



# RESIDENT POLICY AND PROCEDURES



# SIR HOUSE TABLE OF CONTENTS

1. Mission and Vision Statement
2. Admissions, Applications and Intake Procedures
3. Code of Ethics
4. Chore Description
5. Bed Bug Protocols
6. Consequence List
7. Deep Cleaning Chore Description
8. Emergency Procedures
9. Financial Transparency
10. Grievance Policy and Form
11. House Rules
12. Laundry Rules
13. Medical Release of Information
14. Refrigerator Rules
15. Rental Agreement
16. Residents' Rights and Responsibilities
17. Transportations Policy

## **MISSION AND VISION STATEMENTS**

### **MISSION**

To provide a safe, structured and affordable residential facility for women active in 12-step recovery from alcohol and drug addiction.

### **VISION**

We believe that lasting contented sobriety cannot be achieved alone. In the spirit of unity and cooperation, we will facilitate a communal effort to assist women who seek meaningful change. Our focus will be to help our residents assume and uphold responsibilities, foster connections with peers, be proactive in recovery, and work toward fully independent living. Sisters In Recovery is committed to providing a sober living environment that is conducive to personal growth, support, and accountability. We will strive to have the recognition and respect of the community as a viable resource for recovery.

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Initials



## SIR HOUSE CODE OF ETHICS

The Code of Ethics must be signed by all members of the Board of Trustees, Volunteers, House Managers and Residents. This statement commits the signer to adhere to this Code of Ethics and to maintain a vital concern for the lives and well-being of all residents of SIR House.

By signing this Code of Ethics, I agree to the following:

1. Maintain an alcohol and illicit drug-free environment.
2. Provide a healthy, safe, homelike, and sober environment that meets Sober Living Network and Coalition Standards.
3. Be dedicated to recognizing the dignity and worth of all human beings
4. Value diversity and non-discrimination
5. Assess each potential resident's strengths and needs, determine whether the level of support available within the residence is appropriate, and aid the residents with appropriate referrals if warranted.
6. Provide an environment where each resident's recovery needs are the primary factors in all decision-making. Honor individuals' right to choose their recovery paths within the parameters defined by the residence organization.
7. Maintain quality housing consistent with the neighborhood's quality. Demonstrate activities that benefit the immediate neighbors.
8. As a Board of Trustee Member, I will maintain my personal sobriety and agree to resign immediately if I relapse.
9. Provide consistent, fair practices for drug testing that promote the residents' recovery and the health and safety of the recovery environment. House Managers will submit to random drug testing by the Board of Trustees.
10. Take appropriate action to stop intimidation, bullying, sexual harassment, and/or otherwise threatening behavior of residents, staff, and visitors within the residence. Assure that no weapons are allowed on Sober Living premises.

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Initial

11. Address each resident fairly in all situations. Take appropriate action to stop retribution, intimidation, or any negative consequences resulting from a grievance or complaint.
12. Maintain clear personal and professional boundaries. Never become romantically or sexually involved with residents.
13. Sustain transparency in operational and financial decisions. House Managers or Board Members are never to become involved with residents' financial affairs. These cover borrowing or lending money, buying or selling property, or other financial transactions.
14. Provide resident agreements and rules that reflect the house operations.
15. Respect all residents' privacy, confidentiality, and personal rights.
16. Decline taking a primary role in the recovery plans of relatives, close friends, and/or business acquaintances.
17. Encourage residents to sustain relationships with professionals, recovery support service providers, and allies.

My signature below indicates my agreement to abide by this Code of Ethics:

Print name: \_\_\_\_\_

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

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



## SIR HOUSE APPLICATION AND INTAKE PROCEDURE

### Admission Criteria

The potential resident must:

1. Be admitted voluntarily.
2. Be 18 years of age or older.
3. Have a minimum of 30 days free from using alcohol and/or drugs that a reputable source can verify.
4. Be medically stable. Individuals with ongoing medical problems, including dual diagnosis, may be accepted if they address these problems with outside professional help, including medication management. SIR House is not a medical facility, so all individuals needing to take medication must be able to handle their own medication without supervision. Under no circumstances will controlled substances or narcotic medications be accepted.
5. Be actively involved in a 12-Step program for recovery from alcoholism and/or drug addiction
6. Attend 12-Step meetings and maintain a 12-Step sponsor.
7. Participate in daily meditation.
8. Attend the weekly house meeting.
9. Perform daily chores and monthly deep cleaning chores.
10. Be gainfully employed or seeking employment. Persons receiving disability may be approved, but weekly volunteer hours will be required.
11. Agree to abide by house rules.

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Initials

## Application Procedure

All potential residents must complete an online application. A member of the SIR House Board will review the application, and if the criteria are met, will reach out to the applicant and conduct a phone interview.

After reviewing and completing the initial screening, if the applicant is determined to be a good fit, a move-in appointment will be scheduled.

## Intake Procedure

Upon approval for residency, applicants will be required to read, review and acknowledge agreement by signing the following the documents;

1. Residents' Rights and Responsibilities
2. SIR House Code of Ethics
3. Rental Agreement
4. House Rules
5. Consequence List
6. Medical Information Release
7. Bed Bug Protocols
8. Transportation Policy
9. Emergency Policy
10. Financial Transparency

The above documents must be completed before the new resident will be allowed to move in.

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Initials

## Move-in Procedure

At the move-in appointment, the following items will be completed:

1. A drug/alcohol test will be administered.
2. All items that can be washed will be placed in the hot box according to the Bed Bug Policy before coming into the residence.
3. A signed copy of all required documents will be given to the resident, along with a 12-step meeting sheet and, if applicable, a job search log.
4. All medication will be entered into the computer system. The resident will be given a weekly pill box and will put enough medication in their box to last until Sunday. All resident medications will remain in a lockbox on premises. After the Sunday house meeting, medication will be returned to the resident to refill their pill box for the next week.
5. Each resident will be assigned a computer sign-on.
6. Each resident will be given a security code.
7. Each resident will be added to the messaging service or application.
8. Each resident will be shown how to sign in and out when leaving and returning home, sign off on completed chores, request transportation services, and request an overnight pass.
9. Each resident will be assigned a locker.

Each resident will be shown:

1. Their personal bed, dresser, and closet space
2. Their pantry and refrigerator space
3. The community pantry and refrigerator space
4. Their mail slot
5. Their bathroom space
6. The chore list and chore descriptions
7. The laundry schedule and the laundry rules
8. The refrigerator rules

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Initials

# DAILY CHORE DESCRIPTIONS

**\*\* EVERYONE CLEAN UP AFTER YOURSELF \*\***

## **BATHROOMS**

- Clean sink
- Clean toilet – bowl and exterior
- Clean tub/shower
- Clean mirror
- Empty trash
- Wipe window sill
- Replace hand towel
- Refill hand soap
- Stock toilet paper-at least 2 rolls
- Sweep and mop

## **FLOORS**

Sweep and mop kitchen, living room, hallways & laundry room

## **KITCHEN GENERAL**

- Wipe down all countertops and cabinets
- Clean sink including drain
- Change towels
- Rinse coffee pot and filter basket
- Wipe down coffee makers
- Refill sugar, creamer, sugar substitute
- Refill dish soap
- Take out trash if needed
- Clean stove and oven – top, front, sides, vent hood
- Clean microwave – inside and out
- Wipe down refrigerators – exterior

## **LAUNDRY ROOM & MEETING ROOM**

- Wipe down washer and dryer
- Clean dryer lint filter
- Straighten items on shelves
- Sunday-Tuesday-Friday: Sweep and mop meeting room by 5pm

## **LIVINGROOM**

- Dust all furniture and items
- Straighten furniture
- Vacuum rug

## **PORCH & PATIO**

- Wipe down tables & chairs
- Clean out ashtrays/cigarette butt receptacles
- Sweep (in front also sweep walkway)
- Empty trash if needed

## **PARKING LOT & TRASH**

- Pick up any debris
- Spot sweep
- Spray for weeds
- Place all trash in receptacles evening before trash day
- Remove bag from receptacle and place on Wayne Street curb no earlier than 9pm on day before trash day or no later than 7am on trash days
- TRASH DAYS ARE TUESDAY & FRIDAY
- Replace liner in receptacles

## **YARDS & TREES**

- Front (Wayne Street), Main (Pasadena Blvd) and Side
- Pick up any debris and large sticks
- Spray for weeds in sidewalk
- Check for ant beds and wasp nests and treat if needed
- Pull weeds around trees, bushes and plants
- May Thru August: Water each tree 10 minutes using a timer on Monday-Wednesday-Friday Preferably In The Morning
- Water flower beds 10 minutes using a timer on Tuesday-Thursday-Saturday Preferably In The Morning
- Roll up water hose

**EVERYONE:  
BEDROOMS MUST BE KEPT CLEAN AND ORDERLY  
AT ALL TIMES**

**EVERYONE:  
FRIDGE & PANTRY  
BY 8PM MONDAY AND THURSDAY**

Throw out old food  
Wipe down shelves and drawers including freezer  
All items in covered/closed containers with date label



**SISTERS IN RECOVERY, INC.**

**BED BUG PROVENTION PROTOCOL**

**IN ORDER TO PREVENT A BED BUG INFESTATION ALL NEW RESIDENTS MUST FOLLOW THE PROTOCOLS BELOW BEFORE MOVING THEIR BELONGINGS INTO THE HOUSE OR RETURNING FROM AN OVERNIGHT OR HOTEL STAY.**

1. Upon moving into the house, all new residents must leave all their belongings on the porch.
2. Residents will then change into clothing (provided by SIR House) in the portable dressing room located on the porch.
3. Once changed resident will place all personal items that can be washed or dry cleaned into the Thermal Strike Ranger Hot Box for a minimum of 30 minutes at 120 degrees. Including cloth bags, shoes, etc.
4. Once items have reached the time and temperature requirements, the resident can then take their belongings into the house and store them in their assigned spaces.
5. Before leaving for an overnight pass or hotel visit Residents will place a change of clothes in a blue bag on the porch.
6. When the resident returns, they will use the pop-up changing station to change clothes and then place all personal items that can be washed or dry cleaned into the Thermal Strike Ranger Hot Box for a minimum of 30 minutes at 120 degrees. Including cloth bags, shoes, etc.

*I have read, understand, and agree to abide by these protocols.*

Print Name \_\_\_\_\_

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

Board Member \_\_\_\_\_ Date \_\_\_\_\_

## CONSEQUENCE LIST

Infraction	Consequence	2 <sup>nd</sup> Offense
Being in Restricted Area	Write Out The Rules	Extra Chore & No Pass for 30 Days
Breaking Curfew <b>**No Warnings Given**</b>	10pm Curfew for 14 days	10 pm Curfew for 14 Days & No Pass for 30 days
Breaking Laundry Rules	Extra Chore	Write Out The Rules & No Pass for 30 Days
Cell Phone in Morning Meditation or Meeting	Write Out The Rules	Extra Chore & No Pass for 30 Days
Creating A Hazardous Situation	10pm Curfew for 7 days	10 pm Curfew for 14 Days & No Pass for 30 days
Dishonest About Overnight Location or Who You Were With <b>**No Warnings Given**</b>	10pm Curfew for 30 days and No Pass for 30 days	Eviction
Disruptive Behavior	Write Out The Rules	Extra Chore & No Pass for 30 Days
Dress Code Violation	Write Out The Rules	Extra Chore & No Pass for 30 Days
Fail to Attend or Late For Weekly House Meeting	Write Out The Rules	Extra Chore & No Pass for 30 Days
Fail to Attend Required 12-Step Meetings <b>**No Warnings Given**</b>	Attend A Meeting A Day for 30 Days	Attend A Meeting A Day for 90 Days & No Pass Until Completed
Fail to Complete Chore Correctly or Mark Chart	Extra Chore	Extra Chore & No Pass for 30 Days
Fail to Complete Required Work/Volunteer Hours <b>**No Warnings Given**</b>	10pm Curfew for 7 Days	10pm Curfew for 14 Days & No Pass for 30 Days
Fail To Lock Door	Write Out The Rules	Extra Chore & No Pass for 30 Days
Fail to Sign In or Out	Extra Chore	10pm Curfew for 7 Days & No Pass for 30 Days
Food or Drink at Computer or Inappropriate Use of Computer	No Computer Privileges for 7 Days	No Computer Privileges for 7 Days & No Pass for 30 Days
Food or Drink in Bedroom	Extra Chore	Write Out The Rules & No Pass for 30 Days
Late For On Premise AA Meeting	Write Out The Rules	Extra Chore & No Pass for 30 Days
Late For, Fail To Attend or Not Alert During Morning Meditation	Write Out The Rules	Extra Chore & No Pass for 30 Days
Leaving a Mess, Not Making Bed	Extra Chore	Write Out The Rules & No Pass for 30 Days
Putting Yourself In A Dangerous Situation <b>**No Warnings Given**</b>	30 Days Only Leaving House for Work, Meetings, IOP, Probation/Parole	Eviction
Smoking or Vaping Indoors <b>**No Warnings Given**</b>	Write Out The Rules	10pm Curfew for 14 Days & No Pass for 30 Days
Taking Unauthorized OTC Medication	Write Out The Rules	No Pass for 30 Days
Uncovered or Spoiled Food in Refrigerator	Extra Chore	Extra Chore & No Pass for 30 Days

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Initials

**\*\* NOTE \*\***

**This is not a comprehensive or complete list of reasons you may receive a consequence.**

**You may receive consequences for a reason/behavior not listed if a Board Member determines it is detrimental to peaceful and productive house activities.**

**Consequences will be given by the House Manager or Board Member at their discretion.**

**Failure to successfully complete a consequence will result in additional consequence.**

**You will forfeit your residency if you refuse to accept a consequence or incur any 3 consequences within a 30-day period.**

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Initials

## DEEP CLEANING CHORES

### **BATHROOMS**

Scrub bathtub, shower tile, sink and toilet  
Treat tub drain  
Clean mirror  
Remove all items from shelves and wipe down – return items neatly organized  
Empty and wipe out mirror storage – return items neatly organized  
Empty under sink cabinet and wipe down – return items neatly organized  
Wipe down exterior of cabinets  
Wipe out windowsill and clean window and blinds  
Stock toilet paper  
Refill soap  
Sweep and mop

### **LAUNDRY ROOM & GARAGE**

Wipe down washer and dryer  
Clean dryer lint filter  
Clean washer filter  
Wipe down shelves and organize neatly  
Clean windows  
Wipe out windowsills  
Dust blinds  
Organize any items in storage area  
Remove all items from community refrigerator and freezer, discard expired items, clean interior walls, shelves and drawers, return items neatly organized  
Wipe down exterior of deep freezer and refrigerator including top  
Sweep and mop  
Clean vacuum

### **BEDROOMS**

Pull furniture away from walls and sweep and mop behind dressers, under beds and inside closet  
Wipe down all shelves  
Wipe out windowsills  
Clean windows  
Dust blinds  
Clean ceiling fans and vents  
Wipe down doors – interior and exterior  
Spray bedframes for bed bugs  
Wipe down bedframes with murphy's oil- including empty beds, everyone does their own  
Rotate mattresses-everyone does their own  
Re-make beds-everyone does their own  
Pick up floor rugs to be laundered  
Change AC filter

### **LIVINGROOM**

Dust walls from floor to ceiling including baseboards – also in hallway  
Change AC filter in hallway  
Wipe down furniture  
Dust wall decor  
Empty drawers on entertainment center and coffee table, wipe out and return items neatly organized

Wipe down the computer desk and everything on it, including legs, computer components underneath, electrical strip and cords  
Wipe down printer and shelf and organize items in baskets  
Wipe out windowsill  
Clean windows  
Dust blinds  
Clean ceiling fan  
Clean ceiling vent  
Sweep or vacuum rug and doormat  
Pull furniture away from walls and sweep and mop behind  
Sweep and mop including hallway

### ***KITCHEN AND DINING AREA***

Pull refrigerators out and sweep and mop behind  
Wipe down all cabinets and countertops  
Remove all items from refrigerators and freezers and clean interior walls, shelves and drawers  
Clean exterior of refrigerators including tops  
Clean stovetop including burner drip pans  
Clean oven racks and interior  
Wash out trash can  
Wipe down tables and chairs including legs  
Straighten/Organize under island and wipe down shelves  
Straighten/Organize under sink and restock cleaners, trash bags, etc.

### ***YARDS/PATIO/PORCH***

Pick up sticks and any debris in yards  
Check yards and under roof eaves and treat any ant beds or wasp nests  
Wipe down all outdoor furniture on patio and front porch  
Sweep patios, porches, walkway, parking lot and driveway  
Spray weeds/growth in sidewalk, patio, and parking lot cracks  
Clean exterior of all windows  
Soap spray and rinse screened windows  
Wash out trash receptacles and ashtrays  
Clean grill  
Organize yard tools/supplies neatly

### ***HOUSE MANAGER***

#### ***FOYER:***

Dust all furniture and wall items  
Dust walls floor to ceiling including baseboards  
Dust exit door and room doors  
Organize file cabinet  
Organize closet  
Sweep and mop

#### ***HOUSE LAUNDRY:***

Wash, dry and return all floor mats and rugs  
Wash, dry and return patio furniture covers if needed  
Run self-clean cycle on washing machine

#### ***SUPERVISE:***

Check that all deep cleaning chores are completed properly before anyone leaves the premises



## SIR HOUSE Emergency Policy

This is set in place to ensure the safety of anyone in SIR House during an emergency.

Fire drills will be conducted two times yearly (Spring and Fall) that review the protocol for residents if the fire alarms sound in the houses. The drill reviews evacuation routes for each room in the houses and the fire safety rules.

In case of an emergency, call 911 for:

1. Fire
2. Violence or a threat of violence
3. Suspicious persons hanging around the premises.
4. Burglary
5. A life-threatening medical situation
6. Chest pain
7. Shortness of breath
8. Suicide attempt
9. Unconscious individual
10. Injury in which there is a broken bone/bleeding that cannot be stopped.
11. Serious fall
12. Unable to wake someone.
13. Ingestion of toxic chemicals or substances
14. Individual out of control
15. Individual hallucinating
16. Individual(s) having an extreme allergic reaction.
17. Extreme paranoid behavior

AFTER you call 911, Call the SIR House Board of Trust member over your location and inform them of the situation. Then move to a safe place to wait on the arrival of emergency assistance.

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Initial



## SIR HOUSE FINANCIAL TRANSPARENCY POLICY

The Board of Trustees meets monthly to review and approve finances. SIR House will make approved financial reports available in a timely manner to anyone who submits a written request to view them.

We accept gifts, grants and sponsorships from individuals, organizations and foundations to help with our general operations, coverage of specific topics and special projects. As an IRS-approved 501(c)(3) nonprofit that operates as a public trust, we do not pay certain taxes. We may receive funds from standard government programs offered to nonprofits or similar businesses. Accepting financial support does not mean we endorse donors or their products, services or opinions.

For financial inquiries, please email [info@sirhouse.org](mailto:info@sirhouse.org). All questions will be reviewed and answered in a timely manner.

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Initials

# SIR House

## Grievance process

Grievances are to be taken through the proper chain of command as follows.

- House Manager
- SIR House Board of Trustees
- TROHN (Texas Recovery-Oriented Housing Network)

SIR House is committed to meeting the needs and expectations of our residents. We will work with you to resolve any conflict and provide a satisfactory outcome for all parties involved within twenty-four (24) hours. If you have a complaint and/or grievance or wish to parley or convey your feelings regarding any ethical issue during your stay at SIR House, please follow the procedures outlined herein.

The House Manager will meet with you to discuss your grievance/complaint within twenty-four hours. During the initial interview, the House Manager will discuss the nature of the complaint/grievance, the impact on your stay (if applicable), and possible resolutions.

After the meeting, the house manager will email you and the Board of Trustees the resolutions discussed within twenty-four hours. If you still feel the issue has not been resolved after speaking to your House Manager, contact the Board of Trustees.

A **GRIEVANCE Form** is available on the tablet at your location. When you complete and submit the form, an email will be sent to the Board of Trustees.

Step 1 - Communicate concerns with your house manager.

If Concerns have not been resolved, proceed to step 2.

Step 2 - Communicate concerns with your Board of Trustees

If Concerns have not been resolved, proceed to step 3.

Step 5 – If you are unsatisfied with the outcome of your grievance, you may contact [trohn.org](http://trohn.org), our state certification organization.

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## SISTERS IN RECOVERY, INC.

### HOUSE RULES

The following rules must be acknowledged, understood and agreed upon by each resident of SIR House prior to admission.

THE FIRST FOURTEEN DAYS OF RESIDENCY ARE CONSIDERED PROBATIONARY.

During this time

- New residents will have the opportunity to acclimate to the household, interact with housemates, learn the daily routines and participate in 12-step recovery.
- SIR House Board Members and the House Manager will check in with residents regularly to ascertain progress and assist with acclimation.
- New residents will adhere to a 10:00pm curfew
- New residents must obtain employment by the 14<sup>th</sup> day if physically able to work.
- If unable to physically work, new residents must arrange 25 hours of volunteering per week by the 14<sup>th</sup> day.
- New residents must have a 12-step sponsor by the 14<sup>th</sup> day.

All house rules outlined below are in full effect during the probationary period and afterward.

#### BEHAVIOR

During your stay at SIR House you are expected to conduct yourself in an honorable manner and extend courtesy, cooperation and respect to the Board Members, your fellow residents and any visitors at all times.

***The following behaviors will not be tolerated under any circumstances and will result in immediate eviction. This is non-negotiable.***

- Use of or possession of any alcohol or drugs on or off the premises
- Possession of any contraband item: over-the-counter medications that contain alcohol, drug paraphernalia, weapons of any kind, pornographic material on paper, video or electronic devices including cell phones, sexually explicit or drug or alcohol-related material including clothing or pictures.
- Sharing access code
- Physical fighting
- Theft
- Vandalism or destruction of property
- Sexual activity with other residents or visitors
- Gambling
- Illegal activities
- Disrespectful behavior toward fellow residents, Board Members or visitors. This includes yelling, taunting, physical and verbal assaults, and any derogatory remarks toward another person in regard to race, gender, sexual orientation, gender identification, religion or lack of religion.
- Repetitive argumentative or uncooperative attitude or behavior
- Any willful behavior deemed damaging to the reputation and well-being of SIR House, its Board Members or residents

You are required to immediately report any suspected alcohol, drugs, alcohol use, drug use, harassment, intimidation, sexual activity, and threats or acts of violence or vandalism to both the House Manager and also a Board Member.

## **BEDROOMS**

Bedrooms must be maintained in a neat and orderly manner at all times. Bedrooms will be inspected at least twice a week by the House Manager or a Board Member.

- Beds must be made as soon as you get up
- Clothing must be stored inside drawers and closets
- No food or drinks allowed in bedrooms
- No candles, wax burners or incense allowed
- No televisions allowed in bedrooms
- Do not use nails, tacks or tape to adhere anything to the walls, doors or furniture

The bedrooms and your belongings are subject to search at any time for drugs, alcohol, drug paraphernalia, weapons or any other contraband items. Contraband items will not be returned. They will be disposed of or possibly turned over to law enforcement.

You are not allowed to enter another resident's bedroom except in an emergency situation.

## **BROKEN OR DAMAGED ITEMS**

Any household items, furniture or fixtures that are broken or damaged by a resident must be repaired or replaced by the resident causing the damage. Repairs to building structures, equipment or appliances must be done by a professional that has been authorized by SIR House. A portion of your security deposit may be kept to cover repairs/replacement above normal wear and tear.

## **CAMERAS AND RECORDING DEVICES**

The use of audio, camera or video equipment is not allowed without the express permission of those being photographed and/or recorded.

## **CHORES**

You are required to willingly participate in daily house chores. Assignment of chores will be made by the House Manager. It is your responsibility to be sure you understand everything you are supposed to do to complete your chore assignment. Ask for clarification if you have any questions about your chore assignment.

Daily chores must be completed immediately after morning meditation Monday-Friday and by 12:00pm (noon) on Saturday and Sunday. A verified work schedule is the only acceptable excuse for not completing chores within these timeframes.

- If your work schedule Monday-Friday prohibits you from completing your chore immediately after morning meditation, your completion time will be extended to 8:00pm.
- If your work schedule requires you to be at work by 9:00am or earlier on Saturday or Sunday, your completion time will be extended to 8:00pm.

You must sign off on your chore upon completion.

If you will be off premises for an approved reason you are responsible for getting someone to voluntarily cover your chores for you.

You are not allowed to ask anyone to do your chores for you without board approval.

You are not allowed to pay anyone to do your chores for you under any circumstances.

The first Saturday of each month is designated for deep cleaning beginning at 9:00am until completed. Assignment of deep cleaning chores will be made by the House Manager or a Board Member. Participation in deep cleaning chores is mandatory for all residents. Do not make plans or pass requests during this time.

If you are required to work during the scheduled deep cleaning time you will be assigned a deep cleaning chore and must complete it by 8:00pm the same day. A verified work schedule is the only acceptable excuse for not participating in deep cleaning at the standard scheduled time.

### **COMMON AREAS**

You will clean up after yourself throughout the day and night. All shared/common areas including outdoor areas should be treated with respect and courtesy and must remain clean and organized at all times. Do not leave personal items in these areas when not being used. Sleeping in common areas is not allowed. No burning of candles, wax, incense or any other items is allowed indoors.

No dishes, silverware, glasses, cups, pots, pans or any other items are to be left in sinks, on the stove, or on counters after use. Each person will immediately wash, dry, and put away any kitchen items used.

Reasonable noise levels are to be maintained at all times. Use television and/or radio/music at lowest levels to not disturb others.

### **COMPUTER USE**

SIR House provides a computer for all residents to share on a limited basis. The computer is intended to be primarily used for job search, school research, and email. It should not be used for social media, playing games, or watching movies, videos, etc. All residents are expected to be considerate of the amount of time they spend using the computer so that it can be shared equitably. Excessive use of the computer or visiting inappropriate sites will result in losing computer privileges.

Each resident will have a personal computer log-in which must be safeguarded. Do not share your log- in with anyone.

No food or drinks are allowed at the computer desk.

### **CONSEQUENCES**

Consequences will be given by the House Manager or a Board Member at their discretion. A warning may be given for a first offense at the House Manager or Board Member's discretion. Warnings are not applicable to all rules or behaviors and are neither expressed nor implied to be guaranteed under any circumstances.

Failure to successfully complete a consequence will result in additional consequence. You will forfeit your residency if you refuse to accept a consequence or incur any 3 consequences within a 30-day period.

A list of rule violations and associated consequences is provided to each resident upon check- in. This list is subject to change at any time at the discretion of SIR House.

## **CURFEW**

Curfew for all new residents is 10:00 pm seven days a week for the first fourteen days. After fourteen days, there will be a review of the resident's progress. If the resident has followed all rules and probationary conditions as outlined, they will then adhere to the standard house curfew of 11:30pm Sunday-Thursday and 1:00am Friday and Saturday.

Unless at work or having obtained specific permission from a Board Member, curfew is non-negotiable. You may be required to show proof of work hours to exceed curfew.

If circumstances arise that will prevent you from being on premises by curfew, you must make two phone calls and speak with both the House Manager and also a Board Member as soon as possible. Text, email, voicemail, social media or Messenger are not acceptable forms of communicating missed curfew – two phone conversations are required.

Even when proper procedure is followed, there is no grace/warning given for missed curfew. Certain exceptions may be made at the discretion of the Board. Exceptions will not be considered if the required two phone calls are not made.

## **DISAGREEMENTS**

Differences of opinion and disagreements should be discussed immediately and calmly among the parties involved. If an issue is not resolved, the House Manager may be consulted.

## **DRESS CODE**

### Clothing

- Clothing must be modest and cannot contain any foul or sexual language, pictures or designs or any reference to alcohol or drugs
- Clothing must fit appropriately and not expose midriff or cleavage during normal movement
- Bra and panties must be worn (except when wearing pajamas)
- If any visitor is on premises you must be fully dressed when in common areas
- No low-cut tops or dresses, short shorts, short dresses or short skirts

## **DRUG TESTING**

Complete sobriety is required for residency at SIR House.

All residents must submit to drug/alcohol screening upon request. Refusal to take a drug or alcohol test will be deemed a positive test and will result in immediate eviction.

If you fail a drug test you will be required to leave the premises immediately. You will have 48 hours to make arrangements to have your belongings picked up. Any items left after 48 hours will be discarded or donated without compensation to you.

## **EMERGENCIES**

For fire or medical emergency, call 9-1-1 immediately and also notify a Board Member. If you require treatment for a medical emergency, you must submit discharge paperwork to the House Manager upon return.

## **HOUSE MEETINGS**

Attendance at the weekly House Meeting is mandatory. House Meetings are held on Sunday at 5:00pm. All residents are expected to arrange their schedule to attend. If you take

an overnight pass on a Saturday, you must return in time to attend the House Meeting on Sunday. Cell phones are not allowed in House Meetings.

### **INJURIES**

SIR House is in no way responsible or liable for any injuries or damages caused by any resident's negligence. This includes, but is not limited to, injury to themselves or another resident.

### **LAUNDRY**

You are responsible for your own laundry, including bedding and towels. You will be assigned a laundry day and time period. All your laundry needs to be completed and removed from the laundry room within your designated laundry time.

### **LEAVING THE PREMISES**

All residents must sign in and out each time they leave and return to the property. Do not sign anyone else in or out and do not allow anyone to sign you in or out.

### **MAIL**

SIR House has a business address with the US Post Office and mail for residents cannot be forwarded from the location after move-out.

Therefore, residents may use the SIR House address only for official mail from city, state, county or federal agencies: probation/parole, driver's license, social security, etc.

Residents are not to use the SIR House address for any personal mail or deliveries of any type, including but not limited to personal cards and letters, magazine or product subscriptions, etc.

Residents should get permission from a board member before having anything mailed or delivered to SIR House.

Mail will be distributed daily by the House Manager.

Residents are responsible for submitting a change of address to the post office after move-out.

Mail for former residents will be held for a maximum of seven days then returned to sender.

### **MEALS**

Each person is responsible for purchasing and preparing their own meals and completely cleaning up after themselves. You will be assigned a refrigerator and pantry section. All food items must be stored in covered containers. Refrigerators must be cleaned out weekly. If you choose to leave personal cooking utensils in the kitchen, they are considered shared and may be used by any person.

### **MEDICATIONS**

All residents are required to sign a Medical Information Release giving their medical provider/physician authority to release information regarding past and present medications to Sisters In Recovery, Inc.

All medications, whether prescribed or over-the-counter, must be approved in advance by a Board Member.

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Initial

***Absolutely no narcotics, no benzodiazepines (Xanax, Klonopin, Lorazepam, Valium, etc.), no opiates (Hydrocodone, Vicodin, Morphine, Oxycodone, Fentanyl, etc.), no Adderall, no sleep aids, no diet pills, no Kratom, no Lean, no mouthwash with alcohol or codeine, no cold or allergy medicine with alcohol or codeine.***

All prescribed medications will be stored in a lockbox under the control of Sisters In Recovery. Prescribed medications will be made available to residents on a weekly basis. Each resident is responsible for collecting enough medication to use during the week, storing and safeguarding their medications, obtaining refills as needed, and self-administering their medications as prescribed.

Failure to take medications as prescribed will be considered abuse and is cause for eviction.

Residents must notify a Board Member of any changes to their prescribed medications i.e. new medications, changes in dosage, or discontinuation. Residents must provide written confirmation from their medical provider to discontinue use of any prescribed medications.

Do not leave any medications in a visible area.

Sharing medications with other residents is not allowed under any circumstance and will be considered abuse and cause for eviction.

### **MORNING MEDITATION**

All residents are required to attend and participate in morning meditation Monday-Friday at 8:15am. You must sit up, remain awake, and keep your eyes open during morning meditation. No cell phones are allowed in meditation.

### **MOVING OUT**

#### Voluntary Move-Out

SIR House requires a minimum of one-week written notice (text or email okay) when a resident chooses to move out. Failure to provide written notice will result in the forfeit of any security deposit.

Residents agree to leave the rented space (bed, dresser, closet space, bathroom space, pantry space, refrigerator space) in a clean condition free of all trash, debris and any personal property. Failure to do so will result in the forfeit of any security deposit.

Residents agree to wash and dry all bedding and re-make the bed on the day of final move-out. Failure to do so will result in the forfeit of any security deposit.

Unless other arrangements are made with a Board Member, any personal property left behind at the time of move-out must be picked up within 48 hours, after which time the items will be considered abandoned property and will be either donated or discarded at the discretion of SIR House.

Any pre-paid rent at the time of move-out will be pro-rated and refunded within 30 days.

### Involuntary Move-Out/Eviction

Residents who are evicted and required to leave the premises, whether immediately or by an imposed date, will forfeit any security deposit and must take all personal belongings with them at the time of move-out unless other arrangements are made with a Board Member. Any personal items left behind at the time of move-out must be picked up within 48 hours, after which time the items will be considered abandoned property and will be either donated or discarded at the discretion of SIR House without compensation.

### **NEIGHBORS**

Residents are expected to be good neighbors and not just “non-disturbing” neighbors. Be respectful of the property lines and do not enter the neighbors’ property. Be mindful of noise levels and be kind and courteous in all interactions with any neighbors. Any potential disputes should be immediately reported to the House Manager.

### **OVERNIGHT PASSES**

Upon completion of 30 days residency and 90 days sobriety, you may be granted one overnight pass per week and one 2-night pass per month. Passes must be approved by the House Manager at least 24 hours in advance and are contingent upon completing all house obligations – rent must be current, chores done or covered, no consequences, meeting attendance or volunteer hours verified, etc. Unemployed residents who have not completed 25 hours of volunteering per week must get approval from a Board Member to take an overnight pass.

Being off property overnight without permission will be considered a “walk-out” and you will forfeit your residency.

### **PERSONAL PROPERTY**

Residents accept full responsibility for the safekeeping of all personal property. SIR House is not responsible for any lost, damaged or stolen property. Any items of significant monetary or sentimental value should be stored elsewhere.

### **PETS**

No pets are allowed at SIR House.

### **QUIET TIME**

11:00pm-8:00am daily are designated quiet hours. During this time keep lights off or on low, keep voices hushed, no music unless using headphones/earbuds, and avoid any activity that creates noise or a mess.

### **RELAPSE**

If you relapse during your stay at SIR House you will be required to leave the premises immediately and you will have 48 hours to arrange to pick up your belongings.

If you leave the premises and go directly to a detox facility for a minimum of 10 days, you will be allowed to return with the following restrictions:

- No leaving the premises for 30 days except for work, school, probation/parole, and 12-step meetings.
- You will adhere to a 10:00 p.m. curfew for 30 days
- You will be required to attend a 12-Step meeting a day until you achieve 90 days sobriety.

Rent will continue to be due during your stay at a detox facility.  
If you relapse a second time, you will not be allowed to return to SIR House.

### **RENT**

Rent is \$140.00 per week and must be paid in advance. You may pay weekly, bi-weekly, or monthly. Rent is due by 5:00pm on Sunday each week. Rent may be paid on the SIR House website by credit/debit card, or on site by cash or money order only. You are responsible for placing your rent in the lockbox. Do not ask anyone else to drop your rent for you.

Residents who are unemployed at the time of move-in must be current on rent within 30 days. If you become unemployed while residing at SIR House, you must be current on rent within 30 days from the first day of being unemployed. You will be required to volunteer 25 hours a week if unemployed more than 7 days.

If you are unable to pay rent in full and on time for any reason you must notify Kathryn Curtice in writing (**DO NOT CALL:** text or email) at least 24 hours before the due date and time. Failure to notify in writing 24 hours in advance will result in a \$20.00 late charge. A second late payment without 24-hour advance written contact will result in a \$20 late charge and the loss of overnight privileges for 30 days. No warnings will be given.

A Security Deposit of \$100.00 is due at move-in. You will forfeit the security deposit if you are evicted due to rule violation or fail to provide a written one-week notice prior to moving out.

### **RESTRICTED AREAS**

You may not enter anyone's bedroom except in case of emergency.  
You may not enter the storage area without express permission from the House Manager or Board Member.

### **SAFETY/SECURITY**

All residents are responsible for safeguarding the safety and security of the property and all occupants. Never leave any doors or windows unlocked.

All residents will be issued a personal security code to the house. You are forbidden to share this code with anyone.

Fire and Emergency plans will be reviewed upon admission. Residents are responsible for being familiar with emergency plans and fire exits.

SIR House employs a security system with the ability to obtain both video and audio recordings of the common areas. All residents implicitly give permission to be photographed and video and audio recorded for security purposes.

### **SMOKING/VAPING**

There is no smoking or vaping allowed indoors at any time. Dispose of cigarette ashes and butts in provided receptacles.

## **12-STEP MEETINGS**

Active participation in 12-Step recovery for alcoholism and/or drug addiction is a requirement for residence at SIR House. Residents must attend one 12-Step meeting per day until they obtain 90 days of sobriety.

After 90 days of continuous sobriety, residents who do not work, attend school, and/or volunteer a combined total of 25 hours per week are required to attend a 12-Step meeting on six separate days each week. Residents with full-time employment or attending school and/or volunteering a combined total of at least 25 hours per week are required to attend a 12-Step meeting on four separate days each week. Unless specific permission is obtained from a Board Member, all required 12-Step meetings must be attended in person.

Residents may not attend 12-Step meetings at men's detox facilities without approval from a Board Member.

Attendance at one of the 12-Step meetings held at the 2601 Pasadena Boulevard location or at Light of Christ Church is mandatory each week. All residents are expected to arrange their schedule to attend. Cell phones are not allowed in any 12-Step meetings held at SIR House.

All residents will submit a 12-Step meeting verification sheet at the weekly House Meeting. Meeting verification sheets are to be signed by the chairperson of the meeting. If you are chairing the meeting you must have someone at the meeting who is not a SIR House resident sign your meeting verification sheet.

All residents must also submit their work schedule, school schedule, and/or signed volunteer sheet at the weekly House Meeting to verify they have attended the required number of 12- Step meetings.

New residents must have a 12-step sponsor within their first 2 weeks. All residents are required to maintain a sponsor while residing at SIR House. All residents are strongly encouraged to select a home group and be actively involved there and to participate in activities in the 12-Step recovery community.

## **TELEPHONE**

The SIR House phone number is 713-505-1999. The house phone is provided for residents who do not have a cell phone to share on a limited basis. Residents who have cell phones may not make or receive calls on the house phone. The house phone is intended to be used primarily for job search, contact with probation/parole, scheduling doctor appointments, etc.

Personal calls should be kept to a minimum in number and duration. No incoming or outgoing calls are allowed before 8:00am or after 10:00pm. Excessive or inappropriate phone use may result in loss of phone privileges.

## **VEHICLES**

Residents must attain authorization from a Board Member before they will be allowed to bring a vehicle on-site. Drivers must have a valid driver's license and maintain current registration and insurance. Auto repair is not allowed on the property without Board Member approval.

Residents approved to have a vehicle on-site must park in designated areas only. Vehicles are subject to search for contraband items at any time.

## **VISITORS**

Residents may have visitors until 9:30pm Sunday-Thursday and until 12:00am (midnight) on Friday and Saturday. All visitors must be approved by the House Manager or a Board Member prior to arrival. Former residents who were required to leave due to their own breach of rules will not be permitted back on the property.

You must stay with your guests at all times. Parents are responsible for their children's behavior and safety at all times and are required to be in their presence at all times.

Minor children, female family members and female platonic friends may be inside the house in common areas only. No visitors are allowed in bedrooms for any reason.

Adult male visitors are not allowed inside the house for any reason. Male family members and legal husbands may visit outdoors in the backyard patio area.

Male platonic friends, boyfriends and same-sex partners are not allowed to visit residents on the property and may not access the property beyond the parking area.

Any visitor will be required to leave immediately if a Board Member or resident suspects any use of alcohol or drugs.

All visitors accept full responsibility for their own personal safety while on SIR House premises and must agree to abide by SIR House Visitor Rules. SIR House is in no way responsible or liable for any visitors' lost, damaged or stolen personal property nor can it be held liable for any injuries or damages caused on behalf of a resident's or visitor's negligence.

### Law Enforcement/City Officials

Should any member of law enforcement arrive unannounced on the premises without a warrant, you will not allow them access until you speak with a Board Member and obtain permission to do so. You will inform the officer that you are a renter and will need to contact the owner before allowing them access. You will obtain their full name, badge number, agency and a contact number to verify their identity and association and immediately contact a Board Member by phone call to alert them of the situation and give them the person's name, badge number, agency and contact number. You will not interact with the officer unless specifically instructed to do so by the Board Member.

If a law enforcement officer arrives with a warrant, you will cooperate fully and immediately contact a Board Member by phone call to advise them of the situation and receive any additional instructions.

Should any representative from a city, county or state agency or office arrive unannounced on the premises you will not allow them access until you speak with a Board Member and obtain permission to do so. You will inform the representative that you are a renter and will need to contact the owner before allowing them access. You will obtain their full name, agency and a contact number and immediately contact a Board Member by phone call to alert them of the situation and give them the person's name, agency and contact number. You will not interact with the representative unless specifically instructed to do so by the Board Member.

**WORK/SCHOOL/TRAINING/VOLUNTEERING**

Residents must work, attend school or volunteer a combined total of at least 25 hours per week. Residents will submit their work schedule at the weekly House Meeting.

Residents must be employed, enrolled in job training or school, or arrange volunteer service within the first 14 days of residency.

Residents must obtain permission from a Board Member to work where alcohol is sold, served or consumed.

If a working resident becomes unemployed and does not obtain a new job within 7 days they will be required to volunteer 25 hours per week until employment is obtained.

All unemployed residents will submit a job search log weekly.

All residents performing volunteer service will submit a record of volunteer hours weekly.

VIOLATION OF ANY RULE MAY RESULT IN IMMEDIATE EVICTION.  
RULES ARE SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF SISTERS IN RECOVERY, INC.

*I have read, understand and agree to abide by all house rules for Sisters In Recovery, Inc.*

Print Name \_\_\_\_\_

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

Board Member \_\_\_\_\_ Date \_\_\_\_\_

## WHO TO CONTACT - QUICK REFERENCE

<b>HOUSE MANAGER</b>	Chore Assignment and Duties Laundry Issues with Appliances, Furniture or Fixtures Issues with Neighbors Overnight Pass Request Visitor Approval Unresolved Issues with Other Residents
<b>BOARD MEMBER</b>	Emergency Late Visitation Request Medication Approval Move Out Arrangements Permission to work where alcohol is sold, served or consumed Permission to attend meeting at a men's detox facility Permission to miss house meeting or 12-step meeting Permission to attend Zoom meeting instead of face-to-face Rent Issues Law Enforcement or City/County/State Agency Representative On Site Unresolved Issues with House Manager
<b>BOTH HOUSE MANAGER AND BOARD MEMBER</b>	Confirmed or Suspected Use or Possession of Alcohol or Drugs Confirmed or Suspected Possession of Contraband Items Harassment, Intimidation or Threats or Acts of Violence Missing Curfew Sexual Activity on Premises Vandalism

\_\_\_\_\_  
Initial



# SIR HOUSE LAUNDRY RULES

## LAUNDRY RULES

- DO NOT CHANGE THE SETTINGS ON THE MACHINES ***PERIOD.***
- Laundry is to be done on your room's assigned laundry day unless prior arrangements have been made with the house manager.
- You are responsible for your own laundry, including bedding and towels.
- Clean out the dryer lint filter after each load.
- DO NOT LEAVE THE HOUSE until your laundry is completed, removed from the laundry room, folded, and put away.

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Inital



# AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

Developed for Texas Health & Safety Code § 181.154(d)  
effective June 2013

Please read this entire form before signing and complete all the sections that apply to your decisions relating to the disclosure of protected health information. Covered entities as that term is defined by HIPAA and Texas Health & Safety Code § 181.001 must obtain a signed authorization from the individual or the individual's legally authorized representative to electronically disclose that individual's protected health information. Authorization is not required for disclosures related to treatment, payment, health care operations, performing certain insurance functions, or as may be otherwise authorized by law. **Covered entities may use this form or any other form that complies with HIPAA, the Texas Medical Privacy Act, and other applicable laws.** Individuals cannot be denied treatment based on a failure to sign this authorization form, and a refusal to sign this form will not affect the payment, enrollment, or eligibility for benefits.

## NAME OF PATIENT OR INDIVIDUAL

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

OTHER NAME(S) USED \_\_\_\_\_

DATE OF BIRTH Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ ALT. PHONE (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS (Optional): \_\_\_\_\_

## I AUTHORIZE THE FOLLOWING TO DISCLOSE THE INDIVIDUAL'S PROTECTED HEALTH INFORMATION:

Person/Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

## WHO CAN RECEIVE AND USE THE HEALTH INFORMATION?

Person/Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

## REASON FOR DISCLOSURE (Choose only one option below)

- Treatment/Continuing Medical Care
- Personal Use
- Billing or Claims
- Insurance
- Legal Purposes
- Disability Determination
- School
- Employment
- Other \_\_\_\_\_

**WHAT INFORMATION CAN BE DISCLOSED?** Complete the following by indicating those items that you want disclosed. The signature of a minor patient is required for the release of some of these items. If all health information is to be released, then check only the first box.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> All health information | <input type="checkbox"/> History/Physical Exam | <input type="checkbox"/> Past/Present Medications   | <input type="checkbox"/> Lab Results            |
| <input type="checkbox"/> Physician's Orders     | <input type="checkbox"/> Patient Allergies     | <input type="checkbox"/> Operation Reports          | <input type="checkbox"/> Consultation Reports   |
| <input type="checkbox"/> Progress Notes         | <input type="checkbox"/> Discharge Summary     | <input type="checkbox"/> Diagnostic Test Reports    | <input type="checkbox"/> EKG/Cardiology Reports |
| <input type="checkbox"/> Pathology Reports      | <input type="checkbox"/> Billing Information   | <input type="checkbox"/> Radiology Reports & Images | <input type="checkbox"/> Other _____            |

## Your initials are required to release the following information:

\_\_\_\_\_ Mental Health Records (excluding psychotherapy notes)      \_\_\_\_\_ Genetic Information (including Genetic Test Results)  
\_\_\_\_\_ Drug, Alcohol, or Substance Abuse Records      \_\_\_\_\_ HIV/AIDS Test Results/Treatment

**EFFECTIVE TIME PERIOD.** This authorization is valid until the earlier of the occurrence of the death of the individual; the individual reaching the age of majority; or permission is withdrawn; or the following specific date (optional): Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**RIGHT TO REVOKE:** I understand that I can withdraw my permission at any time by giving written notice stating my intent to revoke this authorization to the person or organization named under "WHO CAN RECEIVE AND USE THE HEALTH INFORMATION." I understand that prior actions taken in reliance on this authorization by entities that had permission to access my health information will not be affected.

**SIGNATURE AUTHORIZATION:** I have read this form and agree to the uses and disclosures of the information as described. I understand that refusing to sign this form does not stop disclosure of health information that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission, including disclosures to covered entities as provided by Texas Health & Safety Code § 181.154(c) and/or 45 C.F.R. § 164.502(a)(1). I understand that information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state privacy laws.

**SIGNATURE X** \_\_\_\_\_  
Signature of Individual or Individual's Legally Authorized Representative      DATE

Printed Name of Legally Authorized Representative (if applicable): \_\_\_\_\_  
If representative, specify relationship to the individual:  Parent of minor       Guardian       Other \_\_\_\_\_

A minor individual's signature is required for the release of certain types of information, including for example, the release of information related to certain types of reproductive care, sexually transmitted diseases, and drug, alcohol or substance abuse, and mental health treatment (See, e.g., Tex. Fam. Code § 32.003).

**SIGNATURE X** \_\_\_\_\_  
Signature of Minor Individual      DATE

# IMPORTANT INFORMATION ABOUT THE AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

Developed for Texas Health & Safety Code § 181.154(d)  
effective June 2013

The Attorney General of Texas has adopted a standard Authorization to Disclose Protected Health Information in accordance with Texas Health & Safety Code § 181.154(d). This form is intended for use in complying with the requirements of the Health Insurance Portability and Accountability Act and Privacy Standards (HIPAA) and the Texas Medical Privacy Act (Texas Health & Safety Code, Chapter 181). **Covered Entities may use this form or any other form that complies with HIPAA, the Texas Medical Privacy Act, and other applicable laws.**

Covered entities, as that term is defined by HIPAA and Texas Health & Safety Code § 181.001, must obtain a signed authorization from the individual or the individual's legally authorized representative to electronically disclose that individual's protected health information. Authorization is not required for disclosures related to treatment, payment, health care operations, performing certain insurance functions, or as may be otherwise authorized by law. (Tex. Health & Safety Code §§ 181.154(b),(c), § 241.153; 45 C.F.R. §§ 164.502(a)(1); 164.506, and 164.508).

The authorization provided by use of the form means that the organization, entity or person authorized can disclose, communicate, or send the named individual's protected health information to the organization, entity or person identified on the form, including through the use of any electronic means.

**Definitions** - In the form, the terms "treatment," "healthcare operations," "psychotherapy notes," and "protected health information" are as defined in HIPAA (45 CFR 164.501). "Legally authorized representative" as used in the form includes any person authorized to act on behalf of another individual. (Tex. Occ. Code § 151.002(6); Tex. Health & Safety Code §§ 166.164, 241.151; and Tex. Probate Code § 3(aa)).

**Health Information to be Released** - If "All Health Information" is selected for release, health information includes, but is not limited to, all records and other information regarding health history, treatment, hospitalization, tests, and outpatient care, and also educational records that may contain health information. As indicated on the form, specific authorization is required for the release of information about certain sensitive conditions, including:

- Mental health records (excluding "psychotherapy notes" as defined in HIPAA at 45 CFR 164.501).
- Drug, alcohol, or substance abuse records.
- Records or tests relating to HIV/AIDS.
- Genetic (inherited) diseases or tests (except as may be prohibited by 45 C.F.R. § 164.502).

**Note on Release of Health Records** - This form is not required for the permissible disclosure of an individual's protected health information to the individual or the individual's legally authorized representative. (45 C.F.R. §§ 164.502(a)(1)(i), 164.524; Tex. Health & Safety Code § 181.102). If requesting a copy of the individual's health records with this form, state and federal law allows such access, unless such access is determined by the physician or mental health provider to be harmful to the individual's physical, mental or emotional health. (Tex. Health & Safety Code §§ 181.102, 611.0045(b); Tex. Occ. Code § 159.006(a); 45 C.F.R. § 164.502(a)(1)). If a healthcare provider is specified in the "Who Can Receive and Use The Health Information" section of this form, then permission to receive protected health information also includes physicians, other health care providers (such as nurses and medical staff) who are involved in the individual's medical care at that entity's facility or that person's office, and health care providers who are covering or on call for the specified person or organization, and staff members or agents (such as business associates or qualified services organizations) who carry out activities and purposes permitted by law for that specified covered entity or person. If a covered entity other than a healthcare provider is specified, then permission to receive protected health information also includes that organization's staff or agents and subcontractors who carry out activities and purposes permitted by this form for that organization. Individuals may be entitled to restrict certain disclosures of protected health information related to services paid for in full by the individual (45 C.F.R. § 164.522(a)(1)(vi)).

**Authorizations for Sale or Marketing Purposes** - If this authorization is being made for sale or marketing purposes and the covered entity will receive direct or indirect remuneration from a third party in connection with the use or disclosure of the individual's information for marketing, the authorization must clearly indicate to the individual that such remuneration is involved. (Tex. Health & Safety Code §§ 181.152, .153; 45 C.F.R. § 164.508(a)(3), (4)).

**Limitations of this form** - This authorization form shall not be used for the disclosure of any health information as it relates to: (1) health benefits plan enrollment and/or related enrollment determinations (45 C.F.R. § 164.508(b)(4)(ii), .508(c)(2)(ii)); (2) psychotherapy notes (45 C.F.R. § 164.508(b)(3)(ii); or for research purposes (45 C.F.R. § 164.508(b)(3)(i)).

**Use of this form does not exempt any entity from compliance with applicable federal or state laws or regulations regarding access, use or disclosure of health information or other sensitive personal information (e.g., 42 CFR Part 2, restricting use of information pertaining to drug/alcohol abuse and treatment), and does not entitle an entity or its employees, agents or assigns to any limitation of liability for acts or omissions in connection with the access, use, or disclosure of health information obtained through use of the form.**

**Charges** - Some covered entities may charge a retrieval/processing fee and for copies of medical records. (Tex. Health & Safety Code § 241.154).

**Right to Receive Copy** - The individual and/or the individual's legally authorized representative has a right to receive a copy of this authorization.



## Refrigerator Rules

1. All residents will be assigned a refrigerator section.
2. All items in refrigerators must be stored in covered containers and labeled with name and date.
3. Leftovers can only remain in the refrigerator for 3 days
- 4. DO NOT EAT ANYTHING YOU DID NOT BUY**
5. All refrigerators will be cleaned out every Monday and Thursday by 8:00 pm. All unlabeled or expired food will be thrown out.
6. Do not get into a refrigerator you are not assigned to.

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Initials





## SIR HOUSE RESIDENT RIGHTS AND RESPONSIBILITIES

Residents will be informed of their rights and responsibilities upon admission and given a copy of the House Rules and Consequences.

The SIR House Resident Rights are as follows:

1. To be treated with dignity and respect
2. To participate actively in your recovery
3. Have all information pertaining to stay held in confidence.
4. Receive information regarding costs.
5. Be fully informed at the admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct.
6. Initiate a complaint or grievance and understand that you may begin the process by discussing said grievance with the house manager before contacting a SIR House board member.
7. Request referral resources in the event of your dismissal from SIR House.

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Initials



## SIR HOUSE TRANSPORTATION POLICY

SIR House will provide limited and restricted transportation on a first-come, first-served basis for residents who

- do not have a vehicle
- do not have an income
- have unsuccessfully attempted to make other transportation arrangements

Residents needing transportation are still expected to use the Rides List first and will be required to provide names of people they attempted to arrange transportation with prior to scheduling a ride with the SIR House driver.

Residents with vehicles are still encouraged to offer and provide rides to their housemates when possible.

Residents may request transportation to the following locations only:

- Department of Public Safety (drivers license, ID)
- Social Security Office
- Civil Courthouse (birth certificate)
- Probation/Parole appointments in Harris and adjacent counties
- Court Appearances in Harris and adjacent counties
- Job Interviews
- Doctor Appointments/Urgent Care
- To and From Work
- Pharmacy to drop off or pick up prescriptions

SIR House **WILL NOT** provide transportation for 12-step meetings or any personal business or errands (such as haircuts, nail salons, clothing/shoe or grocery shopping, visits with friends or family, etc.)

Residents must request transportation 48 hours in advance.

No transportation will be provided on Saturdays or Sundays.

Rides will not be scheduled before 6:00 a.m. or after 7:30 p.m.

Disrespectful behavior toward the driver will not be tolerated.

No smoking or vaping is allowed in SIR House vehicles.

No eating is allowed in SIR House vehicles.

No trash is to be left in SIR House vehicles.

Only approved SIR House residents may ride in the vehicle.

Space in the vehicle is limited to 4 passengers.

Residents may be required to ride with others needing transportation.

Residents receiving paychecks or with another income source will pay \$10.00 for each ride due with their rental payment. Failure to pay for rides on time will result in loss of ride privileges.

Ride requests are not guaranteed. SIR House will email residents if their request is approved or denied. This email will include a link for the resident to view the ride schedule. It is each resident's responsibility to ensure that SIR House has their correct email address.

SIR House will determine the schedule to accommodate as many requests as possible. Residents may need to be dropped off early or wait for pick-up, depending on the number and location of requests each day.

Residents will not contact the driver about the schedule. All questions or issues regarding scheduled or denied rides must be directed to the assigned Board Member and must be communicated **by text. Issues and questions will not be addressed by phone call – it must be by text.**

Riders must be prepared and ready to go when the driver arrives. The driver is not allowed to wait for unprepared riders.

If you need to cancel a ride, you must send a notification to both the assigned driver and the assigned Board Member **by text at least two hours prior to your scheduled pickup. This notification cannot be made by phone call – it must be by text.** Residents will be charged \$10.00 for the ride if text notification to cancel is not received 2 hours in advance.

The driver is not allowed to make any stops or add any destinations that are not in an approved ride request.

I hereby acknowledge and agree to abide by the SIR House Transportation Policy.  
I understand that failure to follow this policy could result in being denied ride privileges.

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Resident Signature

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Date

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Printed Name