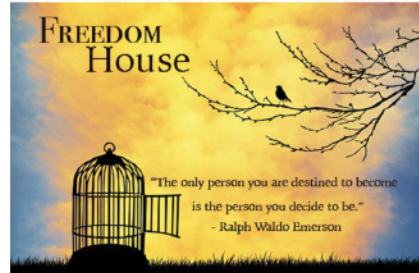


Freedom House Sober Living

7 Plymouth St, New Bedford Ma 02740 | 781.500.5802 | www.recoveryisfreedom.org



Freedom House Handbook

Freedom House is a sober home and community. We are a home for you to develop coping skills that will help you master the social and professional demands of society. We are a home and community for you to live and function in a drug and alcohol-free environment and you need to care for the house and yourself accordingly. You are responsible for your own actions.

Accountability is a common value shared by all who reside here. Willingness and cooperation are the basic requirements shared by all members of the house.

The goal of *Freedom House* is to be a zero-tolerance residence. That means if you make a decision to use alcohol or illegal drugs/ substances, without a verifiable clinician's prescription, you will be subject to discharge immediately for the safety of yourself and the other residents of the community.

House residents live as a family system, that is, a group of individuals living and working toward a common goal: continued sobriety. You are responsible for maintaining a structure of the defined rules, requirements, and practices necessary to ensure a clean and sober environment.

We expect residents to attend school, work or do a combination of these things, which consists of a full day's activities. Recovery is the #1 priority above all else. We recommend that you attend A.A., N.A. or 12 STEP, religious meetings or clinical group therapy at least twice a week, have a sponsor and be working on your recovery because sobriety is our primary purpose.

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House Meetings/ Other Meetings:

There will be a weekly house meeting held every Thursday at 6 P.M. All residents must attend to discuss matters pertinent to the house operation. You will receive continuing support and advice from all members of the community.

House meetings are mandatory. You may only be excused if you are working. You must call and alert the house manager if you are working or going to be late for any reason. If you miss the house meeting out of forgetfulness or any other reason without the house manager's awareness, you may be asked to leave the community. Sign-in sheets will be monitored and collected.

You are required to attend at least 1 meeting per week. This must be appropriate for your addiction. It is also expected that you work actively through the 12- steps or group of choice with a sponsor or mentor.

Community Involuntary Discharge:

On an expulsion from the *Freedom House* there will be no period of time for you to prepare to leave the property, you must leave the property within the hour (no matter the time or weather conditions or transportation problems). You will not be allowed to enter your room without your roommate present or the house manager to collect immediate personal belongings. If anyone in the house suspects another member of using drugs or alcohol and does not notify the house manager, he may be held responsible and removed from the house along with the offender; in order to protect the health and welfare of the other residents.

Personal Property Disposition

Your personal property will be gathered and packed up to be placed in a storage area by the house manager only. You will have a 7-day period from the date of your removal to return and collect your personal property. Failure to do so will result in your personal property becoming the property of Freedom House and will either be donated or may be used as deemed necessary or sold in order to recover any damages or fines/fees you may have owed. This will include any automobiles or other modes of transportation you leave parked at the property such as bicycles, motorcycles, etc. The vehicle will be towed or stored in a locked place. Any locks may be removed to allow access to the vehicle.

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If you are removed or expelled from the house and you come back to the property without management permission, that action will be considered criminal trespassing and you can be arrested.

If you go to jail for any drug or alcohol related charge (including outstanding warrants) your property will be placed in storage and you will have 7 days to arrange for someone to pick it up for you, or it will become the property of the house. That person must call ahead to arrange for a pickup time and be able to provide identification.

If you are removed from a house, you may not be reconsidered for residency for two (2) months. If you leave under good terms, you may be reconsidered at any time, based on bed availability. Any outstanding balances must be paid prior to being eligible for return.

Voluntary Discharge:

You must give a (2) two-week notice of intent to vacate.

House Curfew/ T.V. Schedule:

The curfew is 10:00 PM from Sunday until Thursday, 12:00 AM for Friday and Saturday.

***HOLIDAY EXCEPTIONS:** Curfew and T.V. schedule will run on Friday and Saturday times if holiday falls on a weekday. The following holidays include: **Christmas; New Year's Eve; 4th of July; Thanksgiving;**

Sober housing staff will conduct random "curfew checks."

Quiet hours:

Start at 9:00 PM each night – all entertainment, conversations and any other activities are to be kept to a low level so as to not interfere with other residents.

Visitation Rules:

No guests are allowed inside resident rooms at any time. All guests/visitors can meet with residents in common areas ONLY and must be off the grounds by 9:00PM. Any potential visitors other than your sponsor or recovery coach should be announced to the manager.

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No active users are allowed on premises. This will be considered grounds for expulsion of the house resident who allows such persons into the house or on the property.

Residents nor guests are allowed to sleep on the couches during night hours.

If visitors are suspected of being under the influence of drugs or alcohol, they will be told to leave the property immediately. By allowing them onto the property YOU may be asked to leave yourself. This is a clear violation of the community rules.

Smoking:

NO SMOKING OR CHEWING TOBACCO IS ALLOWED INSIDE. SMOKING IS ALLOWED ONLY DESIGNATED AREAS ONLY. RESIDENTS THAT SMOKE MUST KEEP THE PATIO AREA AND SMOKING TOWERS CLEAN AND SWEEPED.

House Maintenance:

Chores will be assigned each week. Weekly chores (light cleaning) must be maintained during the week. A mandatory (thorough) cleaning is expected to be completed by all residents by Sunday evening at 8:00pm. The manager will conduct a chore inspection every Sunday at 8 PM. Write ups will be given if chores are not completed.

Only the house manager or management may impose warnings or discharge. Complaints about incomplete chores or unacceptable actions are to be brought to the attention of the house manager. You may trade chores with someone else, but you are responsible for it to be completed.

Food Storage and Meal Preparation:

Residents are responsible for purchasing and cooking their own food, supplying their own personal hygiene items (toothbrush, toothpaste, shampoo, razors, shave cream, etc.) and for any other health issue item (prescriptions, medical care, etc). The house will supply necessary house items (House cleaning supplies, dish soap, hand soap). Weekly supplies are a privilege and not part of the housing or rental fee. You must provide your own meals. The house will provide all necessary cooking dishware, utensils and appliances. No dishes, pots or pans are to be left in the sink or drying racks. When using the kitchen, you must clean up after yourself immediately following your meal.

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The kitchen is accessible twenty-four hours a day. However the cooking operations (stove and oven) are closed every night at 9 P.M.

There is only so much refrigerator, freezer and dry goods storage space. Space inside the refrigerator will be assigned by the house manager. The basic rule is if a food item is not yours, don't eat or drink it. If you are caught eating someone else's food without their permission, you can be asked to leave. Do not store water, bread, cookies or candy in the refrigerator. Keep them in the dry goods storage if there is room. Do not leave meals on the stove or in the refrigerator.

House meals must be consumed immediately or thrown out. You are encouraged to apply for food stamps and visit local food pantries and churches. Freedom House has a community pantry in which we encourage our residents to freely use.

Resident Rooms/Personal Appearance:

Rooms are to be kept clean, clothes picked up, etc. Beds are to be made each morning. No food may be kept in the rooms as this is unsanitary and leads to pest issues. There is no eating in the rooms. Drinking is allowed. Personal refrigerators, microwaves, hotplates, other cooking or food storage appliances are forbidden inside the rooms. Personal televisions aren't allowed in the rooms. Rooms may be inspected by management at any time without notice, whether you are present or not. Residents must be fully dressed in the common areas – towels must be worn on the way to and from the shower room.

Automobiles:

ONLY REGISTERED AND INSURED VEHICLES are allowed on the property or on the adjacent streets surrounding our community. Do not park cars on the lawn or any part of it. There will be no broken cars or vehicles allowed on premises unless approved by the management for immediate repair purposes only.

Miscellaneous:

- Community laundry is not available, however, laundry services are provided for a fee. Please inquire with the house manager.
- Haircut services are also provided for a fee by the house barber
- Community Bikes are available free of charge to help navigate the community.
- NO PETS and/or "pet sitting"
- Wi-Fi, Internet, Cable TV and computer stations are a privilege. Abuse of

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data usage or illegal downloading, will cause interruption in services. Privileges can be suspended at management's discretion.

- Wet wipes are not allowed to be used in the house. For it will cause clogging in the pipes and cause plumbing issues. If a resident is found with wet wipes he may be asked to leave and will be asked to pay for damages.
- Verbal or physical violence towards another resident or staff will result in discharge and criminal charges will be filed. Please be respectful to your house manager. They are there to help maintain everyone's health and well-being. The house manager may reserve the right to know where you are and when you will return at his request. The house manager has the right to enter a personal room at any time without prior warning to conduct room checks.
- All house residents are responsible for ensuring anonymity and friendliness within the neighborhood. All house business remains within the house and we respect the privacy of our fellow residents as well as the neighbors.
- All incoming mail will be in the kitchen with a labeled designation area for the mail. Mail will not be saved if you are discharged or choose to leave. Mail will not be forwarded. It will be marked "Not at this address" and returned to the post office. We are not responsible for lost, stolen or damaged items.

Freedom House Policies and Procedures

1. **Employment:** You are required to provide verification of employment. If you are attending school, volunteering and/or working part-time you are also required to provide verification of these activities. If you call in sick on a scheduled work day, you need to be at home and not doing things outside the house (shopping, hanging out with friends, movies, etc.). If you want to change jobs, give a notice to your employer and have a new

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job lined up prior to quitting. If you quit your job without a new job you will be put on restrictions. Residents are expected to secure employment within 90 days of their entry date. Failure to do so may result in discharge. Only residents that are on SSI, SSDI or 65 years of age are exempt. Residents without a job must have a case worker and or a recovery coach within a week of admission. Residents without employment are not allowed to be in the house Monday- Friday from 8am- 12pm. Residents that are on SSI, SSDI or 65 years of age are NOT exempt.

2. **Weekly Rent and Intake fee:** Prior to admittance you must be able to provide proof of income or show proof of a grant letter. Weekly payment of \$200.00 is due every Friday by 5 P.M. The first week's rent and intake fee of \$180.00 is required to move in. The total will be \$380.00.

If weekly rent is not paid or is more than **3 days late**, the resident may be subject to discharge. If you owe a balance when you leave, you will be given the opportunity to set up a payment plan with the house manager or owner. If no further payment is received your account will be turned over to collections and/or legal action taken. You may be responsible should any additional fees be incurred to collect on your account. If you are removed from the house, any outstanding balance will be billed to you. Any costs associated with cleaning or damages will be residents responsibility.

3. **Money order/ Checks:** Weekly payment is to be written out to Recovery Is Freedom and placed in a drop-box by the administration office. Cash payments are to be given directly to the house manager or the owner of the sober house. Rental assistance from any state or federal agencies are accepted.

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4. **Admission:** Residents will be given urine screens and will need to test negative in order to be accepted into Freedom House. An overview of the structure of the home will be explained by the house manager during orientation. The final stage will be a tour of the house guided by the house manager. After, the resident will be led to his room where he will be provided with:

- 1 Pillow
- Linens (2 Pillowcase, 2 Bedsheets, 1 Comforter)
- 1 Roll of Toilet Paper

5. **Gambling:** Gambling is prohibited- this includes playing cards for money, buying lottery tickets, gambling at casinos, or making bets of any kind.
6. **Supplies:** You are responsible for providing your own food, hygiene supplies, and personal items. You may be able to move in additional furniture with the pre-approval of the house manager. Freedom House will supply cleaning supplies for all residents.

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7. **Overnights:** Overnight pass requests must be submitted to the house manager at least one week prior to anticipated departure date. You must notify your roommates ahead of time that you will be on pass. You must notify the house manager when you return. You may be asked to comply with a drug test upon return from a pass. This is a safety issue for yourself and your roommates. No overnight passes during the first 30 days in sober housing, unless approved by sober housing staff.
8. **Rides:** All Rides except for Uber or Lyft and approved family/friends, need to pick house residents up a block up or down the street to keep the home as safe as possible.
9. **Controlled Medication:** In the event a controlled medication has been prescribed, you must provide: documentation (to sober housing staff) from the physician who prescribed it. All medications are to be kept in your room and out of view. Controlled medications and sharps must be kept in a locked box. New and used syringes must be kept in a locked box. Approved sharps containers must be used for disposal of syringes. Residents on controlled medications will be administered and given by our licensed medical professionals. Any adverse reactions to medications must be reported to your physician or nurse immediately and or Poison Control: 1-800-222-1222. Call 911 in serious cases.
10. **Community:** You are important models of early sobriety in this community. We value the positive influence you have with one another at Freedom House. If it is determined that you are jeopardizing another resident's physical and/or emotional well-being or sobriety, you may be removed from Freedom House Sober Housing.

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11. **Moving on:** This program is meant to be a transition for you between sobriety and independent living. You must give us two (2) weeks written notice before you move so that you may have time to complete any unfinished business and allow applicants on our waiting list to make plans for their own admission.
12. **Removal of home:** If you are not compliant with the above policy and procedures, or are not engaged in a responsible recovery program, you may be directed to leave. Decisions are made on an individual basis with consideration for the safety of the entire community, as well as the needs of everyone. Any fees paid are non-refundable.
13. **Responsibility:** To support your recovery process, Freedom Houses has adopted these guidelines to create a safe, sober, and stable living environment. It is your responsibility to help keep it this way. If you know that someone is putting their own recovery at risk or the recovery of others at risk, you must report this to staff immediately. Withholding information may jeopardize your own recovery and potentially your placement in Freedom House. Together we must all protect the structure and integrity of the community and assure a safe place for all to live.
14. **Cleanliness:** Freedom House encourages you to live comfortably in our House. However, if your living space is not kept clean and personal hygiene becomes a health and/or safety issue, Freedom House reserves the right to take necessary action such as, discussions, contracts and or removal from the house. To support you in maintaining a clean and healthy living environment, each house will be randomly monitored by sober housing staff on a regular basis. A warning system will be used (i.e. if your room or common area is disorderly or not clean, you will be issued a warning). You are responsible for your bedroom as well as common areas of the house.
15. **Pets:** No pets of any kind are allowed.

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16. **Weapons:** NO guns, swords, pocket knives, or other sharp weapons are allowed in any of the Freedom Houses Sober Living Homes. All cooking knives and Scissors need to be always in the kitchen and used for their purposes.
17. **Overdose:** If there is an overdose in the house you are to call 911 immediately and administer NARCAN, then notify staff. Narcan is located in the kitchen and by the administration offices.
18. **Smoking/Vaping:** No smoking or vaping allowed inside home or in sober house vehicles, we ask all residents to smoke in the designated area in the backyard of property.
19. **Modesty:** We ask all residents to remain clothed in common areas of the house, there are house cameras in common areas. No pornography or nude pictures of any kind are allowed in the home if you are caught with either one you may be subject to removal of the house.
20. **Cameras:** There are cameras in the sober living houses in all the common areas, not in bedrooms or bathrooms. These cameras are to ensure the safety of staff and the residents.
21. **Socialization:** Pick your hang outs wisely, you are not to be hanging out with others in active addiction. This can lead to dismissal from the home. We encourage residents to not go to bars or parties that can also lead to temptation.
22. **Relationships:** No relationships are allowed inside the home. If you are attracted to the same sex, you cannot choose your roommates to be your partner. Both residents will be removed from the house if this occurs.
23. **First Aide/Blood Safety:** In the case an accident would happen, and blood is involved, use the first aid and blood kit to clean up and administer bandages needed. Use gloves during any blood clean up. The Kit is located in the supply closet in the kitchen. If there

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- 24. is a serious emergency call 911, then inform the house manager. If it is minor or you're unsure if medical attention is needed, notify the house manager.
- 25. **Fire:** Remove yourself from the house at the closest exit and call 911 then call the house manager or owner to inform them of the situation.
- 26. **Quiet Time:** Quiet time is from 9 pm- 9 am in the house. This means no loud music, no activities that may cause disturbance to people's sleep schedules. Please be respectful to others in the house who have different work schedules and need rest. Respect others when asked to be quiet.
- 27. **Law Abiding:** Freedom House is a law abiding program. ANYTHING illegal being done or found will be reported to your probation or parole officer and/or police.

*The above rules are strictly enforced, and any violation(s) may result in removal of the house and no money will be returned to you.

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Grievance Policy and Procedure

If a resident wishes to file a grievance, the resident should fill out a grievance form located in the administration office and place it into the grievance box. Grievance boxes are checked and forms are received and reviewed daily by the house manager.

Actions Steps:

1. After the grievance form is received and documented by the house mentor manager, please allow 72 hours for review of immediate action steps requested by the resident. The Resident will receive a copy of the grievance with resolution within 72 hours of receipt of the grievance.
2. If the resident is not satisfied with the outcome, the resident may file an appeal to the operator of the sober home within 7 days of the grievance. Please allow 72 hours for review of immediate action steps requested by the resident. The Resident will receive a copy of the grievance with a resolution within 72 hours of receipt of the grievance.
3. If the resident is not satisfied with the outcome, the residents have the right to report the grievance to MASH through the website at the “file a grievance” tab. A formal grievance should be filed within 30 days of when the complainant became aware of or suspected violation of the MASH Code of Ethics or MASH Standards. The complainant is required to file a grievance online through the MASH website.

Caesar D’Amante/ Operator

Phone: 781-500-5802

recoveryisfreedom.org@gmail.com

Massachusetts Alliance for Sober Housing

5 Edgell Rd, Ste. 30, Framingham, MA 01701

Phone: 781-472-2624

Fax: 781-819-5151 | www.mashsoberhousing.org

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RANDOM URINE DRUG SCREENS

POLICY

Residents with the diagnosis of alcohol and/or other substance dependence/abuse will be required to randomly submit urine for drug screens.

BASIS

Random urine drug screening is an effective means of monitoring resident alcohol/drug intake status.

PROCEDURE

1. The collection of urine for a drug screen test may be administered by the house manager or the operator, either randomly or with probable suspicion of the resident's use of drugs/alcohol during the course of their stay at Freedom House. The test will be administered and read by a house manager or operator of Freedom House.
2. Urine may be collected either by the use of 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 according to the mailing instructions provided by the laboratory.
3. Results are noted in the resident's file.

Urinalysis testing will be conducted regularly once per week for all residents or randomly at management's discretion. All urinalysis samples are given under supervision with no exceptions. All non-prescribed illegal substances are considered unacceptable – *also including marijuana and k2- Spice*. Refusal of a urinalysis or the inability to give a sample after 3 attempts is considered admission of guilt and you will be removed from the house.

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WHAT TO DO IN CASE OF AN EMERGENCY

Call 911 in case of:

1. Fire
2. Violence or a threat of violence
3. Suspicious persons hanging around 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 or 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 having hallucinations
16. Individual having an extreme allergic reaction
17. Extreme paranoid behavior

After you call 911, call the house manager/owner and inform them of the situation. Make sure you move to a safe place to wait for the arrival of emergency assistance. DO NOT try to move an injured person, give First Aid or CPR unless you are qualified.

When to call the house manager/operator:

1. Drugs, alcohol, weapons on the premises
2. Suspicion or knowledge of someone using/having used drugs/alcohol
3. Plumbing problems or maintenance issues in the house
4. Power out for more than a half an hour
6. Individual who is having behavioral issues or not following house rules
7. Curfew violations

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*NARCAN is located on the first floor in the kitchen; the second floor in the administration office; third floor in the entertainment room

SEARCH FOR HAZARDOUS ITEMS

POLICY

Freedom House has the right and the responsibility to search residents' belongings and the residences for illegal substances and inappropriate/hazardous items.

BASIS

Freedom House seeks to ensure the safety of all residents and to provide a safe environment conducive to recovery from addiction.

PROCEDURE

- Upon admission, a house manager/operator may search the resident's personal belongings for illegal or inappropriate/hazardous items. The resident will be informed of
- Freedom House policy regarding keeping of illegal substances or inappropriate/hazardous items in sober home.
- Periodic searches (timing is decided by the house manager/operator) of the sober home will be done by a house manager/operator member to look for illegal or inappropriate/hazardous items.
- If a resident is found to be in possession of an illegal or inappropriate/hazardous item upon admission the item or substance will be confiscated by the house manager/operator.
- If during a sober home search, it is discovered that a resident is keeping an illegal substance (e.g. drugs such as cocaine, heroin) or an inappropriate/hazardous item (e.g. a legal -that is **NOT** prescribed- but mood-altering drug such as alcohol or a weapon) the item(s) will be confiscated and the resident will be subject to discharged.

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- Inappropriate/hazardous items:
Illegal drugs - Cocaine, heroin, amphetamine, pot, etc.
- Legal drugs (that are **NOT** prescribed) that are mood altering - alcohol and anything containing alcohol, prescription drugs, etc. Weapons or anything heavy or sharp enough to be used as a weapon

Return to Use (relapse)

We work as a community to support each resident in their recovery journey. However, in certain events, we will ask a resident to leave the home for 72 hours. Only after, can the resident be allowed to return to the sober home after testing clean.

If resident relapses a second time, we will terminate the resident agreement. If your resident agreement is terminated, you have agreed to voluntarily leave the home within one hour. If you need to return to the home to pick up belongings, you may do so with a scheduled appointment within seven days. We may notify probation and parole of your residency status, if applicable. In the event of a return to use, we will do our best to help you to find a more appropriate level of care, but we cannot guarantee any assistance in providing transportation or access to alternative living arrangements.

Personal Property Disposition

Your personal property will be gathered and packed up to be placed in a storage area by the house manager only. You will have a 30-day period from the date of your removal to return and collect your personal property. Failure to do so will result in your personal property becoming the property of Freedom House and will either be donated or may be used as deemed necessary or sold in order to recover any damages or fines/fees you may have owed. This will include any automobiles or other modes of transportation you leave parked at the property such as bicycles,

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motorcycles, etc. The vehicle will be towed or stored in a locked place. Any locks may be removed to allow access to the vehicle.

Medication Policy

All prescription medication must be stored in a locked container. Do not leave medications in your room unsecured. Controlled medication may be subject to additional restrictions. Your medication may be inspected at random. We **do not** discriminate against residents using medically assisted treatment (MAT). All medications will be administered and distributed by licensed nurses.

Declaration of Non-Discrimination

POLICY

Freedom House does not discriminate against persons admitted to the sober home.

BASIS

Freedom House believes that all persons should have the opportunity to live in a sober home and recover from their drug and/or alcohol addiction.

PROCEDURE

1. Freedom House does not discriminate on the basis of race, religion, gender, national and ethnic origin, qualified disability (except for those who, by reason of their disability, would be unable to participate in the requirements of the program), sexual orientation, or HIV status.
2. This policy also applies to hiring house managers and volunteers.

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Freedom House Zero-Tolerance Policy

Given the nature of *Freedom House*; at times, discharge of a participant may be required, sometimes without prior notice, and with forfeiture of prepaid rents, fees and deposits. *Freedom House* strives to be a zero-tolerance residence. A violation of any of the following rules may result in immediate eviction — without warning.

- Possession of or use of any alcohol, narcotic, barbiturate or any other illegal substance / drug without a clinician's prescription
- If an approved visitor is in possession of, or under the influence of any drugs, alcohol or any other illegal substance
- Having visitors on premises beyond regular visitation hours without the prior written permission of management
- You refuse to take a urinalysis test
- Having visitors in your room
- You go to jail for any new offense while a resident of *Freedom House*
- You are more than 5 days late on your rent payment without a manager's approval
- You are repeatedly advised by the house manager to clean your room ,complete assigned chores, or address hygiene issue
- You miss a house meeting without prior written approval from management
- You are in possession of a candle, hookah, incense, hot plate, toaster or any other objects that might create sufficient amount of heat to cause a fire
- You are involved in some form of violence, or threats of a verbal, emotional or physical nature towards another resident or staff
- You steal (this includes the taking of a residents food without consent)
- You have sexual contact with another house member
- You use any form of discriminatory speech
- You smoke inside the building
- You have a weapon, such as a knife, firearm, or any other object designed to cut or cause injury to others
- Wet wipes are not allowed. They will clog pipes and will cause plumbing damages. Any residents in possession of wet wipes, it will be assumed that there is intent to cause malicious destruction of property and the resident will be asked to leave. Criminal charges may be filed depending on the severity of the situation.

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RESIDENT RIGHTS AND RESPONSIBILITIES

POLICY

To safeguard the rights of persons who are residents at Freedom House.

BASIS

Each resident has certain rights and responsibilities to ensure the best experience possible.

PROCEDURE

Residents will be informed of their rights and responsibilities upon admission into the sober house and given a copy of House Rules and Resident Rights.

As a resident of Freedom House, you have the right to:

1. Be treated with dignity and respect
2. Participate actively in your recovery
3. Be given information regarding informed consent prior to the start of your stay
4. Be seen by a private physician with the understanding that all costs will be the responsibility of the resident
5. Have all information pertaining to stay held in confidence
6. Receive information regarding cost
7. Be fully informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct
8. Initiate a complaint or grievance and understand that you may begin the grievance procedure by contacting the house manager or house owner(s) or the Massachusetts Alliance for Sober Housing
9. Request referral resources in the event of your dismissal from Freedom House
10. Not to be required to perform services for Freedom House, which are not included in the usual expectations of all residents

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CONFIDENTIALITY AND RESIDENT RECORDS

POLICY

The right to confidentiality of all residents, regarding verbal and written information, will be protected and compliance with federal and state laws will be met.

BASIS

To uphold the confidentiality and protect the right to privacy of residents.

PROCEDURE

- All house managers, members and volunteers of Freedom House will, to the best of their abilities, adhere to the confidentiality laws and procedures as set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.

- Resident files (both current and past) will be kept in a locked filing cabinet(s) in one of the sober homes' offices, which have the capability for the door to the office to be locked. These files will be under the direct maintenance and supervision of the house manager/owner. The files will be utilized and viewed only by Freedom House members unless:
 1. The resident whose name appears on the file requests to view their file,
 2. A court order is furnished requesting the file, or any part thereof, and;
 3. A situation in which the resident's life is in danger and the file or a portion thereof would aid in the treatment of the resident.

