



Independence Again

Name: _____

Independence Again provides a safe, stable, sober living environment. Our residents are highly motivated individuals seeking a healthy and happy life without the need for substances or toxic environments. We help achieve positive community and economic development through a positive impact in our residents' lives, as well as their parents, siblings, and children's lives. We also focus on educational development to help our residents achieve occupational and personal goals.

Admit Date:

Resident Number:

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Employment

The resident has two forms of identification and has provided a copy to the staff at Independence Again via email. .

Birth Certificate State issued ID Social Security Card

Definitions:

Legal Gainful Employment: A resident is employed at a company that contributes to federal, income, social security tax.

Employed: A resident has completed no less than one full shift at a place of employment. Note orientation does not count towards shifts.

Unemployed: Any time before completion of a resident's first full shift at work.

Unemployment Risk: Any time a resident is at risk of unemployment due to poor performance, inappropriate behavior at work, tardiness, leaving early or missing work due to any reason in the first 90 days.

As in the P.A.R.T.S (underemployment), residents must seek employment within 24 business hours of starting the Independence Again program. Residents must document their search on the "In-employment Meeting Sheet" provided and submit it to their Sober Living Director by email no later than 5:00 pm each business day. Employment is a requirement of the program, and wilful unemployment may result in a transfer to another program or discharge.

As in the P.A.R.T.S & Financial Stability through Employment Policy (FS-001), residents who are unemployed for fourteen consecutive days must document the measures they have taken to secure financial assistance.

Unemployment

Unemployed residents may only go grocery shopping on a designated date with an approved person and no luxury spending of any kind - this will result in a resident's tobacco use privileges being suspended (as one can not afford to smoke while unemployed). Residents are not allowed to share or gift luxury items while in the Independence Again Program. When a resident is unemployed, they will not be eligible for phase up and will be held to the Adjusted Phase requirements to help reduce distractions with finding

Rules - P.A.R.T.S

1. **Positive** – Stay positive at all times.
2. **Action** – Do what is required and requested for your recovery.
3. **Responsible** – Be where & do what you are supposed to do! Always let someone know if there is an issue.
4. **Truthful** – Be open and upfront about **anything** that could impact your recovery, safety, and stay with Independence Again (IA).
5. **Sober** – Do not use any form of mood-altering substance no matter what! If you have the urge or temptation to use it, call your sponsor, sober living director, or someone on your treatment plan list.
6. **Open Door Policy** - IA has an open-door policy where you can report any issue (*i.e., use, theft, stressful behavior*), and we will address the housemate upon your request. If the issue places another individual in imminent danger or could harm the program's integrity, we will address it for or with you. IA will *never* discharge due to relapse.
 - a. The staff has Office Hours - posted on the Sober Living Directors Board.
7. **Natural Consequences** - IA does not believe in punishment - Never! We utilize natural consequences (called)
8. **Adjusted Phase AP** (formerly known as a restriction)) to help empower residents to remember the rules they committed to when entering the program. **If you are unwilling to follow even **one** of the rules, please let us know as we will do our best to recommend another program.* All AP are progressive and can become more stringent if needed to complete the program successfully. Some AP Types are listed below:
 - a. **House AP** - Something occurred, and for the safety of your program, the security of the house or assistance to help move rule knowledge into long-term memory. (*You forfeit the opportunity to phase-up for 14 days, forfeit visit for seven (7) days, and you must make arrangements to be with no less than two (2) approved housemates or with staff and volunteer when off property for anything outside of work, meeting or therapy.*)
 - b. **Chore AP** - Your chores were not completed one or more times. (*You will need to complete that chore as well as an additional chore and may forfeit any luxury that distracts you till you have completed your task as assigned (Phone, Television, Store runs, and more.)*)
 - c. **Curfew AP** - You were on property but missed curfew. (*You forfeit 1 hour (i.e., 9:00 pm) of curfew each incident for a specific time up to 7 days*) ***24 Hour Rule (see 11.3)**
 - d. **Employment AP** - You are not working full time. (*You forfeit cellphone, store visits (except on AP designated day for critical items), visitation, smoking, outings, and more.*) If you are not working, you cannot afford luxuries in life. **Remember it is no one else's responsibility to support you!*
9. **Curfew 10:00 pm** - or earlier depending on phases, progress, and demonstrated a willingness to follow all the program rules. **Curfew means that you must be in the home by the designated time, not just on the property. Being in the driveway, back porch, or other home areas is not adequate to be compliant with the curfew.*
10. **Risky Situations** - Residents at IA are to report anything risky to someone immediately. Other residents' risky behavior impacts your recovery whether you like it or not. Keeping *others' secrets keeps you sick.* **See open door policy. (i.e., thinking someone may use while enrolled, concerned someone will leave the program early, concerned someone is breaking the rules.)*
11. **Possessions on the property** – Refer to the what to bring list. (*Space is limited and the items listed should be considered a maximum; as everything must fit neatly under ½ of your bed and hang up during phase 1. [When you acquire more items during your stay, you should make arrangements with your family or sober support team to store your extra items elsewhere.] ***If items are in excess staff may require you to dispose of them. Note: Hoarding clothes from donations is considered stealing as you are taking something you do not need from someone who does need it.***)

Rules - P.A.R.T.S (continued)

- a. Seven (7) days worth of clothing and undergarments (*i.e., seven (7) each item type*)
 - b. Three (3) pairs of shoes
 - c. Two (2) pairs of pajamas
 - d. Toiletries: alcohol-free (*i.e., 1 Toothpaste, 1 Deodorant, 1 Shampoo, 1 Conditioner, 1 Body Wash, feminine products (as needed), etc.*)
 - e. Hats, necklaces, and jewelry should be limited according to space.
12. **Participation requirements:** Include Supportive Meetings, IOP, Calendar, Chores, House Meeting, Budget Meeting, House Events, Step work, Sponsorship, In-ployment Meeting (if not legally employed), Random drug screening, and service work as assigned for the house.
13. **Drug Screen:** You will have random observed drug screens. We will notify you when a drug screen is needed. Failure to take the drug screen will be an automatic failed drug screen.
- a. **Supportive Meetings - 1+ daily (*residents who have work, therapy, or service work for 8+ hours that day will not go on AP for not being able to attend a meeting that day*)**
- i. More Meetings may be required as your Treatment/ Therapeutic/ Recommended Plan spells out. **Not all meeting requirements will be the same for all residents.*
 - ii. If you are not therapeutically recommended to attend meetings, you are expected to comply with house requirements with no less than three (3) weekly, regardless of schedule.
14. **Calendar** (*electronic calendar, any time you are off your assigned property, you must have your location, time, which you will be with on calendar* - NON-NEGOTIABLE*)
- a. **24 Hour Rule** - Off property un-approved for 24 hours will result in an automatic discharge. *This is non-negotiable, and staff nor the board can override this decision.
 - i. 24-hours do not need to be consecutive; minutes and hours will add up quickly if you are not doing well with accountability. **Highly motivated individuals do not struggle with this rule; however, those who expect others to operate their program for them will get close to discharge over this rule!*
 - b. Calendars should be updated 24+ hours in advance.
 - i. Exceptions can be made if it is an *emergency ONLY, Recovery meeting, or you get Called into work. **Emergency is defined as life-altering or risk of death.*

How to list your schedule -

15. **Public Transportation** - CATS is Available Monday - Saturday, excluding holidays. (*Bus route runs at the top of the hill from IA West. IA recommends this as your primary transportation routine. Cost is \$1 one way, discounted weekly, and monthly packages are available at <https://www.uchra.com/transportation.html> or by calling 931-372-8000*)
- (B) Residents Name - Destination - Route; scheduled pickup time.
16. **IA Staff/Volunteers** - Privilege not a guarantee, Available between 7:30am - 9:00pm, scheduled property. (*Limitations include staff availability and no more than 25 mile radius as there are few of us and many of you. All Riders shall pay \$1 daily; 24-hours prior. (As this is what public transportation costs; and you should utilize your resources FIRST) to be deposited in the rent box at Garrett when scheduled (refund available if denied). Staff/Volunteer may drop you off 2 hours early and pick you up 2 hours later than your appointment - based on schedule availability*)
- (T) Residents Name - Location
17. **IA Vehicle** - When a vehicle is available; you must *complete specific steps first. *First come first serve basis - Carpool is recommended when available.*
- (C) Residents Name - Location & Route Taken The requirements for each person is listed below:
- a. Drivers must have a valid driver's license.

(T) Jane - Work -
Sherwin Williams

(C) Jane - Work -
Sherwin Williams

- b. Have a copy of the driver's license on file.
- c. Staff verify there is no restriction on your driver's license.

Rules - P.A.R.T.S (continued)

- d. All Riders shall pay \$1 daily and transportation cost; 24-hours prior. *(As this is what public transportation costs; and you should utilize your resources FIRST)* All Riders shall demonstrate how they plan to pay for transportation 24-hours prior.
 - i. Transportation cost: **\$0.35 per mile** *(Break Down - Gasoline \$0.11; Tires \$0.01; Oil Change/Tire Rotation \$0.02; Fluids \$0.01; Insurance \$0.10; Basic Wear \$0.10 per mile. gasoline per mile calculated at <https://gasprices.aaa.com/state-gas-price-averages/> at 24 miles per gallon as is the national average for a car.)*
 - e. All Riders **MUST** keep the video safety-cam connected at all times while the vehicle is off property.
*insurance requirement
 - f. **Own Car** - Residents must be in Phase II and not on AP to utilize their own car.
(OC) Residents Name - Destination & Route will take
 - g. **Housemember Transport** - When a house member has their vehicle on property and scheduled to go somewhere you may be eligible to ride with them. Your entry should be separate from theirs.
(D) Your name & Driving Housemember... - Destination & Route will take. Conditions are as follows:
 - i. Ask your housemember if you can ride with them first. They may have insurance limitations or simply not know you well enough to know if you will get them into trouble by riding with them)
 - ii. **No** person riding should be on AP or a lower phase than the driver or Phase I or II
 - iii. The driving resident will be staying at destination *(i.e. no drop offs unless pre-approved meeting and you have a scheduled way back)*
 - iv. You must provide them \$1+ daily *(As this is what public transportation costs; and you should utilize your resources FIRST)*
18. **Chores** *(Daily chores are required taking 30 minutes or less daily; Weekly chores are required taking 1 hour or less each week; Monthly chores are required 1 hour or less each month)*
- a. Document electronically via ChoreWars website. **This is non-negotiable and failure to do so will result in chore AP.*
 - b. You must remember your login and password *(If you lose your login and password and cannot retrieve it, you will have to start with a new character. *Progress will not be replaced)*
 - c. Chores are assigned to all members of the house based on household needs. *(If you struggle with a chore you will be assigned this chore more often until you become proficient at it.) *This is an accountability tool.*
19. **House Meeting** *(Mandatory weekly on Sundays at 4:00pm unless otherwise advised)*
- a. *Exception - Residents who have employment obligations **must** submit an email no-less than 24 hours in advance stating why they must miss the house meeting, sign off on the meeting notes and no resident can miss two consecutive house meetings for **any** reason.*
20. **Budget Meeting** *(Mandatory weekly, until you have a rectified budget then they are monthly)* Residents **must** provide all pay stubs, work schedules, and scan all receipts to Budget@IndependenceAgain.org, schedule your budget meeting for Sunday with Budget@IndependenceAgain.org via calendar invite.
21. **Online Shopping** is not appropriate until you have a balanced budget **and** are in phase II/III - violations of this could result in AP and **will** result in being ineligible for financial assistance.
22. **Luxury Shopping** is not appropriate until you have a balanced budget **and** in phase II/III - violation of this could result in AP and **will** result in being ineligible for financial assistance. Examples include eating out, shopping (clothes/accessories/luxury items you **can** live without), tattoos, piercings, nails, gifting money to others (including your significant other or housemates).
23. **House Events** *(Periodically we'll have Mandatory House Events, unless exempt.)*

- a. Exception Request - Submit a request no later than 7 days prior to the event in an email to the Sober Living Director and inagain@gmail.com.

Rules - P.A.R.T.S (continued)

- b. In the email: Document why you are unavailable to attend and what steps you have taken to make yourself available. (i.e. request off work, adjust for visitation, etc.) Once Approved you will get an email back; if not plan to attend the Mandatory House Event or be on AP.
24. **Stepwork** (Each phase has stepwork associated with it Phase I is Step 1,2, & 3; Phase II is Step 4, 5, & 6; Phase III is Step 7, 8, & 9 as well as plans for how you will complete the remaining step work. These are introductory and not meant to be done in lieu of step work with your sponsor.)
 25. **Sponsorship** (Each resident is required to have a sponsor, they should be calling their sponsor daily and working the steps with them. Failure to do so will prevent you from moving phases)
 26. **Employment** (Each resident is required to work full-time with stable source of legal income)
 27. Rent - \$155 a week or \$25.50 day: Residents are to pay rent no later than Sunday at 4:00pm each week for the next seven (7) days. Additional discount is offered for monthly payment. (Failure to pay rent may result in late fees or risk of discharge from the program.)
 - a. Back Rent - Residents **must** pay on back rent each week that they make more than \$155 on their paycheck. **(Housing, Food, Transportation and Legal are your first four priorities.) Non-essential shopping is not eligible while back rent is owed.* Residents are to pay no less than 10% + their weekly rent till balance is caught up. *~It is strongly suggested residents pay more on their back rent, whenever possible, than the minimum as this does impact one's spending freedom while in the program.*
 - b. Pay Stubs - are to be scanned into budget@IndependenceAgain.org each week for the budget meeting.
 - c. Rent Assistance - Residents who are seeking rent assistance **must** inform staff of this need immediately upon realizing your rent is not able to be paid. **Do not assume staff knows this as there are few of us and many of you. There is limited financial assistance - which is not a guarantee. *
 - i. Priority goes to residents who are working towards balance but still struggling, motivated to work the program as recommended and to those who have the greatest need.
 - d. Employment search - shall begin immediately upon admit. **IA works with multiple agencies where we can get you an interview almost immediately upon completion of employment application.*
 - e. If employment is not obtained within 24 business hours of admission a resident must schedule an appointment with one of our employment agencies, scheduled UCHRA transportation (931-372-8000) to get to that appointment, and complete that appointment no later than the third business day.
 - i. Residents must maintain employment, if you desire a change in employment you should continue to work at your current employer as scheduled till your first shift is scheduled to start within 24 hours. **Remember if you fail to start for ANY reason you are unemployed and need to report to your SLD for AP.*
 - f. A resident is considered unemployed upon clocking out of their last shift at an employer.
 - g. Sabotaging employment is the same as quitting employment; either by termination, quitting, calling in or other behaviors (tardies, missing work excused or unexcused, etc.) that would result in loss of employment and you will need to report to your SLD to go on AP.
 - h. A resident is not considered employed until they complete their first full shift **and** are scheduled to return the next shift.
 - i. In the event of unemployment for **any** reason a resident will need to report to their SLD immediately (delay will result in AP for being dishonest) to go on AP till new employment is found. - Employment through a partnering agency is able to be found in as little as 24 hours.

28. **In-employment Meeting** (*Legal employment is a requirement; if not legally employed all residents must attend no less than eight hour(s) of an In-employment meeting where you will document your daily employment seeking activities and recovery goals as well as work on with support resume, applying for jobs, interview skills and more.*)

Rules - P.A.R.T.S (continued)

- a. Failure to attend will result in 24 hours of AP for each missed session and possible discharge from the program.
29. **Service Work** (*Service work is completed as requested and can include housework yard work, making of candles, lotions, fragrance sprays, body washes, cold processed soaps, phone calls, advertising calls, group events and much more to help support the Homemade Hope business line created to help fund the women with children's program*)
 - a. Residents who are \$25 or more behind in rent must complete service work each week it is available and without delay.
 - b. Residents who have approved service work in lieu of their deposit must schedule 6.5 hours a week towards this goal.
 - c. Residents actively seeking employment or working and needing rent assistance can request additional service work to help prevent falling farther behind.
 - d. Service Work credits \$10 **quality** hour for each hour worked; so remember to do your best. (*i.e. If you participate at 50% quality you will get \$5 an hour; 10% quality you will get \$1 an hour. The reverse is true; bonus is available if you go above and beyond*)
30. **Space & Lockers** - All residents will be assigned their own space. This will include their bed and enough closet space for approved "what to bring items". Lockers will be assigned and each resident with medication. Residents will be given a combo lock with code that they are not allowed to distribute to any other person. Staff and the Board will have the combination documented in your file. The lock must remain on the locker at all times.
 - a. Lost Locks will be replaced for \$12.85. **Locks have a master key therefore have to be special ordered from manufacture this is more expensive and takes time*
 - b. Combination Locks can be purchased by the resident or their family - Staff **MUST** have the combination as we will cut a lock off without hesitation if needed.
 - c. No Resident should be in another persons space for any reason without them present. Staff may access a residents locker under emergency situations or with the residents written permission (via email), two staff members must be present whenever applicable.
 - d. **All** medications must be stored in the residents locker. *NON-NEGOTIABLE
 - e. No residents should be in any bed at any time for any reason other than their own.
31. **Visitation/Phases** - This is Rules - P.A.R.T.S (continued)a privilege and not a right. (*Barriers with complete compliance can result in AP.*) Visitation is typically based on what phase you are in.
32. **Scheduling Visits** - Residents must go to Visit Request online at IndependenceAgain.org under rules application and more. Complete the visitation form no less than 72 hours before the visit is to begin. Then Put the visit on the calendar. Wait for the visit to be approved on the calendar. Visits may be monitored by support staff while in Phase I and in some cases Phase II for your safety and emotional wellbeing. If at any time there is a concern the staff may cut the visit short without notice or explanation to your guest(s).
 - a. No visit is eligible for approval if a resident has been on AP in the last seven (7) days.
 - b. Out of County or visits more than 25 miles away may need to be approved by your team (*i.e. probation, legal, DCS, family if applicable*). *Staff are not responsible for your AP with the team unless you make us aware of them and we are an accountability partner.
33. **High Risk Visits** - Due to life we have, at times, needed to attend high risk events or have high risk people we need/want to spend time with that are not ideal for early recovery. (i.e. family reunions, weddings, funerals, etc.) Staff will weigh these events in consideration where your presented skills are and may approve on **rare** occasions if an accommodation (email asking for special permission to attend) is made in a timely manner. The higher the risk more accountability will be placed on the event in order to approve it.

Rules - P.A.R.T.S (continued)

- a. Dating while in early recovery is NEVER a good idea. (Call it what it is!) If you are wanting to date; you need to be very transparent with the team and if your date is worth dating will want to work with staff to help your recovery. Staff will not approve visits that are really dates without discussing it with you. IF you are dishonest about dating you only hurt yourself.
34. **Admit Phase** - No visitors during Admit Phase. This phase residents must demonstrate readiness to change, become employed, utilize the calendar, complete chores and turn in a safety plan. Residents must have 2+ fellow housemates or a staff member when going to the grocery store, park, or other approved places during this phase. This phase can be completed in as little as seven (7) days by some residents.
 - a. To phase up residents will send an email to their SLD and InAgainTN@gmail.com requesting a phase up and listing all the tasks completed on the phase up checklist provided.
 - b. Delivery of *approved* items - If an approved person needs to deliver items, prior approval and supervision will need to be provided at all times and the encounter cannot last longer than necessary. All Items must be delivered to the West Campus and checked in at the office. This will need to be scheduled with staff.
35. **Phase I** - 2-hour On Site Visitation weekly preferable on Saturday(s). This phase residents must complete steps 1, 2, & 3, attend daily meetings, be engaged in recommended counseling, call one's sponsor daily, work the calendar consistently, be employed, comply with legal, social and recreational requirements, have a working budget, and complete an off site visitation plan. This phase can be completed in as little as 21 days.

**In some cases off site visitation can be approved with official personnel in your life (i.e. DCS, probation, approved family etc. with children or other special relationships.)*
36. **Phase II** - Off Site Visitation weekly between 2-8 hours, depending on the part you are in. This phase residents must complete Step 4, 5, & 6, continue to complete all phase I requirements, and maintain independent transportation, have a healthy routine, complete a relapse prevention plan, utilize appropriate boundaries, and chair a house meeting or community meeting. Residents will need to demonstrate honesty with schedule, responsibilities and during unsupervised time and continue to build skills. This phase can be completed in as little as 120 additional days by some residents.
 - a. Once you have progressed into phase II; and have had significant recovery time you may have two (2), four (4), six (6), or eight (8) hours of off site visits based on the part you are in. See above visitation process with an approved person(s). This must be scheduled at least seventy-two (72) hours in advance (see above process) and may need to be approved by your team (*i.e. probation, legal, DCS, family if applicable*). Staff will document approval in writing on the white board.
37. **Phase III** - Overnights Visits between 1-4 days. This phase residents must maintain all phase I, II requirements, hold a house position for ninety (90) days, complete and update personal goals, complete a safety graduation plan and have saved \$1,600 for move out budget. This phase can be completed in as little as 30 days.
38. **Overnight visits** – once you have progressed into phase III and have had significant recovery time you may have one (1), two (2), three (3), or four (4) overnight visits with approved person(s).
 - a. Anyone you are with may need to sign a statement of support and commitment agreements to support your recovery at all times. They will need to agree to report any high-risk behavior to staff and if needed medical or legal immediately upon barriers arising.
 - b. You must check in with staff no less than once during your visit via a video chat.
 - c. You will be required to take a Urine Drug Screen (UDS) prior to leaving and upon returning.

Rules - P.A.R.T.S (continued)

39. **Holiday Pass** - Holidays are hard for recovery; however, important at the same time. Any resident not on AP or has been on AP in the last 7 days may request a Holiday Phase-Up Visitation Request. This is where the resident is allowed to request visitation at ONE (1) phase/part level greater than where they are during the specific holidays. **Note: not all requests will be granted and no visitation is granted if a resident has been on AP in the last seven (7) days.*
- Holidays that allow temporary advancement in visitation include Easter (if celebrated by religious activities), Independence Day, Thanksgiving, Christmas *can not be utilized if been on an AP within **14 days**. Must be used within 7 days before or after a holiday - relative to family activities.
40. **Trial Home Visits** – Once you are ready to be discharged from the program; there will be a trial home visit where your spot in the program will be secured if you need to return to the program. This can be up to 90 days based on individual needs at the time of the trial home visit. You will be required to continue to participate in case management and random drug testing during this time.
41. **Phone Restrictions** – For the admit phase / Phase I / AP you will be asked to surrender any cell phone or electronic device you have that can access the internet. This is for the safety of your recovery and for our housemates.
- House Phone is available, always answer the beep on the home phone. The only time phone calls do not have to be answered is during interview calls or when operating on IA official business. Calls should not be longer than 10-15 minutes unless medical in nature.
 - During the times of Phone AP you may use the house phone provided to make recovery calls and for positive recovery contacts. Please know we reserved the right to record all incoming and outgoing phone calls for everyone's safety. High risk people should not be engaged while you are in our program. **For respect of our program please comply with this rule so we do not have to AP you from the home phone as this is stressful to everyone.*
 - No contact with someone who will, may, has a possibility of or might be able to offer you drugs or alcohol of any kind ***And/Or*** provide you with encouragement to abandon your program plan. If you have a relationship with someone who puts you at this type of risk and need to speak with them please go through the staff.
42. **Sharing of property** - A resident may offer to share some property at their own risk (it is strongly discouraged); no resident should ask to borrow items.
- No resident is *allowed* to share tobacco with another resident. This is a behavior that can place you on AP for up to 7 days.
 - No resident is allowed to ask another resident for tobacco, as you know how much you smoke and can result in loss of shopping privileges for up to 7 days; plan ahead. IF you can't afford tobacco don't use tobacco.
 - No resident shall request to borrow, unsolicited, clothing, tobacco, money, food, or other sustainable items from another housemate. As this can create resentments and fear of loss of items if they are not returned in the condition they are borrowed.
43. **Team support requirements** - *(Failure to work well within the home increases stress; team meetings may be held to address this if needed upon request.)*
- Keep your space clean; make your bed every morning by 7:00am and immediately upon getting up if you lay down during the day. Bathrooms, Kitchen and Community Areas ***must*** be kept clean and clear of clutter at all times. ***Staff and volunteers may discard items that are left out without follow-up on ownership if behavior is persistent or disruptive to the home.***
 - Confiscated Items abandoned or in disarray causing someone else to move items can be confiscated by staff for 30 days.

Rules - P.A.R.T.S (continued)

- c. AP - may be put in place if needed to help maintain your space. Do not under any circumstance damage others property; accidents can happen and there may be a requirement for compensation depending on the circumstance.
 - d. Community food/items; at times there will be needed to purchase community food/items. This will be discussed at the team meeting and we will make reasonable adjustments if needed. Community food may be shared and eaten by any resident in the home in moderation. If binge eating becomes an issue additional contributions will be required.
44. **Community** - items that need to be purchased include cleaning supplies, toilet paper, paper towels, trash bags, laundry soap (for community items), dish soap, and hand soap. *Typically this is about \$3 per week for these items, this money will be collected at the same time as rent.*
- a. *If you are unable to contribute you will **not** be approved to go to the grocery store that week; as you can not afford to spend money. Smoking on property may also be prohibited.*
 - b. IA Store - Items can be bought in bulk and provided to the residents at or near cost.
 - c. *If groceries are needed and you are unable to go to the store please log into <https://grocery.walmart.com/?adid=150000000000039636430&veh=wmt> and complete your shopping order. This can be completed 7 days a week and pick you scheduled for Monday, Wednesday or Saturday. Staff will advise you of the time we will be able to pick your items up on Sunday, Tuesday or Friday evening.*
 - d. *Make a list of the items ordered and advise the staff on how to pick the items up through the instructions provided to you.*
45. **Grocery Store** visits are a weekly privilege not a right on either Monday, Wednesday, or Saturday. Residents must be compliant with their chores and logging on chore wars, compliant with the calendar, employment search and other rules to qualify for a store run.
- a. Residents are to have a list of what items they are going to buy, stick to the list and make the store run visit complete within 60 minutes.
 - b. Residents who are unable to comply with this may be required to do online shopping and pick up while your fellow housemates shop.
 - c. KNOW staff will not wait longer than a reasonable amount of time (*approximately 5minutes) not to exceed 60 minutes in the store unless you communicate with staff before you go to the store on barriers to completing in 60 minutes or less. *Having to get multiple items from multiple departments is not a reason as you can purchase all that online and pickup in store.*
46. **Individual food/items**; if it is not community food and you did not purchase it then do not eat it, consume it, borrow it or dispose of it (*unless it is spoiled and you notify the owner*). This is considered stealing, is a violation of the house rules and you can be discharged immediately for this behavior.
- a. Community Cleaning; Chores include but are not limited to bed making by 7:00am or immediately thereafter once you're out of bed, daily kitchen cleaning, bathroom cleaning, vacuuming, sweeping and mopping. **Basically if it's dirty it needs to be cleaned, if it spilled then clean it up, if it needs to be disposed of throw it out.* If it is not yours find the owner and support them in cleaning it up.
 - b. Other responsibilities will be determined on an as needed basis while in the home.
47. **Internet** - should only be used for positive recovery skills; Internet can be disabled for the residents at any time. The Internet is not a right, it is a luxury.
- a. Internet for work trumps social internet. Working from home that requires internet IT may divert the internet from the wifi to the wired internet to boost the wired signal.
48. **Television** – each resident is allowed up to 2 hours of television time each day. If needed, this should be scheduled and documented in order to coordinate with your housemates. The Television is not to be used during your sleep pattern or during times you should be sleeping.

Rules - P.A.R.T.S (continued)

- a. If the television is left on for any amount of time, for any reason, unmonitored this will forfeit the house television for 24 hours.
49. **Quiet Time** - All residents should be respectful of housemates sleeping patterns at all times. Between the hours of 10:00pm and 6:00am all residents are to utilize quiet time. This includes respect sleeping housemates by utilizing a quiet tone, not be on the phone (house phone, personal cell, tablet, or other means of verbal communication) minimizing going in and out of rooms with doors, respecting boundaries in rooms and not being in another person's room with or without permission from all roommates, not turning on an overhead light (utilize the dimmer switch or the night light), and general respect of your environment.
 - a. Repeated violation of this rule can result in discharge as it can create a negative home environment; that stems from general disrespect of your housemates (& obviously oneself) that is not tolerated in our program.
50. **Communication** - All residents must communicate with staff and fellow residents with respect.
 - a. Cursing - at no point is there a justifiable reason to curse at or towards another resident or staff.
 - b. Temper Tantrums or explosions - are inappropriate and will be handled by isolating you from your fellow housemates and staff until you are calm. Then you will have to address what initiated the poor adult response with staff & likely the housemate. You may be required to accept responsibility to whoever you disrespected and make amends. You will not be able to go smoke, get on the phone or otherwise engage with other housemates, friends or family during these times as this is disruptive to others and often engages emotional blackmail.
 - c. Repeated incidents of this behavior **will** result in discharge as no one wants to live with a bully.
51. **Discharge Policy** - Residents have what is left of their 24 hours (see 24 hours rule 11.3) to change their mind with approval from your Sober Living Director in cases of impulsive self discharge. Some self-discharges will be discharged against staff advice (ASA) and the resident will have to wait to re-admit.
 - a. There is a 30 day reevaluation period after a discharge to assess if you are appropriate to return to the program. This allows for treatment, barrier resolution or other issues to be resolved prior to readmit. This time should be used to resolve whatever the reason you left in the first place was.
 - b. Staff can be assigned a longer than 30 day "cooling off time" typically it is 1 year for theft, poor boundaries or other things that the residents are unaware of the importance of how they impact their environment negatively. *(Sometimes just knowing we have the barrier can help us resolve it! - Remember being told no is not always a bad thing.)*
52. **Abandoned Items** - If you leave any items Independence Again reserve the right to distribute, discard or otherwise do what we please with them. There is not enough room to house, hold or otherwise store items left behind. If an Item is left by a graduate we will do our best to store it for 72 hours and residents can schedule a time to pick it up.

Rights and Responsibility

Residents Rights

1. The right to receive information about Independence Again, its services, its community partners, and residents rights and responsibilities presented in a manner that you can understand.
2. The right to be treated with respect and recognition of your dignity and your right to privacy in a courteous and professional manner.
3. The right to prompt assessment and to have those results shared in a time manner.
4. The right to participate with providers and sober support team in the development of a person-centered plan for services that build on individuals skills, needs, strengths and preferences; as well as have a copy of it. A person-centered plan must be completed within (30) thirty days of starting the program.
5. The right to a candid discussion with Independence Again staff, support providers and sober support team on appropriate or medically-necessary treatment options for any recommendation that would result in increased restriction (ie detox, residential care, or Partial hospitalization). You may need to decide among relevant treatment options, taking into account the risks, benefits and consequences, including your right to refuse treatment and to express your preferences about current and future treatment decisions. These recommendations may be included as a requirement for completion from the Independence Again program.
6. The right to question staff and volunteers about the services being delivered, and to have the questions addressed in a timely manner.
7. The right to change the support provider of any service during the course of the services being offered.
8. The right to file a grievance if it is felt that harm or neglect, in any form, has been displayed.

Rights and Responsibility (cont)

9. The right to have their grievance settled in a timely manner, and in a manner that is consistent with the grievance.
10. The right to inspect and receive a copy of their confidential records. Charges for copies will not exceed \$1 per page.

Residents Responsibilities

1. The responsibility to participate in the services agree upon; without delay or interruption of services; unless a medically warranted reason is able to be documented.
2. The responsibility to communicate to Independence Again staff/volunteers concerns they are having about the services offered.
3. The responsibilities to inform Independence Again of any change in their circumstance or desire to change providers.
4. The responsibility to actively participate in their recovery from alcohol or drug use or addiction.
5. The responsibility to not be under the influence of alcohol or drugs while attending services, and to inform Independence Again staff or volunteers if you or a housemate is under the influence.
6. The responsibility to comply with all agreed upon rules and requirements of Independence Again program while participating.
7. The responsibility to bring any concerns or issues with a housemate or potential housemate to the staff and volunteers attention; while not engaging in any means of coercion or retaliation if a barrier presents it while participating in the Independence Again program.

Residents Signature

Date

Title VI

Title VI/Nondiscrimination Coordinator:

The Independence Again's Title VI/Nondiscrimination Coordinator is its Executive Director. The Coordinator shall have lead responsibility for coordinating the administration of the Title VI and related statutes program, plan and assurances for the Independence Again. The Title VI training shall be yearly no later than the last day of June each year and within 90 days after a staff (paid or unpaid) begins working in a position of authority.

The Title VI/Nondiscrimination Coordinator is authorized to ensure compliance with the provisions of Independence Again's statement of nondiscrimination and with the appropriate laws and regulations. The Title VI/Nondiscrimination Coordinator will also ensure implementation of the Independence Again nondiscrimination policy statement and will be responsible for initiating, monitoring, and ensuring Independence Again is compliant with Title VI requirements.

The Title VI/Nondiscrimination Coordinator's role and responsibilities include but are not limited to the following:

1) **Program Administration:** Being the focal point for the Title VI implementation and monitoring of programs and/or activities receiving federal financial assistance. Ensuring that Title VI requirements are included in appropriate policy assistance. Ensuring that Title VI requirements are included in appropriate policy directives and that the procedures used have built in safeguards to prevent discrimination. Ensure compliance with Title VI assurances, policies, and program objectives.

2) **Public Dissemination of Information:** Develop and disseminate Title VI program information (and, where appropriate, in languages other than English) Staff/Volunteers, residents, and sub-recipients, including contractors, subcontractors, consultants and the general public. The public dissemination program shall involve the posting of Independence Again's Title VI Policy Statement: a) in contracts or other agreements and bid specification packages; b) on Independence Again website, www.independenceagain.org; c) in all of Independence Again locations where residents reside or visitors attend. The dissemination to employees/officials will include: a) an annual training to all staff (paid/unpaid), board members and residents; b) Posting on Independence Again's website; c) Acknowledgements of Independence Again Title VI in the new employee orientation plan.

3) **Annual Work Plan:** Available to the State of Tennessee, SAMSHA, Department of Children Services and Department of Corrections via email to the board to review and forwards upon request or upon incident no later than the last date of June each year:

a) The report will include the following information:

- i) Title VI complaint procedures (if applicable, if not N/A)
- ii) Record of Title VI investigations, complaints or lawsuits, and dispositions (if applicable, if not N/A)
- iii) Plan to involve persons with Limited English Proficiency (LEP)

(1) Plan to include LEP is to contact Tennessee Technological or other local providers for a translator upon reports of LEP needs or upon staff realization of need. Staff will consistently inform residents that if they need assistance to let staff know in case management meetings.

Title VI (cont)

iv) Environmental Justice Plan

(1) Staff/Volunteers must actively engage residents and participate in meaningful involvement in programs that will help establish independence on a case-by-case basis.

(2) Involvement of residents regardless of race, color, national origin, or income in the development, implementation, and enforcement of their individual plan.

v) Title VI notices to the public: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program activity receiving Federal financial assistance."

vi) Update the Annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year.

4) Address Violations: Assisting with the correction of Title VI related problems or discriminatory practices or policies found through self-monitoring and review activities. When deficiencies are found, reasonable procedures will be promptly addressed to the Board of Directors and will be implemented to correct the deficiencies and to put in writing the corrective action(s).

5) Complaint Process: Implementation of procedures for the prompt processing of Title VI internal and external discrimination complaints. No staff/volunteer or Board Member shall engage in any form of retaliation against a person or their family for filing a Title VI complaint. All staff/Volunteers and Board Members will encourage residents to advocate for themselves if barriers are presented.

6) Complaint Resolution: Overseeing the investigation of external Title VI complaints.

7) Training Program Development: Facilitate the development and implementation of training programs on Title VI issues and regulations and, other nondiscrimination authorities, for Independence Again staff (paid/unpaid), Board Members, Residents and as needed contractors, and subrecipients. A summary of training conducted will be reported in the annual update.

8) Complaint Transparency: Forwarding Title VI complaints filed against Independence Again the State of Tennessee point of contact via email shall be done immediately upon resolution and no later than 10 calendar days from the investigation initiating.

a) In the event the filing complainant is involved with the Department of Children Services, Probation or Department of Corrections, Substance Use Provider, Mental Health Provider or other accountability partners these points of contacts will also be informed in a timely manner - with an appropriate release on file.

Title VI (cont)

9) **Data Collection:** Coordinating the collection and maintenance of statistical data on race, color, national origin, English language proficiency and sex of participants in the beneficiaries of Independence Again outside funding sources. Information will be gathered through TNWITS unless Independence Again utilizes a new information collection resource (HMIS). The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

a) In the event staff is unable to gather this information due to resident refusal to answer staff will respect the residents wishes and report as refused to answer.

10) **Title VI Plan Update:** If updated, provide a copy of the Title VI Plan to the State of Tennessee upon request. Independence Again will update the Title VI Plan in the event of law changes to ensure compliance - as quickly as awareness is made. In the event the plan change places Independence Again at risk of non-compliance with any the contract Coordinator will reach out to points of contacts and ensure resolution options are presented to the board in a timely manner. Independence Again will update and renew its Title VI Assurances every other year (even years) or as necessary on the occasion of a change in the County, City, State, Federal level.

Title VI Coordinator Contact Information:

Title VI/Nondiscrimination Coordinator
Lynda M. Loftis-Webb, LADAC
2435 Oak Park Drive
Cookeville, TN 38506
Cell: (931) 510-9775
Phone: (931) 933-5914

The Independence Again Board of Directors will coordinate with the Title VI/Nondiscrimination Coordinator to ensure compliance with Title VI requirements for County, City, State and Federal Compliance.

- 1) Responsibilities for Title VI requirements include, but are not limited to the following:
- 2) Environmental Justice compliance on all State or federally funded projects;
- 3) Collecting and analyzing data to numerically assess the reach and impact of its program funds;
- 4) Comply with Limited English Proficiency Plan and Environmental Justice/Public Participation monitoring and reporting requirements;
- 5) Coordinate with Title VI/Nondiscrimination Coordinator to ensure all required information is provided in a timely manner.

Phase Checklist for Residents in Independence Again

Admit Phase _____ (Date Admitted)

- Turn in Cell Phone & **No Visitation**
- 7+ days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Demonstrate readiness and willingness to change
- Take Public Transportation 2+ times _____ (Dates Rode)
- Call 12-Step Recovery Sponsor daily Sponsors Name:

- Initiate Employment Search within 24 hours; and be employable (by InAgain definition)
- Calendar & Chore Understanding
- Safety Plan scanned in to their Sober Living Director, InAgainTN@Gmail.com
- Send an email to Sober Living Director, InAgainTN@Gmail.com when ready to phase up no earlier than 7 days in this phase.

Phase I _____ (Date started Phase)

- Visits as of _____ must be on-site and 2 hours *See Visitation Policy
- 14+ days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Complete Step 1, 2 & 3 (NA/AA/Celebrate Recovery) - Scan this to your Sober Living Director
- Attended a meeting a day (exception if worked/school/therapy 8+hours a day no Adjusted Phase for those days)
- Engage in appropriate level of counseling - Mental Health/Substance Use Consultation or Individual counseling
- Call 12-Step Recovery Sponsor daily Sponsors Name:

- Calendar & Chore Compliance Consistently
- Legal Gainful Full time Employment or In School
- Comply with all legal, social and recreational requirements
- Develop a Working Budget (making more income than spending on bills)
- Off Site Visit Plan scanned in to their Sober Living Director, InAgainTN@Gmail.com
- Send an email to Sober Living Director, InAgainTN@Gmail.com when ready to phase up no earlier than 21 days in this phase.

Phase II - Part 1 _____ (Date started Phase)

- 2 hours of off-site visits as of _____**
- 14 days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Complete Step 4 (NA/AA/Celebrate Recovery)
- Continue (all above) ~meeting attendance, chore compliance, sponsorship, employment, legal compliance, etc.
- Arrange and maintain transportation
- Establish Healthy Routine with asking for help when recognizing a need
- Establish a relapse prevention plan (RPP) scanned in to their Sober Living Director, InAgainTN@Gmail.com
- Establish and utilize appropriate community living boundaries
- Send an email to Sober Living Director, InAgainTN@Gmail.com when ready to phase up no earlier than 30 days in this phase.

Phase Checklist for Residents in Independence Again (Cont)

Phase II - Part 2 _____ (Date started Phase)

- 4 hours of off-site visitation as of _____**
- 21 days Adjusted Phase Free (formally known as restriction) _____ (Date of Last AP)
- Complete Step 5 (NA/AA/Celebrate Recovery)
- Continue (all above) ~meeting attendance, chore compliance, employment, routine, counseling, asking for help, RPP, etc.
- Demonstrate healthy boundaries Independently
- Regularly (upon availability) Chair Independence Again House Meeting(s) or Community Meetings
- Send an email to Sober Living Director, InAgainTN@gmail.com when ready to phase up no earlier than 30 days in this phase.

Phase II - Part 3 _____ (Date started Phase)

- 6 hours of off-site visitation as of _____**
- 30 days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Complete Step 6 (NA/AA/Celebrate Recovery)
- Continue (all above) ~meeting attendance, readiness, routine, counseling, asking for help, RPP, boundaries, etc.
- Demonstrate Honesty with Schedule, Responsibilities and during unsupervised time(s)
- Send an email to Sober Living Director, InAgainTN@gmail.com when ready to phase up no earlier than 30 days in this phase.

Phase II - Part 4 _____ (Date started Phase)

- 8 hours of off-site visitation as of _____**
- 45 days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Continue (all above) ~chore compliance, employment, routine, asking for help, RPP, boundaries, etc.
- Complete Skill/education Building Classes that are recommended
- Send an email to Sober Living Director, InAgainTN@gmail.com when ready to phase up no earlier than 30 days in this phase.

Phase III - _____ (Date started Phase)

- Overnight home visits as of _____**
- 65 days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Continue (all above) ~meeting attendance, readiness, routine, counseling, asking for help, RPP, boundaries, etc.
- Maintain Household position for 90 days
- Complete or Update Personal goals
- Develop Safe Graduate Plan, with a safe drug and violence free home
- Save Money for Move out of \$1,600 (goal - adjusted based on needs) - Verification required
- Send an email to Sober Living Director, InAgainTN@gmail.com when ready to schedule Graduation; no earlier than 30 days in this phase.

Phase Checklist for Residents in Independence Again (cont)

Graduate Phase - _____ (Date started Phase)

- 180+ days in Program
- Up to 90 day home trial participation
- 65 days Adjusted Phase Free (formerly known as restriction) _____ (Date of Last AP)
- Continue (all above) ~meeting attendance, chore compliance, sponsorship, employment, readiness, etc.

Mentoring Phase -

- Good standing with Independence Again
- Agree to work on building skills and working with the current residents

Parent with Children - Eligible for Residents of our program with minor age appropriate children

(*upon approval from the Resident with Children Sober Living Director and Executive Director)

- Send an email to the Resident with Children Sober Living Director, Executive Director and InAgainTN@Gmail.com when ready to meet with the team on what you need to transition into the parent with children program; no earlier than 30 days in the program.
- The resident has demonstrated a clear understanding of the program rules and responsibilities
- Children are able to demonstrate an age appropriate clear understanding of the program rules and responsibilities.
- Has minor children who are the same gender as residents under the age of 18, children of the other gender must be prepubescent (under age of puberty). (i.e. women with children female children 17 and under, male children prepuberty) *This is a safety rule and can not and will not be adjusted for the safety of the minor.
 - Children who are at risk of active drug use will be required to take drug screens upon suspicion of use or reliable reports of use. Refusal will require the emergency contact to pick the child(ren) up until the child(ren) is willing to comply with the rules.
- Has maintained stable full time employment with a schedule supportive of caretaking the children for no less than 30 days.
- Has maintained sobriety for a period of time no less than 30 days and does not present with risk of relapse.
- Develop a written budget that supports the family unit without need of outside support other than approved resources (i.e. SNAP, Families First, etc.)
- Develop a transition plan with the team that includes who will care for the children in an emergency.
- Other tasks** as assigned by the Parent with Children Sober Living Director identifies as primary concern for the resident or their children. This will be specific to the family unit to be successful in the home and minimize risk for other residents or children.

Please remember needs are individually based, you may be asked to complete specific tasks that are specially identified for you that others may not need and you may not need to complete tasks that others do... Be supportive and remember we are in Recovery all together and when one succeeds it is easier for us to succeed!

Meeting Attendance

All Residents are required to attend no less than one AA/NA/Recovery Support Meeting a day. Transportation to and from meetings is the residents responsibility; staff will assist when all other transportation options have been exhausted. Lack of transportation is never a reason to fail to attend a meeting.

Meeting exception: When a resident has worked/attended therapy/service work for more than eight hours in a day they may be exempt from a meeting - however, no less than three meetings are required a week. Non-compliance will result in an Adjusted Phase.

Transportation

Primary Source of transportation is public transportation; staff supported back-up transportation is available when all other opportunities have been exhausted, in many cases. Staff transportation is not available during hours the public transportation is operating. Paying for Your Trip: Cost for adults is \$1.00 per trip, \$3.00 for a day pass, \$25 for a 30 trip pass, or \$10.00 for a 10 trip pass; children 5 years and under ride free.

Public Transportations

Be sure to get to the bus stop a few minutes early because schedule times may vary slightly due to inclement weather and traffic conditions.

CATS has regular routine transportation with multiple bus stops throughout Cookeville and Algood the hours of operation are: Monday - Thursday 6:00am-6:00pm, Friday 6:00am-10:00pm and Saturday 10:00am-10:00pm. If you need assistance in booking your trip with CATS or our other transit services call (931) 372-8000 or (800)-968-2472 or email comment4cats@uchra.com to book your trip.

UCHRA Public Transit System Door-to-Door Services: Hours of Operation are Monday-Friday from 6:00am-6:00pm. Customers should call their local office to schedule a trip at least 48 hours, in advance. Local trips are \$1.00 each way and \$1.00 for each additional stop.

Intercity Express Service: The Nashville I-40 Express service provides a deviated fixed route service from Cookeville to Nashville.

Relapse Prevention Plan

The Stages of Relapse Relapse is a **process**, it's not an event. In order to understand relapse prevention you have to understand the stages of relapse. Relapse starts weeks or even months before the event of physical relapse.

There are three stages of relapse:

Emotional relapse

Mental/Spiritual relapse

Physical relapse

Emotional Relapse: In emotional relapse, you're not thinking about using. But your emotions and behaviors are setting you up for a possible relapse in the future. The signs of emotional relapse are: (add a date next to each that you experience each day)

- ★ Restless, Irritable and Discontent
- ★ Anxiety
- ★ Intolerance
- ★ Anger
- ★ Defensiveness
- ★ Mood swings
- ★ Isolation
- ★ Not asking for help
- ★ Not going to meetings
- ★ Poor eating habits
- ★ Poor sleep habit

The signs of emotional relapse are also the symptoms of post-acute withdrawal. If you understand post-acute withdrawal it's easier to avoid relapse, because the early stage of relapse is easiest to pull back from. In the later stages the pull of relapse gets stronger and the sequence of events moves faster. Also you will be more susceptible to feelings you would typically be able to overcome with ease.

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Relapse Prevention Plan (cont)

Mental/Spiritual Relapse: In mental relapse there's a war going on in your mind. Part of you wants to use, but part doesn't. In the early phase of mental relapse you're just idly thinking about using. But in the later phase you're definitely thinking about using. The signs of mental relapse are:

- ★ Thinking about people, places, and things you used with
- ★ Glamorizing your past use
- ★ Lying to self or others
- ★ Hanging out with old using friends
- ★ Fantasizing about using
- ★ Thinking about relapsing
- ★ Planning your relapse around other people's schedules
- ★ It gets harder to make the right choices as the pull of addiction gets stronger.

Techniques for Dealing with Mental Urges:

Play the tape through. When you think about using, the fantasy is that you'll be able to control your use this time. You'll just have one drink. But play the tape through. One drink could lead to more drinks or a strong desire to use other substances. You'll wake up the next day feeling disappointed in yourself. You may not be able to stop the next day, and you'll get caught in the same vicious cycle.

Also if alcohol is not a drug of choice you identify with thinking it is safe is like thinking someone who is not an opioid/Meth/Cannabis/Cocaine etc. user being able to use them RECREATIONALLY... When you play that tape through to its logical conclusion, using doesn't seem so appealing. A common mental urge is that you **can get** away with using, because no one will know if you relapse. Perhaps your spouse is away for the weekend, or you're away on a trip. That's when your addiction will try to convince you that you don't have a big problem, and that you're really doing your recovery to please your spouse or your work. Play the tape through. Remind yourself of the negative consequences you've already suffered, and the potential consequences that lie around the corner if you relapse again.

Remember, if you could control your use, you would have done it by now.

Relapse Prevention Plan (cont)

Early Relapse Prevention *Relapse prevention* at this stage means recognizing that you're in emotional relapse and changing your behavior. **Recognize** that you're isolating and remind yourself to ask for help. **Recognize** that you're anxious and practice relaxation techniques. **Recognize** that your sleep and eating habits are slipping and practice self-care. If you don't change your behavior at this stage and you live too long in the stage of emotional relapse you'll become exhausted, and when you're exhausted you will want to escape, which will move you into mental relapse.

Practice self-care: The most important thing you can do to prevent relapse at this stage is take better care of yourself. Think about why you use. You use drugs or alcohol to escape, relax, or reward yourself. Therefore you relapse when you don't take care of yourself and create situations that are mentally and emotionally draining that make you want to escape. *For example, if you don't take care of yourself and eat poorly or have poor sleep habits, you'll feel exhausted and want to escape.*

Resentments: If you don't let go of your resentments and fears through some form of relaxation, they will build to the point where you'll feel uncomfortable in your own skin. If you don't ask for help, you'll feel isolated. If any of those situations continues for too long, you will begin to think about using. But if you practice self-care, you can avoid those feelings from growing and avoid relapse. (Reference: www.AddictionsAndRecovery.org)

MY SELF-CARE PLAN INCLUDES:

Relapse Prevention Plan (cont)

MY MENTAL RELAPSE RESPONSE PLAN:

Physical Relapse: Once you start thinking about relapse, if you don't use some of the techniques mentioned above, it doesn't take long to go from there to physical relapse. Lying to yourself. Driving to your dealer. Driving to the liquor store. Lying to others. It's hard to stop the process of relapse at that point. That's not where you should focus your efforts in recovery. That's achieving abstinence through brute force. But it is not recovery. If you recognize the early warning signs of relapse, and understand the symptoms of post-acute withdrawal, you'll be able to catch yourself before it's too late.

WHO DO YOU REACH OUT TO IF YOU DO USE:

1.

2.

3.

Relapse Prevention Plan (cont)

Tell someone who is supportive of your recovery that you're having urges to use. Call a friend, a support, or someone in recovery. Share with them what you're going through. The magic of sharing is that the minute you start to talk about what you're thinking and feeling, your urges begin to disappear. They don't seem quite as big and you don't feel as alone.

Distract yourself. When you think about using, do something to occupy yourself. Call a friend. Go to a meeting. Get up and go for a walk. If you just sit there with your urge and don't do anything, you're giving your mental relapse room to grow.

Wait for 30 minutes. Most urges usually last for less than 15 to 30 minutes. When you're in an urge, it feels like an eternity. But if you can keep yourself busy and do the things you're supposed to do, it'll quickly be gone.

Do your recovery one day at a time. Don't think about whether you can stay abstinent forever. That's a paralyzing thought. It's overwhelming even for people who've been in recovery for a long time. One day at a time, means you should match your goals to your emotional strength. When you feel strong and you're motivated to not use, then tell yourself that you won't use it for the next week or the next month. But when you're struggling and are having lots of urges, and those times will happen often, tell yourself that you won't use them for today or for the next 30 minutes. Do your recovery in bite-sized chunks and don't sabotage yourself by thinking too far ahead.

Make relaxation part of your recovery. Relaxation is an important part of relapse prevention, because when you're tense you tend to do what's familiar and wrong, instead of what's new and right. When you're tense you tend to repeat the same mistakes you made before. When you're relaxed you are more open to change.

(Reference: www.AddictionsAndRecovery.org)

Personal Recovery Safety Plan

CONGRATULATIONS ON YOUR COMMITMENT AND EFFORTS TO MAINTAIN SOBRIETY!

Write down your plan to help support you and prepare for the tough times when/should you hit a bump in your recovery plan.

These are the top three (3) reasons which I choose to be sober today

1. _____
2. _____
3. _____

These are actions I can take if and when I have cravings: (examples: call a support, eating if hungry, going to a meeting, reading recovery material, reminding myself that cravings can be intense but pass, or thinking of the consequences of using):

1. _____
2. _____
3. _____

Places I can go which provide positive distraction (like 12-step meetings, a coffee shop, the library, or specific family or friends etc):

1. _____
2. _____
3. _____

My Triggers or Early Warning Signs - Things I need to look out for include: (examples could be, cravings, changes in attitude towards recovery, or behaviors) :

1. _____
2. _____
3. _____

Here are a few people I can call who support my recovery:

- | | Name | Phone |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| | _____ | _____ |

Off Site Visit Plan

Who are safe, sober and supportive family and friends I can visit with:

Where are places you could go on your visits:

1. _____
2. _____
3. _____

What do you want to do for fun:

1. _____
2. _____
3. _____

When are times that I identify as **unsafe** to have visitations:

1. _____
2. _____
3. _____

Where are places that I identify as **unsafe** to have visitations:

1. _____
2. _____
3. _____

Steps you agree to complete in order to stay safe during visits: (i.e. - call someone safe if triggered to use, avoid unsafe places, avoid unsafe times, be around safe people, go to a meeting)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Residents Signature

Date

Housemate Support Slip

My Housemates Name: _____

Date: _____

Time: _____

What I like about you as my housemate:

What I love about you as my housemate:

Behavior that is causing me distress:

My signature:

My Housemates response:

Consumer Grievance

Date of Incident: _____ Date of Completion of Form: _____

Person(s) involved in the incident: _____

Description of incident: Be specific, include location, date, time and witnesses who were present.

How would you like this to be resolved? _____

Residents Signature

Date

Return this form to: **InAgain@Gmail.com**

***** To be completed by staff:** describe process of resolving the grievance:

What was the grievable offence: _____

What informal resolution steps were taken: _____

Budget

Income:

Paycheck: _____
\$ Money from Family: _____
Other Income: _____
Total Income: _____

Expenses:

Housing

Rent:	_____	Household Items:	_____
Toiletries:	_____	Laundry:	_____
Cellular Phone:	_____	Other:	_____

Food

Groceries:	_____	Meals Out:	_____
Other Food:	_____	Other:	_____

Transportation

Public Transport:	_____	Gasoline:	_____
Auto Maintenance:	_____	Auto Insurance:	_____
Auto Loan:	_____	Other Transport:	_____

Legal

Probation:	_____	Court Fees:	_____
Legal Fees:	_____	Misc. Fees:	_____

Medical

Dr. Visits: :	_____	Rx Medication:	_____
Health Insurance:	_____	Other:	_____

Family

Child Care:	_____	Child Support:	_____
\$ for Family/Friends:	_____	Other:	_____

Financas

\$/Cashier Check:	_____	Bank/Credit Cards:	_____
Misc. Fees:	_____	Savings (+extra \$):	_____

Elective Items

Tobacco, Vape & Supplies: _____
Beauty, Clothing & Shoes: _____
Luxury/Online Shopping: _____
Entertainment: _____

Total Expenses: _____

Total Income _____ - Total Expenses = _____ Budget Balance _____

ChoreWars

ChoreWars is the way we document our chores, this always the staff and fellow residents know what chore you have done or not done in real time.

Always remember your username and password - lost characters will not be reimbursed for lost items. *Pro-tip (add your email to recovery lost passwords)

How to claim chores

- 1) Login
- 2) Navigate to the "Adventures" Tab
- 3) Locate Chore you ***JUST*** completed (do not claim till you completed)
- 4) Click "Claim This" to the right
 - a) If claimed in error Navigate to "This Week" Tab
 - b) Click the "X" button on the right side
 - c) Click "Yes"
 - d) Comment on why you are deleting

Purchase ChoreWars Rewards

- 1) Login - on Chore Store Day
- 2) Navigate to the "Adventures" Tab
- 3) Locate the "XA - Pirate Ship" section and select the reward you want to purchase.
- 4) Navigate to "Character Sheet" Tab (Remember how much the reward costs)
- 5) Type in the "gp" the reward cost, note what reward you are spending it on. Click "Spend"
 - a) Repeat as needed till rewards are purchased
- 6) Collect your ChoreWars card from the Chore Store Coordinator

Use ChoreWars Rewards

Limitations are contingent on when you can use them - you are responsible for knowing if you can use it or not!

I.e. Can not use ChoreWars rewards while on restrictions.

I.e Can only use ½ of your available time on after parties for example if you have 2 hours off site you can purchase 1 hours social time, etc.

- 1) Instructions are also on your card - Login to ChoreWars
- 2) Navigate to "Character Sheet"
- 3) Click "Use or Drop Items" to the left under Character Picture
- 4) Click "Use" on which reward you are using - as many times as you need to fulfill your plan.
- 5) Sign your card and add date/time used
- 6) Drop card in box by house managers door

Independence Again Quick Information

Email Address: JRaymer@Independenceagain.org

Email Password: _____

Temporary password is your social security number. It will make you change it to a new password.

Door Code: _____

Locker Code: _____

ChoreWars Password: _____

User Name: _____

Password: _____

[] Photo ID

[] Birth Certificate

[] Social Security Card

Independence Again Programs

Applications can be submitted to App@IndependenceAgain.org or Faxed 931-401-4670

Contact Staff/Board InAgain@gmail.com

Website: WWW.IndependenceAgain.org

Through positive peers, dedicated staff, knowledge of recovery and treatment, our Sober Living Community for parents and their children is an opportunity to take advantage of a safe and structured environment that assists residents through case management and therapeutic intervention at an affordable price.

Women, Women with Children, Women on MAT

Lynda Loftis, LADAC - Executive Director

931-510-9775 - Lynda@IndependenceAgain.org

Ashley Swafford - Sober Living Director

931-933-5914 - ASwafford@IndependenceAgain.org

Haley Perry - Sober Living Director

931-933-5903 - HPerry@IndependenceAgain.org

Men, Men with Children, Men on MAT

Justin Veals - Sober Living Director

931-933-5814 - JVeals@IndependenceAgain.org

Independence Again partners with local treatment and counselors to provide specialized treatment services and tailored treatment plans for each resident. We focus on therapeutic interventions through treatment, support from the community in recovery as well as resources for individual stability. We understand there is no “one size program fits all” and work (at times) outside the box to help residents find answers and solutions for recovery.

