

## ***WELCOME***

We would like to take this opportunity to welcome you to your new home, Clem-Mar House. In addition to your new "housemates," you will also be getting to know our staff. We are here to help, support, and encourage you in your "new" life, but this is now your house. It is up to you to make it a home.

Our responsibilities to you will be to provide a drug and alcohol free atmosphere and environment so that you might begin to find that life's difficulties, as well as successes, can be handled without the dependence of any specific chemical. The staff will be supportive in assisting in any therapy that might be resolved through group or individual processing. We will also guide or direct you to the other various helping agencies within the Luzerne/Wyoming Counties area community, to help enhance and clarify your needs. Life management and resocialization skills will be a big part of your early recovery, so we ask that you do your part in beginning to utilize the awareness that you have received prior in your respective inpatient rehabilitation facilities.

Your smooth transition back into your respective communities depends entirely on yourself, and how you can best learn how to use the valuable resources and supports that you will be directed to. Any decisions that you are to make from here on in should first be talked about with your peers, staff, and in AA, NA, and anyone else that might be involved with your early recovery before following through on that specific decision. You will complete and review, with your Primary Counselor, a psychosocial assessment within 72 hours of your admission. To make a long story short, seek guidance, direction and favorable support.

Again, welcome, and may your journey with us and the experience in Clem-Mar House be one of growth: physically, mentally, spiritually, and socially.

## **709.30 CLIENT RIGHTS**

It is the policy of Clem-Mar House, Inc., to comply with all civil rights and nondiscriminatory provisions of service as outlined in PA Standard 709.30 as follows:

- 1.) A person receiving care or treatment under section 7 of the act (71 P. S. 1690.107), shall retain civil rights and liberties except as provided by statute.
- 2.) No client may be deprived of a civil right solely by reason of treatment.
- 3.) The project may not discriminate in the provision of services on the basis of age, race, creed, sex, ethnicity, color, national origin, martial status, sexual orientation, handicap or religion.
- 4.) A client has the right to inspect his own records. The Project Director or Clinical Director may temporarily remove portions of the records prior to the inspection by the client if the Project Director or Clinical Director determines that the information may be detrimental if presented to the client. Reasons for removing sections shall be documented and kept on file.
- 5.) The client has the right to appeal a decision limiting access to her records to the Project Director.
- 6.) The client has the right to request the correction of inaccurate, irrelevant, outdated or incomplete information from his records.
- 7.) The client has the right to submit rebuttal data or memoranda to his own records.

Note: Clients wishing to inspect their records may do so by following this procedure:

1. Verbally advise your Primary Counselor of your desire to inspect your records.
2. Your Primary Counselor will assist you in writing a brief request, outlining reasons you wish to inspect your records.
3. Written request will be delivered to the Project Director. The Project Director will advise client of time and place to inspect records (within 48 hours of request, unless on a weekend.)
4. Please refer to #3 under Client Rights in your handbook for further explanation.

## **WELCOME TO CLEM-MAR HOUSE, INC.**

Clem-Mar House, Inc. is an important part of your recovery. As a client you will build upon what you learned and achieved in the Rehab, and you will develop skills that will *help* you in remaining alcohol and drug free. Your time here will be spent learning what works and what does not. Don' be afraid to ask questions.

## THE PROGRAM

Clem-Mar House, Inc. is a three-month to six-month halfway house/residential treatment program. We are licensed by the Commonwealth of Pennsylvania, Department of Health and are a member of the American Association of Substance Abuse Residential Facilities, The Middle-Atlantic Halfway House Association, and the Pennsylvania Halfway House Association.

Clem-Mar House, Inc.'s mission is to help the recovering person in developing the skills necessary to live successfully in the real world. The skills learned during your addiction, and intended to help you survive in that addiction no longer work. The demands and expectations of a sober life and society require you to learn a new set of life skills and new ways to respond.

At Clem-Mar House, Inc. you will have the opportunity to develop effective decision-making skills and learn to take on responsibility. You will discover the power and confidence that comes with having these skills. The program is not an easy one. Developing these skills will require much motivation and work by YOU. If you are willing to put forth the effort, you will succeed.

### ADMISSION AND ORIENTATION

All individuals entering the program start at the Orientation Level. Here you are assigned a "buddy" . Your buddy is a client who has been at Clem-Mar House 15 days or more. The Buddy Checklist includes a house tour, explaining the sign-out book, phone procedures, and other day-to-day things you need to know. Your buddy will also explain emergency procedures in case of fire or other issues. If you have a question, please ask your buddy or a Resident Manager member.

During the Admission period, you will sign all admission forms and consents, be given a client handbook, medical survey and psycho-social history survey. You will complete and return these to the Primary Counselor within 72 hours. At that time, you will begin your Psych-Social History, Step 1. Clients will read Clem-Mar House Handbook. After-reading, sign the last page of the handbook and return to Primary Counselor.

To help you learn more about Clem-Mar House, Inc., you will be required to attend two orientation meetings. Clients will be placed on three-day blackout from phone use upon admission. (Subject to change.) Emergency calls can be made with staff.

### TREATMENT

Clem-Mar House, Inc. operates on a very basic level system. There are four levels that will take you through your entire stay for treatment. Each level contains a *list* of specific goals that must be completed to move on to the next level and some guidelines to show where you should be in your treatment during each level. Please understand that these guidelines are *exactly* that, guidelines; and that each individual will progress at *his own* speed. A copy of the levels will be given to you in your client handbook. To move to the next level, it is your responsibility to ask your Primary Counselor who would then present your request at the next regularly scheduled staff meeting. It is hoped that all clients will

work hard to achieve level 4. When you complete treatment you will have covered many areas or issues pertaining to your recovery.

**Male House:**

Level one (1) and Level two (2) cannot go anywhere by themselves except to the laundromat, pharmacy, and the telephone across the street. Level two (2) must take another peer with him to Turkey Hill. Level two (2), with a group, may go to Ollie's, McDonalds, etc., IF IT IS 10 MINUTE CALLS TWO LEVEL 2's CAN GO WITH STAFF PERMISSION but cannot cross over Wyoming Ave. Level three (3) and four (4) take peers with you.

**Female House:** Level one (1) and Level two (2) cannot go anywhere by themselves except to the laundromat, pharmacy, and the telephone across the street (at Bilo). Level two (2) must take another peer with her to bus stop. Level two (2), with a group, may go to Mr. Z's, Friendly's, etc., but cannot go past Monroe Muffler without a level three. Level three (3) and four (4) take peers with you.

During your first fourteen days at Clem-Mar House, Inc. you and your Primary Counselor will begin to plan your course of treatment. This planning process is made up of a psychosocial history, much like the one that you did in the rehab, and developing a treatment plan. The treatment plan is a list of goals you want to achieve or work on while you are at Clem-Mar House, Inc. You will be asked to sign the plan, so please be sure that it contains the issues and goals that are important to you, and that you are willing to work on them. This treatment plan will be reviewed and updated every 30 days by the entire staff and will list any progress or difficulties met during the previous month.

Primary group counseling sessions meet according to schedule (posted on white communication board) IT IS YOUR RESPONSIBILITY TO BE THERE. The group scheduling is flexible enough to fit almost any schedule and you will be assigned to one group counseling session per week. (IF YOU MISS GROUP YOU WILL BE GIVEN A BLUE SLIP.) In addition you will attend a Life Skills group on Tuesday at 10:30 a.m., Sunday Peer Evaluation, Weekly Wrap-up every Friday at 6:00 p.m. for clients to review their past week experiences, personal growth, and also to set a plan of action and goals for the upcoming week. There is a special Heroin group on Monday nights for all clients interested in attending.

All individuals will receive a one-on-one clinical hour of individual counseling per week to complete psycho-social and prepare treatment plan. When completed, individual counseling is bi-weekly. All individual sessions are written in on the scheduling board on hallway by clinical offices daily. It is the client's responsibility to check the board for counseling appointments and special groups or group changes.

Please do not feel that you must wait for a scheduled session to discuss a problem or concern. You may ask to see your Primary Counselor, or any staff member whenever you need to by putting your name on the hallway white board for an appointment time determined by the counselor.

## **MEDICAL SERVICES**

Upon admission you will be asked to fill out a brief medical history. We also request a copy of the physical examination done while you were in the rehab, if you have not had a physical in the past year, we will require you to have one done. You will arrange this for yourself and is to be completed in the first 14 days of treatment if you have private insurance or are in possession of a medical card with vouchers, if you are admitted without any form of insurance, you will be sent to the local welfare office to apply for a medical assistance card and cash assistance.

**NO CLIENT IS TO GO TO DPW OR CALL CASEMANAGER, WELFARE WORKER WITHOUT STAFF PERMISSION DOING SO CAN AFFECT YOUR FUNDING FOR HALFWAY HOUSE.**

If you wish to see a doctor, please see your counselor or any staff member. Clem-Mar House, Inc. works closely with McKinney Clinic medical services. A medical list is on the bulletin board for all clients to arrange all their own appointments, make sure to notify counselor of all appointments, IMMEDIATELY!

Should you require the services of a hospital, there is one within five minutes of Clem-Mar House, Inc. -- Wilkes Barre General Hospital. This is an excellent and respected facility.

Psychiatric services to include; evaluation, follow-up and medication monitoring is also provided by our staff psychiatrist, Dr. Shafiq OR Rahman, MD, if needed.

Hepatitis B vaccinations are available for clients upon request. This vaccination is a three-step process spanning six months. Most clients can begin this vaccination while in Clem-Mar House, however, for the final shot the client will be referred to the proper source.

## **TUBERCULOSIS TESTING/SCREENING**

Prior to admission, every client is required to have TB screening. These test results are part of Clem-Mar House admission criteria. Following admission, any client who requests TB testing will be referred to our local State Health Center for testing and diagnosis. This service is provided in compliance with State and Federal regulations regarding providers who receive SAPT block grants.

## **EMPLOYMENT**

Employment or school is considered an essential part of your recovery. Everyone admitted is required to begin seeking employment as determined by the Clinical Staff and your Primary Counselor. From then, you are expected to have a job within a time frame deemed appropriate for you on an individual basis. If you already have a job upon admission, then, in most cases, you will be able to keep it. You may attend school, but this is decided on an individual basis. Because this is the beginning phase of your recovery, it is not permitted for you to be employed in any situation that allows you to directly handle alcoholic beverages or prescription drugs. Full-time employment is defined as working a minimum of 32 hours per week and a MAXIMUM of 45 hours per week. Your hours must be consistent every week and in some cases this is subject to change with treatment team approval, such as in shift work. It is permitted to have two jobs where hours total the above requirements as long as they do not interfere with your responsibilities here.

there are many jobs to be found in this area that will be accessible by public transportation. In many cases a person in early recovery will change jobs a few times in the first year. We, at Clem-Mar House, Inc., will assist you in many ways with your employment situations. **JOB SEARCH WILL BEGIN IN THE THIRD WEEK OF TREATMENT.**

## **ALCOHOLICS/NARCOTICS ANONYMOUS**

It has been our experiences that, for most recovering people, the programs of A.A. and N.A. are vital to any program of recovery. This is especially true for individuals in their first year of recovery. Regular and active participation in A.A. and N.A. is a significant part of Clem-Mar's program of treatment. All clients are required to attend at least one A.A./N.A. meeting per day. Other meetings that may count with your counselor's permission are G.A., C.A., Al-Anon, A.C.O.A., Gay Groups, O.A., S.L.A.A., and, if appropriate, G.E.D. classes. Clients who are employed or in school full time are still required to make a meeting a day of A.A./N.A. All residents are required to have a sponsor and a home group on Level II within 60 days. In-house meetings are mandatory for Levels I and II **UNLESS APPROVED BY PRIMARY COUNSELOR TO NOT ATTEND.**

## **POLICIES AND PROCEDURES FOR CLIENTS**

Besides the house rules, please take note of these courtesies and common sense suggestions:

### **TELEPHONE**

There is one phone that clients are permitted to use. If you are permitted to use the office phones you are required to pay for the call.

**IMPORTANT!!! NO** calls for you or about you will be accepted on the office phones. Federal Law does not allow us to admit that you are here. Anyone calling for you on the office phones will be told, "There is no one here by that name." **NOTE:** Upon admission, consents to release information to family, POs, lawyers, domestic relations, family, friends, etc. are asked to be signed by clients. This is for your protection, to comply with Federal Laws on confidentiality. If there is no consent signed, and someone should call Clem-Mar House phone, it is our responsibility to protect your rights regarding confidentiality. There are 25 people in the house and only one phone. If everyone is to have equal access to the phone the following rules must be followed:

1.) There is a 10-minute time limit on the phone. We ask that everyone be respectful of each other. Do not spend excessive time on the phone. Abuse of phone time may lead to loss of phone privileges for a specified length of time. **CALL MUST BE LOGGED ON PHONE LIST. FAILURE TO DO SO OR FALSIFYING SHEET WILL RESULT IN POSSIBLE DISCHARGE.**

2.) When answering the phone you only say "HELLO." Do not answer the phone "Clem-Mar House."

3.) If you answer the phone and the call is for someone else, call that person's name; if there is no reply, take a message. If they are not here or are in a session, tell the person, "They are not available", and **NOTHING MORE. IF THEY DON'T LEAVE A MESSAGE THAT MEANS THERE WAS NO MESSAGE**

4.) If you answer the phone, you are responsible for taking a message. When you take a message, list the time and date of the call, the caller's name, and any information they may give you. Sign the message. If you are unwilling to take a message, then do not answer the phone.

5.) Never give out information about another client over the phone.

6.) No phone calls are to be made or received between 11:30pm and 7:00am, except for an emergency.

7) CLIENTS ARE ALLOWED 2 INCOMING AND 2 OUTGOING CALLS PER DAY. SPONSOR, JOB RELATED CALLS, OR COURT RELATED CALLS DO NOT COUNT.

FEAMLE: phones hours are Monday-Friday 4pm till 11:30pm. Except when in a meeting. Weekends from 8am till 11:30 pm.

NOTE: Beepers and cellular phones are not permitted for client use while residents of Clem-Mar House, Inc. At no time during your treatment are you permitted to own or have access to one. Beepers or cell phones among your possessions will result in therapeutic discharge.

### **LAUNDRY**

There are laundry facilities across the street. You may do wash between 8:00 a.m. and 10:00 p.m. provided it is not in conflict with Clem- Mar House activities. You are assigned a towel and bed linens upon admission. It is your client's responsibility to maintain cleanliness of bed linen and towels on a weekly basis. You will sign agreement of receiving and it is your responsibility to return the items at the end of your treatment. Failure to do so will incur a cost of replacing the lost items. If a client does not have money to do laundry, please see your Primary Counselor and money will be loaned to you. Your bedding must be washed and turned in to Resident Manager upon discharge.

### **GOOD NEIGHBOR GUIDELINES**

When you enter Clem-Mar House, Inc. you become a client of the community around Clem-Mar House, Inc. We expect you to be a "good neighbor" at all times. You are expected to respect the rights of those who live in the community. There will be no cursing or vulgarity in the parking lot or around or in the facility. Radios and noise will be kept low at all times, especially at night. There will be no sunbathing in the parking lot. No hanging on the front or side of the building, no yelling, no congregating outside after 11:00pm.

## **DISCHARGE GUIDELINES**

### **COMPLETION OF TREATMENT**

A client's readiness to leave Clem-Mar House, Inc. is determined by the client, and their counselor, and the treatment team. Readiness is based upon progress towards achievement of stated goals and objectives/actual achievement of stated goals and objectives, and the availability of a stable, appropriate living environment. Completion of treatment is achieved through much hard work on your part. There may be a different experience for each and everyone of you.

During the third month of treatment the client and Primary Counselor finalize discharge planning. This includes budgeting, looking for a place to live, and issues directly related to assuming independent living. If it appears that more time is needed for the client to complete discharge planning, then an extension may be requested. More than one extension may be granted. The county funding your treatment must also agree to the extension.

During discharge planning the client is advised of the availability of aftercare and outpatient counseling following completion of treatment at Clem- Mar House, Inc. He/She is presented with the available resource, i.e., Clem-Mar House, Inc. continuing care group or one of the outpatient counseling centers. If the individual opts for outpatient counseling, a referral will be made to the center of choice or the outpatient center serving the area they will be residing in. The client is also encouraged to use Clem-Mar House, Inc., as a part of their support network and is encouraged to visit the facility and take part in Alumni Meetings at CMH on Sunday at 8:00pm and be active in Alumni Association.

All Alumni clients are encouraged to visit, especially on Sundays and Mondays, to share their experiences with current clients. While we would ask you to volunteer for cooking duties, we also welcome you to participate in our meal and activities as well.

Any Alumni who may relapse is encouraged to contact our clinical staff for referral to obtain sobriety and would be welcomed as a visitor ONLY after once again obtaining sobriety for a thirty (30) day period.

## **GUIDELINES FOR INVOLUNTARY DISCHARGE**

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While we hope that everyone who enters Clem-Mar House, Inc. successfully completes treatment, we understand that this does not always happen. The major reasons for not completing treatment are violations of program rules. Violations of the following rules will result in immediate discharge:

1. Use or possession of alcohol, drugs, or weapons of any kind.
2. Being arrested for a crime committed while a client.
3. Threats or acts of violence towards residents or staff.
4. Romantic or sexual involvement of any kind.
5. Sexual harassment.
6. Stealing.
7. Gambling on premises.
8. Falsifying sign in/out book.
9. Staying out overnight or going out alone without staff permission.
10. Violating group or program confidentiality.
11. Charging or offering interest for purpose of borrowing money.
12. Failure to turn in a prescription medication.
13. Second time an individual fails to turn in a non-prescription medication.
14. Beepers or cell phones among your possessions.

In addition to the above, violations of the following rules, policies, or procedures may result in immediate discharge:

1. Failure to cooperate with the individual treatment plan.
2. Repeated violations of program rules.
3. Violations of curfew.
4. If an individual's attitude, behavior, or lack of commitment to treatment begins to interfere with the other residents, that individual shall be subject to immediate discharge.

Usually before you are discharged for any of the last five noted above, you would receive a Notice of Intent to Discharge with a time for you to meet with staff. At that time you will be informed of the behaviors or attitudes that are the problem(s). Staff will also provide you with specific action steps that need to be taken by you in order to avoid being discharged and a specific time frame for them to occur. If you are discharged from the program for any reason other than completion of treatment you will be given a copy of the discharge notice. You have a right to request a review of your discharge. You have the right to appeal your discharge to the program director.

Client personal belongings will be held ONLY for 7 days. We will not be responsible for client belongings after that 7 day period. **YOU CAN PICK UP YOUR PERSONAL BELONGINGS MON-FRI 9am-4: 30pm ONLY!**

## **CLIENT'S RIGHTS**

As a client of Clem-Mar House, Inc. you have the right to:

1. Be treated with courtesy, dignity, and respect.
2. Be told of available services.
3. Know that all information about you or your treatment will be kept strictly confidential, and that no information will be released without your permission.
4. Receive skilled professional care.
5. Be protected by professional ethics and standards.
6. Take an active, responsible part in making up your treatment plan and to sign it.
7. Take an active, responsible part in carrying through your treatment plan.
8. Express complaints and grievances and to have them heard and an answer given. A copy of the Grievance Procedure follows.
9. Appeal any decisions concerning you or your treatment and to receive an answer.
10. Explore and question Clem-Mar House, Inc. programs and policies and to make suggestions.
11. Review your client file. Your counselor or the program director may remove certain information for appropriate clinical reasons.
12. Request the removal of incomplete, outdated or irrelevant information and to submit rebuttal data to anything in your chart.

## **GRIEVANCE AND APPEALS PROCEDURE**

1. Clients are advised that if they have a complaint or grievance that they may appeal any part of the evaluation, placement, or treatment process by submitting it in writing to the Clem-Mar House staff.
2. Clients, Primary Counselor, or Supervisor are provided with written notification of this right signed by the client during admissions to the Clem-Mar House program.
3. Grievance issues shall include the following:
  - a. Timeliness of Assessment
  - b. Denial of Service
  - c. Level of Care
  - d. Length of Stay
  - e. Appropriateness of Treatment Program
  - f. Patient Abuse/Neglect
  - g. Cultural Relevance
4. Level of Appeal  
In the event that a client does not agree with the recommendation of the Primary Counselor, he can grieve his decision in writing to the immediate supervisor within ten (10) working days. A review meeting will be set up within five (5) working days from receiving a written request from the client. This meeting will include the client, Primary Counselor, and the Primary Counselor's immediate supervisor. The case will be reviewed and the Supervisor will determine what, if any, action should be taken. The client will be notified of the determination within two (2) working days of this meeting. In the event that the situation is not resolved, the client can request a second level appeal at the next appropriate level, which is the Project Director or Board of Directors..
5. Complaints, grievances, or appeals that cannot be resolved at the CMH level may be directed to the SCA which referred the client to Clem-Mar House, Inc. for resolution.
6. All stages of grievance and appeal should be clearly and thoroughly documented in the client's file.

## **CLIENT'S RESPONSIBILITIES**

As a client of Clem-Mar House, Inc. you have the responsibility to:

1. Respect the rights and dignity of other residents and staff, and to take care of the community property.
2. Comply with all reasonable requests for information and to take an active part in the intake and evaluation process.
3. Take an active part in making up your treatment plan and to take responsibility for achieving your goals and objectives.
4. To keep everything you hear about other residents in strict confidence.
5. Give written permission to release information to other treatment professionals when the information is needed to help in your treatment and recovery.
6. Tell your Primary Counselor or other professionals, if necessary, of your concerns, complaints, or grievances or to ask any questions you may have and receive a prompt reply.
7. Receive a copy of any form or document you sign.

## **CLIENT USE OF MEDICATIONS**

As a client of Clem-Mar House, Inc. you are permitted to use medications as necessary and appropriate to maintaining good health and the treatment of an illness or other medical problem. Such medications may include aspirin, acetaminophen, vitamins, cold medications, and prescription medications prescribed by a doctor to treat an illness or condition.

It is the policy of Clem-Mar House, Inc. that all residents of the program must turn in to staff all medications in their possession. This includes any prescription medication you buy or are given during your stay at Clem-Mar House, Inc. When you enter the program you will meet with a staff member to fill out some admission paperwork. At this time you will turn over all medications in your possession. The staff member will list all of your medications on a form in your chart. Any medication that does not have your name on it will be labeled with your name. All medications will then be placed in a drawer, assigned to you, in the medication cart. For the rest of your time at Clem-Mar House, Inc. you will be required to turn in to staff any medications you are given by a doctor or buy on your own.

You may get your medication as prescribed at designated times: 7:30 a.m., 12:30 noon, and 5:30 p.m. Special cases will be honored for different times, only at the approval of Primary Counselor. If you have any allergies or adverse reactions to any medications please inform a staff member. If you need an aspirin or missed medication time, please see a staff member. A staff member on duty will open the drawer assigned to you and ask you to take out the medication you are taking. You will show the container to the staff member so they may confirm it is the proper medication. You will then open the container and put it back in the drawer. You must take the medication in the presence of the staff member. When you are finished the staff member will close the drawer.

Although Clem-Mar House, Inc. is a drug-free program, we do recognize the fact that, under certain circumstances, it may be appropriate to receive pain medications. Such circumstances would include

oral surgery or outpatient surgery. In such cases you will be permitted to take physician prescribed pain medications -WITH CLINICAL DIRECTOR'S APPROVAL.

Where any doubt or concern exists about a medication you are taking, which has been prescribed for you, or which you have purchased, Clem-Mar House Inc.'s physician consultant shall have the final say regarding this.

Learning how to use medications safely is an important part of your recovery. In your addiction you medicated yourself with drugs and alcohol at all hours of the day and night. Now it is time to begin using medications appropriately. Any medication, whether bought over the counter, or prescribed by a doctor, is intended to improve your health, relieve pain, or treat an illness. It is very important that you know what you are taking and that you take it according to the recommended doses on the bottle or according to the doctor's prescription. Read the labels, look at the contents of all medications and ask questions.

Many medications, including over the counter medications, can be habit forming or have unpleasant side effects. If you do not know what is in a medication, ask your doctor or pharmacist, they will be glad to answer your questions.

It is important to take any medication according to the prescription or recommended dosage on the package. Some medications do not work well if you take too few. Some medications can have serious side effects and even be dangerous if you take too many. While you are at Clem-Mar House, Inc. you will be expected to take all medications according to the recommended dosages and at the times prescribed. Failure to follow the prescribed dosage of a medication will be seen as irresponsibility on your part and can result in a restriction or other consequence. Please do not come in and tell us that the doctor told you to take more or less of the medication. By law we can only follow the prescription on the package. If the doctor changes the prescription, we must have a note that the change has been made on their letterhead.

You have the right to refuse to take any medication prescribed for you. If a medication is causing side effects or you simply do not wish to take it, please inform your Primary Counselor and the doctor of your decision or concerns about the medication. Do not simply stop taking it.

### **Voter Registration**

Clem-Mar House, Inc. strongly encourages every client who is not already registered to vote to do so in his or her county of residence. A voter registration form is attached to this handbook. Even while in treatment, a client can register and vote, by absentee ballot if necessary. As a citizen and as a person in need of human services, you can influence lawmakers. Your voice needs to be heard; public funding for the agencies that have aided in your treatment rely upon your feedback to Senators and Congressmen of the State and Federal governments.

## **PROGRAM RULES**

### **THE FOLLOWING RULES ARE VITAL TO THE EFFECTIVE OPERATION OF THE PROGRAM. ANY VIOLATIONS WILL RESULT IN IMMEDIATE DISCHARGE.**

1. USE OR POSSESSION OF ALCOHOL OR DRUGS IS NOT PERMITTED.

This applies to a person violating this rule on or off the property.

2. Violence or threats of violence against persons or property, in CMH or outside.

3. The use, possession, or carrying of any type of weapon by a client of CMH is prohibited. This includes all pocket knives. Anything that can be considered a weapon must be turned into staff or removed from property.

4. Romantic or sexual involvement with a non-resident, or between residents while either of them is still in treatment, is prohibited. Individuals suspected of becoming involved romantically, or riding in a vehicle with an OPPOSITE SEX without permission from your Primary Counselor. WILL result in immediate discharge.

5. Sexual Harassment, in any form, directed towards staff or other residents. Sexual harassment is defined as the inappropriate touching of another person and/or inappropriate sexual comments, suggestions, or innuendos directed towards another person.

6. Stealing in any form is prohibited. This includes stealing from another client, staff, or someone outside CMH. This applies to any client caught in the act of stealing or in possession of stolen goods. This individual can also be arrested for the theft under State and Federal Laws.

7. Being arrested on any new criminal charges/activities committed after date of admission. This applies to all summary offenses, misdemeanors, felonies, and DUIs.

8. Gambling, in any form, on the premises is not permitted. THIS INCLUDES LOTTERY AND SCRATCH OFF TICKETS.

9. Any client who loans money for a profit or any client who offers to pay interest in order to borrow money.

10. Any client who knowingly puts false or misleading information in the sign out book.

11. Any client who goes out on Level 1 alone or stays out overnight without staff permission. Overnight is defined as more than 90 minutes (1-112 hour) after curfew. WILL BE IMMEDIATELY DISCHARGED

12. Any person who talks about another person or another person's issues outside of group and/or outside of CMH. Confidentiality is absolutely necessary. Your confidentiality is important to your sobriety/recovery.

13. Any person who fails to turn a prescription medication in to staff or any person who has failed to turn in a non-prescription medication for the second time.

14. Any person who fails to surrender from his possessions, or acquires during his treatment, a beeper or cell phone.

Repeated violations of these rules can result in discharge. Restrictions must be served when assigned and cannot be traded off. On a regular restriction you cannot leave the house for 24 hours beginning at midnight the day of the restriction.

Indefinite restriction means you can ONLY leave the house to attend an A.A/N.A. meeting but must return IMMEDIATELY to continue restriction.

15. The television may be turned on until 7:00 to 7:30am, 12:00 to 1:00pm, NEWS ONLY AT THESE TIMES and 5:00 to 11:00 pm Monday through Thursday. Television may be watched anytime Saturday and Sunday, AFTER HOUSE PASSES INSPECTION. Sunday through Thursday all TVs must

be off at 11:30pm. Friday, Saturday, and holidays the TV will be shut off at 1:00am. All radios in bedrooms and throughout the rest of the house are to be shut off from midnight to 7:00am.

16. There will be no watching of movies/TV shows that are X-rated or sexually explicit and movies that are prone to drug glorifying and/or excessive violence. Staff must approve MTV, VH1, Howard Stern, and others. Movies must be approved by Staff.

17. For health reasons, CMH has designated smoke-free areas. This means that there will be no smoking in all parts of the building. Under no circumstances is any smoking allowed in sleep areas or bathrooms. Any individual caught smoking in above areas will be IMMEDIATELY DISCHARGED. Any other signs of smoking in the house (ashtrays, butts, ashes, or the smell of smoke) may result in a restriction for the entire house. Chewing of tobacco is not permitted within Clem-Mar House residence. Clients wishing to chew out of doors must use a container when spitting.

**FEMALE HOUSE:** Must notify staff if they are going out to smoke between 12am-7am.

18. The bedrooms are off limits between 8:00am and 5:00pm. YOU MUST ASK RESIDENT MANAGER TO go into the bedrooms to dress, change clothes, or to get something. There is to be no visiting between rooms by residents. Depending on your work schedule you may be permitted to lie down during the day with counselor's approval in writing and the pass must be taped on the door. If you are caught in your room sleeping without permission, it is an automatic White Slip.

19. Residents are not permitted to have or keep food in their room. This includes candy, cookies, chips, soda, etc. Any food found in client's rooms will be removed from the room. Food must be stored in the kitchen and must have your name on it.

20. All residents must be up by 7:00am Monday through Friday. Your counselor must approve any exceptions IN ADVANCE. Everyone can sleep until 10:00am on Saturday and Sunday. FEMALE HOUSE (9:00 AM) People who work on Sundays may sleep in on one of their days off. You must let your counselor know which day it is. Clients who work second shift may sleep until 9:30am.

21. **MALE HOUSE:** House chores must be done on all days. All chores and bedroom cleaning must be completed by 8:00am Monday through Friday. Saturday jobs must be completed by 11:00am. Sunday jobs must be completed by 12:00pm. No one may leave the house or go on a pass until their chores are done. Your counselor must approve an exception. Clients who work second shift must have their chores completed immediately. All bedrooms are to have their beds made, floors vacuumed, and their personal areas in order by the times indicated above.

If you have to leave early in the AM you may complete your chores the night before. If you sleep late due to your work schedule, you will complete your chores after you wake up.

**FEMALE HOUSE:** bedroom chores need to be completed by 8:00am and everyone out of their rooms. House chores completed by 8:00 Mon-Fri. Saturday chores need completed upon return from meetings. If you have an appointment and cannot do your chore it is your responsibility to get someone to cover and inform resident manager. (ROOM CHECKS 8:00 A.M & 6:00P.M.)

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22. Meals are served family style at regular hours:

BREAKFAST: 7- 8 am

LUNCH: 12-1pm

DINNER:5-6 pm

When cooking, your hands must be washed before preparing meals and long hair must be tied back or a hair net worn. Anything on or in the oven must be watched at all times, which means you do not leave the kitchen while cooking. The Kitchen closes at 10:00 p.m. every night. NO EXCEPTIONS TO THIS WILL BE MADE.

23. Curfew is 11:00pm Sunday through Thursday and 12:00 midnight on Friday and Saturday. All residents must be in by these times. Residents whose work schedule requires their being out after curfew must return to the facility immediately after 12:00 midnight, as all restrictions start at midnight. Curfew extensions may be made for a group activity under the following conditions: Three individuals must be attending the event. A written request must be submitted by 10:00am Thursday before the event, listing the event, the people attending, and the requested time of return. The request must be approved by staff.

24. Curfew violations will be handled as follows:

1. Any client returning to the house more than 1-1/2 hours late will not be let in and they will be discharged.

2. Any client who is going to be late for any reason must call CMH to let staff know. You will be required to meet with staff the following day. When calling in you must speak to the staff person on duty. NO calls to other residents will be accepted. All residents admitted after curfew will be required to have a URINE TAKEN AT THEIR EXPENSE.

Depending on the reasons and causes of the lateness the individual(s) may be discharged.

25. Lights out for residents is 11:30pm Sunday through Thursday and 1:00am on Friday and Saturday. Conversation should be low enough that it does not disturb other people. All radios are to be turned off by 11:30pm. Radios are to be kept at minimum of sound so as not to disturb other clients. Radios not at acceptable volume levels will result in loss of privilege until time of discharge. TVs are not permitted in the rooms. Lights out means just that, lights out.

26. Each client is responsible for his/her living space. The room is the responsibility of all the people in it. The house is the responsibility of everyone. All residents are expected to volunteer for house duties and to help keep the house clean. The house is to be neat and clean enough to receive visitors at anytime. Any area that is not neat and presentable can result in one-day or more house restriction for each area.

27. FEMALE HOUSE: you must ask staff before going anywhere. If you leave the building without permission it is an automatic blue slip.

BOTH HOUSES: All residents must use the sign-out book whenever they leave the building. All entries must include your name, exact destination, time out, and the time you returned. Please note that "out" is not acceptable.

MALE HOUSE: If your destination changed after signing out you may change it in the book when you

return.

**BOTH HOUSES:** If you find that you cannot complete your errand within 4 hours, you must call to explain your reason for being late and expected time of return.

28. It has been our experience that active involvement in AA or NA is vital to the recovery process, especially during the critical first year. All individuals are required to attend at least one AA or NA meeting per day. Individuals who work or are in school full time are still required to make a meeting each day. Individual sessions and small group therapy can be substituted for this requirement. CMH recognizes that there are other 12-step or related meetings that may be important to your recovery. With your counselor's approval, other meetings may count toward the weekly total: GA, Al-Anon, Gay Group, OA, SLAA, and Co-DA. Speak to your counselor about any additional outside meetings that you feel are important to your recovery. Counselors approval ONLY.

You must list the meetings you attend in the sign-out book and on the Meeting Attendance List before midnight of that day. If you sign out for a meeting then you are expected to attend that meeting from beginning to end.

Leaving early (before closing) or "hanging out" outside, around or near the meeting is not acceptable. If any of the above happen regarding a meeting that you are using for the week's total then you will be discharged for falsifying the sign-out book. The week runs from 12:01am Friday to 12:00 midnight Thursday. The midnight staff person will block out all blank spaces on the sheet at end of day on midnight. You are responsible to sign back in every four hours.

29. All residents must have a sponsor within 60 days of admission. You can make arrangements to have your sponsor come to Clem-Mar House, Inc. and meet your counselor.

30. Overnight and weekend passes are earned. Passes are granted, with staff approval, according to the following schedule:

ORIENTATION LEVEL I: NONE

LEVEL II: 2-8 HOUR PASSES PER MONTH

LEVEL III: 1-8, 1 -24 HOUR PASS 1 PER MONTH

LEVEL IV: 2 -24 HOUR PASSES (24 HOURS ONLY) 2 PER MONTH

Pass requests must be submitted, in writing, by 12:00 PM on the Thursday before the requested weekend. Forms are available see Resident Manager. Passes will not be approved if you had been restricted that week, if they are submitted late, or do not contain the required information. Passes may be turned down if, in the opinion of the staff, you have not been following your treatment plan. Passes start at 11:45 Saturday morning or after your chore is checked by the staff. Residents who work on weekends may take their pass on their days off only if approved by Primary Counselor. (FEMALE HOUSE): All visitors must be approved. They must use the same form as in past request. If there is no approval from counselor then, there will be no approval.

31. Guests and family are welcome at Clem-Mar House, Inc. All guests and visitors must sign in. Residents may receive visitors in the reception area or in the living room. All visitors are required to be alcohol and drug free while on the property. **YOU ARE RESPONSIBLE FOR YOUR GUESTS. ANY VISITOR FOUND TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WILL BE PUT OUT AND NOT ALLOWED TO RETURN. ANY VISITOR FOUND TO BE IN POSSESSION OF ALCOHOL OR DRUGS WILL RESULT IN YOUR IMMEDIATE DISCHARGE.**

Visiting hours are Sat. and Sun. from 1:00pm to 5:00pm. Your 12-step sponsor may come at anytime as long as it does not interfere with any house activities. Visitors are not allowed in bedrooms for any reason. Residents must stay with their visitors at all times. Visitors will not be permitted in the building if person to be visited is not here or leaves. You may serve refreshments to your guests.

32. Vehicles - Clients are not permitted to have personal vehicles on grounds or available for their use while residents at Clem-Mar House, Inc. The only exception to this rule is a full time employed resident, on Level 3 or above who works more than 5 miles from Clem-Mar House and public transportation is not available. In this case, vehicles may only be used to and from work. Keys must be turned into staff upon return to house. Vehicles may not be used for meetings, dances, movies, or personal leisure. No client is to ever transport another client without written permission from a staff member. Persons meeting all guidelines to have a vehicle on grounds must produce a current driver's license, registration, and insurance information to staff for inspection. Violation of this rule will result in restriction or other consequences, to include discharge if deemed necessary.

33. A urine test may be requested at random at any time during your residency by a staff member. After every 24-hour pass, you will be requested to take a urine test. The urines are taken to make sure that nothing interferes with or affects residents who are serious about their recovery. A refusal to consent to a urine will be treated as a positive urine and you will be discharged. You may request that urine be taken before you are discharged for use or suspected use. For CMH purposes a positive urine is enough for discharge. The amount of a substance is not important.

34. All residents are required to begin seeking employment 2 to 4 weeks after arrival, with approval from your primary counselor. No one is permitted to look for work or begin working while in orientation. If you are admitted with a job, in most cases, you will be permitted to keep it. Special education and training needs are recognized and are permitted in place of full-time employment, if they are part of your treatment plan.

35. It is recommended that you do not borrow money from any other client and do not loan money to any other client. It is your responsibility if you chose to loan money to another client and CMH will not be responsible for any unpaid debts.

36. All residents shall be considered patients or licensees of the house and shall not have, and by these presents waive, any rights to be defined as tenant under the Pennsylvania Landlord Tenant Act of 1951, as amended.

37. Check cashing is not done by Clem-Mar House, Inc. for any reason. There are local check cashing facilities available for clients to use. Each client is encouraged to open a personal savings account at a local bank or credit union for his own personal financial development.

38. On occasion, it may be necessary for staff to search a client's room and personal possessions for alcohol, drugs, or weapons. Where there is suspicion of any of these items in the house or among the possessions of a client, the staff has a right to, and will, conduct a full search of the room(s) and possessions. When a search is conducted, the following procedure will be followed:

a. Staff will notify the client( s) that a search is going to be made and why. The staffmember(s) will bring the client(s) into the room and conduct the search in their presence.

b. If there is a suspicion of alcohol, drugs, or a weapon among a client's possessions, and the client is not present, staff will have at least one occupant of that room present at the time of the search, as well as one other staff member. The client will be notified, as soon as possible, that a search was conducted and the results of the search. Proper documentation will be made in the client's chart.

c. Staff are not permitted to conduct a search in secret or to hold a client accountable for the results of a secret search.

39. Individual and House restrictions or other consequences can be imposed by staff and the House when the condition of the house, attitudes of the residents, and/or general behavior are unacceptable. All restrictions must be served on the day( s) they are imposed.

40. When the fire alarm bell goes off, you are to exit the facility through the nearest exit immediately. Always assume that it is real and not a fire drill. No one is to come back inside until a staff member says it is ok to do so. Clients and staff will meet across the street on Hillside Avenue by the old Bank building (with white pillars).

FEMALE HOUSE: Will meet in front of the building by the road.

41. All residents are to be properly dressed at all times in Clem-Mar House, Inc. This means that you do not come out of your room unless dressed. Proper attire DOES NOT include bathrobes or pajamas. Hats, scarves, and other articles worn on the head should not be worn around the facility. Do not walk around facility barefoot or socks only. Clients will not wear any clothing that is considered too revealing or tight. If you have any doubts about whether or not your clothing is appropriate see a staff member who will be happy to assist you. No client may alter his appearance by hair coloring, tattoos, body piercing, or hair styling/cut while in residence at Clem-Mar House, Inc. without the consent of his Primary Counselor.

42. Under no circumstances is any client while in residence to fraternize in bars, clubs, or at any event that serves alcohol. You are reminded to change people, places, and things. Violation of this policy may result in therapeutic discharge.

43. No clients are to buy any merchandise from inside or outside sources without permission of Primary Counselor to prevent any client from purchasing any stolen items from someone. This could lead to legal problems and must be avoided for client safety so as to not get involved with any illegal issues that may result.

44. For third shift workers, you are required to attend at least three (3) Morning Meditations between Monday and Friday each week. Saturday morning's Community Meeting does NOT count as one of these three. On those days you do not attend Meditation; you must attend the evening Goals Meeting. When

awake or in-house, you will be expected to attend any group/meeting going on.

An AA/NA meeting is still required each day.

45. For second shift workers who return after 12:30 am, your wake-up time is 9:30 am. Your chore needs to be done immediately. You are expected to attend the lectures and groups that begin at 10:00 am or thereafter up until you leave for your scheduled work shift. You must attend the required AAINA meeting each day and hand in your Goals sheet and Weekly Wrap-up prior to leaving for your Friday work shift. You will be required to attend an AA/NA meeting each day unless your Counselor allows attendance at another type of group to fulfill this requirement. Your Counselor can only make such exceptions.

46. No *headsets/walkman* are to be worn on your head or around your neck during Weekdays. On Saturdays and Sundays, headsets/walkmans are permitted for use.

47. No client is to ride in a vehicle without prior permission from your Primary Counselor. Do not accept rides from alumni, off-duty staff, your sponsor, members of the Fellowship, and ESPECIALLY not from females in the general community. Riding in a vehicle without permission may lead to your immediate discharge from Clem-Mar House, Inc.

48. If no client volunteers to cook when volunteers are taken for the menu the house will eat peanut butter and jelly sandwiches. No client will be permitted to eat out on that night. If a client signs out to a restaurant or brings back take out that client will receive a BLUE SLIP.

49. No clients are permitted to eat in Clem-Mar House unless it is at designated meal times. It is the client's responsibility to clean up after himself or herself not the person doing the great room or kitchen chore.

It needs to be understood by each and every client that the rules stated above are designed in your best interests and that, at times, the rules can change due to certain circumstances. This is, above all else, a treatment facility that is here to help you with your problems. This means that the overall program is based on treatment and not client's personal preferences. At any time, the treatment team may deem certain behaviors, attitudes, or actions inappropriate.

Clem-Mar House, Inc. is an extension of the treatment you received in rehab. Our purpose is to provide a supportive living environment that will help you make the switch from active addiction to responsible drug and alcohol-free living. It is not an easy process. We expect you to make mistakes. We expect you to get angry and frustrated. We understand that recovery takes much work on your part and a tremendous amount of change. While you are here you will learn to accept responsibility and make decisions. You will learn to handle the consequences of your decisions and actions and to consider them when you make a decision. When you enter Clem-Mar House, Inc. we will treat you with respect. You will have all the responsibilities and privileges due you. If, however, you are unwilling or unable to meet your responsibilities, then we will attempt to help you through restrictions and other consequences. No client has ever been discharged from CMH unless they violated a discharge rule.

No client has ever been discharged from CMH for getting angry.

No client has ever been discharged from CMH for getting angry, yelling at, or confronting staff.

No client has ever been discharged from CMH for struggling with issues.

These policies, procedures, and rules are the result of years of client and staff suggestions and recommendations. They are intended to assist you in your recovery. The only way for CMH to continue to be effective is for you to let us know your ideas and suggestions. If you have anything that you feel might make us a better program, please let us know.

**READ ALL THESE RULES CAREFULLY AND BE SURE THAT YOU UNDERSTAND THEM. IF YOU HAVE ANY QUESTIONS, PLEASE ASK YOUR ASSIGNED BUDDY OR ANY STAFF MEMBER. YOUR SIGNATURE ON THE SIGN-OFF SHEET MEANS THAT YOU UNDERSTAND AND ACCEPT THESE RULES.**

## **HOUSE DUTIES**

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A significant part of recovery is learning how to care for oneself and maintain a clean, healthy environment in which healthy attitudes can be developed. To this end, Clem-Mar House staffs offer education and groups specific to hygiene, life skills training, food preparation, and basic housekeeping skills. House chores are a vital component in every resident's treatment plan and a necessity for maintaining a clean, healthy environment, conducive to recovery. House chores are assigned to residents by Community Leaders and reviewed by Resident Manager. Chores are changed weekly, so that all residents have the opportunity to learn all areas of basic housekeeping and food preparation. You are to help your fellow peers by instructing the next person how to properly complete the chore when chores rotate the next week. Chores are not so difficult or time consuming to put any unnecessary burden on any resident. There are designated times for chore completion; these times must be adhered to. Failure to do a chore, complete a chore on time, and/or find someone to cover your chore if you are not available, will result in a "White Slip" write-up. All residents should "pull their own weight" in a community setting. (ROOM CHECKS ARE: 8:00 A.M. AND 6:00 PM)

## **CHORE DEFINITIONS**

### **MALE HOUSE:**

Outside Area Empty ashtrays; sweep walk areas around whole building; in winter, shovel snow; put rock salt on the sidewalks and monitor daily; make sure sidewalks are clear of ice and snow; empty garbage area; break down boxes from food delivery and put all garbage in dumpster across the street.

Great Room Wipe down tables and coffee area; use Pledge to clean the ledge area; use Windex to clean the cooler; sweep the floor; vacuum stairs to the upstairs hall leading to the Kitchen; Great Room chore will be performed after each meal; monitor weight area to keep it clean and neat; use Windex to clean TV screen.

Kitchen Clean all shelves on weekly basis; keep all items neat especially above sinks; wash dishes, pots, and pans; put them away neatly; wipe off stove and stovetop after every meal; set up serving trays, silverware, napkins, and condiments for each meal; refill salt and pepper shakers; clean serving area after every meal; keep tidy and neat at all times.

Large Bathroom-Small Bathroom-Staff Bathroom Scrub toilet, tub and sink with cleaning solution; clean mirrors with Windex; sweep and mop floors; wipe tub and shower down; empty trash basket and replace with clean bags; it is your responsibility to see Resident Manager to refill paper towels and soap dispensers and wash shower curtains every week.

Downstairs/Upstairs Offices Vacuum area; empty trash basket and replace with clean bags.

Coffee Prepare coffee for breakfast, dinner, and all in-house meetings; to maintain supplies, see Resident Manager; clean area daily with Windex and paper towels; anyone who spills must clean up after himself.

Upstairs Hallway Dust pictures, lamps, tables, and baseboards; use cleaner as needed; see Resident Manager for supplies, vacuum floor and 12 steps at top of stairway as needed.

Downstairs Hallway Vacuum bottom 12 steps of stairway; dust and straighten bookshelf; keep neat at all times; dust hallway pictures; use Windex as needed.

Juices Make iced tea, orange juice, or other juice using containers in Great Room cooler for every meal; clean cooler as needed; keep neat; see Resident Manager for food that needs to be disposed of every 2 days.

TV Room Dust all woodwork with pledge; use Windex as needed for TV, TV stand, and VCR; empty trash basket and replace with clean bags; keep magazines and papers orderly; vacuum floor as needed daily; vacuum back office daily.

Laundry On weekends, wash bedding and towels from clients who have left as needed; possibly during the week if necessary; do not let the linen pile up in basket.

*MALE HOUSE: If you are covering someone's chore for him, write your name on the board in the Great Room and the chore for which you are responsible. Work therapy is an important program component, your chore should only need covered for medical appointments, job interviews, or passes. Clinical staff will take appropriate disciplinary action if you are not completing your chore because you do not want to.*

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#### **FEMALE HOUSE:**

Outside Area Empty ashtrays; sweep walk areas around whole building; in winter, shovel snow; put rock salt on the sidewalks and monitor daily; make sure sidewalks are clear of ice and snow; empty garbage area; break down boxes from food delivery and put all garbage in dumpster across the street.

Dining Area Wipe down tables and coffee area; dust ceiling fans; use Pledge to clean the ledge area; use Windex to clean the cooler; sweep the floor; vacuum floors hall to the Kitchen; Dining area chore will be performed after each meal;

Kitchen Clean all shelves on weekly basis; keep all items neat especially above sinks; wash dishes, pots, and pans; put them away neatly; wipe off stove and stovetop after every meal; set up serving trays, silverware, napkins, and condiments for each meal; refill salt and pepper shakers; clean serving area after every meal; keep tidy and neat at all times.

Office Bathrooms Scrub toilet, tub and sink with cleaning solution; clean mirrors with Windex; sweep and mop floors; wipe tub and shower down; empty trash basket and replace with clean bags; it is your responsibility to see Resident Manager to refill paper towels and soap dispensers and wash shower curtains every week.

Offices Vacuum area; empty trash basket and replace with clean bags. Coffee Prepare coffee for breakfast, dinner, and all in-house meetings; to maintain supplies, see Resident Manager; clean area daily with Windex and paper towels; anyone who spills must clean up after themselves

Juices Make iced tea, orange juice, or other juice using containers in Great Room cooler for every meal; clean cooler as needed; keep neat; see Resident Manager for food that needs to be disposed of every 2 days.

Hallways Dust pictures, blinds, lamps, tables, and baseboards; use cleaner as needed; see Resident Manager for supplies, and vacuum floor.

Piano Room Dust pictures, piano, blinds, lamps, tables, and baseboards; use cleaner as needed; see Resident Manager for supplies, and vacuum floor.

TV Room Dust all woodwork with pledge; use Windex as needed for TV, TV stand, and VCR; empty trash basket and replace with clean bags; keep magazines and papers orderly; vacuum floor as needed daily; vacuum back office daily. Laundry On weekends, wash bedding and towels from clients who have left as needed; possibly during the week if necessary; do not let the linen pile up in basket.

*FEMALE HOUSE: If you are covering someone's chore/or her, notify resident manager of the chore for which you are responsible and who is covering chore. If you are not completing your chore simply because you don't want to, Clinical staff will take appropriate disciplinary action.*

## DISCIPLINARY ACTIONS

These are consequences to negative behaviors or rule violations. Staff determines consequences with consideration given to the seriousness of the unacceptable behavior or rule violation, frequency of similar behaviors, and a client's motivation toward and participation in accomplishing his treatment goals.

Most rule infractions result in a "White Slip". It is important to understand that an accumulation of three (3) White Slips within thirty (30) days will result in a Blue Slip. A Blue Slip carries with it a level reduction and a 1-day in-house restriction. The accumulation of three (3) Blue Slips in any 60-day period will usually result in a noncompliance or Therapeutic Discharge.

BLUE SLIP RESTRICTIONS on Saturday and/or Sunday:

- 1) Restriction is from 12:00am to 12:00am.
- 2) Client is not allowed in bedrooms MALE HOUSE: Upstairs
- 3) Client is not allowed to:
  - A) Use phone
  - B) Do laundry
  - C) Go to work
  - D) Clients can go to church with counselor's approval

White Slips usually carry a consequence referred to as a "Sanction". A Sanction can be a written assignment, a house chore (in addition to designated chore), a house or activity restriction, a restriction from a peer, or a staff intervention and Treatment Contract. This type of restriction is short term, usually

three (3) days or less.

Chronic non-compliance, or repeated violations will result in longer periods of restriction up to thirty (30) days, or may be found to be so detrimental to the individuals' recovery, recovery of peers, or so detrimental to the recovery environment as to warrant immediate discharge.

All clients are both a guest and a resident of Clem-Mar House. Community Leaders, Steering Committee, and Resident Managers enforce these disciplinary actions strictly. MALE HOUSE: No excuses are accepted for not having a chore done. All sanctions are at staff discretion and levels can be changed with any sanction. Sanctions must be completed SUNDAY morning between 8 am and 10:30 am.

**Sanction rules:**

1) Client is responsible for waking up and beginning sanction at 8:00am. Staff will not wake you up unless you are not starting chore at 8:00am then you will be given a BLUE SLIP.

2) Do the sanction assigned on sanction list

3) Have resident manager check you sanction.

FEMALE HOUSE: After return from AA meeting by 1pm. If you have a visit your chore needs to be completed before visit.

**COMMUNITY LEADERS**

Clem-Mar House, Inc. utilizes your peers, called Community Leaders, to support your treatment. These individuals are chosen by staff to represent you, their peers, your in-house community, and to assure the environment remains one conducive to recovery. Members are usually selected based upon Level 3 or 4, motivation, commitment to recovery, commitment to following Clem-Mar House rules, and ability to interact appropriately with others. Members to this Committee are appointed for 1 or 2 weeks, with new members from the Community being appointed to succeed them.

Committee members' duties include assuring chores are done on time, rooms and living areas are clean and neat, residents are in attendance at specific meetings, and writing up "White Slips" for violations in these areas. Members need to see that all peers are given the White Slips. If they do not, White Slips are given to the Committee Members for non-compliance with facility rules as a result of not taking responsibility. They are also obligated to report any community problems or concerns to Resident Manager at A.M. Staff/Client. At any other time, they can report a problem or violation in need of resolution. Committee members are representatives of Clem-Mar House staff. Disrespect or threats toward Committee members will be viewed as a serious offense of Clem-Mar House rules and will be addressed accordingly. Please show these peers the dignity and respect, that you would like to receive, always remembering that you may be a Committee member next.

Community Leaders play a vital role in monitoring the Clem-Mar House facility. They are leader roles and responsible to report to Resident Manager on a daily basis if problems cannot be resolved. Community Leaders are responsible to build their own problem-solving skills along with peers before taking problems to staff.

## **Clem-Mar House, Inc. Blessings:**

Blessings are to be awards by staff and must have the name of the client and the initials of the staff member on them to be valid. At the discretion of staff members, Blessings are to be awarded for extraordinary progress or assistance to the facility and in-house community.

When Blessings accumulate, you can use them to purchase items from the Blessing Gifts. To see items or purchase items, schedule an appointment with Clinical Director. All Blessings need to be used before discharge. No transfer of Blessings will be permitted. This is a system to award positive behavior and to recognize healthy changes in the client. This is also an incentive to do your best every day.

## **CLEM-MAR HOUSE, INC. HALFWAY HOUSE REHABILITATION PROGRAM**

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### **4 PHASE PROGRAM SCHEDULE**

Note: All level changes and passes **MUST** be requested through your counselor.

#### **LEVEL 1**

TIME FRAME: 2 to 4 weeks

FOCUS: Orientation to Self

STEP FOCUS: Step 1

WORK THERAPY: Daily

MEDITATION: Daily

ORGANIZED RECREATION: As scheduled

GROUP THERAPY: IX week

INDIVIDUAL THERAPY: IX week until psych-social and treatment plan in place then bi-weekly counseling sessions

AINA MEETINGS: In-house meetings (3X week) are mandatory at this level on Tuesdays- NA, Wednesdays-AA, and Sundays-Alumni See your Primary Counselor about Monday Night H-Group.

----- Outside meetings are mandatory all other days of the week.

Go with a Level 3 or 4; with staff approval a group of 3 or more clients.

PASSES EARNED: None

MANDATORY TASKS TO BE COMPLETED AT THIS LEVEL

\*Therapy assignments-as given by counselor

\*Get proper ID (two forms)

\*Orientation meeting (2X)

\* Get Home Group within 30 days of admit

\*Begin job search/education-3rd week in treatment

\*Attend an AAINA meeting every day.

All clients who are in-house on any day must attend all scheduled activities as schedule states unless excused by Primary Counselor for a special appointment.

## **LEVEL 2**

TIME FRAME: 2 weeks to 6 weeks

FOCUS: Educational/Vocational

STEP FOCUS: Step 2

WORK THERAPY: Daily

MEDITATION: Daily

ORGANIZED RECREATION: As scheduled

GROUP THERAPY: IX week

INDIVIDUAL THERAPY: IX week until psych-social and treatment plan in place then bi-weekly counseling

sessions AA/NA MEETINGS: In-house meetings (3X week) are mandatory at this level on Tuesdays- NA, Wednesdays-AA, and Sundays-Alumni See your Primary Counselor about Monday Night H-Group.

Outside meetings are mandatory all other days of the week. Go with a Level 3 or 4; with staff approval a group of 3 or more clients.

PASSES EARNED: Two 8-hour passes/month; Special passes arranged with Clinical Director and Sponsor

### **MANDATORY TASKS TO BE COMPLETED AT THIS LEVEL:**

\*Therapy assignments-as given by primary counselor

\*Obtain employment/enroll in educational-vocational group/obtain community service position

\*Get Sponsor (within first 60 days)

\*Get Home Group (within first 30 days)

\*Start bank account

\*Attend an AAINA meeting every day.

All clients who are in-house on any day must attend all scheduled activities as schedule states unless excused by Primary Counselor for a special appointment.

## **LEVEL 3**

TIME FRAME: 1 to 5 months

FOCUS: Life on Life's Terms

STEP FOCUS: Step 3

WORK THERAPY: Daily

MEDITATION: Daily

ORGANIZED RECREATION: As scheduled

GROUP THERAPY: IX week

INDIVIDUAL COUNSELING: Bi-weekly

AAINA MEETINGS: A meeting every day is required at this level. In-house meetings (3X week) are recommended on Tuesdays- NA, Wednesdays-AA, and Sundays-Alumni See your Primary Counselor about Monday Night H-Group. Outside meetings are mandatory all other days of the week.

Go with sponsor or Support Group; Take a Level 1 or 2 with you.

PASSES EARNED: One 24-hour pass with Sponsor; two 8-hour passes per month

### **MANDATORY TASKS TO BE COMPLETED AT THIS LEVEL:**

\*Therapy assignments-as given by primary counselor

\*Attend Home Group meeting

\*Home Group-service commitment

\*Begin relapse prevention workbook/plan

\*Be a buddy to a CMH newcomer

\*Attend an ANNA meeting every day.

All clients must attend all scheduled activities when in-house unless excused by Primary Counselor for special appointments or work schedule.

#### **LEVEL 4**

TIME FRAME: 1 to 4 months

FOCUS: Life after CMH-Exit Preparation

STEP FOCUS: Steps 4 through 12

WORK THERAPY: Daily

MEDITATION: Daily

ORGANIZED RECREATION: As scheduled

GROUP THERAPY: IX week

INDIVIDUAL COUNSELING: Bi-weekly

AAINA MEETINGS: A meeting every day is required at this level.

In-house meetings (3X week) are recommended on

Tuesdays- NA, Wednesdays-AA, and Sundays-Alumni

See your Primary Counselor about Monday Night II-Group.

Outside meetings are mandatory all other days of the week.

Go with sponsor or Support Group; Take a Level 1 or 2 with you.

PASSES EARNED: Two 24-hour passes, Two 8 hour passes, Two with Sponsor/month

MANDATORY TASKS TO BE COMPLETED AT THIS LEVEL:

\*Therapy assignments-as given by counselor

\*Peer evaluation group

\*Aftercare plan (personal)

\*Program evaluation

\*Relapse prevention workbook/plan

\*Chair a 12 Step Meeting

\*Attend Home Group meetings

\*Home Group service

\*Attend an AAINA meeting every day.

\* Attend all scheduled activities when in-house unless excused by Primary Counselor for a special appointment or work schedule.

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