

ANOTHER WAY'S MEN'S HALFWAY HOUSE

Welcome!

We welcome you to Another Way's Men's Halfway House. All of the staff is happy that you are here and hope that your experience with us will be a good one. Since we are a halfway house, we will be asking you to work on independence and your recovery. This is learning to live life on life's terms, and, as you know, that is not always easy. As a halfway house, we are different from many of the other treatment facilities you may have been involved in. We are called Another Way for a reason. We will offer some structured time, but there will be times that will not be as structured as an inpatient facility. This is intentional. We want to give you the chance to create structure for yourself, find independence and to develop a recovery program based on what you want, not what we think you want. Of course, we stress the importance of working the steps and finding a sponsor. That is fundamental to recovery.

You are now a member of a new community. There will be times that you will have conflicts and joy with the men who share this house. Keep in mind that you are all here for one another, that to gain respect is to give respect. The staff hopes that you and the community will work together in developing a healthy recovery environment. If there is anything that you need, please ask any staff member.

We hope that your stay is a successful one and that you find peace, balance, sobriety and recovery at Another Way.

Another Way Staff

What is a Halfway House and why should you go... . a Halfway House is a live in treatment facility for individuals who have participated in drug and alcohol treatment but who are not prepared to make a full transition to independent living.

I am going to a Halfway House because...

- I have nowhere else to go
- I need a small vacation
- I need guidance on a daily basis

I have nowhere else to go...wrong answer. If this is the only reason you are attending a halfway house program, you are attending for the wrong reason. We are only a temporary replacement for your family and friends. We are not a shelter for homeless men. The goal of a halfway house is to help patients interact with peers and to develop healthy social relationships in a safe environment. You can develop new life skills and coping techniques that can and will become your lifestyle before you are discharged and reintegrated into the community. Halfway houses require residents to be self-sufficient (i.e. hygiene and other basic self-care skills) and to be free of any severe physical impairment that would require ongoing medical care. If having nowhere else to go is one reason you are attending a halfway house, your success rate may be low for several reasons: 1) you many have no commitment to the recovery process; 2) you may struggle with the structure of halfway house treatment, and 3) you may want to do what you want to do rather than what you need to do.

I need a small vacation...wrong answer. A halfway house is not a hotel. As the name implies, a halfway house is a transitional treatment setting halfway between the intensive structured setting of an inpatient facility and independent living. Halfway houses are designed to help you to learn new behaviors and to practice a new lifestyle in a safe setting.

Another way is staffed by counselors, social workers and other health care professionals who have the background, training and education in the treatment area. Time spent both in and away from the House is highly structured. You are allowed to leave the facility for work, meetings and school. You are expected to keep you room clean and you will be assigned basic housekeeping chores as a part of your treatment. Attendance at on-site group therapy or support group meetings is a part of our program. If needing a small vacation is the reason you want to attend a Halfway House program, your success rate will be low for several reasons: 1) you will be in a structured environment and you may not do what you want to do at all times, and 2) you will have responsibilities while you learn to live a clean and sober life. If you're not ready for this type of recovery program and you are not ready to surrender your past behaviors, you may want to attend a place that offers room service.

I need guidance on a daily basis for me to live a clean and sober life... . Perfect! Another Way has successfully impacted many lives for several years by helping residents to return to sober, productive living within their families and communities. Residents are provided opportunities to achieve quality sobriety with the help of our staff, by practicing adherence to the principles of Alcoholics Anonymous and Narcotics Anonymous, by participating in a structured environment

that offers support, guidance, counseling and caring and by living in a serene home atmosphere. There are no barriers to race, sex, religious beliefs or financial status for our clients. Another Way, Inc. is “people helping people” to restore their lives to “a life worth living”.

Welcome.

This is How We Do It

- Basic twelve step philosophy implemented in an everyday living situation
- An alcohol and drug free environment
- Well planned and nutritious meals
- An atmosphere of love and understanding
- Commitment to maintaining good mental health
- Commitment to self-help, responsibility
- Fostering of caring relationships
- Commitment to recovery and sobriety
- Sharing faith, hope and strength
- Living one day at a time
- Gaining spiritual awareness
- Gaining a “Life Worth Living”

These Are Our Expectations For You:

To become a sober, free, productive member of the recovering community while you learn to heal and to grow physically, mentally, emotionally, socially and spiritually.

Three Phase System

Becoming sober means more than not drinking or drugging. It means creating a whole new life and lifestyle. This is a tremendous task that requires structure, discipline, guidance and support. The task is made easier when there is a warm home environment, compassionate people to help you and a generous supply of AA and NA.

The first 24 hours are getting acquainted with the facility, the rules and other clients. Our counselors will meet with you within these 24 hours. While in Phase One, you will start working on your discharge plan. We will help you to establish your goals so that the path to achieving these goals is clear for you.

Our program has Three Phases that we will help you to navigate.

Phase I may include but not be limited to:

- Helping you to become aware of our facility rules. We will always be willing to help guide you so that you will be comfortable in our house. That will require you to follow our guidelines.
- Helping you to understand your schedule. We will explain the groups, meetings and our activities you are expected to attend.
- Helping you to set goals you want to accomplish while you are at Another Way. Although your past must be addressed to help you to build a future, we will work within this first phase to assist you in placing your past behind you so that we can help you to create a brighter tomorrow.
- Helping you set up a budget if needed. We will help you to sort out the financial needs you may have when you are discharged from Another Way and, if you need, we will help you to set up a budget, help you to sort out your debts, help you to establish payment plan and to open a checking/saving account.
- Helping you to resolve legal issues by contacting your probation officer, if necessary, by teaching you how to handle your legal concerns, by assisting you to communicate with authority figures respectfully and by helping you prepare for court.
- Helping you to identify your mental health, substance abuse/dependency recovery needs and treatment goals through various assessments and screening tools.
- Helping you to address your educational needs which can include preparing for your GED or assisting you with obtaining advanced education.
- Helping you to work on your housing needs so that when it is time for you to leave our program, you will have an alternative housing plan in place.

- Helping you to prepare for working or volunteering when you are ready to advance to Phase II. Before you can progress into the second phase, you need to be ready to volunteer, work or be in school. Your self esteem will grow as a result of your being a productive, contributing member of society.
- Helping you to get a sponsor and encouraging you to use your support group even while you are in treatment.
- Helping you to learn and work Steps 1, 2, and 3.

Phase II should include but not be limited to:

- All of the above and:
- Volunteering time or attending GED classes.
- Working on accomplishing some of your individual treatment goals while progressing towards your discharge.
- Maintaining your room in a neat and organized manner.
- Becoming a role model for the newer clients.
- Demonstrating leadership in the house by taking on more responsibilities with self direction, motivation and willingness to go to any length to solidify your recovery program.
- Being willing to confront the unhealthy or negative behavior your peers may be demonstrating in a caring and concerned manner.
- Helping you to learn and work Steps 4, 5, 6, and 7.
- Actively working your recovery program on a daily basis by using the 12 Steps of recovery.
- Verbalizing your understanding of the 12 Steps of Recovery.

Phase III should include but not be limited to:

- All of the above and:
- Using your sponsor and support group as much as possible.
- Diminishing or eliminating the character defects that will block your recovery.
- Assisting the newcomers in the community by being a role model.
- Developing your Continuing Care Plan.
- Participating in all groups and meetings.
- Demonstrating increased levels of independence.
- Learning Steps 8, 9, 10, 11 and 12.
- Working all 12 Steps.

Another Way is a program that focuses on holistic treatment. Our belief is that every man is unique and worthy of understanding and respect. Our goal is to encourage each man to strive for complete fulfillment and contentment in every area of his life. We take pride in the fact that each man who enters our doors is treated with dignity and respect. Another Way believes that this will be accomplished by addressing the special needs that men in recovery may face.

We ask that while you are at Another Way, Inc. that you respect the house and the grounds as if they were your own. This is your home while you are here in recovery.

Criteria for admission, treatment, completion and discharge

Admission Criteria:

Our facility accommodates men who are 21 years of age and older. An individual must have a chemical dependency diagnosis, and, for some, a co-occurring mental health disorder.

Admission to our treatment program requires that you have been in some form of drug and alcohol treatment within the past year and meet the criteria established by your insurance company

Treatment Criteria:

Those individuals who meet the admission criteria and who are admitted to Another Way will be assigned a primary counselor. Your counselor will work with you and will direct your treatment. Another Way asks that you be willing to focus totally on you, your treatment, recovery and your needs. This means that you will **not** become involved in any type or relationship while you are in treatment at Another Way.

Significant others (girlfriend, wives, life partners) with whom you have **lived with for more than ONE** year and are not currently using chemicals and have substantial clean time may visit on Saturdays and Sundays from 1:00pm-5:00pm. Significant Other who you have **NOT** lived with or who **DOES NOT** have substantial clean time will **NOT** be permitted to visit nor will you be granted permission to go out with a significant other during your stay at Another Way. We ask that you be willing to communicate with her by phone or letter.

Completion Criteria:

The length of stay may vary for each resident. This will depend on the rate you accomplish your goals, your funding, your referral and your legal stipulations. Specific completion criteria for each of you will be determined by you, your Primary Counselor, your peers and the Treatment Team.

Discharge Criteria:

You will be discharged when you leave the treatment program of Another Way by one of the following categories:

You may successfully discharge *program complete* when you complete all treatment requirements and you have the recommendation of your primary counselor and the Treatment Team.

You may be discharged *ACA/AMA* when you have not completed your treatment requirements, you have not achieved your treatment goals but you choose to leave against the advice of staff.

You may be *therapeutically or administratively* discharged for violation of a major treatment/facility rule. You will be asked to leave by staff before you successfully complete the program.

FACILITY RULES

The following rules have been established for you and for the safety of our facility, residents, and staff. Violation of these rules may result in therapeutic or administrative discharge.

1. Fighting
2. Threatening or aggressive behaviors toward another resident or staff
3. Possession of a controlled substance, alcohol, unauthorized prescription or medication
4. Attempting to obtain or suspicion of obtaining a controlled substance, alcohol or unauthorized medications
5. Having prescription and over the counter medications in your room without permission
6. Using drugs and/or alcohol while in treatment or having a urine positive for unauthorized drugs (this includes energy drinks)
7. Leaving the facility without permission
8. Creating or contributing to a negative environment within the community

9. Failure to follow a directive given by the Treatment Team or a counselor.
10. Continuous non-compliance and/or a lack of participation in the treatment process
11. Continuous violations of the House Rules
12. Involvement in an exclusive relationship that is deemed to be detrimental to your treatment or to the treatment of another resident and creating a negative environment in the community
13. Sexual misconduct
14. Possession of a cell phone in phase 1-2
15. Theft of any kind
16. Having weapons or knives of any kind while in treatment
17. Any new Tattoos or Body Art
18. Joining or going to a gym or tanning facility
19. Using tobacco products in undesignated areas or in building including having spittoon of any kind in your room. The ONLY location for tobacco products to be used is on the client porch
20. Any acts or threats of violence to the animal assisted therapy pets.
21. Eating of the pond life (turtles, fish, algae, goose, etc.) is prohibited
22. Swimming in the pond is prohibited.
23. Gambling or bribing of any kind including for responsibilities such as chores.

SEXUAL MISCONDUCT

At no time is a resident at Another Way, Inc. to touch or personally violate another client or staff in an inappropriate manner. Inappropriate refers to ***any perceived sexual touch or aggression that may be physical or verbal in nature.*** If this should occur, a formal Incident Report needs to be made to the Clinical Director/Facility Director. The Incident Report must be written and given to the Director in person. The complaint must be made within 48 hours of the incident. If this occurs over the weekend, you must inform a staff member of the problem immediately. The situation will be evaluated and handled as quickly as possible.

**This is to protect you and to help you to feel safe while at Another Way, Inc. We do not want anyone to be uncomfortable in any way. We wish to foster an environment that will help you focus on your recovery.*

HOUSE RULES

You are a part of a very special community at Another Way. You have a special role to play in creating a healthy, safe, positive and loving community that is beneficial to developing a sound recovery program. Your cooperation and commitment to observing the following House Rules will assure that we maintain this type of community.

1. You need to be out of bed (feet on the floor) by 6:30am and your bed made by 6:45am.
2. You need to be showered, dressed, room cleaned and living area neat by 8:00am.
3. Breakfast is to be prepared between 6:30am-8:00am. Breakfast must be completed and dishes cleaned by 8:00—no exceptions.
4. You are not to be in your room, lock your door, or be sleeping between 6:30am and 4:00pm unless you have written permission from a physician, a counselor or you are preparing for an appointment. Staff and ABC will conduct periodic room checks. The following consequences will be assigned if in room sleeping, lounging or have your door

locked: 1st time 24 hour blackout, 2nd time 72 hour blackout, 3rd time week blackout, 4th time month blackout.

5. Therapeutic groups begin at 8:30am with Morning Meditation. Bring your client handbook to every morning meeting.
6. ABC meets with staff at 8 am in the quiet room and no client is permitted in the couch area or in B wing hallway after 8 am. If you need to use the restroom, use A wing. If you forgot something in your room, you must wait until after morning group to return to your room.
7. You need to be prepared for group (bring assignment, pen, book, notebook, etc.), sign in and be on time for groups. If you are unprepared, late (less than 15 minutes) or did not sign in you will receive the following consequences: 1st time 24 hour blackout, 2nd time 48 hour blackout, 3rd time week phone blackout, 4th time weekend passes and visitors revoked. It is important to remember the purpose of why you are here. Recovery teaches us responsibility. You must be dressed appropriately when you come into group. There is to be no walking in and out of groups. Food and drink are **not** permitted in scheduled activities.

If you interrupt groups (verbal interruption, sleeping, talking to the individual sitting beside you, have food or drink) you will receive the following consequences: 1st time 24 hour blackout, 2nd time 72 hour blackout, 3rd time week blackout, 4th time month blackout. You must participate in all scheduled activities unless your counselor excuses you.

If you do not show up for a group or meeting (or you are more than 15 minutes late) the following consequences for *Phase One*: 1st time week phone blackout, 2nd time weekend visitors revoked, 3rd not permitted to phase and 1 week phone blackout and no visitors.

Phase 2 and 3 no show: 1st time pass revoked/visitors revoked for the weekend and week phone blackout. 2nd time pass revoked/visitors revoked for 2 weekends and week phone blackout. 3rd time pass revoked/visitors revoked for 1 month and week phone blackout.

PLEASE REMEMBER STUDY HALL IS A GROUP AND ALL GROUP RULES APPLY.

8. Radios or other music devices (mp3, Ipod) are not permitted on during clinical hours 8:00-4:00, and, when on, radios need to be at a low tone. (If your radio is heard in the hallway outside your room it will be taken and clinical team will decide when it will be returned). Radios are not allowed in bathrooms, outside, or in the kitchen.
9. You are responsible for making personal phone calls on the House phone. Your counselor will only make calls that are related to case management matters. New residents will be allowed to make calls through their counselors during the first week but not during group and therapeutic times. All phone calls need to be kept to 15 minutes. The following phone rules were designed to assist peers get equal time on the phone. A) Any client not on a phone blackout, total blackout, or new client blackout is allowed access to the client phone. All individuals will be allowed 3 phone calls to family, sober support, clean friends, etc.(personal calls) and 3 phone calls to schedule doctor appointments, talk to lawyers, probation officers, FACT, etc. (business calls). Personal phone calls cannot exceed 15 minutes; business calls will not have a time limit, but no matter the length of the phone calls it needs logged and counted as a call. B) As many personal phone calls as desired can be made within the 15 minute time limit as long as it does not go over the 15 minutes. Every individual business phone call will count as one

call no matter the length. C) There must be a 15 minute separation between phone time even if no one is waiting for the phone. D) Before picking up the phone, the call must be logged. Any calls made or received must be logged on the phone log at the time the call is placed or received. E) Incoming calls count toward the client total phone calls for the day. (Incoming call and 2 outgoing calls equal the three call limit) If you get an incoming call after using up your call times, you must wait until the next day to take the call. Do not answer incoming calls if you used all your calls. Have your peer take a message for incoming calls over your limit. F) Any calls made in excess of this stated limit must be approved by your therapist prior to making the call. G) You may NOT write your name down ahead of time to reserve phone spot. You must be sitting at the table closest to the phone and your turn will be in chronological order. NO EXCUSES FOR CUTTING IN LINE AND NO SAVING SPOTS FOR OTHERS. H) If it is your turn to use the phone and the phone rings you must **inform that person they have a call or if they are not here you need to take a message** and your turn will follow theirs. I) If you are on blackout you may call your sponsor from the tech phone (If you do not have a sponsor you may call ONE member of your AA/NA fellowship). Get a note from your counselor to tell the tech you are on blackout and they will allow you to call ON THE TECH'S PHONE. If you need to make other personal or business calls you will need written permission from your therapist. J) When taking a message, if you answer the phone and the individual is not available to take the call, write the message on the board as to who called for them with the time and date. DO NOT disclose any information about that client to the party calling (confidentiality), just say I can take a message. K) When answering incoming calls just say "hello."

PHONE CONSEQUENCES

Anyone not signing in on the phone log: 1st time 24 hour phone blackout, 2nd time 48 hour phone blackout, 3rd time week phone blackout, 4th time one month phone blackout, 5th time no phone privileges for remainder of stay

Anyone on the phone while on blackout: 1st time week phone blackout, 2nd time 2 week phone blackout, 3rd time 1 month phone blackout, 4th time no phone privileges for remainder of stay.

Abuse of the phone (extended time, physical abuse of phone, cussing, yelling, etc.): 1st time 24 hour phone blackout, 2nd time 72 hour phone blackout, 3rd time week phone blackout, 4th time month phone blackout, 5th time loss of phone privileges for remainder of stay.

10. Upon admission to Another Way, you will be assigned a buddy whom will assist in your orientation to the program schedule and rules. The buddy is assigned by clinical staff. Buddy and new admit must sit next to each other during groups, meetings, meal times and other activities. You will be on a 7-day restriction with no phone calls (unless approved by therapist), visitation and only in house and outside AA/NA meetings with the phase one's on the company van during your first week. You may correspond by mail. You are not permitted to go shopping nor have visitors on your first week at Another Way.
11. You need to discuss all scheduled appointments (medical, legal, community agencies, etc.) with your counselor, complete a transportation form and return it to your counselor 24 hours in advance. You must sign a release for every outside place you have an appointment also you will need to sign a release at the appointment, so we can provide a

continuum of care. Bring a note back from your appointment stating that you attended your appointment.

12. F.A.C.T. transportation is available to most residents. It is your responsibility to call F.A.C.T. and arrange for transportation to and from medical appointments. F.A.C.T. will transport within a twenty mile radius. You should attempt to not schedule appointments on Tuesday due to primary group. Also, F.A.C.T. does not run on Thursday. You must call 24 hours in advance and before 2 pm. Pack a lunch and take something to read as you will be out most of the day. You are not permitted to enter Wal-Mart or any other place FACT may stop. Sit outside on the benches until FACT returns.
13. If you are not eligible for F.A.C.T. transportation, you should designate members from your immediate family, your sponsor, or someone from your support group who can transport you to and from appointments. You will need to provide your therapist with a transportation request form.
14. Fill out a transportation request form anytime you leave the building except when attending a meeting or group activity with staff. Transportation requests need filled out even when going with staff such as welfare appointments (Thursday afternoon), doctor's appointments, picking up glasses, volunteering, etc.
15. You will be assigned responsibility for house chores (work therapy projects) such as assisting with meal preparation, assisting with new clients, and clean up and grounds work. You will need to follow your assignments and not schedule appointments during therapeutic or assigned chore times. If at any time you are unclear on how to complete your assigned task an ABC member would be more than happy to assist and staff is always available to assist. Chores will rotate and be posted in the dining room on the cork board. All chore changes must be approved by an ABC member. Chores are started at 9:00 pm and checked by all ABC and staff at 9:30 pm. You must have your chore complete and be standing at your chore during chore check until your chore is checked off. Once your chore is checked and not completed correctly, you will be given one chance to complete it or it will be considered undone. Your chore needs to be done every day. Every Monday the chore list is updated. Block Chores are completed Saturday morning before meditation. The house is divided into areas and individuals are listed as teams. This is to be a group activity and everyone needs to work together to **super** clean the house for everyone's benefit (wash walls, clean stove, etc.). Bedroom inspections are done every morning and weekend first by ABC members and then by staff. Your bed needs to be made, clothes picked up, garbage removed, night stands are to be neat and organized, and floors are to be vacuumed.
Not completing a chore/not standing at your chore consequences:
1st time 24 hour blackout, 2nd time 72 hour blackout, 3rd time week blackout, 4th time month blackout.
16. You need to maintain a clean environment in the house. If you spill something, wipe it up. Do not leave dishes/cups/beverage containers lying around. If you eat something after scheduled meal times, wash your dishes and put them away. No food and drink is permitted in the living room. The tables in the dining room need to be kept neat. If you are not in the dining room your belongings should not be in there either including cups, bottles, books, folders, etc. If items are found in the dining room without the owner present, the items will be taken by staff. The items are subject to disposal.

17. The kitchen has set hours on the outside door. The kitchen is closed at 9:00pm Monday-Sunday; No One is permitted in the kitchen after that time. The grills are to be used during the same hours as the kitchen hours under the supervision of the grill monitors. NO ONE is permitted to eat after 10:00pm. If you have any questions regarding the kitchen or meal suggestions please see the kitchen managers. NO RADIO'S are permitted in the kitchen
18. Meals are to be eaten in the dining room unless otherwise designated. No food or drinks are permitted in the living room. No snacks are to be eaten in the bedrooms. NO ONE is permitted to eat after 10:00pm
19. You need to take your medications on time in the designated area and not to be taken from that area. Bring a drink with you so that you can take your medication. Medication times are 7:30am (Monday-Friday), 8:00am (Saturday and Sunday) 3:00pm, 9:30 pm and 10:30pm. If you take medication 4 times a day, get your noon medication at morning med time and you are responsible for taking the dose as scheduled. Any injection (insulin, etc.) medication taken at times other than scheduled medication time will be arranged with staff. If you take medications as needed or need anything related to your health see staff and they will assist you. If you forgot to take your medication please notify staff for assistance. If you would like to take your medications at any other times you will need approval from the prescribing doctor such as your PCP or Dr. Smucker.
20. There will be no narcotics of any form in the facility. Prescribed pain-killers must be non-narcotic.
21. You may purchase your own over-the-counter medications (cold, aspirin, allergy, ibuprofen, Tylenol, vitamins, etc). We do not provide these for you. ALL MEDICATIONS NEED TO BE SHOWN TO STAFF and all cold medications will be kept in the medication room. It will not be logged on medication sheets but held for you. It is important that you ask your therapist and/or pharmacist to ensure no alcohol or other addictive components, or medication that will interact with current medications or drug screen.
22. If you are in Phase I, you must be transported by staff when you leave the facility grounds. You are NOT permitted to leave with visitors, unless approved by therapist and no longer than two hours. If you are in Phase II, you may leave the facility from 12:00pm-9:00pm on Saturday and Sunday with the approval of your counselor and the Treatment Team. If you are in Phase III, you may leave the facility from 4:00pm-12:00am on Friday; 12:00pm-12:00am on Saturday; and 12:00pm-11:00pm on Sunday with designated immediate family member. All passes for phase 2 and 3 need to be into their therapist on Thursday by noon. Phase 2 or 3: If you are leaving to go to a night meeting with sponsor on the weekend, your sponsor needs to sign you out and in upon returning. This is for AA/NA MEETINGS ONLY. If you go to his house, out to eat, or anywhere else a pass needs to be in. Returning late will result in loss of privileges.
23. Visiting hours are on Saturday and Sunday from 1:00pm-5:00pm with approved visitors only. Immediate family is defined as wife, children, grandchildren, significant other you have lived with for 1 year or more, parents, grandparents and siblings. You must complete a visitor list for individuals coming onto Another Way grounds, including sponsor. The visitor list is located outside the medication room. They need to be given to your therapist on Thursday before noon prior to the visiting weekend. A visitor list

- only needs completed one time during your entire stay. If a visitor is denied approval by treatment team you can submit another visitor list after you progress to the next phase.
24. If you are in Phases II or III, you may attend AA/NA meetings with your sponsors or members of your recovery support group. They must sign you out and back into the House. This is to go to the meeting only. You need permission for any other activities eating out, shopping, and going to sponsor house, etc. You need written permission from your therapist to be out after 9:00 pm which is the curfew.
 25. Every client is to sign in and out each and every time you leave the facility. Anytime you leave by van, F.A.C.T. Bus, on pass, with family, support group, sponsor, or member of staff or participating in activities outside such as basketball, fishing, walking up the hill you need to sign out and in. ABSOLUTELY NO ONE is permitted to sign anyone out or in, you are to sign yourself in and out. When signing out for a meeting, be sure to write the name of the meeting you are attending on the sign out log.
 26. You must attend at least 7 meetings per week. AA/NA in house meetings are held at 7:00pm. All inside meetings must last at least one hour. Approved outside meetings are posted on the bulletin board in the dining room, days, locations and departure times are listed, and it is your responsibility to be there. If the meeting is not on the list or marked off the list, it will not count as a meeting. If your sponsor or support group member would like to give his lead, please announce it in the morning meeting and write his name on the calendar in the dining room. If you are at the end of your treatment stay we ask that you give your lead your last week. Please announce the day you will give your lead and write it on the calendar in the dining room.
 27. There are to be no heaters, candles, coffee pots, air conditioners, refrigerators, Christmas lights, etc. in the bedrooms. These are fire hazards and you will be immediately asked to remove them.
 28. You are to sign in for every meeting held in house. It is important that you do so to get credit for that activity. You will also need to sign in for volunteer work or outside presenters that come in. If you attend GED you will be given a sign in sheet to have initialed at each visit.
 29. Meals are not provided by Another Way on the weekends; new clients and those not receiving food stamps are permitted to have any leftovers from the week. The kitchen manager will assist you and assure everyone has food. No personal food is to be kept in the Another Way coolers. Client food is to be kept in the client refrigerators/freezers, no exceptions.
 30. Wrap up is held at 10:00p.m. It is similar to a 10th step. The format is in your admit packet. We are asking that you share on the questions listed. It is important to get in the practice of this step.
 31. The couch area is off limits between 8:00-4:00pm Monday- Friday. Feet are not permitted on the couch or hanging over the edge of the arm of the couch. It is also important that you do not throw things or rough house. If you do these behaviors the following consequences will happen. 1st time 24 hour blackout, 2nd time 72 hour blackout, 3rd time week phone blackout, 4th time month phone blackout. Leaning back on the dining room and group room chairs 1 hour room restriction per occurrence. It is important we take care of the furniture and building in order to provide these items to the next admit.

32. The TV can be turned on after 4:00pm. No TV shows that show drug use, violence, or sexual related material are permitted. No rated R videos or DVDs. You are not permitted to watch music stations (MTV, BET, CMT, VH1, etc.), Intervention, Jerry Springer, American Gangsters, Combat Movies, or violent shows. Remember, we are a co-occurring facility and each client is at a different level in his treatment.
33. It is important to work on our communication patterns while at Another Way. If you are using inappropriate language (f word, etc.) you will receive one hour room restriction per occurrence. Excessive use will result in 24 hour total blackout.
34. Study Hall is Monday-Friday 12:30-1:00pm this is a time when the house is quiet to work on assignments and read the big book/basic text. You need to have educational material at this group (no magazines) and be actively working on the material. The phone is not to be used and should be turned off during study hall. If you disrupt the group by talking the following consequences will occur: 1st time 1 hour longer off room restriction, 2nd time 2 hour off room restriction, 3rd time 4 hours off room restriction, 4th time weekend restriction/ no visitors. An ABC member will be responsible for monitoring this group.
35. There is to be no one in anyone else's bedroom, not even with that person's permission. The following consequences will occur: 1st time 24 hour blackout, 2nd time 72 hour blackout, 3rd time one week blackout, 4th time one month blackout.
36. We have a laundry room schedule which goes by bedrooms; this insures everyone has a chance to do laundry. If you need to do laundry and it is not your day, please ask staff for permission.
37. Phase 2 and 3 leaving with alumni of Another Way, Inc. needs to be approved by your therapist. Sober Support is defined as gentlemen with over one year of clean time who are active in the fellowship and have their own sponsor.
38. You are not permitted to use the lawn care equipment (for example mower, trimmers, snow blower, etc.)
39. Activity hours for basketball, fishing, horseshoes, etc. are 3 pm to 9 pm or dusk whichever comes first. No one is permitted to fish off the deck. Clean up your equipment when leaving the area. Do not leave your fishing gear out while you are not near it. Please take care of the activity equipment to provide the same privileges to the next admits.
40. Bedtime is 11 pm Sunday through Thursday and 12 am (midnight) Friday and Saturday. Curfew for all phases is 9 pm special permission needs given in advance by counselor if you are expecting to be out past curfew. No smoking between 11 pm and 6 am due to the alarm system.

Van Rules and Expectations

Please remember that you represent Another Way every time you leave the facility in the van. When at outside meetings or shopping you are *expected to* act like a gentleman. Should you find yourself in a tough situation ask a peer or staff member to help you.

- 1) No smoking or chewing in the van. You will rarely (if ever) be in the van for more than 45 minutes so this shouldn't be an issue.
- 2) No cursing. If it isn't acceptable in the house then it isn't acceptable outside the house. When in doubt you can apply this to any behavior.
- 3) No talking to women. If a woman approaches you, you are *expected to*

politely explain your situation and walk away. Should she persist you are *expected* to go to the staff member who drove you and inform them of your issue. Remember, it is your responsibility to avoid contact with women while in treatment.

4) No yelling out the windows, banging on the windows or otherwise trying to communicate with people outside the van.

5) We arrive 30 minutes before and stay 15 minutes after the meeting. Use this time to meet people in recovery, get phone numbers, etc. Standing around talking to each other is a waste of your time. You deserve recovery and building a support group of people with substantial clean time (1 year or more) is a crucial part of your foundation.

6) The van will not stop anywhere on the way down or back.

7) Keep the inside of the van clean.

CELL PHONE RULES

You must be in Phase III to have a cell phone. If you are caught with a cell phone while not in phase III or while your cell phone privileges have been revoked, you are subject to discharge. Having a cell phone is a responsibility and a privilege; therefore, can be taken away at any time. Cell phones are to be used to help with discharge planning such as job searching and house searching. Cell phones are to be kept in the black cabinet in the medication room during unscheduled cell phone times. Times for cell phone usage are from 7:30 am to 3 pm Monday through Friday and during work hours. There is a sign out/in log kept in the medication room that needs filled out by client and staff each time the cell phone is signed out and back in.

****Non-compliance with the House Rules can result in the loss of privileges, House Restrictions or discharge.**

****As an incentive each week if no one receives any blackouts, no group interruptions, and language is appropriate we will be permitted to sleep in until 8:00am on Saturday and Sunday.**

****Rules are subject to change without prior notice.**

H.O.W. AWARDS

Another Way's Motivational Incentive Program

We at Another Way feel that it is important to reward growth and positive changes within you. The H.O.W. Award is to be awarded to a client when they do something above the norm. The purpose of these H.O.W. Awards is to recognize clients for positive changes that they are making in their lives. Of course, we are aware that we will not be able to reward all the positive changes you will make in your life at Another Way. At the discretion of staff members, H.O.W. Awards are to be given for extraordinary progress or assistance to the facility and in-house community. It is important that you do not compare with others, but identify with another person that has received a H.O.W. Award.

At the end of the month staff will facilitate at celebrate recovery day. On this day of celebration you will have an opportunity to place your H.O.W. award in an envelope of an item you would like to have. There will be a drawing and you may win that item. No transfer of the H.O.W. Awards will be permitted or carried over to another month. This Motivational Incentive Program

is to encourage you to do your best every day. Remember, you may be the only Big Book someone reads.

TREATMENT PHILOSOPHY OF ANOTHER WAY, INC.

Another Way, Inc. believes that co-occurring disorders related to addiction and mental health disorders affect all areas of your life, that is, physical, mental, emotional, behavioral, social and spiritual, and the program needs to address all of these areas in a holistic and comprehensive nature. These disorders contribute to the overall despair and lack of completeness in your life. These disorders can best be treated in a safe, supportive environment where you can learn new thought processes, beliefs and behaviors that can lead to *another way* of life without the use of alcohol and other drugs.

Another Way, Inc. believes that managing your mental health and addiction disorders along with the spiritual concepts of the 12 Step programs of Alcoholics Anonymous and Narcotics Anonymous contribute to the possibility for continued recovery. The 12 Steps lead you from powerlessness to a spiritual awakening and to a relationship with a Higher Power.

We believe that a necessary part of recovery is to identify your strengths and to build a life on those assets. We believe that your effort is best devoted to finding solutions that lead you to a “life worth living”.

Another Way, Inc. is a special place for those with substance dependency and/or a mental health disorder. We believe that you are unique and worthy of understanding and respect, therefore, you will be treated with respect and dignity.

Another Way, Inc. has an experienced staff that is dedicated to providing:

1. A home-like atmosphere and living environment
2. A therapeutic program conducive to assisting you in changing your addictive thought processes and assisting you in learning how to manage your mental health disorder
3. Teaching you how to develop a healthier lifestyle that will enable you to maintain abstinence from chemical dependency and achieve positive mental health

Another Way’s therapeutic program includes:

- Individual treatment planning/case management
- Individual/Group/Family counseling
- Educational groups
- Life Skills training
- Addiction/Mental Health Education
- Medication Education management
- Psychiatric Evaluation by staff psychiatrist
- Addiction/Mental Health screening
- Relapse Prevention: Addiction/Mental Health
- Assertiveness Training
- 12-Step Groups
- Art/Music Therapy
- Pet Therapy

- Horticulture Therapy
- Physical Fitness/Wellness Program
- Sober Fun
- Ropes Course
- Access to Recovery Support System/Peer Group
- Collaboration/Consultation/Coordination with Community Service Agencies to provide specialized treatment and to meet special needs
- Family Activities

Another Way's co-occurring therapeutic treatment and recovery program includes the following treatment processes:

PHASE I—ORIENTATION

Gaining an understanding of the Recovery/Relapse Process

The goals of orientation are:

- 1) To give you time to learn how to focus on you and no one else. You are the most important person at this time and identifying what your needs are to build a solid recovery program is critical. While in Orientation, you will become stable in your recovery, gain support through your peers in the House and you will learn about your disease of addiction and your mental health disorder. You will begin to develop a strong base of support in the 12 Step Recovery Program. You will identify your core issues and recovery needs and you will establish your long and short term goals.
- 2) To begin your recovery journey towards building a solid foundation for working the total program of recovery through personal assessments and increasing your understanding of the principles of Steps One through Three of the 12 Step Program of Recovery.

The process of orientation is to:

- Identify and educate you on your substance dependency/mental health disorder
- Educate you on symptoms/behaviors/medication related to your substance dependency/mental health disorder
- Educate you on medication compliance
- Educate you on managing maladaptive behaviors
- Educate you on the need to share your feelings and thoughts and asking for help
- Educate you on the relapse process (substance dependency and mental health), core issues, using patterns of behavior, triggers, high risk situations and defense mechanisms
- Educate you on the principles of the 12 Step Program, Steps 1-3 and how to apply them to your recovery and to everyday situations
- Educate you on the importance of developing and utilizing a recovery support system, expanding your circle of support by attending AA/NA meetings and obtaining a sponsor.

You will be able to move out of **Phase I** when your orientation goals are met. Your counselor, the Treatment Team and your peers will determine when you are ready to move into **Phase II** of

your treatment and recovery program. Consideration will be given to your successful completion of your treatment goals and therapeutic assignments, all peer group assignments completed, compliance with the Facility and House rules, taking direction and demonstrating a working knowledge of how to apply Steps 1-3 to recovery and daily situations, read the first 164 pages of the big book, gained and utilized a sponsor, have at least 15 numbers of sober supports with over one year clean and sober, utilizing your recovery support group and completion of your assigned chores. To move into the next phase of your treatment, you prepare a request that outlines your treatment goals, core issues and the recovery needs that you have addressed in **Phase I** as well as those needs, issues and goals that you will address in **Phase II**.

PHASE II: Healing and Growth Phase

The goals of this phase are:

- 1) To enable you to begin to:
 - a) Address and to identify solutions to your core issues
 - b) Personal relapse/using patterns of behaviors that contribute to or can trigger your mental health disorder symptoms and substance dependency relapses
 - c) Address the recovery needs you have identified
 - d) Work on your long term goals

- 2) To continue to build a program of recovery by:
 - a) Learning how to apply Steps 4-7 to your recovery and your daily issues
 - b) Utilizing Steps 4-7 daily

In this phase, you will complete the following:

- Identify solutions and working through your core issues, traumas, recovery needs and relapse patterns of behavior that contribute to/or trigger continued use of drugs and/or alcohol
- Take your personal inventory and identify your assets and liabilities
- Identify your personal character defects and learning how to move toward healthier behaviors and life style
- Build trust and take risks by sharing your problems and circumstances with others
- Learn how to put prayer and/or meditation into action
- Consider your painful feelings and actions and accept your responsibility for your past actions
- Practice humility by identifying those you have harmed or wronged (materially, morally or spiritually)
- Make amends to those you have harmed
- Continue to take on-the-spot, daily personal inventory and correct unhealthy behaviors
- Reinforce the use of prayer, meditation, conscious contact and surrender your will daily
- Practice your faith daily, let go of the past and practice the Principles of the 12 Step programs
- Look toward and prepare for the journey into the future by exploring your recovery

needs in the areas of:

- a) Continuing education
- b) GED
- c) Vocational interests
- d) Volunteering
- e) Housing
- f) Gaining an understanding of the principles of Steps 4-7 and how to apply them to your recovery and to your daily life

You will be given more freedom and responsibility during this phase of your treatment and recovery.

You will be in **Phase II** for approximately 7-8 weeks or until your treatment goals are successfully met. Consideration will be given to your compliance with the facility and house rules, completion of your assigned chores, how you take direction, completion of your therapeutic/treatment goals, medication compliance, your demonstration of a working knowledge of how to apply Steps 4-7 to your recovery and to daily situations and your utilization of your recovery support group, finished reading the big book, gained a home group and is active in the business meetings. To move to the next phase of your treatment, prepare a request that outlines the treatment goals, core issues and recovery needs you have addressed in **Phase II** and what you will address in **Phase III**.

PHASE III: DISCHARGE AND CONTINUING CARE PLANNING

This is the final phase of your treatment at Another Way. The goals of this phase are:

- (1) To enable you to have additional freedom to prepare to meet your long term goals
- (2) To continue to seek solutions that assist you to work through core issues, managing your substance dependency and mental health disorders and recovery needs
- (3) To complete Steps 8-12 and to demonstrate a working knowledge of how to apply the 12 Steps to your recovery
- (4) To develop a recovery plan of action for high risk situations, relapse patterns and managing your mental health disorder
- (5) To complete a continuing care plan designed to provide for a smooth transition into a life outside of Another Way
- (6) To finalize discharge plans:
 - (a) Decide to return home or to relocate
 - (b) Secure housing
 - (c) Secure employment
 - (d) Pursue continuing education/vocational options
 - (e) Complete and review recovery plan with counselor
 - (f) Complete and review continuing care plan with counselor
 - (g) Coordinate outpatient services

You will present yourself to your peers and to the Treatment Team to request Program Complete status by reviewing your goals and accomplishments and by responding appropriately to their

questions and/or concerns. Your peers will vote to determine if you have earned Program Complete status.

On earning Program Complete status, you will participate in the Another Way Coin Ceremony. This is a formal event for the entire treatment community and a select group of your family or support group to express to you their final wishes for your continued recovery, well being and to recall some of the meaningful experiences you shared while a resident at Another Way. Earning an Another Way coin can be a powerful, memorable event that you take with you when you leave Another Way.



Resident Rights, Resident Responsibilities & Orientation to Treatment

RESIDENT RIGHTS

Another Way is committed to the support and protection of the fundamental human, civil, constitutional and statutory rights of each of our residents. Each resident will have impartial access to treatment regardless of race, religion, ethnicity, age, sexual orientation or handicap, and be treated with dignity and respect.

During your stay, you have the right to receive active, individualized care and treatment for the full period of your treatment. You have the right to participate in the planning of your care, to see the written treatment plan, the medical record and aftercare plan.

All resident information and medical records will be kept secure and confidential. Information is only disclosed to others with your written, informed consent as authorized by state and federal confidentiality regulations.

You have the right to review your treatment records, except those portions deemed to be counter therapeutic. Any request to review records should be made in writing to your therapist, who will explain the procedure for seeing your treatment records.

You will be informed of the grievance and appeal process that your insurance company and/or funding source provide. Your civil rights may not be denied because you have been a resident in a psychiatric or substance dependency treatment facility.

ANOTHER WAY'S RESIDENT CONFIDENTIALITY POLICY

We will treat with great care all the information you share with us. It is your legal right that any records containing information about you are kept private. That is why we ask you to sign a "Consent to Release" form before we can talk about you or send records about you to anyone else. In general, we will not even reveal that you are receiving treatment here.

A resident's confidentiality (privacy) is protected by state law, except in a few rare situations. Here are the common cases in which confidentiality is *not* protected:

1. If you were court ordered to treatment, the court or your probation/parole officer expects a report from us. If this is your situation, please talk with your therapist before you share anything you do not want the court/probation officer to know. You have a right to share only as much information as you are comfortable with.
2. Are you suing someone or being sued? Are you being charged with a crime? If so, and you inform the court that you are in treatment at Another Way, we may then be ordered to show the court your records. Please consult your lawyer about these issues.
3. If you make a serious threat to harm yourself or another person, the law requires me to try to protect you or that other person. This usually means telling others about the threat. I cannot promise never to tell others about threats you make.
4. If we believe a child has been or will be abused or neglected, I am legally required to report this to the authorities.

Another Way's staff makes every effort to keep the names and records of residents private. The staff will try to never use your name on the telephone, if residents in the office can overhear it. All staff members who see your records have been trained in how to keep records confidential.

TARGET POPULATION

- ❖ Men with co-occurring disorders (addiction and mental health)
- ❖ Age 21 and over
- ❖ Not currently using alcohol and/or illicit drugs
- ❖ Life has become unmanageable as a result of addiction and other life situations
- ❖ Motivated to participate in treatment activities
- ❖ Eligible for funding under Health Choices, County funding or self pay.
- ❖ Any mental health diagnosis must be maintained with appropriate medications
- ❖ Willing to be involved in spiritual growth and meditation
- ❖ Posses the necessary skills and mental acuity to participate and benefit from the Program

Populations not served include: adolescents, hearing and sight impaired, non-English speaking, and those clients whose primary diagnosis is not chemically dependency.

SPECIAL POPULATIONS:

- ❖ Intravenous Drug Users
- ❖ Substance Abusers
- ❖ Co-Occurring

EMERGENCY PROCEDURES

Fire drills will be conducted regularly at Another Way. Study the fire evacuation routes posted throughout the building. When the fire alarm sounds, evacuate the building as quickly as possible. Meet in the parking lot by the driveway.

ETIQUETTE

I agree to conduct myself in a respectful manner at all times. I agree to refrain from the use of inappropriate language and profanity. I agree not to slander, gossip or spread rumors.

HEALTH AND HYGIENE

I agree that there is to be no use of alcohol or drugs while a resident at Another Way. Only medications prescribed by a doctor and approved by staff are acceptable. **I AGREE TO HAND IN ALL WRITTEN SCRIPTS TO STAFF AND DO NOT GET THEM FILLED.** Staff will make a copy of the script for my record and send it to the pharmacy. **I WILL GET APPROVAL BY MY THERAPIST FOR ALL OVER THE COUNTER MEDICATION AND HAND THEM INTO STAFF.**

I understand that I am responsible for personal cleanliness and I agree to keep my personal quarters and myself clean and neat. I agree to shower daily, change my clothes daily and launder my clothes and bedding weekly.

I agree to be tested for sexually transmitted diseases and to have a complete physical examination if required.

I understand that unannounced, unscheduled urinalysis and breath analyzer tests may occur.

I understand that I am not to tattoo or pierce any part of my body while at Another Way.

I will participate in the outside presentations on various health related topics ex: STD, HIV, Hep C, and Nutrition.

You will be educated in phase 1 group regarding contagious diseases and hygiene. In this group they will review how to prevent and identify contagious diseases. You will be encouraged to follow the recommendations given on the video.

MEDICATIONS

Medications will be distributed at 7:30am (Monday-Friday) 8:00 am (Saturday-Sunday), Noon as needed, 3:00pm, before evening Wrap Up (9:30pm), and after evening Wrap Up around 10:30pm. I agree to take responsibility for being on time for my medications and to take my medication daily as prescribed. Another Way, Inc. does not dispense medications it is my responsibility to understand how to take and when to take proper medications at proper times.

MEDICAL APPOINTMENT PROCEDURE

- 1) Secure a local PCP (see primary counselor or buddy for advice)
- 2) Fill out consent (in box outside medication room with transportation requests) and put in counselor's box outside medication room – This needs to be done for all medical appointments (dentist, vision, etc.)
- 3) Contact PCP for appointment –Log call on phone sheet.
- 4) Contact and arrange medical transportation (FACT 724-329-4260) 24 hours in advance of appointment and before 2 pm. Reminder: FACT does not run on Thursday and no outside appointments are to be scheduled on Tuesdays.
- 5) Fill out transportation request 24 hours in advance of the appointment and put in counselor's box outside medication room.

- 6) Take your insurance card and ID with you. Take something to read or work with you. Pack a lunch. See kitchen managers for assistance if needed.
- 7) Day of appointment, sign out of building with date, name, time leaving, and where you are going i.e. Centerville clinics, Dr. Lee, Laurel Highlands Dentistry, etc.
- 8) Ride FACT to appointment and attend appointment as scheduled.
- 9) Get a return to work note from the doctor's office and get written prescriptions if any meds are prescribed. Bring back a note if any limitations or medication changes.
- 10) Ride FACT back to the facility. When FACT stops at Wal-Mart you are not permitted to go inside. Sit outside and read or work on materials until FACT returns.
- 11) Upon entering the building sign in with time of arrival and hand all paperwork (return to work note and blood work orders, written scripts, etc.) to the staff in the front office or Sonya M.
- 12) Follow up with counselor on the appointment during next scheduled session.

It is important that you follow these procedures and not stray from them. If you have questions please ask your counselor.

CONTRABAND

I understand that all contraband will be confiscated on admission to Another Way. This includes the following:

- (1) All pornographic material
- (2) Drugs/alcohol or drug paraphernalia
- (3) Weapons or anything that can be used as a weapon
- (4) Any colors, symbols, etc. used by any hate groups or gangs
- (5) You are not permitted to have a cell phone unless in phase III or a beeper in your possession while at Another Way.
- (6) No prescription/non prescription medications unless approved by therapist.
- (7) No knives or sharp tools are permitted
- (8) No products that contain alcohol in it (ie. mouthwash, body spray, hand sanitizer, etc.)

I also understand that any contraband found in my possession or in my quarters after admission into the program could lead to an immediate discharge from Another Way. There will be random checks for contraband items conducted by the staff in the company of the client.

TOBACCO PRODUCTS

I understand that smoking/smokeless tobacco will be permitted in designated area only. The only location for ANY tobacco product is on the client porch. There will be no smoking in the building, on the grounds or in the company vehicles. Do not keep spittoons in the living quarters. Unauthorized use or storage of tobacco products can result in immediate discharge.

DAILY SCHEDULE

I agree to follow the daily schedule of activities of the program in which I am enrolled without exception unless changes are authorized by the staff.

I understand that the only time I am permitted to sleep or rest during scheduled activities is

with written permission by my physician or permission is given by my counselor or a member of the Treatment Team. I understand I am not to be in my room during the hours of 8:00 am to 4:00pm unless I am preparing for an outside appointment.

DRESS CODE

I understand I am required to be properly attired at all times. I understand I am not to wear handkerchiefs or do rags on my head at anytime. Hats can be worn outside only and not inside the facility. Clothing with advertisements for bars, nightclubs, alcohol or other substances are forbidden. Sunglasses are to be worn outside only. I understand I am not to borrow or lend money, personal property or clothing from one to another resident. You must be clothed when going from your room to your bathroom. You must wear shoes at all times that you are not in your room. While in your room, you should wear slippers or another form of footwear.

HOUSE RESTRICTION

At the time of admission, I understand I will be under house restriction for at least 7 days. This means I will not leave the premises unless accompanied by a staff member or an escort appointed by a staff member.

RADIOS AND TELEVISION

I understand that I am allowed to have a personal radio in my room. Radios are not to be on between the hours of 8:00-4:00. The volume is to be kept at a level that is not disturbing to other residents or staff. If you can hear the radio in the hallway outside your room it is too loud. I understand if my radio is heard outside my room it will be taken and my therapist will decide when it can be returned. I understand I cannot have a TV, VCR, DVD, Blue-Ray, Game System, Portable DVD player, Computer, or Laptop in my room. Television in common areas can be used during free time **in the evening**. The television is **not** to be on until after 4:00pm. CD Players, Ipods, or MP3 Players are not permitted until after 4:00pm and not worn at meetings in the evening. Any lost or stolen property is not the responsibility of Another Way and must be promptly reported to staff.

TELEPHONE PRIVILEGES

I understand the resident phone privilege is limited to fifteen minutes per call and that the phone may be used when therapeutic groups are not in session. Clinical staff will only make calls for you relating to case management matters. I understand I am responsible for making all of my medical, legal, personal calls and other appointments on the resident phone. During the orientation period, my counselor will help me make calls. The client phone does not have long distance calling. Use a calling card to make long distance calls. If the phone breaks, clients are responsible for replacing it.

STAFF OFFICES

I understand I am not to be in any staff office without a staff member present. I am not to use any office equipment (phones, computers, copiers) without staff being present and without having permission from staff.

PSYCHIATRIC SERVICES

I understand a psychiatrist is available for services. An appointment can be made through my counselor. I understand the psychiatrist is a member of the treatment team. As a member, my counselor and the psychiatrist may/will participate in discussions of my health and progress in treatment without my being present. I will initially see the doctor within two weeks of admit after that time I will need to submit a request to see the staff psychiatrist to my therapist. The request is kept outside the medication room. **MEDICAL QUESTIONS NEED TO BE ADDRESSED WITH A LOCAL PCP.**

MEALS

I understand that I may have snacks during free time. A snack is a small item, piece of fruit, chips, piece of cake, cookies. A snack is not a bowl of cereal or sandwich. Personal snack food must be labeled and sealed at all times. This is to prevent problems with insects. Food can be kept in the bedrooms in the cabinet, but it needs to be sealed and properly kept in rooms. I am to eat all meals in the dining room including snacks and not in my bedroom. I am responsible for wiping down the dining room table and making sure the area is clean after I eat. No one is permitted to eat after 10 pm.

I understand I am responsible for preparing my own breakfast between 6:30-8:00am and that I **must clean** the kitchen area after I finished. I understand that the staff will decide meal preparation assignments. Another Way, Inc. does not provide meals Friday evening, Saturday or Sunday. Kitchen managers will ensure there is food for all clients whom have no means of supplying their own food. I understand if I **do not** get food stamps or cash there is house cereal and milk for breakfast. I am not to prepare eggs, bacon, or other items without the kitchen manager's approval. I understand that part of my responsibilities at Another Way will be to help in preparation of meals and clean up after meals. Remember, you are here to learn how to become self sufficient which includes budgeting and managing food items.

SLEEPING QUARTERS

I agree I will be **out of bed by 6:30am** and **not return until 4:00pm** at the earliest. I understand that during that same time I am not to lie on any other furniture or the floor. I understand the only time I am permitted to sleep or rest during scheduled activities is when there is written permission by my physician or with my counselor's permission. I understand that if I need a sleep pass, the clinical team will assume I am unable to participate in other activities such as outside meetings, visits, passes, outside activities (basketball, fishing, etc.), or other scheduled activities for one week. I agree to be on in house restriction for one week with each sleep pass I receive. **I agree to maintain my sleeping quarters in a neat, clean and orderly manner and to have my bed made by 6:45 am and living area neat by 8:00am each morning.** I also agree to health and safety inspections of my living area and of all my belongings. I understand the importance of these expectations and realize that violation of any of the above may result in being restricted. **I understand that I am not to be in any other person's room at anytime.**

MEETINGS

I agree to attend the twelve step meetings as designated by staff, both in house and in the community. I also agree to attend all support meetings designated by my counselor. I will attend all in house meetings provided by 12 Step fellowship members from outside. I understand that I can only be transported for a meeting by a person approved by staff. I may attend meetings with my sponsor and he must sign me out and back into the house.

TRANSPORTATION

I understand that Another Way will provide transportation to necessary medical appointments as last option while I am in Phase I. I understand that when I advance to Phase II, I will designate two members of my immediate family or someone from my recovery support group who will be responsible for transporting me to my appointments. I am responsible for using the F.A.C.T. transportation system. I am to schedule my appointment at least 24 hours in advance and they do not transport on Thursdays. I also understand if I choose to leave Another Way against staff advice or I am asked to leave by staff, I will be given time to arrange transportation.

CHAPEL SERVICES AND CHURCH INVOLVEMENT

I understand attendance at church services is voluntary and I will be permitted to attend the church of my choice on Sundays. We include a list of local churches with phone numbers in all admission packets. I understand I have the right to practice the religion of my choice. I also understand that Another Way is supportive of 12 Step Recovery which includes a focus on spiritual awareness and growth.

VISITORS

I understand I may receive visitors once I have made progress toward my stated goals and completed the 7 day restriction period during my orientation. I understand only members from my immediate family may visit me and they must be approved in advance. No more than 4 people may visit at a time. Visitation will be on Saturday and Sunday 1:00-5:00pm. I will submit a one time visitor request list to my therapist for any visitor that will be coming. (Visitor list are outside the medication room). Unannounced visitors are not permitted in the facility or on the grounds of the facility. I understand the only female visitors I may have are immediate family members, wife or a significant other whom I have lived with for 1 year or more. Significant Others are not permitted to visit.

RECREATIONAL ACTIVITIES

You are eligible to participate in Another Way's planned recreation activities. It is important to remember your primary counselor should recommend involvement in the activities. If you are placed on restriction, you are not eligible to participate in activities.

GRIEVENCE AND APPEAL PROCESS

- 1) Write your complaint and discuss this matter with your Primary therapist. If the problem is not resolved within this level:
- 2) The original written complaint will be taken to the Lead Therapist and they will respond within three business days. If the complaint is not resolved at this level:
- 3) The original written complaint will be taken to the Director and they will respond within three business days. If the complaint is not resolved at this level:
- 4) If the client still feels the complaint has not been resolved to their satisfaction, notification will be made by the CEO to their insurance company or home county SCA
- 5) If the client complaint is still not resolved notification by CEO will be made to the Department of Health, Bureau of Drug and Alcohol Licensure for resolution.
- 6) A notation will be made in the clients chart regarding the resolution of the complaint.

It is important this grievance procedure is followed in order to provide quality treatment to all residents in the facility.

PETS

No resident is permitted to have a pet while at Another Way. We have a house cat, goose and an animal assisted dog on staff that is to be treated as a staff member. We encourage you to interact with the house pets but under no circumstances are you to abuse the pet. In the best interest of the health of the pets, do not feed the animals anything but their designated food.

LEADERSHIP ROLE RESPONSIBILITIES

Kitchen Manager

Prepare healthful menus that offer options for any client with special dietary needs. (i.e. diabetic, allergies, vegetarian, high blood pressure, etc.)

Coordinate with staff on purchasing food products

Train clients on how to prepare food

Ensure all clients follow policies (hairnets, gloves, serving amounts, serving times, etc.)

Alert Staff immediately of any stealing or any missing items

Fill out food temp logs

Fill out cooler and freezer temp logs

Rotate all stock and remove all outdated items

Schedule kitchen staff every week including supervising and weekend schedule

Clean cooler and freezer

Monitor that all clients clean appropriately and complete their chore (NO FOOD STORAGE IS PERMITTED ON THE FLOOR)

Communicate with Maintenance Liaison for maintenance and repair of equipment

Lock and unlock the coolers and kitchen door as scheduled. The kitchen is to be locked during the times the kitchen is closed. Hours are posted on the kitchen door

Ensure only kitchen staff is in the kitchen during meal preparation, serving, and clean-up (Dishes should be handed back through the serving window). NO ONE IS TO BE IN THE KITCHEN EXCEPT KITCHEN STAFF

Assist new clients and clients that do not receive assistance with food on the weekends

Ensure silverware stays in the dining area and kitchen. Count and look up all knives nightly.

No radios of any kind in the kitchen including headphones

Managers prepare lunch for Thursday on Wednesday (tuna, chicken, or egg salad, etc.) for a quick early lunch

You must attend study hall when kitchen chore is done. Cigarette break is after study hall.

Managers prepare Friday lunch during Orientation group.

Bowls, spoons, one (1) house milk (for clients without means of providing their own), and fruit must be put out every morning for breakfast

Ensure breakfast dishes are rinsed out and put in dishwasher every morning before morning meditation

On weekends no one is permitted in the kitchen unless there is a kitchen manager present during scheduled meal times. Kitchen managers arrange the schedule to have one manager in the

kitchen during scheduled meal times. If there is not a kitchen manager available for the weekend then ABC members are to fill in.

If any client violates kitchen policies the kitchen managers will receive the same consequences as the offending client

ABC Committee

The ABC Committee is a form of community government operated by the clients of Another Way. The committee is composed of peers selected by clinical team. The members of the ABC Committee can be any phase of their treatment. The members of the ABC Committee perform the following functions:

Members of the community discuss their needs, concerns, and suggestions with their ABC representatives who then take it to the ABC Meetings which are Monday-Friday at 8:00 am with clinical team.

Members of the ABC Committee coordinate morning meditation, peer to peer, wrap-up, chore checks, bedroom checks, monitor study hall and are the eyes and ears when staff are not present. Members of the ABC Committee check chores daily and report to staff; and they also do room checks to make sure personal spaces are kept clean and organized.

The ABC Committee helps the men plan various group activities and functions in the house. The ABC Committee suggests needs, concerns, and any suggestions they may have for the house.

The members of the ABC Committee monitor inside and outside meetings and inform any problems that need addressed.

The ABC Committee monitors the progress of consequences and write them on the board and announces them in morning meeting.

The ABC Committee reports any concerns they may have with a peer leaving, or concern for a peer's well being.

The ABC Committee will report any behavioral issues that may harm a fellow peer in his program.

Garden Committee

Tools are kept in the garage attached to the wellness center including watering hose.

Water the garden every morning before morning meditation and/or every evening when the sun goes down (dusk).

Check garden for weeds and remove weeds.

Arrange peer groups to educate clients on horticulture such as planting seeds in the spring and harvest in the late summer early fall.

Grill Masters

Usually 2 individuals to monitor the use of the grills

Grills can be used during kitchen hours

Monitor that the propane is turned on for use and off when finished to ensure the propane is not wasted.

Monitor that individuals clean the grill and grill area after use and alert staff if any issues with this.

Change propane tanks as needed and inform staff when propane needs refilled

Communicate with maintenance liaison if maintenance to the grill is needed

Alert staff of any misuse of the grills or grill utensils.

If any misuse of the grill is found and the grill masters were aware of it without informing staff, grill masters will receive consequences as well.

Maintenance Liaison

This position was created as a result of several clients informing the maintenance crew of the same issue with the physical facility. In order to decrease confusion, the maintenance liaison is to alert the maintenance person of any maintenance issues in writing when found. Monitor the facility and write up maintenance slips for the maintenance crew to address the issue. Write up maintenance concerns of the community. For example, peer is complaining his dresser drawer needs tightened. Or, kitchen managers advise you that the dishwasher is not working.

Chore Coordinators

Arrange for chore changes every Monday.

Arrange for block chore changes the Monday prior to the first Saturday of every month.

Record the chore changes and post on the bulletin board in the dining room.

Assign chore and block chore to new clients and educate them on the chore.

When clients leave the chore coordinators need to assign the left chore to a current client so that all chores are covered.

Organize chore change requests if necessary with the approval of all parties involved.

Take into account limitations of peers when assigning chores.

Update the chore list with any changes.

Assignment of chores can be random or rotated with the approval of the staff and community.

Fundraiser Coordinator

We are a non-profit organization with little extra funds to provide for extracurricular activities such as sports equipment, 'field trips,' etc. The fundraiser coordinator oversees and participates in the fundraising activity. Past years fundraisers include recycling cans, hoagie sales, cookie sales, and worm sales. The coordinator will attend shopping trips with staff to purchase the desired items that have been agreed upon with the community and staff.

Wellness Center

All participants must sign the waiver.

The schedule will be arranged by staff on a day to day basis.

Activities provided include exercise videos such as Tae Bo and Yoga.

Sign out before going to the wellness center and back in upon returning to the main building.

Sign the group sign in sheet when attending.

Must have 2 or more individuals to attend a session.

Clean up areas after finished.

The sessions will be monitored by staff and use only equipment as it is meant to be used.

Do not abuse the equipment.

No radios or stereos. Headphones with personal music devices are ok with volume at an appropriate level.

Television is only to be used with the exercise videos.

Tennis shoes, shirt, and pants are required at all times.
Language must be appropriate. No cursing.
No horseplay.
Share and rotate time on equipment.
Report all injuries to staff immediately.

Flu Prevention

Disease is easily spread in a communal setting such as a residency halfway house. To limit the germ spreading, at least two individuals will be designated to disinfect community used items. Those items include but not limited to: all door handles (both sides), kitchen door (both sides), light switches, telephones, community used pens and markers, staplers, etc. Diluted bleach spray bottles kept in the supply closet and paper towels or rags are to be used for the disinfecting. Bleach is diluted 10:1. 10 parts water and one part bleach (Not much bleach needed!) This procedure needs to be done twice daily, morning and evening. Please initial on the date and time sheet after completing the task. The sign off sheet is located on the staff bathroom door. Any questions please ask ABC or staff.

Please see the following appendix for chore descriptions.

Sign-In Sheet Monitor

The sign-in sheet monitor will ensure that a sign-in sheet is prepared and available to peers at the beginning of each meeting.

They will count those individuals attending the meeting to ensure the same number of people appear on the sign in sheet.

They will ensure that everyone at the meeting has signed the sheet

They will place the sign-in sheet in the techs box to ensure all clients get credit for activities

They will pay special attention to out of the ordinary groups like Dad's Matter, Penn State Nutrition, GED, OVR, Volunteering and AA/NA Meetings