

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 put 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.
 - b. Have a copy of the driver's license on file.

(T) Jane - Work -
Sherwin Williams

(C) Jane - Work -
Sherwin Williams

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

- c. Staff verify there is no restriction on your driver's license.
 - 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.)*

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

- a. Exception Request - Submit a request no later than 7 days prior to the event in an email to the Sober Living Director and inagaintn@gmail.com.
 - 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** is \$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. Entry fee - \$310.00 and due upon admit.
 - b. Back Rent - Residents **must** pay no less than 10% on back rent each week that they make more than \$155 on their paycheck and comply with the budget plan. *(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.
 - c. Pay Stubs - are to be scanned into budget@IndependenceAgain.org each week for the budget meeting.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. A resident is considered unemployed upon clocking out of their last shift at an employer.
 - h. 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.
 - i. A resident is not considered employed until they complete their first full shift **and** are scheduled to return the next shift.

- j. 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.

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

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.*)
 - 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 to aid in their financial goals will be required to submit their hours no later than the last saturday of each month.
 - 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.

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

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.
- 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.
- 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.
 - 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.
- 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).

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

- 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.
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.*
- a. 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.
- a. 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.
 - b. 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.*
 - c. 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.
- a. 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.
 - b. 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.
 - c. 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.)*

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

- a. 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.**
 - b. Confiscated Items abandoned or in disarray causing someone else to move items can be confiscated by staff for 30 days.
 - 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,/SignIn Sheet, 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.

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

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.
 - 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.
53. **Mail** - Mail is to be received at P.O.Box 2543 Cookeville, TN 38502-2543 - Mail will not be received at the home location due to safety concerns for residents.

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.

