



THE ILLUMINATION FOUNDATION

Pathways to Recovery

Resident Handbook

WELCOME TO THE ILLUMINATION FOUNDATION'S RECOVERY RESIDENCE.

Our mission to provide individuals with the tools necessary to sustain life-long recovery from substance use disorder and to reduce criminogenic behavior by integrating faith, science & community to deliver a holistic & unique approach to recovery that heals the mind, body & spirit.

The goal of The Illumination Foundation Pathways to Recovery is to provide a safe, sober, and structured environment that supports recovery for individuals with substance use disorder & those reentering society after incarceration. We aim to empower individuals in overcoming barriers that keep them from living out their full potential & purpose in life.

The information contained in this Resident Handbook will serve to introduce you to our recovery residence, its staff, its expectations in terms of rules and responsibilities and the services which are available to you.

The Illumination Foundation Pathways to Recovery (IFPTR) believes in multiple pathways to & of recovery. This holistic approach combines sober and social supports, community-based groups and meetings, and engagement with treatment providers and local resources.

1. We strive to provide a supportive, structured, monitored, and accountable sober living environment.
2. We require the attendance of weekly meetings (3) community-based recovery meetings (AA/NA/CR), church, & Peer Recovery Support Groups.
3. Attending counseling or other forms of treatment needed for you to:
 - A) receive accurate information about addiction, mental health, and problematic behavior.
 - B) learn the specific thinking, feeling management, and behavioral skills needed to advance in your recovery, avoid relapse, and
 - C) develop the life skills that will enable you to lead a rewarding drug free life, via linkage to outside providers and active involvement in the recovering community.

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org
ADMISSIONS

To be accepted into The Illumination Foundation's Recovery Residence, a person must express a genuine desire and willingness to achieve & maintain sobriety. This means you must be prepared to take suggestions, follow guidelines and strive to improve your overall health & quality of life.

Individuals with sexual or child related offenses will not be accepted into IFPTR.

IFPTR does not discriminate based on age, race, socioeconomic status, religion, sexual orientation, disability, marital status, national or ethnic origins.

Each individual requesting to enter IFPTR must complete an application in full and go through the interview process with IFPTR administrative staff. Upon initial intake, individuals must read, and by personal signature, agree to conditions and house guidelines. Any questions/concerns can be addressed at that time.

We will apply for state benefits upon admission, including SNAP & Medicaid. IFPTR cannot guarantee approval of state benefits, but most of our residents meet criteria to receive them.

We highly encourage residents to participate in clinical therapy with a licensed therapist & obtain a primary care physician to address health concerns. We have developed excellent partnerships with several area providers of which you can choose.

We have partnered with Healthworks fitness center to provide each resident with a gym membership at no cost to you (application is in admission paperwork). We strongly encourage each resident to take full advantage of this privilege! Nutrition and exercise are crucial to achieving and sustaining long-term recovery.

POLICIES AND PROCEDURES

The Illumination Foundation Pathways to Recovery has formulated its Policies and Procedures to ensure a safe and comfortable environment for all residents. Group living can pose challenges under the best of circumstances. While some of our rules may seem restrictive, the goal is to provide clearly defined guidelines for all residents. Keep in mind not every situation can be addressed so common sense must be exercised. The overriding rule is the Golden Rule: Treat others as you would like to be treated, speak to others as you would like to be spoken to, and give the respect you would like to receive.

It is our firm belief that each resident is personally responsible for their own actions and their own sobriety; therefore, the house manager's primary duties are to introduce and instruct the new resident to the culture of the home, hold all residents accountable to their commitment to sobriety and good self-care, and to ensure that the house rules are being followed.

IFPTR administrative staff are the acting directors of the program. IFPTR oversees the day-to-day management of each house and is available to offer support and guidance to the residents. All prospective residents must complete an interview with IFPTR administrative staff & housing manager to qualify for housing.

Residents are required to attend weekly house meetings. These meetings are mandatory and are similar to a group conscious meeting. This is the time for each resident to discuss affairs of the house, voice concerns, and respond to issues that may arise. Resident input is encouraged and is necessary for a healthy living environment.

WHAT'S SAID OR DONE IN HOUSE STAYS IN HOUSE. *If you have an issue that cannot be resolved among housemates or your house manager, IFPTR will step in to reconcile the situation. Community meetings, social media or any place OUTSIDE of the home are NOT places to vent, discuss issues or problems about your housemates.*

All residents are subject to peer-based accountability. It is your duty as a resident to follow the policies and procedures of the house. It is also your duty to encourage other residents to do the same. If you are aware of a rule infraction, you should point it out and/or report it to staff members. Reporting to staff is not "snitching". It is the action of a responsible member committed to the general welfare of the house.

Upon admission and at any time the staff deems necessary, your room and personal belongings may be searched for alcohol, drugs, or other contraband. Residents will be subject to both random and behavior indicated alcohol and/or drug screening tests. Refusing to submit to a test is grounds for immediate expulsion. Any resident found using alcohol or drugs may be immediately discharged or recommended to a higher level of care and the resident agreement terminated. No refund of rent/move in fees will be given for violation of this policy.

Please note, personal food items must be taken when the member leaves. Any food left behind will be disposed of.

Residents are encouraged to limit their personal belongings to what will fit in their allocated space. All items of value should be safeguarded. IFPTR is not responsible for damaged, lost, or stolen items.

IFPTR recovery residence prides itself on being a good neighbor. All residents are expected to be respectful and courteous to neighbors. Do not engage in any verbal or physical confrontation

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

with your neighbors. Do not block driveways, sidewalks, or mailboxes when parking your vehicle. Do not cut through neighborhood yards. Do not solicit neighbors for any handouts. If you have any problems with a neighbor, do not engage them. Notify IFPTR immediately so we can help resolve the issue.

IFPTR reserves the right to make exceptions to the rules and policies on a case-by-case basis. Any exception does not set a precedence or constitute a permanent change. We have been working in this field for many years, and that means we have made many mistakes along the way. If there is a guideline, it means we have dealt with it before and there is a reason for it. Additionally, we have an open-door policy and you DO HAVE a voice! If you find a guideline or policy unreasonable, please speak up. We are not perfect, and nothing is set in stone. We welcome new perspectives and ideas, ANYTHING that inspires personal growth and promotes healing. Our goal is to be a leading recovery residence program in the state of Arkansas and we cannot do that without you!

IFPTR Code of Ethics

What are Ethics?

“Ethical sensitivity is sustained vigilance in preventing harm & injury to those to whom we have pledged our loyalty/service”-Willam White

1. Dedicated to recognizing the dignity and worth of all human beings by demonstrating self-regulation and conducting yourself in a manner indicative of self-respect and the respect of others.
2. Maintain quality housing and demonstrate activities that benefit the immediate neighbors. Make your community better than it was when you arrived by maintaining all property (yard & home clean) and minimizing social disruptions, peace disturbance, or fighting with neighbors or house members.
3. Maintain an alcohol and illicit drug free environment, including the misuse of prescription and over the counter medications.
4. Managers or other staff, if in recovery from a substance use disorder, are free from alcohol and all illegal/non prescribed use of substances (the misuse of prescription and over the counter medications) at least 12 months and remain abstinent. If not in personal recovery, all management staff must be alcohol and drug free during performance hours.
5. Be willing to submit to alcohol and drug testing at the request of an authorized person to ensure the integrity of the program.
6. No physical violence or threats of violence in the home or on the property.
7. Managers or other staff will not engage in romantic or sexual intimacies with the people utilizing recovery support services in the organization where the manager or other staff person is working. A manager or other staff person will not engage in romantic or sexual intimacies with an individual the manager or other staff person has provided recovery support services to for a period of 2 years after the recovery support relationship has been terminated. A manager or other staff person does not provide recovery support services to anyone with whom they have had romantic or sexual intimacies in the past.
8. Managers or other staff should never conduct financial transactions to the detriment or exploitation of the resident
9. Managers or other staff respect the privacy and personal rights of all residents.
10. Assure that no weapons are allowed in recovery residences.
11. Follow all federal, state, and local laws.
12. Utilize sound business practices, including the establishment of related policies and the maintenance of an accounting system that fully documents financial transactions.

Program Overview

There is no set limit on the length of time you stay with us; we strongly suggest committing to 6 months and if you are making progress, you will be welcome to stay with us for as long as you need. Research has shown that it takes approximately two years for the brain to begin to heal from substance use disorder. Sustaining life-long recovery requires us to address many aspects of our lives. Recovery is about so much more than not using drugs & alcohol. We want to help you build a life of which you are proud!

Just as each person is unique, so is everyone's recovery journey. We welcome ALL pathways to recovery that lead to healing. There are basic principles found within all recovery pathways and the standard by which we measure progress.

Many of our residents are faith-centered (Christian). Though we do not impose our beliefs on others, we do require a program of action. We believe in GOD, and we also embrace science. Research has shown significant improvement in overall quality of life & health by cultivating a relationship with our Creator & being with those that are like-minded. The opposite of addiction is learning to love ourselves & human connection. We would love to have you at our church home (College Avenue Church of Christ), but you are free to attend any church in the community. If you would rather not attend a church setting, we ask that you attend mutual aid (AA/NA) meeting on Sunday. It's a great way to start our week!

Understand that you are in a recovery home, recovery **MUST** be your top priority. This means that work, family & friends (or anything/anyone else) will have to understand that you must devote a significant portion of your attention & time to your recovery. Work schedules must be approved by staff, you must attend self-help meetings, as well as any other services that you and IFPTR staff have chosen to be a part of your recovery plan. If, at any time, you choose to **NOT** participate in the support services outlined in your recovery plan, we will assume you are no longer in need of our services and you will be asked to leave so your bed can be made available for someone that needs it. Communication is key. If you are participating in a support service that is not aiding you in your recovery, talk with us so we can adjust your plan. Let us help you make the most of your time with us!

Co-Occurring Disorders

IFPTR is a recovery environment established to help individuals & families in recovery or seeking recovery from substance use disorder. We understand that all recovering individuals, including our peers, may have co-occurring conditions and other issues that can affect the recovery process and the recovery journeys of others.

Some of these co-occurring conditions may include, but are not limited to: bipolar, manic depression, clinical depression, schizophrenia, compulsive gambling, sex addiction and eating disorders such as anorexia, bulimia, and obesity.

To safeguard both individual and collective recovery, we ask IFPTR peers to acknowledge their co-occurring disorders so that we can help improve their long-term recovery outcomes. An example of a co-occurring condition affecting both personal and collective recovery is a compulsive gambler buying stacks of lottery tickets and then being unable to buy their necessities.

At IFPTR, while we are not clinical experts in co-occurring conditions, many of us have successfully faced and addressed these co-occurring conditions or are in ongoing recovery from them. We want our peers to enjoy the benefit of full recovery, and we will help them establish a recovery plan for these co-occurring conditions.

Components of this recovery plan from co-occurring conditions may include, but are not limited to drug testing, witnessing peers take their medication, proper money management skills and accountability for expenditures, proper nutrition and health guidance and meeting with peers in long-term recovery from the co-occurring illness in the broader recovery community.

From our personal experience, we are aware that the disease of addiction comes in many shapes and sizes and has many twists and turns. We encourage all in our community to be open-minded and willing to trust the process. For our part, we will also show our peers the compassion and patience that others showed us while we awaited the rewards that recovery offered.

IFPTR will initiate a co-occurring recovery plan with a peer on an as needed basis and will work to establish a plan that is mutually beneficial. We understand that if a peer's co-occurring condition is jeopardizing another's personal recovery or the recovery of the community and the peer is unable or unwilling to establish such a plan that this could be grounds for discharge from IFPTR.

Unfortunately, there are instances when an individual's co-occurring illness has become their primary illness and is better suited to treatment in a setting other than the IFPTR. In these instances, IFPTR will work with the individual and their support network to identify a more effective setting for their care.

Medication Policy

- It is imperative that the recovery homes remain safe, and medication use, and storage of medications is particularly important. The following rules will help assure safety regarding medication use and storage:
- Residents are not allowed to take ANY medication that is not their own- DO NOT share your medication with any other resident. Doing so may result in eviction.
- All residents are responsible for their own medication management. IFPTR staff will assist residents with any questions regarding their medications and will provide referrals to appropriate providers as needed.
- All residents must sign a medical release form to IFPTR for us to be informed of all medical needs with regards to such treatment.
- Medications are to be taken exactly as prescribed. If there is evidence of inappropriate medication use, IFPTR staff will initiate corrective actions that could include amendment of the recovery plan or resident dismissal from the recovery residence.
- Residents are responsible for their own medications, including all refills. IFPTR will provide referrals to medication assistance programs as needed.
- Medication counts will be conducted weekly and at random.

Medication-Assisted Treatment

MAT, as defined by SAMHSA, includes Opioid Treatment Programs (OTP) and combines medications and behavioral therapy to treat substance use disorders.

- Individuals who are entering IFPTR and are already utilizing MAT must abide by IFPTR medication monitoring policy and are subject to additional rules and regulations.
- Individuals showing effects of being overly medicated will be required to have consultation with addiction specialist to adjust dosage.
- If an individual abuses MAT, they will be subject to Recovery Plan Assessment.
- All financial expenses such as consultations, medications, and transportation to appointments regarding MAT, are the responsibility of the participant unless otherwise approved by IFPTR.

Participant Signature

IFPTR Staff Signature

Guidelines

1. Residents agree to always abide by curfew. **MONDAY-THURSDAY--10PM-6AM and FRIDAY & SATURDAY 11:00PM-6AM.** If your work requires you to leave the home before 6AM, prior staff approval is required.
2. Resident agrees to find sponsor or mentor within first **(2) two weeks** of residency.
3. Residents agree to attend a weekly mandatory house meeting. See House Manager for day and time.
4. "One on One" Peer Sessions are voluntary, but resident must agree to collaborate with staff to build recovery plan specific *for* you. This may include peer groups, clinical counseling, continuing education, service work, trade school, health management with PCP, nutrition and exercise, to name a few.
5. Resident understands that there will be a probationary period of 30 days after moving in. You may go to work, attend meetings & church but ALL other excursions **MUST** be approved by staff. If you wish to leave with someone that does not reside in the home, staff must approve, and they may be subject to drug testing. If you have a vehicle, you may **ONLY** use it for work, church & meetings. If you fail to abide by this rule, you will be subject to extending the restriction time or administrative action.
6. Residents agree to attend a minimum of 3 self-help recovery meetings each week & church each Sunday. Meeting attendance must be documented by having the meeting sheet signed. New residents are encouraged to attend mutual aid meetings daily, until employment is obtained.
7. Residents agree to be actively seeking full time employment. We expect you to be gainfully employed within 2 weeks after admission. If you are not employed, you are expected to be awake, bed made by **8:30 AM daily**.
8. Residents agree to always sign in and out of the destination log and fill out the form in full every time leaving and returning.
9. Residents agree to always lock doors and keep up with their assigned door key.
10. Residents agree to always be respectful of the house and its property, as well as the staff and all volunteers.
11. Residents agree to not smoke in the house. Smoking is allowed on **the back porch ONLY**. Smoking pots will be emptied daily. Not disposing of cigarettes properly could result in administrative action. Do not bring half smoked cigarettes into the home!
12. Residents agree to be fully clothed when going outside of the house for any reason, including smoking.
13. Residents agree to not burn any candles or have any other fire or flames in the house.

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

14. Residents agree to maintain daily chores as assigned and to document with initials on chore chart when the chore has been completed. Chores must be done every morning and evening.
15. Residents agree to make their beds each morning and keep designated space clean.
16. Residents agree to stay out of other residents' bedroom areas.
17. Residents agree to keep their room cleaned daily; including closets, all clothing items will be in the closet, hanging racks or dresser. The room must always appear neat and organized. Empty beds will be made and will **NOT** serve as a storage area for other residents, this also includes dressers and other storage areas meant for roommates.
18. Residents agree to not borrow or lend to other residents in the house. IFPTR is not responsible for items lost or borrowed if the rule is not adhered to.
19. Residents agree there will be no stealing; failure to follow through with this agreement can result in immediate eviction.
20. Residents agree to keep the bathroom clean after each use (picking up clothes, rinsing out the sink and tub, keeping bottles picked up and orderly, straightening up anything failed to mention).
21. Residents agree to turn off any fans or electrical items when leaving the house.
22. Residents agree to NOT put any Q-tips, paper towels and wipes in the toilets.
23. Residents agree to follow laundry procedures designated by the house manager.
24. Residents will keep all food and trash in designated areas and covered. Each resident has a designated space for personal food. Please write your name on your items that you wish to NOT share.
25. Residents agree to wash all personal dishes after each use. There should always be an empty, clean sink in the kitchen.
26. Residents agree to keep thermostat set at reasonable temperature-if you are too hot or cold, notify house manager so we can make sure heating/cooling unit is working properly.
27. Residents agree to be considerate of noise level for the entire house when other residents have gone to bed or studying.
28. Residents agree to not bring any pets in the house due to hazards endangering other residents.
29. Residents agree to always be striving for progression in recovery & life. IFPTR wants you to make the most of this time with us and allow us to help you set and achieve goals that will lead you to the life you desire. We will be available to you for as long as you

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

need/want providing the rules are being followed and you are making progress in your recovery.

30. This is YOUR home, take pride in it. If you see something is broken, not working correctly or needs maintenance, notify staff so we can fix it. Do NOT try to fix yourself unless the staff has given you explicit permission to do so.
31. Residents agree that no visitors will be allowed inside the house without prior approval.
32. Resident agrees that there will be no initiated romantic/sexual relationship with ANYONE enrolled in IFPTR recovery residence. NOTED: Long term partners/spouses will receive individualized planning to establish guidelines.

Critical Guidelines

ALCOHOL: All clients agree there will be no possession, sales, or use of beverages containing alcohol within the residence or in the community.

PRESCRIPTION DRUGS: All clients agree there will be no possession, sales, or use of any prescription drug within the residential community that has not been registered with the Housing Manager and monitored through self-administration. Residents are not allowed to pick up any narcotic medication without a peer support or IFPTR staff approval.

ILLICIT DRUGS: All clients agree there will be no possession, sales, or use of any illicit drug within the residence or in the community. This includes Marijuana and any Marijuana or CBD / Hemp products and Kratom.

USE OF DRUGS: - There will be NO use of ANY mind-altering substances in the residence, doing so can result in immediate eviction. This includes CBD, canned air duster products, kratom.

DRUG TESTING: If a resident refuses to provide a sample for testing, the resident may be asked to leave the grounds.

SEXUAL HARASSMENT: All residents agree there will be no flirting, sexual remarks, sexual harassment, romantic involvement or sexual acting out with another resident or visitor.

VIOLENCE: All residents agree there will be no violence or threat of violence in the residence or by any resident inside or outside of the community grounds. Violence or the threat of violence can result in immediate discharge.

THEFT: All residents agree that stealing from other residents or program houses will not be tolerated under any circumstances.

BULLYING: All residents agree that threats, intimidation, taunting or bullying of any kind will not be tolerated. This includes having a nasty attitude. Everyone deserves to have a home that is peaceful & safe. If someone is disrupting the home environment with a bad attitude and refusing to take suggestions to improve, that is grounds for dismissal.

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

WEAPONS: All residents agree, under no circumstances are weapons allowed on IFPTR property. Knives with blades longer than 4 inches are considered a weapon which is not compliant with housing. Any weapons found on site will be confiscated. ANY firearms found on the property will be confiscated and may be turned over to Law Enforcement.

ILLEGAL ACTIVITIES: All residents agree that they will not engage in any illegal activities while living in the home.

PORNOGRAPHY: - All residents agree to not view sexually Explicit Material: Sexually explicit pictures, magazines, reading materials or movies are not allowed at IFPTR.

PROPERTY SEARCH: -All residents understand and agree that all personal property is subject to search, including vehicles and phones. If residents are displaying behavior that puts the health of the house at risk, IFPTR will conduct investigation to ensure that the environment is safe.

RESIDENTS RIGHTS

- Residents have the right to be treated with dignity and respect.
- Residents have the right to privacy at the facility and fulfillment of personal needs.
- Residents have the right to be fully informed of all services available to them.
- Residents have the right to be fully informed of all expectations for their conduct at this facility.
- Residents have the right to know why they are being discharged from the facility.
- Residents have the right to voice their opinions, recommendations, and grievances in relations to policies and services offered without fear of restraint, interference, coercion, discrimination, or retaliation.
- Residents have the right to be free from physical, chemical, mental and or sexual abuse.
- Residents have the right to confidentiality of their personal medical records. Information will not be released without prior consent, except in an emergency, required by law or a legal order.
- Residents have the right to retain and use their personal clothing and belongings as space permits.
- Residents have the right to participate in activities of social, religious and community groups of their choice.
- Residents have the right to make and receive telephone calls as well as send and receive mail.
- Residents have the right to have their rights explained to them.
- Residents have the right to equal access to services.
- Residents have the right to be treated with respect without regard to gender, race, ethnicity, national origin, age, sexual orientation, socioeconomic status, or physical & mental disability.

Grievance Process

It is the policy of The Illumination Foundation Pathways to Recovery that the persons served are encouraged to state complaints and/or grievances if they believe their rights have been violated and to pursue a resolution to their concerns in a structured format that provides fair and equitable results through due process.

Procedure

IFPTR grievance procedure is designed to provide a means for those applying for IFPTR services & residents to bring a grievance to the attention of IFPTR and to reach a speedy resolution. IFPTR has a strict policy prohibiting retaliation in any form against anyone who files a grievance.

A grievance is defined as any situation or condition in which a resident believes they are being treated unfairly, unjust, or inequitable. In addition, if a client merely states they want to file a grievance, a grievance should be completed. Under this Resident Grievance Procedure, you should submit a grievance in the following sequence:

If you have a grievance, the concern should first be discussed with your house manager. If you decide to speak to your housing manager and an agreement cannot be reached, you should proceed to the next step of this grievance procedure. You can also file a grievance without any discussion and proceed to the next step:

1. Formal grievances shall be filed first with the Program Director.
2. The program director will meet with the grievant, and/or representatives, immediately following the filing to brainstorm resolution of any related issues that may get in the way of full participation in services. Actions may include, but not be limited to, a change in direct care providers or an adjustment in programming schedules and/or program environments.
3. The organization will issue a formal written response to the grievant, and/or the designated representatives, within five working days, excluding weekends or holidays, of the complaint.

Grievance Appeal Process

Steps to Appeal a Written Response to a Grievance:

1. If the grievant is unsatisfied with the findings of the written response to a grievance, he or she may appeal the decision to the board of directors within five days, excluding weekends or holidays.
2. The board of directors will issue a formal written response to the grievant, and/or the designated representatives, within five working days, excluding weekends or holidays, of the complaint.
3. If the grievant is unsatisfied with the findings of the written response, he/ she will be referred to a third party outside of the organization. Third parties may include: the organizations' community advisor, organizations such as children's or adult Protective Services, professional licensing boards or other appropriate organizations that may serve as an advocate for the person served.

Grievances regarding the actions of specific staff members will be managed in accordance with personnel rules and contract provisions. No disciplinary action may be taken, nor facts found about any alleged employee misconduct, except in accordance with applicable personnel rules and labor contract provisions.

A Grievance Log will be maintained by the organization detailing the nature of the complaint, relevant information obtained in the investigation, and the outcome of the process. All information contained will maintain the confidentiality of the participants in the process. This record will be reviewed by the director to determine if there are trends in the complaints, and to identify areas to initiate performance improvement activities.

Any consumer or Guardian/family member has the right to report any alleged incident of exploitation, humiliation, or suspected retaliation.

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

Grievance Form

GRIEVANT INFORMATION	
CLIENT NAME & ADDRESS	DATE FORM SUBMITTED
DETAILS OF EVENT LEADING TO GRIEVANCE	
DATE / TIME / LOCATION OF EVENT	WITNESSES if applicable
ACCOUNT OF EVENT	VIOLATIONS
Provide a detailed account of the occurrence; include the names of any additional persons involved. Attach additional pages if needed.	Provide a list of any policies, procedures, or guidelines you believe have been violated in the event described.
PROPOSED SOLUTION	

Please retain a copy of this form for your own records. As the grievant, your signature below indicates that the information you have provided on this form is truthful.

SIGNATURES	
CLIENT SIGNATURE	DATE
RECEIVED BY: PRINT NAME AND SIGNATURE	DATE

Pass Policy

Weekend passes are designed to allow residents time to spend with families. Passes are a privilege, NOT a right. Being up to date on rent, engagement in recovery pathway (active participation with meetings, step work, fulfillment of counseling obligations & group attendance), compliance with program rules, are all considered in pass requests. The pass request sheet must be **filled out completely** by Wednesday at 4PM. Passes are limited to two nights every two weeks (Friday & Saturday). Once you return to IFPTR for ANY reason, your pass has ended. Drug screen is required upon return from pass, and you are responsible for paying drug screen fee.

EXTENDED PASSES: At times, emergencies with families or work situations arise. Any extended (and beyond normal weekend) pass **MUST** be approved by staff.

Information about holiday passes will be posted.

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

Pass Request

Resident's Name: _____

Emergency/Leisure Pass: _____

Job: _____ Current on Rent: _____

Meeting Attendance: _____

Any Write-Ups in the past 7 days? _____

Sponsor's Name/Number/Assignment: _____

Personal Cell #: _____

Address for Pass: _____

Person you will be with, Name & Number: _____

Date (s) of pass Requested: _____

Attached \$10 Drug test fee: _____

I agree that if I am granted this pass, I will return to house by 4:30 PM on Sunday for a drug test. If not on Sunday, then by approved time set by director.

Signature: _____

Approved: _____

Denied: _____

Emergency

For any medical emergency, please call 911. After 911 has been called and the 911 operator's instructions have been followed, notify IFPTR staff to report the incident.

NARCAN kits are supplied for the recovery residence. Do not remove the kits! Training and instructions are provided quarterly on how to use the NARCAN kit, but a brief overview will be given upon admission into IFPTR.

For a fire, if the fire is small and no one is in danger, use the fire extinguisher as directed (PASS) in orientation. If the fire is large and is not able to be extinguished, promptly notify all residents to leave the building and call 911 immediately to report the fire. Contact IFPTR or on-call staff.

When vacating the property for any emergency:

Hud's House: Move across the street to heart clinic parking lot.

Uncle Dale's House: Move to the church parking lot.

Amanda's House: Move to the lot across the street.

This will allow staff and the fire department to account for all residents.

For emergency water issues within the residence, please call IFPTR at the contact number located on the bulletin board. If it is a small leak, please report the problem immediately to the IFPTR staff.

If there are any other emergencies or maintenance issues, please report them promptly to the IFPTR staff.

The Illumination Foundation
Pathways to Recovery
A Recovery Resource Organization of Union County
www.pathwaystorecoveryar.org

Release of Information

Authorization for Release of Information

I, _____ hereby authorize exchange of information between
The Illumination Foundation Recovery Residence and

Name of party releasing information

Agency Name

Address

City

State

Zip

Phone

Full Name

Date of Birth

Social Security Number

Information to be exchanged includes release of information concerning health related conditions,
drug or alcohol abuse, drug related conditions, alcoholism and/or psychiatric/psychological
conditions.

The information specifically included in this authorization is:

_____ Admission or Discharge Summary

_____ Psychological/Psychiatric
Assessment

_____ Social/Family History

_____ Current/Past Medications

_____ Physical Examination

_____ Laboratory Findings

_____ School or Job History

_____ Treatment Plan

_____ Other

Purpose of disclosure

I acknowledge that I have read and fully understand this authorization.

Signature of client or other legally authorized party

Date

Signature of witness

Relationship to client

Area Meetings

Union County Meetings

Alcoholics Anonymous

Open Door Group

801 E 6th Street

Sunday 12PM Open

Monday 12PM Open

Monday 7PM Open

Tuesday 12PM Open

Tuesday 7PM Book Study

Wednesday 12PM Open

Thursday 12PM Open

Thursday 7PM Open Speaker

Friday 12PM Open

Saturday 12PM Open

El Dorado Group

1513 Champagnolle Road

Tuesday 6:30PM Men's Meeting

Friday 7PM

Peer Recovery Support

New Haven

715 N College Ave

El Dorado, AR 71730

"The Circle"-Every Monday @ 5:30PM

Andy's Group-Every Thursday @ 5:30PM

Medication Assisted Treatment

The Guinn Clinic

1906 W Hillsboro

Every Thursday @ 6:00PM

Narcotics Anonymous

Living Clean

1513 Champagnolle

Wednesday 7PM Open

Saturday 7PM Open

Sunday 7PM Open

Al-Anon

1817 N College Ave

Monday 5:30 PM

Additional Resources

Food Pantry's

St Paul United Methodist Church

700 W 8th Street

870-862-4242

Distributes food 1PM-3PM

1st and 3rd Thursdays

Salvation Army

419 Madison Ave

870-864-4830

Food Pantry-once per month

And other services 9-110AM & 1-4PM Monday-Thursday

Liberty Baptist Ministry

901 S Washington street

870-862-8158

Food Pantry 9AM-1PM

Other Resources

Liberty Baptist Association

912 Mt Holly Rd.

870-862-3063

Benevolence-By appointment Only

Clothing

Salvation Army Thrift Store

Goodwill Industries

Employment

Employment

Second Chance Employers

Resolute
Continental Carbonics
Evers Electric
Flower Pot

Education

South Arkansas Community College
GED
Certification Programs-Automotive/Welding/Plant Processes
Continuing Education
Goodwill Industries
TEO program
The Systems Group
Welding Apprenticeship
Evers Electric
Electrical Apprenticeship