable fee to cover only the cost of providing this information. Staff may restrict access to some information based on clinical or psychiatric conditions.
- The rights to request that **Stepping Stones** amend or correct any information in your record. To make such a change, **Stepping Stones** will ask you to make the request in writing with the reason you want your record changed. **Stepping Stones** may not always agree to such requests.

If you have any questions or complaints about the way **Stepping Stones** handles your protected health care information or if you believe your privacy rights have been violated, contact Chris Zollman or **in person**. You can also contact the Secretary of the U.S. Department of Health and Human Services. Please note that there will be not retaliation against you for filing a complaint or making requests regarding your health care information, or for disagreeing with **Stepping Stones** related decisions.

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CLIENT RESPONSIBILITIES

Provision of Information

Clients have the responsibility to provide, to the best of their knowledge, accurate and complete information about presenting problem(s), identifying information, past treatment(s), medical issues, medication usage, legal issues, or other matters asked by the staff of Stepping Stones of Atlanta. They have a responsibility to report any changes of condition, or relapse to the staff of Stepping Stones. They have a responsibility to report any violation of rules and regulations, of their own or of other clients, to the staff of Stepping Stones of Atlanta. Clients are responsible for making it known whether they clearly comprehend a contemplated course of action and what is expected of them.

Compliance with Instruction

Clients are responsible for following the recommended recovery plan established by Stepping Stones of Atlanta and themselves. This may include instructions by personnel not employed by Stepping Stones such as other healthcare personnel, other mental health professionals, parole officers, probation officers, or other officers of the Court. Clients are responsible for keeping appointments, attending scheduled groups and activities, with Stepping Stones of Atlanta and outside agencies.

Refusal of Services / Therapeutic Advice

Clients are responsible for their own actions when they refuse therapeutic advice or fail to follow the suggestions of staff or volunteers as it relates to their recovery.

Payment of Fees

Clients are responsible for meeting financial obligations to Stepping Stones of Atlanta., as agreed with the Business Office.

STEPPING STONES Rules and Regulations

Clients are responsible for following all rules and Regulations of Stepping Stones of Atlanta.

Respect and Consideration

Clients are responsible for being considerate of the rights of other clients, other residents of the recovery residence and to STEPPING STONE staff. Clients are responsible for noise control within their residence. Clients are responsible for being respectful of the property of other clients, other residents of the house, the neighborhood, the home itself, and of Stepping Stones of Atlanta.

Confidentiality

Clients are responsible for maintaining the confidentiality of their peers. Clients are responsible for complying with Federal Regulations regarding confidentiality and cannot disclose the presence of any other client, current or past, enrolled in the STEPPING STONE Program. Clients are responsible for not disclosing any information they may hear regarding any other client enrolled in the STEPPING STONE Program.

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CLIENT RIGHTS

1. Clients DO have a RIGHT to be fully informed of their rights and responsibilities as a client of **STEPPING STONES**.
2. Clients DO have a RIGHT to the least restrictive environment, to socialize and participate in recreational activities, appropriate to their treatment and the RIGHT to move about freely as safety permits. Special conditions may apply for clients who are mandated to **STEPPING STONES** as a condition to parole, probation, bond, or if mandated to the House Arrest Program.
3. Clients DO have a RIGHT to wear their own clothing and to keep their own possessions, religious items, or other symbolic items, unless the property interferes with their recovery or the recovery of other clients.
4. Clients DO have the RIGHT to be informed of the **Rules and Regulations of STEPPING STONES**, the schedule and procedures that they are to follow as client of **STEPPING STONES**. Clients DO have a right to be informed of what is expected concerning their conduct as a client of **STEPPING STONES**. They are entitled to information concerning **STEPPING STONES' grievance resolution policies** for the initiation, review, and resolution of their complaint(s).
5. Clients DO have a RIGHT to know the identity and professional status of the individuals providing services to them.
6. Clients DO have a RIGHT to confidentiality, except in matters concerning child or elder abuse, threats of violent to another human being, threats of homicide to another human being, and suicide threats.
7. Clients DO have a RIGHT to consult with an attorney concerning the documentation used by **STEPPING STONES**.
8. Clients DO have a RIGHT to attend the religious service(s) of their choice. Clients cannot be forced to attend.
9. Clients DO have a RIGHT to receive care and treatment that is suited to their individual needs, to expect a reasonable continuity of care, and for care to be administered skillfully, safely, and humanely, with respect for their dignity and personal integrity. Clients DO have a RIGHT to participate in the individualization of their recovery plan.
10. Clients DO have a RIGHT to secure private services, at their expense, for additional counseling or groups, if they desire. Clients DO have a RIGHT to be referred to another program, at their expense, if they request to be transferred. Acceptance to another facility is conditional upon the other facility's admission requirements. Clients who are mandated to **STEPPING STONES** will be required to obtain permission from the mandating entity before the referral request can be honored.
11. Clients DO have a RIGHT to refuse services to the extent permitted by law; however refusal of required services could result in termination of all services from **STEPPING STONES**. Clients who are mandated to **STEPPING STONES** will have to answer to the mandating entity regarding refusal of services.
12. Clients DO have a RIGHT to know the cost of services rendered to them, regardless of the source of payment.

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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 the House Manager or Director 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 or Director immediately in case of:

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

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What to Bring

Ok, so you have decided that **STEPPING STONES** is the place for you, and we have accepted you as a resident....now what to pack? Well, even though you will be with us for 6 months, we have limited storage space for each resident, so we suggest that you pack as lightly as possible – keeping in mind that you can always change things out with the seasons, or get more things if you find you need something.

You will be sharing a closet and have your own dresser. You also be expected to keep your clothing and belongings neat and straightened at all times, so please pack with that in mind.

You should pack:

- **A Big Book of Alcoholics Anonymous is essential as it contains the entire 12 Step program of recovery – no matter what your drinking/using history may include.** They are around \$8.00 at any AA clubhouse, and slightly more at a bookstore. Also a copy of “12 Steps & 12 Traditions”, and other recovery related books are suggested. Devotional books for morning meditation such as “Daily Reflections” and “24 Hours A Day”, are also a plus.
- Weather appropriate casual clothing, and dress clothing (for job search or church)
- **Do not pack every pair of shoes you own and every change of clothes.** You will be asked to store them elsewhere if you bring more than we have space for. Please be respectful of the fact you’ll be sharing a closet with a roommate. A footlocker is an excellent idea for additional storage space.
- We provide linens, but you may bring your own for a standard size twin bed. Same with your pillows
- Toiletries, makeup, and other bathroom related products – bringing a small plastic bin or basket to organize them and keep them separate from others is a great idea. The Dollar Tree sells them for.....a dollar.
- Books for reading, a personal journal, notebooks and pens, highlighters, etc. are encouraged.
- A walkman, mp3 player with headphones is fine – do not bring any large stereo equipment, TV’s, etc. They will have to go back from whence they came.
- Laptop or Notebook computers are fine – no desktops. We provide high speed wireless internet for use with any of your WiFi devices.
- Food, snacks, drinks, etc.
- **RECREATION:** Sports equipment such as basketballs, footballs, Frisbees, baseball gloves, etc. may be brought – we have public parks next to all of our residences, and encourage our clients to participate in recreational activities! We are also near the YMCA (scholarship memberships are available) as well as several health clubs.

If you have any questions about anything that may or may not be on this list, please call one of the House Managers or Directors. We’re always glad to answer any questions you might have!

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Stepping Stones Community Contract

*****This contract must be completed and processed during Community Meeting in order to come off the Buddy System.**

Recognizing character defects and areas where improvement is needed, is difficult for us to do on our own. We learn to ask for help from our community members, recovery network, sponsor, and our Higher Power. Part of the **STEPPING STONES** program is relying on our community members to help keep us accountable in both the areas we know we need to work on, and also the areas that are not as apparent to us. The community contract is a formal way for us to acknowledge our weak areas, and reach out to our community to help us improve.

This is a contract between _____

And STEPPING STONES acknowledging that the things listed below are areas that I will actively seek help to change while I am in the **STEPPING STONES** program, and I will accept and process feedback from my community members to help me improve in these areas. I will remain open minded and willing to change and grow along spiritual lines each day.

Areas in need of improvement / Character Defects I need to work on:

Signature: _____

Initialed by the community on this date: _____

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Your Name: _____

	Date	Meeting / Location / Time	Chairperson Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

SPONSOR Meeting

FILL THIS SECTION OUT EVERY WEEK whether there was an "in person" meeting or not.

Sponsor's Name: _____

Sponsor's Phone: _____

Date	How Long?	Where are you in your step work?

CLIENT SIGN HERE: _____

By signing above, I attest that all of the information on this sheet is true and correct, and I give my permission to Stepping Stones of Atlanta to contact my sponsor and/or any of the above meeting leaders to verify this information.

Stepping Stones of Atlanta Recovery Residences

www.SteppingStonesofAtl.com

**** This is a SAMPLE of what our GRIEVANCE FORM looks like. They will be readily available at your residence. YOU DO NOT NEED TO FILL THIS OUT RIGHT NOW.**

GRIEVANCE FORM

This form should be used when you have a complaint that you feel has not been properly or appropriately addressed, or a situation you feel needs to be brought to the attention of the Program Directors. It should be given directly to your Program Director, or mailed to: Stepping Stones of Atlanta, 2892 Porter Glade Ct, Doraville, GA 30360

NO RETALIATION WILL BE TAKEN AGAINST YOU FOR FILING THIS COMPLAINT.

Your Name: _____ Date: _____

Please answer the following questions:

1. What was the date or time period of this incident? _____
2. Against whom is this complaint made? _____
3. Please describe the incident or issue (use the back of this sheet if necessary):

Signature of person filing grievance: _____

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Acknowledgement of Receipt of Stepping Stones of Atlanta Documentation

PLEASE BRING THIS PAGE WITH YOU TO YOUR INTAKE APPOINTMENT

Please check each box below to acknowledge that you have received and read all of the information in this Orientation Packet. **Everything except for this page is yours to keep. Please check the boxes below, sign and date the bottom of this page, and give it to your House Manager during your intake.**

- I understand the Policies & Procedures Manual for Stepping Stones of Atlanta Atlanta is available in each residence and from staff.
- I acknowledge that I have received a copy of the **Client Rights/Responsibilities**. I fully understand my rights and responsibilities as a resident of Stepping Stones.
- I received a copy of Stepping Stones of Atlanta's **Notice of Privacy Practices**. I understand that if Stepping Stones of Atlanta uses my personal health care information in any manner that is different than described by the Notices, then I must give written permission.
- I acknowledge that I have received the **Policy for the Payment of Program Fees**. I understand when my program fees are due, how much they are, and that failure to pay fees on time and completely will result in discharge. I also acknowledge that I understand there is no refund of program fees for any reason.
- I acknowledge that I have completely read and understand the structure and rules outlined in this **Orientation Guide**. I agree to adhere to the rules, as well as the "spirit" of the rules (not looking for loopholes or gray areas), of Stepping Stones of Atlanta. If I do not adhere to the rules, I realize this is a sign that I may not truly want to be here, and learn how to live clean & sober with structure and accountability. I understand that disciplinary action will be taken, possibly to include: verbal and written warnings, being placed back on the Buddy System, reduction of curfew, removal of other privileges the staff deems necessary, and discharge from the program.

Resident's printed name: _____

Resident's signature: _____

Date: _____

