

## **Enforcement of Policies and Grievance Policies**

As a member of Recover & Renew Homes, Inc. you have agreed to abide by the House Rules. This agreement covers drug testing, dismissal processes, and grievance policies. By signing this document, you agree that you understand possible consequences and processes for dismissal and are aware of the grievance policy as stated.

### **Drug Testing Policy**

Recovery Residence Staff and/or Owners have the right to request residents (including House Manager) to provide a urine sample or other drug test; this includes random and behavior indicated alcohol and/or drug tests. If a resident refuse to submit to any alcohol and/or drug testing, the resident will be immediately dismissed from the house.

In addition, all residents are subject to at least one drug/alcohol test per week or random breathalyzer and drug testing whenever staff deems fit due to suspicion. All residents are subject to drug/alcohol testing after an overnight or extended trip with no exceptions. New residents will be required to provide and pass an alcohol and/or drug test before entering the residence for their stay.

The following procedure is to be followed:

1. Recover & Renew Homes, Inc. Staff and/or Owner will notify resident of drug test requirement and will remain with them until a urine sample is given. Residents will have one hour to provide their urine sample once requested.
2. The collection of urine for a drug screen test may be monitored by the Recover & Renew Homes, Inc. Staff and/or Owner. The test will be administered, read by, and documented by the Recover & Renew Homes, Inc. Staff and/or Owner.
3. Urine may be collected either by using rapid on-site drug detection methods (commonly referred to as a “dipstick”) or collected and sent to a lab for testing. If the sample is to be sent to a lab, it will be packaged and mailed accordingly to the mailing instructions provided by the laboratory.
4. Results are documented in the resident’s drug screening result log located in their file.
5. The urine sample will be considered a positive test if the resident fails to submit a sample in the time allotted, leaves the recovery residence before providing a sample, or test result indicates the presence of alcohol and/or drugs in the urine sample given.
6. Disclosure of resident’s drug test results may be requested by third parties (e.g., probation officer, court system, etc.) and Recover & Renew Homes, Inc. Staff and/or Owners may be required to comply without resident’s consent.

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## **Dismissal Process**

### **Substance Abuse Relapse**

Recover & Renew Homes, Inc. is an abstinence-based program and we have a zero-tolerance policy when it comes to relapse and/or drugs and alcohol being found on property. In occurrence of a relapse, circumstances determine how each situation is handled by staff.

When asked to leave property due to using or failed drug screen/breathalyzer, or as a consequence for violating House Rules, staff will take the necessary measures to help the resident get to a safe place that meets their recovery needs as long as he or she is willing.

### **Administrative**

1. The resident has violated a rule(s) that would endanger the community (e.g. using drugs or fighting), 2. The resident leaves the premises and/or program without permission and does not notify the Recover & Renew Homes, Inc. Staff, Owner, and/or Residents (e.g. if the resident is out past curfew or leaves during the night) 3. The resident chooses to leave Recover & Renew Homes, Inc. recovery residence prior to the length of the stay that the Recover & Renew Homes, Inc. Staff and/or Owner have recommended.

### **Medical**

The resident is no longer appropriate to remain at the Recover & Renew Homes, Inc. recovery residence because of a physical condition that cannot be adequately treated if the resident remains at the Recover & Renew Homes, Inc. or their condition warrants an increased level of structure and they must be admitted to a hospital.

### **Discharge Criteria**

The indicators that a resident is ready for approved discharge are as follows:

1. The resident exhibits the capacity to apply a recovery program in their daily lives. They ask others for help as needed. And, the resident has and uses a sponsor on a regular basis.
2. The resident exhibits honesty and is appropriately open with his/her feelings both in individual and group settings.
3. The resident consistently demonstrates the motivation to remain in recovery.
4. The resident, with the input of the Recover & Renew Homes, Inc. Staff and/or Owner, has developed an appropriate aftercare plan, and asks for feedback from his/her peers about the plan.

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## **Procedure**

1. After completion of the program, the Recover & Renew Homes, Inc. Staff and/or Owner will enter a documented confirmation of discharge into the resident's file. This will include a summary of the resident's participation in the Recover & Renew Homes, Inc. residence.
2. The resident's file will be removed from the active locked files and placed in a manilla folder in the closed/inactive locked files.
3. If a resident "drops out" or withdraws from the recovery residence for other reasons, this is documented in the resident's file. If the resident has signed the appropriate Release of Information forms, then any and all of the referring agencies should be informed (including probation officer, parole officer, and/or court serves, etc).

## **Readmission Policy:**

Readmission to the Recover & Renew Homes, Inc. is considered a case by case basis, depending on the reason for the discharge. In general, residents that are asked to leave due to a relapse or referral to a higher care may be considered for readmission to the recovery residence. They may also be required to re-interview with their fellow residents before returning. Recommendations may be made for additional outpatient treatment, as well as other conditions within the Recover & Renew Homes, Inc. residence (e.g. Behavioral contract). Dismissed residents may return to the residence as long as a bed space is available, and the resident meets the following requirements:

- Have one week of continued sobriety confirmed by your sponsor.
- Pass a urinalysis test and a breathalyzer.
- Approval of return by staff and members of the recovery residence.
- Payment of any outstanding fees and readmission fee.

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