

Phases Process of Recovery Residence

During your stay at Recover & Renew Homes, Inc., all residents will participate in our three-phase system to provide safety, stability, and responsibility during recovery. All aspects of each phase must be met in order to continue advancing through the system, thereby gaining further responsibilities and privileges in the recovery residence.

In addition, attendance of all Recover & Renew Homes, Inc. meetings is **mandatory** regardless of a resident's phase. Weekly meetings will focus on residents' recovery plan, House Meeting, and Big Book Study. This meeting will be held **every Tuesday night starting at 7:30pm**. Residents are expected to manage their work schedule accordingly.

Orientation Phase: Personal Recovery Commitment (First 45 Days)

Day 1

1. Complete Drug Urine Screening/Alcohol Test
2. Review & Sign all Recover & Renew Homes, Inc. paperwork. File completed documents in new resident's file.
3. Inspect new resident's belongings for any prohibited items
4. Collect Week 1 rent and intake fee (**\$290 total**)
5. All new resident clothing & linens must go directly into the wash upon arrival
6. Acclimate new resident with the house, chore list, sign in/out sheet, meeting sheet, employment search sheet, etc.

Day 2

1. Complete initial recovery plan
2. Either begin an Outpatient (PHP/IOP) treatment program or begin employment search and complete at least **five (5)** applications per day
3. Find local meetings you can attend, picking a home group and getting in service (making coffee, greeter, setup, cleanup, etc.

Day 3

1. Resident should actively be actively attending and engaging in their treatment program or seeking employment, completing job applications, and making follow up calls for interviews. Recover & Renew Homes, Inc. Staff and/or Owners can provide any assistance as needed.
2. House Manager will discuss how the new resident will pay upcoming rent and provide feedback on how they have been getting adjusted to life in recovery.

Initial _____

Orientation Phase: After Day 3

1. Resident must be home by 9:30pm on weeknights and 10:30pm on weekends.
2. Resident must either attend their Outpatient treatment program a minimum of three days a week, or attend five (5) 12-step meetings a week. Weekly house meeting counts for one of these meetings. Residents must attend a total of at least 30 meetings in 45 days. For publicly-held meetings, resident must have meeting sheet signed by chair of the meeting. While on orientation, resident must go to meetings with either a house member(s) or approved person(s).
3. Resident must make sure that room is tidy, clothes put away, and bed made before leaving the house for any reason.
4. If resident doesn't have a job, they are expected to apply to at least 5 jobs each day from 9am-3pm. They will be required to provide a list of jobs they have applied to and interviewed with to the house manager. Residents attending Outpatient (PHP/IOP) treatment program may be exempt from this requirement.
5. Resident must obtain a sponsor and provide the house manager with their contact information.
6. Resident must provide the contact information for Probation Officer and Director of Outpatient treatment program to Recover & Renew Homes, Inc. Staff and/or Owners.
7. Free time at the recovery residence is expected to be spent attending Outpatient treatment program, applying for jobs online, **and** working on step work.
8. All daily chores should be completed and the house manager informed at time of completion so chore can be checked.
9. Resident must make arrangement with any job to be available for the weekly house meetings, check with the house manager for date and time.
10. All time off premises for any reason must be approved and resident must sign out and back in when you return.
11. After obtaining a job, resident must provide the Recover & Renew Homes, Inc. Staff and/or Owners with their schedule. Any changes to resident's work schedule must be provided at all times to the Recover & Renew Homes, Inc. Staff and/or Owners.

In order to move on to Phase 1, resident must have a sponsor and have started their 12-step work. They must have no unpaid balance. Their attitude must be in line with house standards and they must have maintained fewer than three strikes in the past two weeks. Residents are eligible to enter Phase One after completing Orientation Phase for at least 45 days.

Initial _____

Phase One: Continued Commitment (45-90 days)

1. Curfew is 10:30pm on weeknights and 11:30pm on weekends. When coming in to the house, residents must do so quietly to be respectful of the other house members and the neighbors.
2. When leaving the house, residents must sign out and inform the House Manager where they will be.
3. Resident must either continue attending an Outpatient (PHP/IOP) treatment program or attend four (4) 12-step meetings a week, for a total of at least 24 meetings in 45 days. House meeting counts for one of these meetings. Resident must have meeting sheet signed by chair of the meeting.
4. Resident must be employed. Resident must provide the Recover & Renew Homes, Inc. Staff and/or Owners with their schedule. Any changes to resident's work schedule must be provided at all times to the Recover & Renew Homes, Inc. Staff and/or Owners.
5. All daily chores should be completed and the house manager informed at time of completion so chore can be checked.
6. Resident must make sure that room is tidy, clothes put away, and bed made before leaving the house for any reason.
7. No more than two (2) behavioral infractions within first forty-five (45) days of move-in **and** no more than two (2) behavior infractions within the 30-day period of each month.
8. Resident is allowed one (1) overnight visit away from recovery residence on a bi-weekly basis. Resident must provide the contact information of who they will be staying with, time of departure, and return time to the House Manager prior to leaving the recovery residence.
9. Resident is expected to become a mentor to new residents in the Orientation Phase, helping their navigate the responsibilities of the recovery residence, and working the 12-steps.

In order to move on to Phase Two, resident must show signs of being a role model in the house by setting and maintaining a positive attitude. Resident is expected to be through the Fifth Step and actively working the 12-steps program. They must have no unpaid balance. Residents are eligible to enter Phase Two after completing Phase One for at least 45 days.

Initial _____

Phase Two: Modeling Recovery Commitment (91-135 days)

1. Curfew is 11pm on weeknights and 12:00am on weekends. When coming in to the house, residents must do so quietly to be respectful of the other house members and the neighbors.
2. Resident must either continue attending an Outpatient (PHP/IOP) treatment program or must attend three (3) 12-step meetings a week, for a total of at least 18 meetings in 45 days. Signed meeting sheets are not required unless it is suspected the resident is lying about their meeting attendance.
3. All daily chores should be completed. Resident must make sure that room is tidy, clothes put away, and bed made before leaving the house for any reason.
4. When leaving the house, residents must sign out so they can be located for any reason needed (e.g., emergency).
5. Resident must be employed.
6. Resident is allowed either one (1) overnight visit away from recovery residence on a weekly basis, **or** two (2) overnight visits on a bi-weekly basis. Resident must provide the contact information of who they will be staying with, time of departure, and return time to the House Manager prior to leaving the recovery residence.
7. Residents is expected to become a mentor to new residents in either the Orientation Phase or Phase One, helping them navigate the responsibilities of the recovery residence, and working the 12-steps.
8. No more than two (2) behavioral infractions within first forty-five (45) days of move-in **and** no more than two (2) behavior infractions within the 30-day period of each month.
9. Resident is Phase Two will be considered for certain managerial positions at the house, up to the discretion of Recover & Renew Homes, Inc. Staff and/or Owners.

In order to move on Phase Three, resident must show signs of being a role model in the house by setting and maintaining a positive attitude. Resident is expected to be working on Steps 10-12 as well as seeking to become a sponsor in the 12-steps program. They must have no unpaid balance. Residents are eligible to enter Phase Three after completing Phase Two for at least 45 days.

Initial _____

Phase Three: Sustained Recovery Commitment (135+ days)

1. At this phase of treatment, residents are expected to be continuing to work the 12-steps program, attend outpatient treatment, remain sober and substance-free, and seeking further responsibilities and opportunities to help other residents in a lower Phase than themselves.
2. Resident are expected to be setting an example to other residents in the recovery residence, such as continuing to follow House Rules, maintaining a tidy room, completing house chores, keeping an upbeat attitude, contributing to the positive welfare of the recovery residence. We hope these residents serve as positive role models for new residents in recovery by demonstrating a life of responsibility, friendships, commitment to sobriety, and meaning.
3. Residents are now eligible to transition into a new living setting, outside of the Recover & Renew Homes, Inc. recovery residence, which offers more independence and autonomy to match their phase of recovery.
4. Residents have earned the privilege at this phase to no longer have a curfew. However, since they are still staying at a recovery residence, they are expected continue following the rules of the house, particularly regarding visitors and overnight visits.

Initial _____

