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**GOOD DAYS RECOVERY**

**POLICIES AND PROCEDURES MANUAL**

**GOALS AND OBJECTIVES**

Good Days Recovery is dedicated to creating environments that support and encourage our residents in their pursuit of recovery through the 12 step programs of Alcoholics Anonymous and Narcotics Anonymous. These programs will assist individuals in their personal inner journey to become committed and self-motivated to live an alcohol and drug free life.

**MISSION STATEMENT**

To offer a premier fellowship and family living environment for those afflicted with the disease of alcoholism and drug addiction. At Good Days Recovery, we seek to provide a supportive living environment where the addict or alcoholic can find recovery from a hopeless state of mind and body. We believe in a hands-on approach on helping our residents rediscover joy and purpose in life.

**VISION STATEMENT**

Comfortable, safe, ethical and effective sober living homes anywhere a need arises. We will grow as needed, providing residents and employees an opportunity to grow with us. We will stay open minded, continually seeking wisdom and guidance from those around us.

**CODE OF ETHICS**

Operators and staff of Good Days Recovery shall value and respect each resident and put each individual’s recovery strengths and needs at the forefront of all decision making. To meet this obligation, we adhere to the following principles:

* Assess each potential resident’s strengths and needs, and determine whether the level of support available within the residence is appropriate. Provide assistance to the residents with appropriate referrals.
* Value diversity and non-discrimination.
* Provide a safe, homelike environment that meets FARR/NARR Standards.
* Maintain an alcohol- and illicit-drug-free environment.
* Honor individuals’ rights to choose their recovery paths within the parameters defined by Good Days Recovery.
* Protect the privacy, confidentiality and personal rights of each resident.
* Provide consistent and uniformly applied rules.
* Provide for the health, safety and welfare of each resident.
* Address each resident fairly in all situations.
* Encourage residents to sustain relationships with professionals, recovery support service providers and allies.
* Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and visitors within the residence.
* Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.
* Provide consistent, fair practices for drug testing that promote the residents’ recovery and the health and safety of the recovery environment.
* Provide an environment in which each resident’s recovery needs are the primary factors in all decision making.
* Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.
* Decline taking a primary role in the recovery plans of relatives, close friends, and/or business acquaintances.
* Sustain transparency in operational and financial decisions.
* Maintain clear personal and professional boundaries.
* Operate within the residence’s scope of service and within professional training and credentials.
* Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.

The Code of Ethics must be read and signed by all those associated with the operation of the recovery residence: recovery residence owners, operators, staff and volunteers. Individuals subject to this code are obligated to report unethical practices according to the reporting rules set forth by the affiliate.

By signing below, I affirm that I have read, understand and agree to abide by this Code of Ethics.

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Recovery Residence: Good Days Recovery

**CONFIDENTIALITY POLICY & PROCEDURE**It is the policy of Good Days Recovery that all residents and employees are expected to maintain a high level of personal integrity. To ensure an environment of trust, residents and employees are encouraged to practice honesty with each other.

All residents and employees must take every precaution to prevent the intentional or unintentional disclosure of confidential information to any unauthorized person or outside entity. No information is to be disclosed regarding any resident without a completed Release of Information signed by the resident.

Once the screening process for a new intake into Good Days Recovery residence is complete, resident will be oriented on Good Days confidentiality policy, and a copy of the necessary contact information will remain with the House Manager. The House Manager creates a file for the new client and that file is then placed in a locked filing cabinet, in managers office, by staff where it is kept for a period of 6 months following the clients discharge from the program; At which time the information is shredded.

**RESIDENT SCREENING POLICY & PROCEDURE**

Admission to Good Days Recovery is open to anyone over 18 years of age, who is in recovery from alcohol and/or drug addiction. The application process is as follows:

* Call 561-513-1214 to speak with Kyle for a phone assessment.
* Schedule an intake appointment at a designated house where the House Manager and/or the Director will give a tour of the premises and review the program Policies & Guidelines.
* Fill out and review the Intake form with the House Manager and/or Director.
* The client is required to provide the following:
	+ First Week Program Fee $200.00 per week.
	+ Last Week Program Fee $200.00 per week.
	+ TOTAL ADMISSION FEE $400.00
* The client must pass the required drug screening.
* Read & sign the Good Days Recovery program agreement. (Signed by both parties.)
* Upon meeting the above requirements, a bed will be assigned to the client. The house manager takes the responsibility of introducing the new resident to the other residents. A formal welcome & introduction is conducted at the weekly house meeting.
* If it is discovered that the potential resident is: still detoxing, under the influence or unwilling to commit to the PROGRAM GUIDELINES, he/she will be referred to a different level of care i.e. \*(detox, treatment, mental health, shelters or other facilities facilities). \*does not imply endorsement
* Good Days Recovery will not accept any resident that is currently on narcotics\*, prescribed or otherwise. \*(See MAT policy & procedure)
* Good Days Recovery will not accept residents that are registered sex offenders and residents with violent criminal histories will be evaluated on a case by case basis.

**Prohibited Drugs & Weapons**

All prescription and over the counter medications being taken must be disclosed to Good Days Recovery staff prior to admission or, if prescribed after admission, immediately on receipt of prescription.

Unless approved by management for medical emergencies the following are expressly prohibited:

**OPIODS** – Including but not limited to the following:

* Codeine/Tylenol with Codeine
* Fentanyl (Actiq, Duragesic, Fentora)
* Hydrocodone (Hysingla ER, Zohydro ER)
* Hydrocodone/Acetaminophen (Lorcet, Lortab, Norco, Vicodin)
* Hydromorphone (Dilaudid, Exalgo)
* Meperidine (Demerol)
* Methadone (Dolophine, Methadose)
* Morphine (Astramorph, Avinza, Kadian, MS Contin, Ora-Morph SR)
* Oxycodone (OxyContin, Oxecta, Roxicodone)
* Oxycodone and acetaminophen (Percocet, Endocet, Roxicet)
* Oxycodone and naloxone (Targiniq ER)
* Buprenorphine/Subutex

**STIMULANTS** – Including but not limited to the following:

* Dextroamphetamine (Adderall, Dexedrine spansule)
* Methylphenidate (Ritalin)
* Amphetamine sulfate (Evekeo)
* Dextroamphetamine (Dexedrine, ProCentra, Zenzedi)
* Dexmethylphendiate (Focalin)
* Lisdexamfetamine (Vyvanse)
* Methylphenidate (Concerta, Daytrana, Metadate CD, Quillivant XR, Ritalin LA)

**BENZODIAZEPINES** – Including but not limited to the following:

* Alprazolam: (Xanax; Kalma; Apo-Alpraz; Novo-Aloprazol; Nu-Alprax; Tafil)
* Clonazepam: (Klonopin; Rivotril)
* Diazepam: (Valium; Ducene; Antenex; D-Pam; Pro-Pam; Apo-Diazepam; Diazemuls; E Pam; Meval; Novo-Dipam; PMS-Diazepam; Vivol)
* Lorazepam: (Ativan; Apo-Lorazepam; Novo-Lorazepam; Nu-Loraz; PMS-Lorazepam; Pro-Lorazepam)

**ALCOHOL** of any type – Including mouthwash and Nyquil

**SYNTHETICS** – Including but not limited to the following:

* Kava
* Kratom
* Bath salts

**INHALENTS** – Including but not limited to the following:

* Solvents- paint thinners, gasoline, glues
* Gases - butane, propane, aerosol propellants, nitrous oxide
* Nitrites - isoamyl, isobutyl, cyclohexyl
* Laughing gas, poppers, snappers, whippets

**ANABOLIC STEROIDS** - Including but not limited to the following:

* Anadrol
* Oxandrin
* Durabolin
* Depo-Testosterone
* Equipoise

**OTC**

* Nyquil

**Prohibition on Weapons** - Weapons of any type are prohibited in the residence included but not limited to the following:

**Knives**

* Knives with blades over 4 inches
* Switchblade knives/automatic knives
* Butterfly knives
* Throwing stars
* Ballistic self-propelled knife – Banned in Florida – physically separates the blade from the device

**Guns**

* Hand guns
* Rifles
* BB guns
* Dart guns
* Stun guns/Dart-firing stun gun
* Black powder/bullets
* Bows and arrows
* Slingshots
* Metallic knuckles
* Fireworks

**RESIDENT ORIETATION POLICY & PROCEDURE**

It is the policy of Good Days Recovery to assure each client receives an orientation to Good Days Recovery. Good Days Recovery provides each client with a thorough orientation to residence, peers, and community.

Each new resident must be welcomed with friendliness, care, understanding and helpfulness by Good Days Recovery staff. Once the intake is complete, the House Manager will do the following to ensure the new residents’ comfort with his/her surroundings.

* Welcome, safety and fellowship
* Show around residence (fire extinguisher, Narcan, exits)
* Introduce to roommate/housemates (if available)
* Help them settle in
* Make sure they are set up to go to a meeting the same day of arrival
* Introduce to outside Mandatory Meetings
* Inform about disciplinary actions for broken rules

Staff will verbally go over all documents of the Resident Orientation Handbook either one on one or in a group setting and have the resident sign each document individually to confirm consent and understanding.

**POLCIES CONCERNING PAID WORK TO RESIDENTS**

In the event that a resident enters into a paid work agreement with Good Days Recovery and/or staff member, the resident and employer (Good Days Recovery) must both sign an employment contract to ensure the following:

* Paid work arrangements are completely voluntary. Residents do not suffer consequences for declining work. Residents who do accept paid work are not treated more favorably than residents who do not.
* Wages are commensurate with the marketplace value, and at least minimum wage. The arrangements are viewed by the majority of residents as fair.
* Paid work does not confer special privileges on residents doing the work. Work relationships do not negatively affect the recovery environment or morale of the home. Unsatisfactory work relationships are terminated without recriminations

**GOOD NEIGHBOR POLICY & PROCEDURE**

It is our policy to be compatible within our neighborhood and maintaining “courtesy rules” pertaining to the neighborhood and neighbors. It is the procedure of Good Days recovery to orient residents on how to interact and greet neighbors, and will review what it means to be a Good Neighbor upon admission. Residents will consent to understanding Good Days Recovery Good Neighbor Policy which is included in the Resident Orientation Handbook. The resident will be provided with appropriate contact information for neighbor complaints. It is the responsibility of The House Manager and Director to handle neighborly complaints.

* No external indications that the property is anything other than a residential residence
* Our structures and lawns are properly and consistently maintained by The House Manager and Director.
* Smoking is allowed in designated areas only; smoking is limited to back of property and butt receptacles are provided
* Loitering in the front of the house near the street is not allowed
* Parking: Parking is limited to the driveway and front of the house. At no time may a resident or staff member park in the street, block neighbors in, or in front of mailboxes

**GOOD DAYS COURTESY RULES**

Our Good Neighbor Policy is to address any issues or complaints regarding the following:

* Smoking
* Loitering
* Parking
* Noise
* Lewd or offensive language
* Cleanliness of public space around the property

Good Days Recovery Directors and House Mangers will respond to neighbor concerns within 24 hours.

**HAZARDOUS ITEMS SEARCH POLICY & PROCEDURE**

It is the policy of Good Days Recovery to ensure the safety and health of all residents. Good Days Recovery may invoke its right to conduct a search and seizure at the time of admission and if there is probable cause to believe that illegal substances, objects, or other contraband in the possession of clients or present in the residence.

Good Days Recovery seeks to ensure the safety of all residents and to provide a safe environment conducive to recovery from addiction.

* Upon admission, a staff member will search the resident’s personal belongings for illegal or inappropriate/hazardous materials. The resident will be informed of Good Days Recovery’s policy regarding keeping illegal substances or inappropriate/hazardous material in residence.
* Periodic searches (timing is decided by the staff on a weekly basis) of the residences will be done by a staff member to look for illegal or inappropriate/hazardous materials.
* If a resident is found to be in possession of an illegal or inappropriate/hazardous material upon admission, the item or substance will be confiscated by the staff member and discarded of appropriately. Good Days Recovery will not store contraband such as illegal substances or paraphernalia for return to residents upon discharge. If during a residence search, it is discovered that a resident is keeping an illegal substance (e.g. drugs such as cocaine, heroin, etc.) or an inappropriate/hazardous material (e.g. a legal but mood-altering drug such as alcohol or a weapon or pornography) the item(s) will be confiscated and the resident will be reprimanded accordingly on individual basis which could result in discharge.

**EMERGENCY POLICY & PROCEDURE**

It is the policy of Good Days Recovery to maintain the safety of all residents in the event of an emergency. Each residence has evacuation maps posted, smoke detectors, and fire extinguishers which are checked and maintained on a monthly basis. Evacuation maps have designated meeting locations for each residence and residents are oriented to evacuation map and designated meeting location upon orientation.

In case of FIRE:

Minor Fire

 \*If the fire is small and easy to control

* Call for help
* Use the fire extinguisher (DO NOT USE WATER)
* Call 911 if unable to gain control of the fire or fire spreads
* Notify Director and write incident report as soon as possible

Major Fire

* Call 911
* Evacuate the residence immediately to the designated meeting location
* Stay on the phone with 911 until help arrives
* Do not return to the residence for ANY reason prior to help arriving

**In case of MEDICAL EMERGENCY:**

It is the policy of Good Days Recovery to maintain the safety of all residents in the event of an emergency. Good Days Recovery staff are CPR Certified, Narcan, and Basic First Aid. It is the responsibility of Good Days Recovery to ensure that staff is up to date on trainings. Good Days Recovery will offer annual trainings to staff. However, if staff do not attend trainings, they will be responsible for upkeep of required trainings.

**Procedure:**

* Call out for help and dial 911 if necessary
* Check for pulse and respirations
* Perform CPR if needed and certified
* Complete incident report and notify house manager as soon as possible

**In case of an OVERDOSE:**

It is the policy of Good Days Recovery to maintain the safety of all residents in the event of an overdose. Good Days Recovery are trained in using Narcan. Narcan is maintained in each residence Good Days operates and residents are trained in the use of Narcan. FARR will be notified within 72 hours of an overdose whether it results in death or not

**Procedure:**

* **Call out for help**
* **Administer Narcan**
* **Dial 911**
* **Complete incident report and notify Emergency Contact, FARR, and appropriate managerial staff as soon as possible**

**In case of Hurricane:**

It is the policy of Good Days Recovery to maintain the safety of all residents in the event of a Hurricane. Good Days Recovery staff are trained on how to handle Hurricane procedures and how to address concerned residents. Residents do have the option of returning home for Hurricane, going to a safe place outside of Good Days Recovery, or staying within Good Days Recovery’s care and moving to a safe location if necessary. Staff members are required to stay on location.

**Hurricane Plan**

* Landlords will be notified, and they will provide support, “board up”, etc.
* Storm shutters will be installed unless hurricane impact windows exist
* Outdoor furniture and other outdoor luxuries will be moved inside
* Bath tubs will be filled with water
* Electronics and other home furnishings will be moved away from windows

**Purchased Supplies**

* Candles for light
* Canned Foods, Pasta, Rice, charcoal for grill, etc.
* Perishable and/or perishable items
* Additional First Aid supplies
* Flashlights and batteries
* Battery powered AM/FM radios
* Begin to store water (buying every Sunday)

**Emergency Planning**

* Every house manager has a plan and understanding of their house. They have determined the safest house locations in case of an emergency on property. They are being provided a list of shelters and back up houses that they can go to should the need arise
* An Emergency Conference Bridge has been established to communicate during all phases of the storm. Good Days Senior Management and House Managers will conduct a pre-storm dry run to review safety and emergency procedures to be used during the storm so that all management and residents are aligned
* Good Days will contact or meet with all treatment center stakeholders to deliver plans and communicate disaster logistics
* Good Days has created a working list of all residents, their current locations, their travel plans, their expected travel plans if evacuation occurs, contact numbers and emergency contact numbers
* 15 Passenger van(s) will be reserved to provide emergency travel
* As severity is measured day-by-day, emergency shelter locations will be chosen and communicated to staff and residents
* All residents will **efficiently** pack-up important belongings, documents, and medication

**MEDICATION STORAGE & USE POLICY & PROCEDURE**

Good Days Recovery is not responsible for the storage or dispensing of medication for residents. Residents must keep their prescription and over the counter medication among their personal property **IN** their drawers or closet. (out of sight from other members of their house).

* Medication containing narcotics or alcohol is not allowed on the property.
* All prescribed and over the counter medication must be disclosed and recorded by intake person during admission; any changes **MUST** be reported to House Manager immediately.
* Residents cannot give or lend their medication to other residents.
* If a resident has to go to the emergency room or hospital, they must bring their release paperwork to the office once they return.
* Any prescriptions or medication dispensed to the resident by the hospital must be reported immediately to the House Manager/Director upon return from doctor or hospital. Any prescription indicating narcotics or alcohol will not be allowed on property. If the resident disputes this, they will be dismissed.
* Any medications left behind due to relapse, discharge or ASA will be kept for 3 days and properly disposed of by a Good Days Recovery staff member
* Residents that participate in the Medically Assisted Recovery Program will receive a separate policy and procedure for storage and use.

**DRUG TESTING AND/OR TOXICOLOGY POLICY & PROCEDURE**

Good Days Recovery reserves the right to drug/alcohol screen their residents. Residents consent to observation of drug testing upon admission. All urinalysis testing and breathalyzer results are maintained in the log book located in the house managers office/bedroom. Residents are tested at minimum once a week.

The criteria for screening are as follows:

* All new admissions
* Suspicion of use as indicated by altered behavior or physical appearance
* Random drug/alcohol screening of all residents
* Every candidate will go through a drug/alcohol screening which includes a breathalyzer and 12 panel urine tests. If either test shows positive, the candidate will not be able to enter Good Days Recovery. A form is provided showing the results of the screening signed by staff member and resident.
* Each resident is subject to random drug/alcohol screening at any time. This may happen on any day of the week. If the resident or candidate tests positive, they will be provided information for help, but they must leave the premises. The same form as above will be filled out and put in the resident’s file. Each resident will be evaluated on a case by case basis to determine the most suitable and safe options.
* Good Days Recovery follows all requests made from the courts for additional drug and alcohol screening for residents on probation; an additional fee of $10 may be charged in the event an extra point of care cup must be utilized before court or probation. All initial and random testing otherwise is absorbed by Good Days Recovery
* Good Days Recovery does not, under any circumstance, utilize confirmation testing. In the event a resident dispute the results of a positive drug test, the resident will be given a list of 3-5 local laboratories to choose from for confirmation testing, which they have the need tot visit immediately with supervision of staff member to confirm clean urinalysis. Any expense associated with confirmation testing will be the responsibility of resident requesting.

**REOCCURRENCE OF USE POLICY & PROCEDURE**

If a resident expresses the desire and willingness to recommit to his/her recovery after reoccurrence of use they must commit to the following:

* The resident must spend 3 – 5 days away from the residence.
* The resident must contact the House Manager every day.
* The resident must attend at least one 12-step meeting a day and get a meeting attendance sheet signed.

If the resident maintains his/her program fees, Good Days Recovery will reserve his/her bed. Once reinstates the resident:

* Must pass a 12-panel drug screen and breathalyzer test.
* Must adhere to Good Days Recovery Program Standards.

**RESTRICTIONS**

* If multiple relapses occur, the resident will be encouraged to seek a higher level of care. Good Days Recovery will provide a list of detox and treatment facilities in the area
* In the event of discharge, Good Days Recovery will contact the emergency contact and referring treatment provider if applicable.

**DISCHARGE POLICY AND PROCEDURE**

It is the policy of Good Days Recovery to document and communicate the resident’s readiness for discharge. Staff will document discharge and place in resident file where it will remain for a period of 6 months.

**Successful discharge:**

* The resident must submit a two week notice prior to leaving a Good Days Recovery residence.
* No refunds will be given if a resident is asked to leave, relapse or does not give the appropriate notice.
* Staff will ensure the resident leaves his/her living space clean and ready for the next resident.
* Staff will document successful discharge, ensuring the resident has left a clean space for next resident, has stripped the beds, packed all personal belongings.

**ASA/ Non-Return Home:**

* Staff will attempt to make contact with resident and will notify house manager of resident non-return. Staff will contact emergency contact to attempt to regain communication with resident. If no contact is made, within 12 hours, staff will pack residents’ belongings and medications and store them in a safe location/ locked cabinet in garage or shed. Belongings and medications will be stored for 3 days unless prior arrangements have been made.

**Administrative discharge:**

* If a resident is being discharge for violations of house guidelines, the resident will be provided a list of resources, and will be asked to pack belongings with staff supervision. The resident will have 1 hour to pack belongings, and make arrangements to vacate the premises. Transportation can be arranged and provided by staff if available. The resident forfeits their last week’s rent and when appropriate probation/parole officers will be notified of transfer. Discharge summary will be written and maintained in residents file for a period of 6 months.

**GRIEVANCE POLICY & PROCEDURE**

It is the policy of Good Days Recovery to provide staff and residents with a procedure for resolving grievances without facing retribution, intimidation, or negative consequences for doing so. A Resident Grievance Form is available to all residents. A blank copy of this form is given to each new resident upon arrival, and Grievance Policy & Procedure is posted in conspicuous locations throughout each housing dwelling. This is a two-step grievance process which is indicated below:

* The grievance must be filled out and signed by resident and submitted by inserting the form in the completed forms bin or given to the house manager or director.
* The grievance will be reviewed by the house manager and Director within 48 hours of grievance (unless it is marked URGENT).
* The grievance will be resolved by house manager and/or Director involving all parties within 7 days.
* The Grievance Outcome form will be filled out and signed by both the grievant and house manager or Director and inserted in our corporate grievance file.
* If the grievance is with the house manager or other leadership or staff of Good Days Recovery, or you feel your written grievance has been ignore, you may file a written grievance with FARR at 561-299-0405 or farronline.org/grievance-policy

**MAINTENANCE AND REPAIR POLICY**

It is the policy of Good Days Recovery to ensure prompt response to any maintenance or repair issues arising at the residence. Good Days Recovery will not utilize a maintenance request form. Major maintenance issues can be reported immediately to the house manager by text or verbally. Minor issues can be reported at weekly house meeting.

* Residents are required to report any unsafe conditions, maintain a clean and hazard free living space and report all equipment malfunctions to house manager/director promptly. This includes appliances, doors, windows, cable, electrical, plumbing issues, etc.
* The manager/director will evaluate each issue and take appropriate actions to rectify the issue. Some issues may require contacting a third party (i.e. landlord or service professional) for repairs and/or authorization for repairs.
* Any alteration of the physical construction of the premises and/or property damage (i.e. holes in walls, interior decorating, altering entertainment and/or communication devices, disabling smoke alarms etc.) is not allowed.

THE CONSEQUENCE FOR BEHAVIOR RESULTING IN DAMAGE TO PROPERTY COULD BE REPAIR/REPLACEMENT COSTS AND A $50.00 FINE OR DISMISSAL FROM THE PROGRAM AND FORFEITURE OF PREPAID PROGRAM FEES.