



THE ALTHEA PROJECT

Resident Handbook

Inclusivity Statement -

Here at The Althea Project we value diversity, equity, and inclusion among those we serve, our support staff and in the community. We feel that we cannot adequately serve our mission statement without inclusion. We believe all people deserve the opportunity to live and thrive in a safe, informed and respectful environment. We strive to lead and support diversity, equity and inclusion within the communities we serve.

Personal Health and Safety Policy -

1. Responsibility for Personal Health:

Residents are required to prioritize their personal health and well-being. This includes maintaining sobriety, attending support meetings as directed by the program information, and adhering to any prescribed medication or treatment plan.

2. Hygiene and Cleanliness:

Residents must maintain a clean and hygienic living environment within their personal spaces as well as shared areas. Regular cleaning schedules and responsibilities may be assigned by the house manager.

3. Reporting Illness or Injury:

Residents must promptly report any illness, injury, or health concerns to the house manager. This includes symptoms of physical illness or mental health issues that may require attention or support.

4. Compliance with House Rules:

Residents are expected to comply with all house rules and guidelines established for their health and safety. This includes respecting quiet hours, refraining from smoking or vaping indoors, and following any dietary guidelines set forth by the house.

5. Emergency Preparedness:

Residents must familiarize themselves with emergency procedures outlined by the house manager. This includes knowing the location of emergency exits, fire extinguishers, and first aid kits, as well as understanding protocols for contacting emergency services if needed.

6. Regular Health Check-ups:

Residents are encouraged to attend regular health check-ups as recommended by their healthcare provider. This may include screenings for substance use, mental health evaluations, and physical examinations to monitor overall well-being.

7. Supportive Community Engagement:

Residents are encouraged to actively engage with the supportive community within the sober living home. This includes participating in house meetings, offering support to fellow residents, and seeking guidance or assistance when needed.

8. Zero Tolerance for Substance Use:

The sober living home maintains a zero-tolerance policy for substance use. Residents found in possession of or under the influence of drugs or alcohol will be subject to disciplinary action, up to and including dismissal from the facility.

By adhering to these policies, residents contribute to creating a safe and supportive environment that promotes long-term sobriety and overall health and well-being for all individuals within the sober living home.

Resident Confidentiality Agreement -

The Althea Project and its staff will respect the privacy of residents. Any information concerning residents, potential residents, and visitors will be treated with the utmost respect. Staff will regularly review confidentiality requirements to comply with both MCRSP standards and state and federal confidentiality laws.

All data collected on residents that is shared with governing agencies will protect individual identities. This data will only be used to improve the quality of services.

The Althea Project will ensure the safety of resident records. Personal information will be protected by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or alteration.

Confidentiality on patient-identifying records may be broken without resident consent only in extenuating circumstances, such as when resident or staff safety is at risk, child or elderly abuse is suspected, or if a court order is received.

Outside of these circumstances, patient-identifying information will never be sold, lent, or given to third parties without resident consent.

The Althea Project will obtain informed voluntary consent from residents before any information is released to agencies or family members.

The Althea Project staff and residents also have a responsibility for keeping the confidentiality of others in the program. This includes not confirming or denying another client's participation to outside agencies or persons via telephone, in-person, on social media, or in written requests.

As a resident of The Althea Project, you consent and agree to the terms marked above. You will be informed of any changes to this agreement at least a week before they come into effect.

Program information -

Our program is based on a three-phase system. Moving into the next phase of the program is dependent on your participation in your own recovery, your adherence to the rules of the program and the responsibility that is demonstrated by you. We want our residents to always be working towards something and advancing in their recovery and their lives. The phase up process will be completed only upon recommendation from the house manager and approval from the housing director following a phase up interview. The different phases are as follows.

Phase 1

- 8:00 PM curfew on weekdays and 10:00 PM on weekends, unless otherwise arranged with the house manager. Overnight passes will be considered after 4 weeks in our program as long as the client is in good standing with rent, meetings, and other program requirements.
- 90 meetings in 90 days excluding in-house speaker meetings and weekly house meetings (This is proved by producing a signed meeting sheet.)
- Obtain a sponsor and home group (use your call sheets from meetings)
- Obtain employment/ schooling.
- Perfect attendance in house meetings (unless granted excused absence.)
- No violations (exceptions on a case-by-case basis.)
- No balance due on weekly rent.

Phase 2

- 9:00 PM curfew on weekdays, 11:00 PM on weekends. One overnight pass per week must be pre-approved by the house manager at least 72 hours in advance.
- Attend meetings no less than 5 times per week excluding in-house speaker meetings and weekly house meetings. (This is proven by a signed meeting sheet.)
- Perfect attendance in employment and house meetings (unless granted excused absence.)
- No violations (exceptions on a case-by-case basis.)
- No balance due on weekly rent.

Phase 3

- 10:00 PM curfew on weekdays and 12:00 AM curfew on weekends. Two overnight passes per week must be pre-approved by the house manager at least 72 hours in advance.
- Attend meetings no less than 3 times per week excluding in-house speaker meetings and weekly house meetings. (This is proven by a signed meeting sheet.)
- Obtain a service commitment in the fellowship (NA/AA).
- Perfect attendance in employment and house meetings (unless granted excused absence.)
- No violations (exceptions on a case-by-case basis.)
- No balance due on weekly rent.

Naloxone Accessibility and Training -

Naloxone Availability:

Naloxone will be easily accessible within the residence of the sober living home at all times. Multiple doses of naloxone, typically in the form of nasal spray, will be stored in a secure but easily accessible location agreed upon by the staff.

Resident Access:

All residents of the sober living home will have access to naloxone upon request. They may obtain the medication from designated staff members responsible for managing medical supplies.

Staff Training:

All staff members, including house managers, counselors, and support staff, will receive comprehensive training on the proper administration of naloxone. This training will cover recognizing the signs of opioid overdose, administering naloxone safely and effectively, and following up with appropriate emergency response measures.

Resident Training:

Upon admission to the sober living home, residents will undergo mandatory training sessions on the use of naloxone. Refresher training sessions may be conducted periodically to ensure that residents remain knowledgeable and confident in responding to overdose emergencies.

Reporting and Documentation:

Any administration of naloxone within the sober living home will be promptly reported to the appropriate authorities and documented according to established protocols. This

documentation will include details such as the date, time, individuals involved, and outcome of the overdose response.

The Althea Project reserves the right to decline overnight passes at our discretion. When phasing up all areas of a resident's progress will be considered and for this reason the phases are not linear, it is possible for someone to be taken back down a phase should the house manager or members of The Althea Project have reason to believe that the resident is backsliding.

Good Neighbor Policy -

The Althea Project believes that the community within the house being healthy, supported and maintained is just as important for the communities in which our houses are located. The way that you present yourself in the community represents your house and your community as a whole. There is still stigma surrounding addiction despite public education and though people may be supportive in the community they struggle to be supportive when the homes are in their own neighborhood. For this reason, our residents are required to spend no less than 3 hours per week participating in something that contributes to the betterment of the community in which your house is located. The tasks could include but are not limited to; Picking up trash in the neighborhood, taking care of yard work on the outside of your house, offering to do yard work for elderly neighbors, helping shovel snow, volunteering at the local food pantry etc. If you are having difficulty in finding somewhere to donate your time, we would be happy to assist. Other information regarding neighborhood enrichment is as follows.

Specific Rules for Community Harmony

- No shouting or any loud noise or music
- 9:00 PM to 8:00 AM is considered quiet time in and around our location.
- Smoking is permitted in designated areas only, and disposal of cigarettes only in appropriate containers.
- Do not litter on or around our properties, or neighboring properties (including streets and alleyways) with cigarette butts or other debris.
- Greet and introduce yourself to your neighbors and housemates as appropriate.
- Keep the yard and outside porches and overhangs clear and free of clutter and trash.
- Keep yards well maintained regularly and have sidewalks and walkways clear and clean.

Parking Rules -

Parking is allowed in the driveway, and on streets adjacent to the property. If additional parking space is necessary, it must be in compliance with town/city ordinances and NOT intrusive to

neighbors; alternate your parking location, do not crowd neighbors who already have multiple parked cars, and do not park nonoperational or unregistered vehicles in the neighborhood.

IF A NEIGHBOR COMPLAINS TO YOU, AND WOULD LIKE TO SPEAK TO A PERSON IN CHARGE, PLEASE PROVIDE THE FOLLOWING CONTACT INFORMATION:

Caitlin McCafferty
314-494-2865

Recovery Resident Rights -

As a member of The Althea Project Recovery Housing, you have rights that the residence staff/mentors will safeguard during your stay.

You have a right to:

- An environment that supports your recovery.
- Be free from verbal and physical abuse.
- Be treated with dignity and respect.
- Choose your own personal recovery goals.
- Participate actively in your recovery.
- Confidential records that are accessible only to designated staff and which can be released to others only with your written permission, except as allowed by state and federal law.
- Be referred to subsequent services upon leaving or transfer from this residence if necessary.
- Retain personal property that does not jeopardize your or others' safety or health.
- Receive and send unopened mail.
- File a complaint to the house manager/ director without fear of retaliation and have the complaint addressed within a reasonable amount of time.
- Be fully informed before changes occur in these rights and responsibilities as well as to changes in policies and procedures should they occur.

- Not to be required to perform services for the residence, which are not included in the usual expectations for all residents.

Medication Policy -

Medication Policy Agreement Acceptable and properly prescribed medication (such as medicated assisted treatment) are permitted on the premise of The Althea Project's recovery houses. The Althea Project's recovery house is not a medical facility and in accordance with the

State of Missouri regulations will not administer any medication to residents of our recovery houses. All residents are responsible for the proper storage and self-administration of their own medication(s). While clients will be responsible for self-administration, they agree to the below stipulations to remain in compliance with The Althea Project's medication policy.

By initialing each stipulation and signing at the bottom of the agreement the resident is acknowledging that they have read and understood the medication policy and agree to comply with all the terms to remain as a resident of The Althea Project's Recovery House:

Resident Initials

All prescription medications are to be in their original containers as obtained from the pharmacy with the prescribing medical professional identified on the container.

Dates of the medication are to be current, and prescription is not to be expired

All medications are to be accurately and correctly listed on intake form.

Medication(s) are to be taken only as prescribed.

Residents are responsible for the proper storage of their medication and must demonstrate that medications are kept in an appropriately locked container stored away from any visible surfaces.

Medication is to be locked away at all times excluding when it is time for self-administration, it is expected the resident immediately return medication to locked container following self-administration.

Resident agrees to notify staff of any new or refill prescriptions within 48 hours in order to maintain accuracy of resident file.

Medication is not to be shared or misused/abused in any way.

All medications are subject to random search and the resident agrees to comply with any necessary searches (i.e. providing access to containers, etc.) By signing below, I acknowledge that I have read and agree with the aforementioned terms of the medication policy. And I understand that any violation of the above terms is cause for removal from the property.

Resident Rules -

General House Rules/Requirements/Guidelines: You are in a Recovery Residence. Your success and continuance in this environment is dependent upon your consistent good behavior and cooperation. Disruptive and/or discourteous behavior will not be tolerated. Poor behavior will result in a write up or a behavior contract at the discretion of the house manager or the director of housing. Any contact with Illicit drugs and/or alcohol and/or violation of any of the following rules may result in dismissal. Your initials and signature indicate your understanding and agreement to abide by these rules.

Consumption or possession of alcohol in any form is strictly prohibited. Use or possession of illicit drugs in any form is strictly prohibited.

___ Violence or threats of violence are not tolerated and are ground for immediate dismissal.

___ Use and/or possession of drugs and/or alcohol on site will result in immediate dismissal.

___ Lying, cheating, and stealing are strictly prohibited. If caught, it will result in immediate dismissal.

___ Residents are required to notify staff if they become aware of another client using or breaking the rules set forth in this handbook or if the resident has concerns about their environment.

___ Residents are required to submit to a drug and alcohol test at any time as per request. A refusal and/or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to cheat/circumvent a test will result in a dismissal.

___ Residents personal property can not be more than what fits in their respective bedroom and is subject to search at all times by a house manager or the director of housing.

___ Daily attendance at 12-Step meetings is strongly encouraged/recommended; the minimum daily attendance is based on the phase that you are in within our program. See program information.

___ Residents are required to follow aftercare suggestions given by their treatment team.

___ Residents are required to maintain a Home Group.

___ Residents are required to maintain a working relationship with a Sponsor.
(Residents must have a temporary sponsor within the first two weeks of their stay.)

___ Residents are required to maintain employment or be going to school. If at any time a resident is/becomes unemployed or not enrolled in school and is capable of working (not injured or sick), he/she must actively seek employment from 8:00 am - 5:00 pm Monday through Friday. A resident's employment is prohibited from interfering with their adherence to any of the other terms of this agreement. If a resident is on disability and unable to work, they are required to volunteer for an organization each week for a number of hours to be agreed upon between them and their house manager/ housing director.

___ Behavior considered to be a "conflict of interest" (i.e., sponsorship, employment, dating, etc.) between residents is strictly prohibited.

___ Smoking inside the home is strictly prohibited. Smoking is allowed at designated areas outside the home. This is a smoke free residence.

___ Residents are responsible for their personal items/belongings. Residents are responsible for the security and safekeeping of their own personal items/belongings and are to pack and carry their items/belongings when they depart. If for any reason this does not occur, the resident may contact the House Manager regarding the retrieval/disposition of personal items/belongings. Personal items/belongings will not be stored for more than seventy-two (72) hours.

___ Disruptive/discourteous behavior will not be tolerated and can/will result in dismissal.

- ___ Overnight guests are strictly prohibited.
- ___ Guests are not permitted at the house unless you have consulted with your house manager and obtained permission 72 hours in advance.
- ___ Guests cannot be under the influence or in possession of illicit drugs and/or alcohol.
- ___ Residents curfews are in accordance with the phase of the program that they are in, please refer to the program information. Residents must adhere to more strict curfews when required (i.e., Parole, Probation, etc.). Failure to return to the house on time can/will result in dismissal.
- ___ House quiet time is 9:00 PM to 8:00 AM (lights out at 11:00pm) Any activity (i.e., Lights, TV, Telephone conversations, etc.) that disturb another resident's ability to sleep/rest is prohibited.
- ___ House Meetings are held weekly on Sundays at 7pm determined by the House Manager and are mandatory for every resident.
- ___ Residents agree not to use their cell phone during any Althea Project meeting or house meeting.
- ___ Overnight/weekend passes are to be approved at the discretion of the house manager and in accordance with the phase of the program that the client is in (please see program information).
- ___ Residents are not to get tattoos or piercings within their first 90 days at the residence.
- ___ Residents are not to date or have romantic relationships with anyone within the first 6 months of their stay
- ___ Residents agree not to go to any environments which may jeopardize their recovery (strip clubs, lounges, bars, massage parlors, sex shops etc.)
- ___ Clients are not permitted to attend concerts until they have been sober for 6 months or more.
- ___ Clients are not to engage in any use of their telephones for sex i.e.. Phone sex or sexting.
- ___ Clients are not allowed to gamble in any form.
- ___ Residents must use sign in and sign out forms for accountability.
- ___ Residents are not permitted in any bedroom other than their own.
- ___ Residents agree to sleep in their own bed, sleeping is not permitted in any other areas of the house.
- ___ Thermostat is to be adjusted by the House Manager only.
- ___ Chores are required to be completed daily. The House Manager is responsible for chore assignments. Failure to complete assigned chores can result in dismissal.
- ___ A good general clean-up of all areas inside and outside the home is required at all times. Double scrub will happen on Sundays.
- ___ Resident agrees to leave their area clean and tidy when exiting the program so that it may be ready for a new resident.
- ___ Resident agrees no to take possessions other than their own when leaving the program.

___ Resident agrees not to lend money, car, jewelry etc. to other residents.

___ Beds are required to be made upon awakening (no later than 9:00 AM.)

Respective areas are to be kept neat, clean and picked up at all times.

___ Animals are NOT allowed due to other participant allergy concerns, flea infestations, sanitary issues or the general safety of others. Service animals may be accepted ONLY with legitimate documentation, though if any of the concerns listed above prevail, a request for a service animal can be denied.

___ Turn off lights, TV's, radios, fans, etc., when not in use.

___ Residents are required AT ALL TIMES to wear appropriate dress in common areas.

___ Sleeping by guests or residents in common areas is prohibited.

___ When using the computer in the house residents agree to conduct themselves appropriately. Going to chat rooms, viewing or downloading pornography and illegal downloading is strictly prohibited.

___ Kitchen appliances, counter-tops, utensils, dishes, pots, pans, etc. will be cleaned and returned to their respective place (immediately) after each use.

___ Refrigerator – All food must always be covered or be put in a storage container.

___ All prescribed medication(s)/controlled substances will be stored in a locked container and identified to the House Manager (please see medication policy). Any resident using any prescribed medication/controlled substance unknown to the House Manager or exceeding doses of prescribed medication/controlled substances will be dismissed.

___ Residents may not possess alcoholic beverages including NA beers or drinks, any mouthwash or medicine containing alcohol, drug paraphernalia, halogen lamps, incense, candles, pornographic material of any kind, or occult materials (Ouija boards, tarot cards, seances etc.)

___ Knives, Guns, Tasers, Brass knuckles, etc. are not permitted AT ANY TIME! If found, items will be removed, and dismissal may be issued.

___ House Manager (staff) may inspect in and around bedroom property or belongings at any time and within reason, for the safety and protection of all residents.

___ Residents will take responsibility for their own health and respect the health and safety needs of all other residents and will take precautions (hand washing, extra cleaning of surfaces, limiting interaction with other residents, appointment with a physician if necessary) when aware of or experiencing exposure to bodily fluids and communicable diseases.

___ Residents agree to each of the following (check all that apply):

Work, go to school, or volunteer outside of the residence

Participate in mutual aid or caregiving

Participate in social, physical or creative activities

Participate in daily or weekly community activities

__I agree to review and abide by the house rules and guidelines provided to me and posted in the recovery home.

Participant Financial Agreement -

Recovery Residence fees are **\$150.00** week

Fees include housing and utilities (additional charges for excessive or additional utility cost may apply and will be prorated among residents).

- I understand that there is a payment of the first two weeks upfront in the amount of **\$300.00**
- I understand that payment is due on Monday of each week.
- I understand that the payment for the first two weeks is non-refundable.
- I understand that my rent must be paid one week in advance of the resident's stay. If the resident is dismissed from the home during the prepaid week, that week's rent is non-refundable.
- I understand that I am solely financially responsible for my own meals, transportation, and toiletries. I will give a 30-day notice prior to exiting.
- I have caused no damage to the property, if damage is caused to the property I will be financially responsible for the repairs.
- I will have no outstanding balance owed.
- I understand that I may pay fees on a weekly basis. I understand that I must stay a week ahead.
- I understand that I may carry no more than a two-week balance on my account.
- I understand that there is a 10% late fee for fees not paid within five days of the due date.

In acceptance of the PARTICIPANT FINANCIAL AGREEMENT with The Althea Project, I agree to participate in The Althea Project that I must adhere to the House Rules and make my scheduled payments when due. I further understand that failure to make payments when due may result in my being dismissed from The Althea Project's

recovery home. Any unpaid account balance at the time of dismissal is subject to the cost of collection efforts and attorney fees if required.

PROMISE TO PAY ACCOUNT

For and in consideration of services to be rendered, I promise to pay The Althea Project all its charges rendered to me from admission to dismissal. I understand that the total of such charges is due and payable according to this FINANCIAL AGREEMENT.

Enforcement of Policies and Grievance Policies -

As a member of The Althea Project, 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 have the right to request residents to provide a urine sample or other drug test; this includes random alcohol and/or drug tests. If a resident refuses to submit to any alcohol and/or drug testing, the resident will be immediately dismissed from the house. Residents will be subject to both random and behavior indicated alcohol and/or drug screening tests. Refusing to submit to a test is grounds for immediate dismissal. Residents will be given a drug test at the time of arrival and at other times deemed necessary by staff.

Dismissal Process -

The Althea Projects is an abstinence-based program and we have a zero-tolerance policy when it comes to substance use and/or drugs and alcohol being found on property. In the occurrence of a relapse, circumstances determine how each situation is handled by staff.

When asked to leave property due to using or failing a 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. Dismissed residents may return to the residence as long as a bed space is available, and the resident meets the following requirements:

- Have at least one week of continued sobriety confirmed by your sponsor or appropriate treatment center.
- Pass a urinalysis test and a breathalyzer.
- Approval of return by staff and members of the recovery residence.

- Payment of any outstanding fees.

Grievance Policy -

All clients have the right and are encouraged to communicate his or her grievance to The Althea Project staff member or company representative. There will be no consequences or retaliation for the resident filing a grievance.

All residents have a right to file a formal written grievance. The resident may request a form from any staff member or House Manager. (Grievance Forms are located at insert location). The resident should fill out the form and return it to any staff member or the House Manager.

Written grievances shall be forwarded to the Director of Housing for The Althea Project.

In the instance where the decision maker is the subject of a grievance, decision making authority shall be delegated to the President of The Althea Projects's board.

Time frame for response is two business days upon receipt of the complaint/grievance.

The resident will be sent a written notice of the grievance outcome and steps for appealing the outcome.

Throughout this process, the resident has the right to contact, and or make a complaint to the Missouri Department of Mental Health (636) 926-1200 or the Missouri Coalition of Recovery Support Providers.

Recovery Residence Exposure to Bodily Fluids and Contagious Disease Policy -

The Althea Project will use "universal precautions" to prevent the spread of disease within the home, as follows:

"Universal Precautions" means an approach to infection control that treats all human blood and body fluids as if they are infectious. Generally, Universal Precautions consist of regular handwashing after coming into contact with another person's body fluids (mucus, saliva, urine, etc.) and includes the use of gloves when handling blood or body fluids that contain blood.

Specifically, Universal Precautions consist of the following four basic infection guidelines:

(A) Hand-washing -

Staff and residents should wash their hands:

1. After assisting wiping, one's nose.
2. Before preparing or eating food.
3. After using the toilet.
4. Before and after treating or bandaging a cut.
5. After handling urine test kits or collection of urine.
6. After wiping down surfaces, cleaning spills, or any other housekeeping.
7. After being in contact with any body fluids from another person.
8. Even if they wore gloves during contact with body fluids.

(B) Gloves - Staff and residents should always wear gloves:

1. When they come into contact with blood or body fluids that contain blood.
2. When they have open cuts or scratches on their hands.
3. When cleaning up urine, stool, or vomit.
4. When administering first aid for a cut, a bleeding wound, or a bloody nose.
5. And use gloves only once, for one incident or client.
 - a. Staff must air dry their hands prior to putting on a new pair of gloves.
6. And dispose of used gloves immediately after use.

(C) Cleaning with a disinfectant – Staff and residents should clean with a disinfectant: 1. On all surfaces and in the resident's room and on an "as needed" basis on any surface that has come into contact with blood.

2. Such as a basic bleach solution, made fresh daily by mixing:

- a. 1/4 cup household liquid chlorine bleach in one gallon of tap water, or one tablespoon bleach in one quart of water.

(D) Proper disposal of infectious materials – Staff and residents should dispose of infectious materials by:

1. Placing it in a plastic trash bag, tying it with a secure tie, and disposing of it out of reach of residents and any children who may be present.

Resident Name: _____ Date: _____