

Higher Ground Recovery House Handbook and Application

A Sober Living Program of:



Main Office:
2032 E Kearney, Suite 214
Springfield, MO 65803
Office: 417-869-0700
Fax: 417-869-0705

Higher Ground Recovery House

Resident Handbook and Rules

1925 South Ingram Mill Springfield, MO 65804

Office: 417-869-0700

Fax: 417-869-0705

We are pleased you are considering becoming a resident at Higher Ground Recovery House! Our hope and prayer is that you utilize this Christian-based sober-living opportunity to pursue and maintain long-term recovery from alcohol and drugs while growing in your walk with God and becoming an active and productive member of society.

Please read the following carefully and thoroughly so that you understand the expectations of becoming a High Ground Recovery House Member:

The vision of Higher Ground Recovery House (HGRH) is to see people flourish and mature together in relationship with God as they are equipped with the necessary tools to live a healthy and abundant lifestyle and fulfill their God-given purpose. The mission of the HGRH is to provide a safe and positive living environment from a Christian perspective for men who want to recover from substance use.

HGRH is committed to serving those seeking sober housing and other recovery supports who **freely choose** to engage in a personal program of recovery in a **Biblically-Based** supportive living environment.

We believe that long-term success in recovery can best be achieved by applying the truth of Scripture to established mindsets and strongholds in a least restrictive setting. Therefore, our goal is to assist house members to progress at their own pace until able to adequately address their own needs by becoming self-sustaining and sufficient through the use of community based supports such as the local church, faith-based recovery supports, Christ-centered 12-step groups, Alcoholics Anonymous, Narcotics Anonymous and other self-help groups.

We believe that recovery is not only freedom from the use of substances, but freedom to become all that God has created us to be. Through Christ we can become good parents, valued employees, loving neighbors, and productive members of the community.

We believe that the freedom found in Christ cannot be kept unless it is "given away," by carrying The Message to other addicts and by making Biblical principles the determining factor in all our worldly affairs.

We do not necessarily promote any particular religion, but we do require weekly attendance at our affiliated church (Highlife Church) and growth in personal relationship with God. Regular church attendance is a requirement of the program

There is **no time commitment** for our sober-living program. The primary requirement is a desire and determination to live a drug and alcohol-free recovery lifestyle in a supportive **God-centered environment**. House members can choose to stay as little or as long as they need.

We believe that every program resident should be treated with respect and dignity, regardless of their social or economic status, race, color, national origin, age or handicap.

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All house members will be asked to provide a urine sample at time of intake into HGRH and must be free of all non-prescribed and illegal substances in order to live in our recovery house.

House members will have access to the HGRH house phone, washer, dryer, cable, and internet. Utilities are included in the weekly program fees. The house is located on the city bus route (<https://www.cutransit.net/>). HGRH provides bedding, towels, & washclothes. Each house member will be responsible for purchasing their own food. Please only bring clothes, toiletries and small personal items. The house is fully furnished, so please do not bring any furniture—it will not be able to be kept at the house. At time of intake, all personal belongings will be inspected.

Program Fees

1. A *non-refundable* fee of \$300.00 is required to move in and will pay for a house members first month.
2. After the first month, rent is \$75.00 per week and is due no later than Sunday night by 10 PM.
3. Failure to pay weekly rent will result in discharge from the house.
4. Money orders, cashiers checks and credit/debit cards are accepted.
 - A. Fees can be paid with credit/debit cards at:
 - I. At Higher Ground Recovery Center or over the phone between 9 AM and 5 PM, Monday thru Friday
 - II. HighLife Church services Sunday AM or Wednesday PM.
 - B. Please show all fee receipts to the house manager, and keep all receipts for your records.
5. Although there is not a time commitment for living at HGRH, there is a one time incentive of \$300.00 for anyone who lives at the house for at least 12 consecutive months without being discharged for non-compliance.
6. After the first month, any excess fees may be refunded to a house member who leaves the program regardless of circumstances only if all of the following conditions are met:
 - A. The house member gives 2 weeks' notice prior to moving out.
 - B. His rent is paid in full at time of moving.
 - C. His room is cleaned and there are no damages, all furniture is in place and in good working order, all house property has been returned, and all personal belongings are removed from the house.
 - D. Evicted house members are not entitled to receive their deposit back.

Distribution of the 12 month incentive refund: After the house member moves out, the above conditions will be verified on the date of the next regular house meeting to determine if he is eligible for a refund of fees. A refund check will be issued within 30 days of leaving HGRH.

Higher Ground House Member Rules

1. **Sober-Living Character Expectations:** This house is a community of men living together whose goal is to be successful in life and recovery while growing in their faith in God. All house members are expected to go out of their way to help others and to be considerate and respectful of others, whether at home or out in public. Everyone is expected to participate in house business and activities.

All house members are expected to learn and live by biblical standards to the best of their ability and to:

- A. Be considerate and treat others with dignity and respect
 - B. Respect boundaries set by others
 - C. Hold each other accountable in a loving manner and forgive when needed
 - D. Talk to each other kindly and honestly
 - E. Encourage each other in a positive manner
 - F. Ask for help if needed
 - G. Take turns working together to coordinate in a way that is fair to everyone. Do not monopolize the washer/dryer, kitchen, TV, etc.
 - H. Practice humility
2. **Recovery Goals:** Proverbs 29:18 states, "Where there is no vision, the people perish." At the time of intake and throughout the duration of a person's stay at HGRH, house members will develop an individualized recovery plan (with short and long-term goals). These goals will be a guide for each individual and they will continually be developed and discussed in weekly house meetings throughout the duration of your stay.
3. **Clean and sober living:** Since the use of drugs and/or alcohol places individual's sobriety at risk, it is expected that each house member will remain clean and sober throughout the entirety of their stay. Possession of paraphernalia and/or the use of alcohol or drugs is strictly prohibited. ***Violation of this rule will result in discharge.***
 - A. The house member shall maintain abstinence from all illegal and mood altering substances. This shall include, but is not limited to, synthetic drugs, the eating of food containing "poppy seeds", over the counter medications containing dextromethorphan, ephederin and pseudophedrin, such as cold pills, any item containing "alcohol," (including non-alcoholic beverages) and prescription medications not prescribed to the client.
 - B. In addition, any medication that is prescribed to the client must be documented and approved by the house manager or Higher Ground Directors. House members should inform their physician that they are engaged in a sober living environment and are subject to drug testing when prescriptions are being written.
 - C. All prescribed medication must be contained in the HGRH lockbox and monitored by the house manager.
 - I. A copy of a pharmacy prescription list shall be kept on file for each house member. Anyone who receiving and maintaining medication without informing the house manager **will be discharged**. Any changes in the dosage must be confirmed in writing to the house manager from the issuing doctor.
 - II. A medication log will be required to be filled out by house manager and house member, and a medication count given to confirm the accuracy of dosages taken on a daily basis when medication is prescribed.

- III. Medication is not to be shared with other house members or left out where they are in the open or unprotected.
- IV. Any deviation from the prescribed dosage of medication will be considered abuse. Abuse of medications will be considered a relapse and residency will be terminated.
- V. Any suspicion that another house member is under the influence or has relapsed must be brought to the house manager's attention. A house member who fails to report another house member's drug use will be discharged.

4. **Random Drug Testing** is mandatory and will be required of all house members. Any house member who tests positive for or is determined to be under the influence of alcohol or drugs **will be immediately discharged** and the House Member Agreement terminated. Rent is nonrefundable if a house member violates any of the following policies:

- A. When a house member is asked by program staff to provide a urine or breathalyzer, he will be expected to provide a supervised urine sample and/or breath test at the time of the request. A refusal is considered the same as a positive.
- B. If a house member cannot immediately produce a specimen, he will be required to provide a sample within two hours from the time the request was initially requested.
- C. The house member is *not allowed to leave the house* until the sample is provided.
- D. If the house member is contacted by telephone to submit a UA test, the house member will have two hours from the time of the call to get to the house to provide a sample. Arriving later than two hours (or not at all) shall be considered a positive.

U/A Procedure:

- A. House members shall be required to remove any coats or jackets prior to testing. In addition, any long sleeve shirts, blouses, or sweaters must be pushed or rolled up. Pockets must be emptied.
- B. All house members are required to wash their hands and thoroughly dry them immediately prior to testing.
- C. Collections shall be observed. If there are any signs of tampering, the test will be considered positive.
- D. Program staff shall conduct an on-site drug screen immediately after collection and in the presence of the house member. The house member shall be told the results before leaving the office.
- E. If staff deems necessary, your room and personal belongings may be searched at any time for alcohol, drugs, or other contraband.

5. **Employment** is required for those not determined to be legally disabled. House members need to be responsible to pay their own way to live and participate in our housing program.
 - A. House members who are not legally disabled must work a *minimum* of 30+ hours a week.
 - B. Inconsistent jobs of less than 30 hours are not accepted as being employed.
 - C. Unemployed house members are required to be off the property from 9 AM to 2 PM and may be required to attend additional recovery groups until employed.
 - D. Any type of employment that may bring your commitment to recovery into question is not allowed.
 - E. We do not consider overnight employment conducive to recovery, therefore, only 1st and 2nd shift is permitted. Working past curfew will require an official phone number and a signed document from the employer stating hours worked which must first be approved by the house manager. 2nd shift will be given 30 minutes to arrive home after work. 11:30 PM is the latest someone is permitted to work.
6. **Disability:** Each house member's situation will be assessed and determined at time of intake.
 - A. A house member who has legal disability status may be required to complete up to 30 hours of community service (in-house, out of house, or a combination); may be required to attend additional weekly recovery support meetings; and/or may be asked to seek part time employment (if applicable).
 - B. A periodic review will be conducted after intake to determine if any changes are needed.
7. **Sign-in:** All house members are required to sign-in and out when leaving and arriving home. The time(s) and reason for leaving must be documented on the log.
8. **Possession or use of weapons** is strictly prohibited.
9. **Smoking, vaping, & chewing tobacco** is not allowed in the house, and is only permitted in designated outside areas. There is zero tolerance for in-house use and any violation will result in a house member being discharged.
 - A. Tobacco products must be disposed of appropriately and not thrown on the ground.
10. **Incense, candles or anything flammable** is not allowed anywhere in or near the house at any time.
11. **Recovery Support Meetings** are required. A minimum of 3 meetings must be attended weekly.
 - A. Anyone who attends meetings *outside* of Higher Ground Recovery Center must have a paper signed by the group facilitator that includes the location and name of the group and a working phone number of the facilitator.
 - B. Attending 12-step meetings, working through the steps and finding a sponsor is encouraged but not required.

- C. **Higher Ground Recovery Center (HGRC):** Staying the entire duration of the group is required in order to get credit.

**Higher Ground Recovery Center,
2032 E. Kearney in the Metroplex Plaza,
Springfield, MO 65803.
Ph# 417-869-0700**

Group Times:

Monday, 6-8 PM, Relapse Prevention, Suite 207
Tuesday, 6-8 PM, Men's Group, Suite 205
Thursday, 6-8 PM, Group Education, Suite 205
Friday, 6-8 PM, God, Addiction, and the Bible, Suite 205

- D. If a house member is in outpatient treatment at a different treatment provider, 3 additional recovery support meetings may still be required. This decision will be determined on an individual basis by the house manager and the clinical staff at HGRC.

- 12. Church attendance:** All house members must attend the weekly HighLife Church services on Sunday mornings at 10 AM and Wednesday nights at 6:30 PM.

- A. Exceptions for attendance may be made for employment purposes, but it must first be approved by the house manager.

- 13. House Meetings:** Each house member is required to attend house business meetings. The day and time of the meeting will be determined by the house manager.

- A. A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The house manager must be informed in advance.

- 14. Curfew** is 9:00 PM on weeknights (Sunday – Thursday) and 10:00 PM on weekends (Friday & Saturday).

- A. **Electronical Devices:**

- I. Lights out and cell phones off no later than midnight.
- II. Upstairs TV off by midnight.
- III. Downstairs TV off by 10 PM.
- IV. TV stays off in the morning.

- B. **Noise:** House members should be quiet if others are sleeping. No loud noises. Be sensitive of the volume on the TV and other devices. Use headphones when possible. Be sensitive of your roommates work and sleep schedule.

- C. If working past curfew, house members must be in 30 minutes after work. If house members are unable to make it home by curfew due to work or some other legitimate reason, they must notify the house manager in advance.

- D. House members who work evenings/nights can speak to the house manager to have their curfew adjusted accordingly.

- E. House members cannot leave for the night without an approved pass from house manager.

- F. Permission to stay out late may be requested for special events at house manager discretion.

- G. Breaking curfew without prior approval from house manager will **result in discharge**.

- H. Passes may be given to house members after 60 days if they have complied with all HGRH rules. 2 overnight passes may be requested monthly.

15. Phone calls:

- A. House members can make phone calls on the house phone between 6:00 AM and 9:00 AM (for employment and work purposes only). 5 minute time limit.
- B. House members can make personal phone calls on the house phone between 4:00 PM-11:00 PM. 10 minute time limit per call. Do not monopolize, and be sensitive to other house members who need to use the phone.
- C. Please answer the house phone by saying, "Hello." Do not give out personal information about other house members.
- D. If a house member receives a phone call but is not home, take a message. The message should include the date, time, who the call was for, and the caller's name and phone number.

16. A Chore List will be posted. Each house member is expected to clean up after himself and to always leave the room clean.

- A. Daily and weekly chores must be checked and signed every night and will be subject to inspection by the house manager.
- B. If your chore does not pass inspection and the house manager asks you to redo your chore, you must do it. Failure to complete chores to the house manager's satisfaction could result in additional chores and/or consequences **and may lead to discharge**.
- C. Beds must be made each morning. Nothing on the floors but shoes & nothing on the beds but linens. Clothes must be folded in dresser drawers, hung up in closet, or in a laundry basket to be washed.
- D. After preparing food or eating, a house member must clean the kitchen (counter, sink, table, stove, etc). They must clean and put away dishes and put furniture back in order. If food falls on the floor, it must be cleaned. **Do not pour cooking oils or grease down the drains.**
- E. **Washer and Dryer:** Laundry must not be left in the washer/dryer. House residents must be mindful of laundry usage and time by keeping wash loads within reason. Laundry is to be done during the appropriate hours determined by house manager and members. All clothes and any trash should be completely out of the laundry area when done.
- F. Do not leave personal items laying around the house.

Kitchen: Each house member will be assigned a cabinet for food storage and will be asked to write their name on their food items. Refrigerator and freezer space will be shared. Do not take anyone else's food.

- A. Eating and drinking is not allowed in the bedrooms and is only allowed in the kitchen unless for a special occasion, and only when approved by the house manager. Water is allowed in bedrooms at night but must be properly disposed of in the morning.

17. Guests are allowed on the property during family visiting hours only.

- A. Family visiting hours are held every Sunday from 12:30 pm to 5:00 PM.
- B. Family is allowed to visit only in upstairs livingroom, kitchen and outside in the backyard. No guests are allowed in the bedrooms or basement.
- C. Sitting in parked cars in the driveway is not allowed.
- D. Visiting hours is a privelege and may be revoked if the privelege is abused.
- E. Family members need to abide by house rules.

18. Viewing pornography and/or any sexual misconduct is grounds for immediate discharge.

19. Profanity is not a sign of spiritual growth and is prohibited.

20. Lost or stolen property of a house member is not the responsibility of HGRH.

21. Vehicles: One personal vehicle may be permitted, depending on the availability of spaces, and according to need if the house member has a valid driver's license, valid license plates, tags and insurance.

- A. A copy of valid driver's license must be provided by the house member.
- B. A copy of proof of insurance must be provided regularly, including copies of renewals.
- C. Any person who does not have a valid drivers license or whose vehicle is not legal will not be allowed on HGRH property and will be towed at house member's expense.
- D. Vehicles are not allowed to be stored on HGRH property if not being used on a regular basis.

22. All maintenance issues or damages to the house must be reported to the house manager as soon as possible.

23. No changes, improvements, decorating or repairs are to be done to any part of the property without staff approval. This includes appliances, moving and/or adding furniture, moving and/or adding pictures, photos and posters on the walls.

24. Save energy so rent does not get increased. Turn off lights and appliances when leaving a room. Do not leave windows or doors open that will cause heat or air to be wasted.

25. Misconduct: Any misconduct that interferes with the normal flow of the house or creates an atmosphere which is not conducive to recovery and/or hinders another house member's spiritual walk may **result in discharge**. Some examples include:

- A. Behavior that is threatening, violent, and/or aggressive.
- B. Repetitive conflicts or uncooperative behavior.
- C. Lying, stealing, manipulating.
- D. Being in another person's room (or space) without permission.
- E. Eating someone else's food or using their personal items without permission.
- F. Aggression, intimidation, name calling, threats of physical harm or physically striking another house member, etc.
- G. Not doing chores, not attending house meetings, breaking house rules.
- H. Arguing and fighting with each other and/or the house manager.
- I. Not actively participating in recovery.

26. Eviction: If a house member is found to be under the influence, he will be given 60 minutes to pack his belongings, call his current counselor, sponsor, call for a ride, etc. and leave the premises. An individual who is disruptive will be asked to leave immediately and return at a later time to pack his belongings. In addition:

- A. The house manager will ask for the house member's car keys, and will assist in calling a cab if necessary. If the individual attempts to drive while under the influence, or if the house manager feels he might be a danger to himself or others, the house manager is required to notify the police.
- B. Depending on the severity of the individual's intoxication, the house manager may call paramedics for medical evaluation.
- C. The individual's emergency contact person will be notified.
- D. The house manager will provide the individual with a list of contacts for housing, treatment, etc.
- E. Any personal belongings left behind will be kept for 30 days and then donated to charity.

In case of emergency: Inform house manager and call 9-1-1 if needed.

Complaints & Grievances

If you believe you have been physically or verbally abused or neglected, you may file a complaint with the Higher Ground Recovery House (HGRH) House Manager. If your complaint is with the House Manager, you may file your complaint with Executive Director of Higher Ground Recovery Center. An investigation of your complaint will be initiated immediately. Furthermore, if after speaking with the Executive Director of Higher Ground Recovery Center you believe your complaint still needs further investigation, you may file a grievance with the Higher Ground Recovery Board of Directors.

In addition to filing a complaint or grievance with the Clinical Director or Executive Director and Higher Ground Recovery Board of Directors, you may mail a copy of your complaint or grievance to the client rights coordinator whose address is below:

Client Rights Monitor
Department of Mental Health
P.O. Box 687
Jefferson City, MO 65102
1-800-364-9687

Higher Ground Recovery House

Program Application Form

DATE: _____ Phone #: _____

Applicant's full name: _____
 (Print) Last First Middle

DOB: _____ SS # _____ DOC # _____

E-mail: _____

Current Living Situation: _____ Since: _____

Previous Living Situation: _____ How Long: _____

Expected move-in date: _____ Level of education: _____

Marital Status: Married Divorced Separated Single/Never Married Widowed

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____ Race: _____

Do you have a Social Security Card? Yes/No Do you have your birth certificate? Yes/No

Do you have a valid driver's license? Yes/No Do you have your own vehicle? Yes/No

Driver's License ID # _____ State: _____ License Plate # _____

If yes, what is the name of your car insurance agency? _____

Policy #: _____ Expiration Date: _____

Do you understand that if you are not on legal disability or retirement that you will need to maintain full time employment to participate in our housing opportunity? Yes/No

Source of Income: _____ Wages: _____

Employer Name: _____ Phone #: _____
 (if applicable)

How long have you been employed? _____

Spouse/Significant other's name: _____ Do you have children? Yes/No

Names/Ages of Children 18 and younger: _____

Do you have visitation with your children? Yes/No What days, or how often? _____

Child Support: \$ _____ monthly \$ _____ Overdue

Legal

Have you been accused or convicted of a violent crime? If yes, please explain:

Please list any pending charges: _____

Are you a registered sex offender? Yes/No

Do you have a Probation/Parole officer or caseworker? Yes/No

PO/Caseworker's Name: _____ Telephone #: _____

PO/Caseworker's Address: _____

Emergency Contact

Emergency Contact #1: _____ Relationship: _____

Phone # _____ Address: _____

Emergency Contact #2: _____ Relationship: _____

Phone # _____ Address: _____

Emergency Contact #3: _____ Relationship: _____

Phone # _____ Address: _____

Medical

Name(s) of doctor: _____

Address: _____ Phone # _____

Please list all allergies: _____

List any medical issues: _____

What medical issues should we be aware of? _____

What medications are you currently taking? _____

Are you currently under a doctor's care? Yes/No

History of:

Seizures: Yes/No If yes, dates: _____ TB: Yes/No If yes, dates: _____

Diabetes: Yes/No If yes, dates: _____ Hepatitis: Yes/No If yes, dates: _____

HIV/AIDS: Yes/No If yes, dates: _____ Other: Yes/No If yes, dates: _____

Mental Health

Have you ever been diagnosed with a mental health diagnosis? Yes/No

If so, what are your diagnoses? _____

Are you receiving mental health treatment? Yes/No

Do you take medication for your diagnosis? Yes/No

When is the last time you met with a mental health specialist? _____

Addiction History: Please rate 1 to 5 (5 being the greatest temptation, and zero if it have never been an issue for you):

_____ Drugs _____ Alcohol _____ Sex _____ Tobacco _____ Relationships

1st drug of choice? _____ Age at first use? _____ Date of last use? _____

2nd drug of choice? _____ Age at first use? _____ Date of last use? _____

3rd drug of choice? _____ Age at first use? _____ Date of last use? _____

Are you currently in any type of substance use treatment? Yes/No If yes, when did you enroll? _____

What agency are you receiving treatment? _____

How long until you complete the program? _____

Spirituality

Are you aware that HGRH is a Christian sober living home? Yes/No

What is your spiritual/religious background?

How do you feel about living in a Christian sober living environment? _____

Have you ever lived in a recovery house before? Yes/No

If yes, Name? _____ Where? _____

When? _____ Why did you leave? _____

Have you read, and do you understand the house rules and expectations? Yes/No

As a member of the house, are you willing to comply with all the house rules and expectations? Yes/No

Higher Ground Recovery House

Application, Handbook and Rules Agreement Form

I have read the entirety of the Higher Ground Recovery House Resident Handbook and Rules and understand them. I agree to abide by all house rules and give permission to HGRC and HGRH employees to inquire further about me, if needed.

The resident handbook describes important information about the Higher Ground Recovery House Sober-Living Program. Since the information and rules described here may be subject to change, I acknowledge that revisions to the handbook and rules may occur. I understand that Higher Ground Recovery House may supersede, modify, and add to, or eliminate existing guidelines.

I understand that it is my responsibility to comply with the rules contained in this handbook, including any revisions made to it.

I have answered the Program Agreement and Application Form questions truthfully and to the best of my ability.

Signature: _____ **Date:** _____

Print Name: _____