



MARYLAND WELLNESS @ ISLAND VIEW

PARTICIPANT HANDBOOK

MARYLAND WELLNESS AT ISLAND VIEW is designed to provide our participants with a structured environment, support in working on individual recovery goals, and help in obtaining the necessary skills to transition into a healthy sober lifestyle. At MARYLAND WELLNESS AT ISLAND VIEW, participants are responsible for their own treatment and recovery programs. MARYLAND WELLNESS AT ISLAND VIEW promotes integrity, honesty and self-discipline, which are necessary to maintain sobriety. This document outlines what is expected of our participants during their stay at MARYLAND WELLNESS AT ISLAND VIEW.

CRITERIA FOR ADMISSION

Participants are approved through the application process.

Participants must be enrolled in PHP/IOP at MARYLAND WELLNESS AND RECOVERY.

Participants must be able to meet financial obligations.

Participants are willing to follow all the rules, guidelines and expectations.

Participants MUST be free of alcohol and drugs.

Participants MUST not be in possession of alcohol, drugs, or paraphernalia.

PROGRAM TIMELINE & PHP/IOP REQUIREMENTS

MARYLAND WELLNESS @ ISLAND VIEW is a 5-6 Month program. Participants are expected to be working towards becoming a productive member of society.

If you are working, you may attend day or night PHP/IOP sessions, according to what makes sense with your work schedule!

In your first 30 days, PHP must attend 4 days a week 2 sessions per day, IOP you must attend 4 to 5 sessions weekly, Monday, Friday virtual & Tuesday, Thursday in person, at the center. You must also provide 2 UAs weekly taken at the center. If you are not gainfully employed.

After your first 30 days, PHP must step down to IOP attend 4 to 5 IOP sessions for an additional 30days, IOP step down - you must attend 3 IOP sessions, 2 virtual, 1 in person, providing 1 UA at the center weekly. If you are not gainfully employed.

You must complete a weekly job search form, (provided by your House Manager) to provide proof of job contacts you are making, each week. Turn in a copy of your job search form to your house manager on Sunday.

RULES OF RESIDENCY

For the 1st week ALL participants have a curfew of 10:30pm EVERYDAY of the week.

After the first week of residency, curfew is 10:30pm Sunday through Thursday & 11:00pm Saturday and Sunday until the end of the participants 30-day blackout. You remain on the buddy system for the 1st 2 weeks.

After the 30-day blackout, curfew is extended to 11:00pm Sunday through Thursday & 1:00am Saturday and Sunday. Please be aware that your House Manager or MARYLAND WELLNESS Staff may adjust your curfew at any time. Curfew determinations are made based on the participants ability to follow all rules.

Participants MUST attend ALL House Meetings, scheduled by the House Manager. No exceptions! These meetings are MANDATORY! You are NOT excused if you are working!

Participants must attend at least (4) AA/NA or support group meetings per week.

Participants are expected fill out and turn in **MEETING ATTENDANCE LOGS** weekly on Saturdays.

The topic of the meeting or speaker's name must be documented for every meeting as proof of attendance.

Participants must be working a 12-step program w/a sponsor/temp. sponsor by the end of the 30-day blackout period. **(Documentation of 3 contacts per week of members you meet/talk to whom you are considering as your sponsor, until you find a sponsor, must be written on the chart provided on the Meeting Attendance Logs.)**

Participants must meet with their assigned Peer Recovery Coach weekly and make efforts to achieve their individual recovery goals. (See Peer Services Agreement Contract for more information)

Participants must abstain from all mind and mood-altering substances. (Legal or illegal)

Participants must make their bed, clean their personal area daily and complete their chores daily, as assigned by the House Manager. (No Exceptions)

All communal areas should be kept neat & clean. Participants should not leave dirty dishes in the sink!

Participants are responsible for keeping outdoor spaces and surrounding outdoor areas clean & neat.

No smoking allowed in the house! Smoking is allowed outside, in designated areas only, cigarette butts **MUST BE** disposed of in the receptacles provided. Vaping is OK!

No fighting, bullying or aggression towards other participants or staff will be tolerated. Any fighting, bullying or aggression shown will result in immediate termination from the program.

Participants should not take part in risky activities. This includes going to casinos, strip clubs and/or bars.

Please let Staff/House Manager know of any needed repairs. Let Staff/House Manager know of any supplies needed before they run out.

Please be respectful of neighbors always! Be mindful of the volume of your voices and music always! Be especially considerate in the mornings and after dark.

Keep doors and windows closed and locked. Turn off any fans/heaters when leaving the house.

Do not give out codes for doors to anyone, including housemates, only get codes from the House Manager.

Participants will be held financially responsible for any destruction of property.

MARYLAND WELLNESS AT ISLAND VIEW is not responsible for lost or stolen items.

30- DAY BLACKOUT AND CERFEW

Upon arrival at MARYLAND WELLNESS AT ISLAND VIEW participants are put on a 10:30pm curfew for the first full week, this is so you can focus on familiarizing yourself with the program, house rules & schedule.

Follow the buddy system for the 1st 2 weeks of the blackout period.

After the first week, the curfew changes to 10:30pm Sunday through Thursday and 11:00pm on Friday and Saturday, until the 30-day blackout period ends.

Participants do not just come off blackout when 30 calendar days have occurred. Your House Manager and staff **MUST** approve the end of your blackout and will inform you that your blackout period has ended.

To transition off the 30-day blackout, participants must have a sponsor/mentor, have gained employment, be attending support groups/meetings, be following all rules, be completing chores daily, and have paid all participation fees, then and only then will a participant be transitioned off blackout.

If these requirements are not met by the end of the 30-day blackout period, participants will stay on blackout, as decided by the House Manager and/or staff.

Staff reserves the right to bump up or drop a participants' curfew at any time.

RELAPSE & DISCHARGE

MARYLAND WELLNESS AT ISLAND VIEW takes relapse very seriously. Our participants' well-being is a top priority. If a participant tests positive or is caught using drugs, they will be asked to leave MARYLAND WELLNESS AT ISLAND VIEW. Prior to discharge participants will be provided a list of resources.

MARYLAND WELLNESS AT ISLAND VIEW staff will make sure that the participant has a safe place to go and will help the participant get into a program, if assistance is requested. Since MARYLAND WELLNESS AT ISLAND VIEW's priority is to protect our participants' well-being, a timeline will be given to the participant being asked to leave. Participants are responsible to make their own arrangements (if they do not choose to go into a program) including finding their own transportation. The participants must leave the property within the given timeline to ensure other participants and staff are safe. If a participant leaves their property or belongings at the house, MARYLAND WELLNESS AT ISLAND VIEW will keep their belongings for up to 7 days. If for any reason property is not claimed within 7 days, MARYLAND WELLNESS AT ISLAND VIEW will either donate or discard of the property. Before being accepted back to MARYLAND WELLNESS AT ISLAND VIEW participants must have received treatment and be able to pass a drug test.

PARTICIPATION FEES

MARYLAND WELLNESS AT ISLAND VIEW's participation fee is \$100 per week for the 1st 4 weeks. The participation fee will increase to \$125 per week for the remainder of your time. Weekly participation fees are due on Sunday, paid to the House Manager. If participants are unable to pay the weekly participation fee, an additional \$5 per week will be added to the amount owed until paid. If for any reason a participant cannot pay the participation fee, they must let the house manager know. If a participant is unable to pay the weekly participation fees for the entire stay, they must sign a promissory note. Signing a promissory note, assures the

program they will be reimbursed for participation fees once the participant is able to pay.

VISITATION HOURS AND OVERNIGHT PASS GUIDLINES

No visitation for the 1st two weeks of moving in the house.

Visitation Hours: Monday – Friday from 6pm-9pm.

Saturday & Sunday from 12pm-10pm.

Overnight passes are a privilege and must meet the criteria listed below:

One overnight weekly pass after completing the blackout period of 30 days. You must agree to a UA and search if deemed necessary upon returning from your pass.

Following all house rules and regulations, including weekly support meeting requirements, chores, and housing meetings.

Meeting all clinical requirements for IOP on a weekly basis. Your pass will not be approved if you are not following G.P housing rules, miss appointments, don't attend group, or provide UA's.

After 90 days in the house, you can earn 2 overnight passes weekly. They cannot be in consecutive days unless approved by the DOO or ED.

Must be current on all participation fees.

All overnights are approved by the House Manager, DOO or ED.

PARTICIPANTS RIGHTS & REQUIREMENTS

Rights:

- ✓ Participants at MARYLAND WELLNESS AT ISLAND VIEW have the right to a **SAFE, DRUG-FREE** environment.
- ✓ Participants have the right to have all their personal information kept private.
- ✓ Participants have the right to be treated as equals.
There is ZERO tolerance for discrimination of any kind at MARYLAND WELLNESS AT ISLAND VIEW!
- ✓ Participants have the right to live in a clean environment.
- ✓ Participants have the right to choose their own sponsor and network. MARYLAND WELLNESS AT ISLAND VIEW may make suggestions, participants have the right to decide what 12 step program is best for their recovery.
- ✓ Participants have the right to live in an environment that is free of violence and weapons.
- ✓ Participants have the right to make suggestions about how MARYLAND WELLNESS AT ISLAND VIEW could better serve the Recovery Community.
- ✓ Participants have the right to move out at any time.
- ✓ Participants have the right to be treated with respect by all staff of MARYLAND WELLNESS AT ISLAND VIEW.
- ✓ Participants have the right to be helped by staff and/or peers to work on their individual recovery plans.

Requirements:

- ✓ Participants are required to pay their participation fees to MARYLAND WELLNESS AT ISLAND VIEW.
- ✓ Participants are required to attend PHP/IOP Groups and recovery support groups/meetings.
- ✓ Participants are required to find a sponsor/mentor to help them along their recovery journey.
- ✓ Participants are required to gain employment unless unable to work.
If a participant is unable to work, they must show proof of disability and/or application for SSDI benefits.
- ✓ Participants are required to follow all rules at MARYLAND WELLNESS AT ISLAND VIEW.
- ✓ Participants are required to adhere to a curfew.
- ✓ Participants are required to report any drug use or suspicious activity to MARYLAND WELLNESS AT ISLAND VIEW staff immediately.
- ✓ Participants are required to respect all other participants and their property.
- ✓ Participants are required to perform assigned chores daily.
- ✓ Participants are required to attend the weekly house meeting.
- ✓ Participants are required to respect and follow any directions given by staff.
- ✓ Participants are required to be drug tested randomly (at any time) and provide required UAs weekly.
- ✓ Participants are required to report any abuse, racism, or discrimination to staff.

PRESCRIPTION MEDICATIONS

Upon admission to MARYLAND WELLNESS AT ISLAND VIEW participants must present all their prescription medications to staff. Staff must examine all prescription bottles to ensure the proper medication and only one type of medication is in each prescription bottle.

Prescriptions must have a full, non-torn label with the participants' name clearly shown on the label, to be allowed on the property.

There are no opioid or benzodiazepine prescriptions allowed on the property. Participants found with these medications will be asked to leave the property.

Participants are responsible for taking their medication(s) as prescribed and keeping them stored out of sight in their personal space. Participants must be able to properly take their own medication(s) without assistance.

If suspicion arises regarding abuse of prescribed medication(s), staff reserves the right to count a participants' medication(s).

If participants are found to be abusing medication(s), they will be required to take a drug test and all staff will be notified. Results of the drug screen will determine if any action will be taken by staff.

Participants must store all medication(s) out of sight and in their personal storage area.

OVER THE COUNTER MEDICATIONS

The purchase of all over the counter medication must be approved by clinical staff.

Participants must follow the usage label when taking over the counter medication. If a participant is found to be abusing over the counter medication, they will be discharged from MARYLAND WELLNESS AT ISLAND VIEW.

GRIEVANCES

Participants of MARYLAND WELLNESS AT ISLAND VIEW and their well-being are of the utmost importance.

If at any time a participant feels their confidentiality rights have been violated, it must be reported to staff.

If at any time a participant, they have been mistreated by staff it should be reported to that staff member's supervisor. A Grievance form must be properly filled out and turned into staff.

Reported claims will be investigated by staff and proper recourse will be taken.

No person on MARYLAND WELLNESS AT ISLAND VIEW property should ever be mistreated and participants should never be discriminated against. If a participant feels at any time they have been mistreated or discriminated against, it is mandatory that a grievance form is filled out and turned into staff.

There is a ZERO tolerance policy for mistreating or discriminating against any participants or staff members on MARYLAND WELLNESS AT ISLAND VIEW property.

Grievance forms can be obtained at the center.

HAZARDOUS ITEMS & WEAPONS

Upon acceptance & move in, all participants' property will be searched by MARYLAND WELLNESS AT ISLAND VIEW staff.

Prior to searching staff will ask participants if there is anything in the participants' belongings that may harm the staff member while searching.

Any items found that may be considered unsafe will not be allowed on MARYLAND WELLNESS AT ISLAND VIEW's property.

EMERGENCIES

Safety of participants and staff is our **number one** priority at MARYLAND WELLNESS AT ISLAND VIEW.

If at any time a situation occurs involving a participant or staff member where police, ambulance, or the fire department is needed, 911 **MUST BE** called and authorities **MUST BE** notified of the situation.

Staff must notify program manager and clinical staff of the incident and a written incident report must be completed and documented in the participant's medical records chart.

COVID-19 ACKNOWLEDGEMENT

The novel Coronavirus (COVID-19) has been declared a global pandemic by the World Health Organization (WHO). Please understand that COVID-19 is extremely contagious and may be contracted from various sources. COVID-19 has a long incubation period during which carriers of the virus may not show symptoms and still be contagious.

You are the decision maker for your health care. Part of (MARYLAND WELLNESS AT GARRETT PARK) role is to provide information to assist you in making informed choices. This process involves you understanding the benefits and risks associated with the provision of treatment during a pandemic. Given the current limitations of COVID-19 virus testing, determining who is infected with COVID-19 is exceptionally difficult.

Before proceeding with treatment services, please review the following information:

- Services may create circumstances, such as the discharge of respiratory droplets or person-to-person contact, in which COVID-19 can be transmitted.
- You may be opting for services that may not be urgent or medically necessary, and you have the option to defer your services to a later date.
- Due to the proximity, the limited ability to socially distance, the attributes of the virus, and the characteristics of procedures, you may have an elevated risk of contracting COVID-19 simply by being in a housing unit.
- Staff have implemented preventative measures intended to reduce the spread of COVID-19. However, given the nature of the virus, please understand there may be an inherent risk of becoming infected with COVID-19 by proceeding with services.

If at any point you are experiencing any of the following symptoms, please inform a staff member at once, and they will direct you to the next steps. COVID-19 testing is available to all participants, and we encourage you to take advantage of the testing if you have been in contact with someone showing symptoms or confirmed to be COVID-19 positive.

Fever
Shortness of Breath

Sore Throat
Dry Cough

Runny Nose
Loss of Taste or Smell

If you are experiencing symptoms or test positive, you will be required to self-isolate until you receive the results of your test or are cleared to end the self-isolation period by our medical team. While in self-isolation, services can be provided to you via Telehealth. Your treatment team may be adjusted slightly to allow for these Telehealth services to be accessed by you. Your provider will give more information on Telehealth services, how you can access services, and advise you of all your options.

We ask that you socially distance and wear a mask in all communal areas, offices, and whenever social distancing is not possible. Please do not hesitate to ask staff if you have any questions or concerns as our top priority is to keep you and everyone in our buildings safe.

By signing below, you acknowledge that you have received this information and have had the opportunity to ask questions.

Participants Signature

Date

**RECIPT OF RULES AND PARTICIPANT HANDBOOK FOR
MARYLAND WELLNESS AND RECOVERY @ ISLAND VIEW**

I _____, Acknowledge that I was given a copy of the handbook and have reviewed the rules of the house with the House Manager. I agree to and understand all rules and regulations of the program. I understand that failure to adhere to the MARYLAND WELLNESS AT ISLAND VIEW house rules may result in consequences. I understand that if I continue to break rules, I will have to meet with my assigned counselor, clinical director and/or program manager, they will review my individual situation and consequences will be given. I understand that if at any time I am terminated from the program, I will be provided with resources and asked to leave, as soon as possible. If I do not adhere to or follow ALL rules of the program, MARYLAND WELLNESS AT ISLAND VIEW will end its participant agreement.

By signing this document, I agree to follow all rules and regulations outlined in the participation handbook.

Name: _____

Signature: _____

Date: _____

House Managers Signature: _____

Date: _____

*****Participants must sign this receipt and provide the original copy to the House Manager. The House Manager will make a copy and give it to the participant once available. *****