



# Yasha House

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The biblical definition of Yasha means to be liberated, be saved, safe, be delivered, be victorious, to save from moral troubles, brought salvation, gained the victory, helped, preserve. Deliverers who deliver.

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## Handbook

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***A Women's Sober Living Program of:***



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# Yasha House

## Resident Handbook and Rules

A Women's Sober Living Program of Higher Ground Recovery Center

*We are pleased you are considering housing at Higher Ground Women's Yasha 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 you understand the expectations of becoming a Yasha House Resident:**

The vision of the Yasha House is to see people flourish and mature together in a 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 Yasha House is to provide a safe and positive living environment from a Christian perspective for women recovering from substance use and its impacts.

To that end, Yasha House is committed to helping those seeking sober housing and other recovery supports who **freely choose** to engage in a 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. Therefore, our goal is to assist residents to address their own needs by becoming self-sustaining and sufficient through the use of community-based supports and the church.

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 structure is conducive to one's recovery, so new house members will get the privilege to live in a family/home environment where they will be loved, accepted and held accountable for their behavior in a positive manner. This may be uncomfortable at times because it causes a person to self-examine themselves and take responsibility for behavior that may at times be difficult to accept. Healthy boundaries and learning new ways to be successful in life without substance use is modeled, promoted and practiced.

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

Our goal is to see resident's grow in a personal relationship with God; therefore, regular church attendance is a requirement of the program. Residents attend our affiliated church (HighLife Church).

We believe the Bible to be the inspired and only infallible, authoritative Word of God. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father. We believe in the power and baptism of the Holy Spirit as on the day of Pentecost and in the continuing ministry of the Holy Spirit as evidenced in charismatic gifts and ministries, and in the fruit of the Holy Spirit in the life of the believer.

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**. Residents can choose to stay as long as they desire. A person considering living at Yasha House will need to be serious about recovery and changing their life to be successful living in our recovery home.

*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, sex, or disability.*

## House Intake

Each new resident will be introduced to the House Manager on the day of intake for orientation and processing of all intake paperwork. Residents will be asked to provide a urine sample at time of intake and must be free of all alcohol, THC, non-prescribed, illegal substances, or any prescription that may cause a false positive on a drug test. Medicated Assisted Treatment (MAT) prescribed by a doctor is generally welcome.

Residents will have access to the Yasha 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/>). Bus passes may be supplied depending on funding availability. Yasha House provides each resident one set of bedding, a towel, & washcloths to use during their stay, if needed. Each resident will be responsible for purchasing their own food; however, some house food may initially be available. ‘

**DO NOT** bring a lot of items. Only necessary toiletries, a bible, and a suitcase amount of clothing is allowed. Bibles are available at the house if you do not have one. We have a Christian-based library that is available for residents to utilize. Therefore, we do not allow books or movies to be brought into the house unless first approved. Toiletries may be available for those who do not have any. The house is fully furnished, so 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, and all clothes will be washed in our washers and dryers before they can be moved into a room. Any items brought in **after** move-in will need to be inspected and approved by house manager or another approved person.

A resident's first 30 days will be on restriction and limited to a buddy system. This means they are only allowed to go places with another person from the house who has been approved by the house manager and who has proven themselves to be faithful and dependable. Exceptions to this rule must be pre-approved by house manager. After restriction is over, residents will need to provide the house manager a daily schedule of events and will be held accountable for where they spend time. There is high accountability at our house.

A house phone and internet are available to use for personal calls and looking for employment. A house computer is available for job searching and using email but is not available for social media during the first two weeks of stay.

The ladies home has security cameras to help aid in keeping house members safe. This has provided an extra sense of security for those leaving domestic violent situations.

## CHILDREN

Under limited and special situations, a child may be permitted to stay at the recovery house. An extra fee may apply. It will also depend on the number of ladies who currently live at the home, the child's age, and the individual situation of the parent. Home visits may be permitted on occasion depending on each individual situation, the approval of the other house residents, and the amount of space available.

Parents are responsible for their own children at all times. Children must always be supervised by the parent. Parents are responsible to keep their children out of other residents' rooms. Children must behave in an appropriate manner, must follow house rules and must respect other residents. Parents are responsible for disciplining their children appropriately. Any behavior that disrupts the flow of the house and/or becomes problematic to the other residents on a continual basis may cause a parent to lose their visiting privileges. Parents are responsible for keeping their children bathed and clean. They are also to teach their children to be clean and to leave the home in a clean condition. A child may eat food only at the kitchen table, or outside picnic table. Children must be in bed at a regularly scheduled time. Residents cannot watch other residents' children. **Parents are responsible for watching and taking care of their own children at all times.**

## Program Fees

1. An initial *non-refundable* program fee of \$300.00 is required to move in and will pay for a resident's first month (28 days).
  - A. If an applicant, or another source pays for the resident's first 28 days of program fees, and the potential resident does not move in due to uncontrollable circumstances, the applicant or other source may be refunded the initial \$300.00 program fee.
  - B. Once a resident moves in, the \$300.00 first month's program fee will not be refunded.
  - C. Evicted residents or those who leave prematurely and/or without notice are not entitled to receive any refund of program fees.
2. After the first month (28 days), the program fee is \$100.00 per week and is due no later than Sunday night by 10 PM.
3. Failure to pay weekly program fees will result in discharge from the program.
4. Money orders, cashier's checks, credit/debit cards and cash are accepted.
  - A. Fees can be paid at Higher Ground Recovery Center & HighLife Church.
  - B. Please keep all receipts for your records.
5. Any resident whose program fees are paid through the court (Pay-It-Forward) will be required to pay at least \$125.00 a week, after the first month, until all arrears are paid.
  - A. If a resident obtains employment during the first month, they agree to begin paying at least \$25.00 weekly on Pay-It-Forward.
6. Upon employment, residents are required to provide dates paid and paycheck amount to the house manager.
  - A. If a resident accumulates arrears, they will be required to pay 80% of their check until their arrears are paid. A copy of a paycheck stub will need to be given to the house manager each week until arrears are paid.
  - B. If a resident gets more than two weeks behind in program fees, they will be discharged.

1. **Sober-Living Character Expectations:** This house is a community of women living together whose goal is to be successful in life and recovery while growing in their faith in God. All residents 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 with a happy demeanor.

All residents 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.
  - H. Practice humility, and take responsibility for individual actions without arguing
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 Yasha House, residents will develop an individualized recovery plan (with short and long-term goals).
  3. **Clean and sober living:** Since the use of drugs and/or alcohol places individual’s sobriety at risk, it is expected that each resident 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 resident shall maintain abstinence from all illegal and mood-altering substances. This shall include, but is not limited to, synthetic drugs, over the counter medications containing dextromethorphan, ephedrine and pseudoephedrine, such as cold pills, any item containing “alcohol,” (including non-alcoholic beverages) and prescription medications not prescribed to the resident.
    - B. Residents agree to stay away from negative people, places and things and agree to begin developing a new healthy support system. Any compromises in this area will lead to further consequences and possible discharge.
    - C. A resident agrees that their room and personal belongings may be searched at any time by the house manager or Higher Ground staff for any reason. Routine searches are conducted on a regular basis.

#### 4. Length of Stay

##### **Is Sober Living Effective?**

- A. A review of research literature indicates that sober living environments consistently produce positive outcomes for individuals in recovery. Most studies show that residents achieve longer periods of abstinence, higher rates of employment, and lower rates of relapse or legal problems if they spend a significant amount of time — at least three months, in most cases — in transitional, recovery-oriented housing after rehab. The longer an individual has to adjust to the reality of life in sobriety, the more likely the person is to remain abstinent from drugs or alcohol.

B. We understand that every individual has unique needs and situations. Although there is no required minimum or maximum length of stay, we do encourage residents to maximize their potential to sustain long-term recovery by remaining a resident as long as possible or is therapeutically beneficial.

C. **One Year Incentive:** Although there is not a time commitment for living at Yasha House, there is a onetime incentive of \$300.00 to be received at time of discharge for anyone who successfully lives at the house for at least 12 consecutive months and leaves in good standing. Whenever possible the incentive check will be issued on the day of discharge. Approval of the incentive will be determined by majority vote of all residents and house manager at time of discharge.

## 5. Medication:

- A. In addition, any medication that is prescribed to the resident must be documented and approved by the house manager and/or Higher Ground Directors. Residents should inform their physician that they are engaged in a sober living environment and are subject to drug testing when prescriptions are being written.
- B. All prescribed and most non-prescribed medication must be contained in the house lockbox and monitored by the house manager (who is not on probation or parole).
- I. A copy of a pharmacy prescription list shall be kept on file for each resident. *Anyone 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 resident, 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 residents 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. Residents are expected to give back any medications not used on a daily basis. Failure to do so will result in discharge.
  - VI. Any suspicion that another resident is under the influence or has relapsed must be brought to the house manager's attention. A resident who fails to report another resident's drug use will be discharged.
  - VII. Abuse of any over-the-counter or herbal supplements is not allowed and will lead to termination of residency. Please check with house manager to find out if an over the-counter or herbal supplement needs to be kept in the lock box.

6. **Random Drug Testing** is mandatory and will be required of all residents. Any resident who tests positive for or who is determined to be under the influence of alcohol or drugs **will be immediately discharged**, and the Resident Agreement terminated.

A. When a resident is asked by program staff to provide a urine and/or breathalyzer test, she will be expected to provide a supervised urine sample and/or breath test at the time of request. A refusal in providing a sample is considered the same as testing positive.

- B. If a resident cannot immediately produce a specimen, she will be required to provide a sample within two hours from the time the request was initially requested.
- C. The resident is *not allowed to leave the house* and must stay under supervision until the sample is provided.
- D. If the resident is contacted by telephone to submit a UA test, the resident will have one hour 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. Residents 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 residents 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 resident. The resident shall be told the results before leaving the office.
7. **OVERDOSE:** As a life-saving measure, each resident will receive basic training on Narcan (Naloxone) administration at intake.
8. **Employment:** is required for those not determined to be legally disabled. Residents need to be responsible and pay their own way to live to participate in our housing program.
- A. Borrowing money from other residents is not allowed.
  - B. Residents who are not legally disabled must work **a minimum** of 35+ hours a week.
  - C. Residents will be required to provide proof they are employment seeking and staying productive with their time while they are unemployed and looking for work.
  - D. We do not believe working nightshift is conducive to one's recovery, so it is not allowed.
  - E. Residents agree to find employment **that will work around their treatment schedule.**
  - F. Day labor agencies and inconsistent jobs of less than 35 hours are not considered stable full-time employment. However, day labor agencies may initially be used while the resident is looking for stable employment.
  - G. Any type of employment that may bring your commitment to recovery into question is not allowed.
  - H. **Additional** volunteer work, chores, or recovery support meetings may be required for anyone who is **working less than 40 hours a week.**
  - I. A daily and/or weekly schedule will be filled out and discussed with house manager.
  - J. Free-time is all day Saturday and Sunday after church unless a house event is planned.

- 9. Disability:** Each resident's situation will be assessed and determined at time of intake.
- A. A resident 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. All activities must be documented on a log sheet and signed by house manager on a daily basis.
  - C. A periodic review will be conducted after intake to determine if any changes are needed.
- 10. Sickness:** Any sickness requiring a resident to continue missing work or to not engage in their daily activities may be asked to seek medical attention and provide medical documentation to the house manager.
- 11. Sign-in/out Activities:** All residents 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.
- A. Each resident must sign out for themselves.
  - B. Residents must discuss and provide a written plan of their daily activities to the house manager, including work schedule, appointments, recovery support meetings, etc.
- 12. Possession or use of weapons** is strictly prohibited.
- 13. Smoking, vaping, & chewing tobacco** is not allowed in the house, and is only permitted in designated outside areas. Smoking & vaping in the house sets the fire alarms off, and the fire department is automatically dispatched to our address. There is zero tolerance for in-house use and any violation will result in a resident being discharged.
- A. Tobacco products must be disposed of appropriately and not thrown on the ground.
  - B. Keep all outside doors closed while smoking and vaping to prevent smoke from coming into the house.
  - C. Any tobacco products (e.g. cigars) producing a lingering smell inside the house will need to be disposed of or placed in a location where it cannot be smelled.
  - D. Smoking after "lights out" is not allowed (between 11 PM to 4 AM Sunday thru Thursday & midnight to 4 AM Friday & Saturday nights).
  - E. We make cigarette runs once a week and live down the road from a store. Therefore, residents are not allowed to borrow cigarettes from other residents.
- 14. Incense, candles or anything flammable** is not allowed anywhere in or near the house at any time.

## 15. Treatment and Recovery Meetings:

- A. A substance use assessment may be given to new residents to determine if outpatient treatment is needed. It will also help pay for bus passes (if applicable) and groups attended at Higher Ground Recovery Center (HGRC).
- B. A resident may move into the Yasha House who is receiving outpatient treatment from a different treatment provider besides HGRC. A release will need to be signed so HGRC staff can talk to the treatment provider. If a person discontinues that treatment, they must inform the house manager, and if they quit treatment prematurely, they may still be required to engage in outpatient treatment at HGRC. However, we believe it is best to finish treatment where you first started it.
- C. A *minimum* of three groups at HGRC is required for recovery support groups. If deemed appropriate, any modifications to this agreement may be determined on an individual basis by the Yasha House staff and/or the clinical staff at HGRC. After six months, groups may be decreased to twice a week. This will be determined on an individual basis by the house manager.
- D. A recovery support meeting slip must be signed for any outside (AA/NA) meetings and must include telephone numbers, location and name of chair members.
- E. Staying the duration of group or until the facilitator lets the group out is required to get credit.
- F. Residents need to follow all HGRC Expectations & Responsibilities located on the last page of this handbook.

### House Schedule

Monday, 6 PM House Cleaning/House Meeting

Tuesday, 6-7:30 PM, Women's Group, Suite 206 or at the house

Wednesday, 6-8:00 PM, Church; (or) 6 PM house bible study and dinner

Thursday, 6-7:30 PM, Group Education, Suite 205

Friday, 6-7:30 PM, God, Addiction, and the Bible, Suite 205

Sunday, Church 10 AM -12:30 PM

\* **Additional groups are available and will be discussed on an individual basis at intake.**

- G. If an emergency arises and a resident needs to miss group, they must contact the house manager for permission. If a resident is also in outpatient treatment at Higher Ground, they must **also** call their counselor to find out if they may be excused.
- H. Appropriate documentation will be required to present to house manager and/or Higher Ground staff on an official letterhead that includes date, reason for missing, signature of manager confirming the missed group and a working phone number.
- I. Any missed groups will need to be made up within one week.
- J. Following Higher Ground treatment rules is a house requirement.

## 16. Church attendance: All residents are required to attend weekly church services at HighLife Church on Sunday mornings at 10 AM and Wednesday nights at 6:00 PM.

- A. Occasional exceptions for attendance may be made for employment purposes, but it must first be approved by the house manager.
- B. Wednesday nights may be substituted for an in-house dinner and bible study. This activity will be coordinated by Yasha House staff.

**17. Transportation** *may* be available to help a resident find employment and *may* be available for other important business in their first couple weeks at the house. After employment is sought, a resident will need to utilize the city bus for transportation if they do not have a vehicle or find a different means of commuting.

- A. Transportation from the house will be provided to groups at Higher Ground Recovery Center and church services at HighLife Church.
- B. The van leaves the house around 5:30 PM to attend Higher Ground groups. Text the house manager by 5:15 PM if you do not need a ride to group.
- C. All residents who get a ride on the van to groups or church are required to inform the house manager if they are not riding the van home. Residents are not allowed to get rides with other people from treatment or church without prior permission. Getting rides from questionable people is not allowed.
- D. We typically make a grocery trip in the van after group on Friday nights.

**18. Phone calls:**

- A. Residents may make phone calls on the house phone for employment, PO's, caseworkers, legal, business, food stamps, doctor appointments, treatment, work purposes and things to this nature only between 6:00 AM & 5:00 PM. Please do not dominate the phone.
- B. Residents can make personal phone calls on the house phone between 5:00 PM-10:00 PM. 10-minute time limit per call. Do not monopolize and be sensitive to other residents who need to use the phone.
- C. Please answer the house phone by saying, "Hello." Do not give out personal information about other residents.
- D. If a resident 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.
- E. **Cell phones:** If a resident becomes more focused on their phone than interacting with other residents or responsibilities, or if it begins to occupy too much time and head space, or it is discovered that a resident is communicating with people who are unhealthy for their recovery then a resident's phone will be restricted. The house manager will have the final decision on the matter.
- F. Cell phone calls should be done privately. Talking outside should not be done on the patio but out where calls cannot be heard or in bedrooms as long as it is not disrupting a roommate. Video calling and walking around where other house member can be seen is not allowed. Ear buds should be worn if phone is on speaker.

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

- A. A resident 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.
- B. Nightly prayer, bible study and/or meditation will be coordinated by the house manager.

**20. Pictures** may not be taken of any resident by another resident without the other person's prior approval.

- A. Pictures may not be placed on social media without the other person's prior approval. This is done to protect the confidentiality of all residents.

**21. Lights Out:**

- A. Lights out and cell phones off no later than 11:00 PM on weeknights and midnight on weekends (Friday & Saturday).

**22. Noise:** Residents should be quiet. No loud noises. Be sensitive of the volume of their voices, TV, computer and other devices.

- A. Use headphones in all locations while talking or listening to music or other things on phones. No loud music unless permission is given by the house manager.
- B. Be sensitive to your roommate's work and sleep schedule. Playing or talking on the phone or other devices in your room while a roommate is sleeping is not allowed.
- C. Talking (including cell phone use) travels inside (and outside) our home, so please be sensitive of others. Please talk on your cell phones in a private area of the house. Be sensitive to the volume of your voice at all times and in all locations inside and outside the home.
- D. We are a Christian home. We listen to Christian music.
- E. The television can be turned on weeknights only after 5 pm **and** after all chores are done. The television can be turned on after 12 pm on Saturdays and after church on Sundays. Television rules are hung on the wall next to the tv in the living room.
- F. Avoid letting doors shut hard.

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

- A. If working past curfew on the weekends and resident is unable to make it home by curfew due to work or some other legitimate reason, **they must notify the house manager in advance**. The latest someone may be allowed to work on the weekend is 11:00 PM (with prior approval by house manager), and documentation or other legitimate proof may be required. Residents must be back at the house no later than 30 minutes after work if working past curfew.

A. Breaking curfew at any time without prior approval from house manager **will result in discharge**.

- B. Permission to stay out late may be requested for special events at house manager discretion. At least 24 hours advanced notice is required for request.

## 24. Clothing:

- A. Clothing needs to be worn when walking through the house. Neckline to knee length needs to be covered.
- B. Please wear socks, shoes or slippers when walking through the house.
- C. Clothing with alcohol, drugs, skulls or ungodly symbolism is not allowed.
- D. Please wear clothing that is modest and unrevealing. No cleavage or bra straps showing.

## 25. Chores and house responsibilities:

- A. **Chores** will be posted weekly. Each resident is expected to clean up after herself and to always leave the room clean.
- B. Daily and weekly chores will be checked and signed off by the House Manager.
- C. If your chore does not pass inspection and the house manager asks you to redo your chore, you must do it and not argue or give excuses
- D. Failure to complete chores to the house manager's satisfaction could result in additional chores and/or consequences **and may lead to discharge**.
- E. Once a week all residents will participate in a pre-scheduled 2-hour deep cleaning of the residence.
- F. Do not leave personal items (including drinks) laying around the house.
- G. Days (Mon-Fri) that a resident is not working or working part-time...phones are put away between 11am to 2pm to focus on job searching, chores and extra activities. Phones may be used with permission for special meetings, etc.

**26. Washer and 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.

- A. *All clothes and trash* are to be completely cleaned out of the laundry area when done.
- B. Laundry must not be left in the washer/dryer unattended for any length of time.
- C. After use, clean washer and dryer of all dust, lint, spilled soap, etc.
- D. Clean dryer lint after each use.
- E. Please keep laundry room door closed when washing and/or drying clothes.
- F. Use laundry log located in laundry room.
- G. **Do not overfill the washer. Doing so will cause it to break.**
- H. Sweep laundry room floor
- I. Residents who are home during the day must do their laundry during the day so that the residents who work all day will be able to do their laundry after they get home.

**27. Bathrooms & Toilet:** Do **NOT** throw any items (e.g. paper towels, feminine products, hair, etc. down the toilet or drains. Only toilet paper in the toilets. If a plumber needs to be called due to extra items being thrown down the toilet or sink, house fees will be raised to pay for the fee of the plumber.

- A. Each bathroom must be cleaned after each use.
- B. There are three full bathrooms, and one will be designated to each resident at time of intake.
- C. **Hair Dye:** May be permitted, but prior permission needs to be given by the house manager.
- D. All hot hair tools (e.g. curling irons, flat irons, blow dryers, etc.) must be used in bathrooms only. After use, they need to be cooled off and then put away. Each bathroom already contains a house blow dryer available for resident's use.
- E. Clean showers and tub after use.
- F. One roll of toilet paper may be provided to each resident weekly. However, we do encourage residents to purchase their own.
- G. Showering, washing hair regularly and keeping clothes and bedding clean is a requirement.
- H. Used feminine products need to be wrapped in toilet paper before being thrown away.

**28. Kitchen:** Each resident will be assigned one cabinet for food storage and will be asked to write their name on their food items. Refrigerator and freezer space will be shared.

- A. Taking someone else's food without permission will lead to discharge.
- B. After preparing food or eating, each resident must clean their mess (kitchen counter, sink, table, stove, microwave, etc.) and put away all items used.
- C. If food falls on the floor, clean it.
- D. Residents must **clean and put their dishes away at time of use** and put furniture back in order.
- E. Food must not be left unattended on the stove.
- F. Opened food must have plastic wrap and lids on it. No food should be left out or in the fridge without being covered.
- G. **Do not pour cooking oils or grease down the drains.**
- H. Wipe off dining room table after use.
- I. Cover all food when using microwave. Clean when done using.
- J. Pans get handwashed not placed in dishwasher. Do not use silverware in pans.
- K. Do not pick-up someone else's mess. Please bring the mess to the house manager's attention.

**29. Bedrooms & Wake-up:**

- A. Beds must be made each morning upon wake-up. Nothing on the floors but shoes & nothing on the beds but linens. Nightstands must be clean and tidy.
- B. If a resident is in a room with an empty second bed, all personal belongings must stay off the second bed and dresser, and the other half of the closet must be clean and presentable for the next resident to move into.
- C. **Eating is not allowed in the bedrooms or bathrooms** and is only allowed in the dining & living room area unless permission is given for a special occasion, and only when approved by the house manager. Food found in undesignated spots of the house will lead to discharge.
- D. One glass of water may be kept on a coaster in an individual's bedroom at night. No other drinks are permitted in the bedrooms.
- E. Everyone must be up and out of bed by 10 AM at the latest during weekdays. Beds must be made immediately.
- F. A daily and/or weekly schedule will be documented and discussed with house manager.
- G. Free-time is Saturday and Sunday after church **unless** a house event is planned.
- H. Periodic night checks may be conducted by house manager.
- I. We have a daily contest for whoever has the cleanest room. Whoever wins will have their name placed in a drawing to win a prize once a week.

**30. Family Visits:** We are currently not having family visits at our home due to covid. When and if we resume, visits are allowed on the property during family visiting hours *only*.

- A. Family visiting hours are held every Sunday after church until 6:00 PM.
- B. Family members are not allowed in the bedrooms.
- C. Sitting in parked cars in the driveway at any time *with anyone* is not allowed.
- D. Visiting hours is a privilege and may be revoked if the privilege is abused.
- E. Family members need to abide by house rules.
- F. Family may not visit while residents are on restriction.
- G. Family members must not be in active addiction.

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

- A. Intimate and sexual relationships are highly discouraged. Recovery takes a lot of work. Studies show a high-risk for relapse for those who engage in non-marital sexual relationships during recovery. This is a time for residents to focus on bettering their lives. Please stay focused.
- B. Sexual, and boyfriend/girlfriend relationships between residents is not allowed (male and/or female) and will result in discharge.
- C. Fraternizing with Higher Ground clients, other residents (male & female) who live in Higher Ground housing or anyone who attends HighLife Church is not allowed.
- D. Sex toys, and the like, are not allowed.

32. **Profanity (Cussing)** is not a sign of spiritual growth and is prohibited.
33. **Illegal behavior:** participating in illegal behavior at any time is not allowed.
34. **Lost or stolen property** of a resident is not the responsibility of Yasha House Staff.
  - A. Any house property that is stolen will be reported to authorities.
  - B. Any resident who steals another house resident's property will be discharged and reported to authorities.
35. **Vehicles:** One personal vehicle *may* be permitted, depending on the availability of spaces, and according to need if the resident has a valid driver's license, valid license plates, tags and insurance. Keeping a vehicle at the Yasha House must first be discussed with the house manager and will be determined by the house manager.
  - A. A copy of valid driver's license must be provided by the resident.
  - B. A copy of proof of insurance must be provided regularly, including copies of renewals.
  - C. Any vehicle on house property that is not legal will be towed at resident's expense.
  - D. Vehicles are not allowed to be stored on house property if not being used on regular basis.
  - E. Residents with vehicles are not allowed to have other residents in their vehicles unless under special circumstances with permission of the house manager.
  - F. All vehicles are to be parked in back parking lot next to the shed.
36. All **maintenance issues or damages to the house** must be reported to the house manager as soon as possible.
37. **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, etc.***
38. **Save energy** so program fees do 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.
39. **Door Code:** You will receive a door code, so you can enter the house. Do not give your door code to anyone else. The door code will be disengaged after you move out.
40. **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 resident'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 resident, etc.
  - G. Not doing chores, not attending house meetings, breaking house rules.
  - H. Arguing, fighting and having an attitude with each other.
  - I. Arguing, fighting and having an attitude with the house manager.

J. Not actively participating in recovery and/or house events.

**41. Occult**

A. Please re-read page 1, last paragraph.

B. Please re-read page 2, 5<sup>th</sup> paragraph

C. No occult objects, reading material, practices, etc. are allowed in our home.

**42. Library:** We have a small library. If you would like to check-out an item, please fill out the document located in the office at the house.

A. All books are to be signed back in when finished with it.

B. Residents may keep videos for 48 hours before being checked back in. They are not to be taken out of the house.

C. If a book or video is lost, badly damaged or stolen it will cost \$20.00 which will need to be paid within one week.

**43. Exercise:** is encouraged.

A. We have a workout room that consists of a treadmill, exercise bike, weights and hoola-hoops. Please sanitize all equipment after use.

B. Workout DVD's, Wii-Fit and outside bikes are available for exercise use.

**44. Eviction:** If a resident is found to be under the influence, she will be given 60 minutes to pack her belongings, call her 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 pick up her belongings. In addition:

A. The house manager will ask for the resident'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 she might be a danger to herself 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 individual who has been discharged will be given 60 minutes to gather and remove all personal items and check-in all items borrowed from the house. Anyone being disruptive will be asked to leave immediately and return at a later time to pick up her belongings. In addition:

F. Any personal belongings left behind will be kept for 7 days and then donated to charity.

G. Any mail received at the house after discharge will be sent back to post office.

H. All communications with the house manager will be discontinued after a dishonorable discharge. Any left-over house business will need to go through the Higher Ground main office. 417-869-0700

## 45. Honorable Discharges

- A. **Refunds** after the first month: Remaining fee balances may be refunded to a resident who leaves the program regardless of circumstances only if all of the following conditions are met:
- I. The resident gives two weeks' notice prior to moving out and communicates with the house manager about the move before announcing it to the entire house.
  - II. The resident leaves in good standing with the house manager and other residents.
  - III. Member's 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.
  - IV. If all conditions are met, refunds will be paid by check within 10 days of departure. A resident discharged for non-compliance or not meeting the above conditions will not receive any refund.
  - V. Unless an agreement/plan is made with the house manager, any resident becoming more than two weeks behind in program fees will be discharged.
- B. Any personal belongings left behind will be kept for 7 days and then donated to charity.
- C. Any mail received at the house after discharge will be sent back to post office.

**Complaints & Grievances:** See your rights and grievance procedure in your intake packet.

**IN CASE OF EMERGENCY:** Inform House Manager and call 9-1-1 if needed.

# Higher Ground Recovery Center

2032 East Kearney, Suite 214

Springfield, MO 65803

## Expectations & Responsibilities

Welcome, we are glad you have chosen Higher Ground Recovery Center as your substance abuse treatment provider. It is our goal to provide *biblical* education, training, and assistance to hurting and addicted people and their families so that they can live victorious lives through the Lord Jesus Christ. This includes synthetic drugs. Our goal is to see people equipped with the necessary tools to live a healthy lifestyle so that they can in return glorify God by helping others and give back positively to the community and the church.

Below is a list of guidelines and responsibilities you are expected to follow. It is important that you understand these guidelines so you and those around you can live in a safe and comfortable environment that will help your recovery.

### BEHAVIOR THAT WILL RESULT IN DISCHARGE:

- A. Refusal of, or leaving treatment without providing a UA after notification.
- B. Leaving group without permission after signing in.
- C. Not attending classes or groups.
- D. Distribution of alcohol or other drugs.
- E. Threatening, abusive or assaulting behavior towards anyone.
- F. Sexual activity between peers while on program property.
- G. Theft.
- H. Destruction of Property.
- I. Violation of Federal Confidentiality Law.

### BEHAVIOR THAT MAY RESULT IN DISCHARGE:

1. Possession or use of alcohol or other drugs. This includes medications that produce a positive UA, non-alcoholic beverages, and synthetic drugs. *It is our expectation that clients will remain alcohol and drug free at all times unless otherwise medically appropriate and prescribed by a physician.*
2. Cell phone use during groups. Leaving group to talk on cell phone is prohibited. Anyone found using a cell phone during group will be directed to leave the premises, will be unexcused and may result in discharge.
3. Recording or taking pictures during group without permission from the Clinical Director is not allowed and is considered a HIPPA violation.
4. Sleeping and not engaging in treatment activities.
5. Non-completion of homework assignments.
6. Discourteous behavior, inappropriate language or gestures, or behaviors that disrupt the treatment program.
7. Being late to treatment activities.

**\*\*\*Any behaviors listed above may result in a behavioral contract, which will clearly define the expected behavior and consequences for breaking the contract or may lead to immediate discharge.**

**SMOKING:** Smoking (including electronic cigarettes) is not permitted inside our buildings at any time by any person. Please smoke on the south side of the building away from the building. Cigarette butt containers are available for your cigarette butt disposal.

**CLIENT DRESS CODE:** Modest apparel is expected and appreciated. Scant and/or see-through clothing, low cut blouses and tank tops are not permitted. Articles of clothing with alcohol or drug logos, slogans or offensive content are prohibited. If you are in question of whether an article of clothing is appropriate, consult with staff. Staff will have the final word on any dispute.

**CONFIDENTIALITY:** No cameras or any other recording devices that can document another client's presence here are permitted. Also, you must not discuss any client or person you see here with people outside of the facility. This is a violation of the Federal Confidentiality Law. We recommend that you do not exchange phone numbers or addresses while in treatment.

**CHANGE OF STATUS:** If, during the course of your treatment program, there are any status changes such as a telephone number, marital status, birth of a child, employment change, or change of address, please notify your counselor accordingly.

**PERSONAL BELONGINGS:** Higher Ground Recovery Center is not and will not be responsible for any of your personal property which may become lost, stolen, or damaged.

**PARKING:** Due to the renters on first floor of the Metroplex Plaza "owning" the parking spots closest to the building, all clients and visitors must park on the outside of the parking lot or your vehicle may be towed at your expense.

**WEATHER:** In the case of inclement weather causing possible bad road conditions please call the Higher Ground office to find out if any treatment activities have been cancelled for that day. Call after 3 PM to inquire about any PM group cancellations. Any treatment activities cancelled by Higher Ground due to bad weather conditions is not required to be made up.

**CLIENT ACTIVITIES:** Clients are responsible for arriving at all classes and activities on time. You are expected to attend all scheduled activities unless your counselor has given you permission to be excused.

# 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? \_\_\_\_\_ Are you a registerd sex offender? Yes/No

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: \_\_\_\_\_

\_\_\_\_\_

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

1<sup>st</sup> drug of choice? \_\_\_\_\_ Age at first use? \_\_\_\_\_ Date of last use? \_\_\_\_\_

2<sup>nd</sup> drug of choice? \_\_\_\_\_ Age at first use? \_\_\_\_\_ Date of last use? \_\_\_\_\_

3<sup>rd</sup> 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

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_