

Higher Ground Women's Recovery House Handbook and Application

A Sober Living Program of:



Main Office:

2032 E Kearney, Suite 214
Springfield, MO 65803
Office: 417-869-0700
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Higher Ground Women's Recovery House

Resident Handbook and Rules

1470 N. Sherman, Springfield, MO 65802

Office: 417-869-0700

Fax: 417-869-0705

We are pleased you are considering becoming a resident at Higher Ground Women's 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 you understand the expectations of becoming a Higher 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 Higher Ground Recovery House (HGRH) is to provide a safe and positive living environment from a Christian perspective for women recovering from substance use.

To that end, HGRH is committed to serving 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 house members to 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 and resources.

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). Our goal is to see house member's grow in a personal relationship with God; therefore, 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**.

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 alcohol, THC, non-prescribed, illegal substances, or any prescription that may cause a false positive on a drug test in order to live in our recovery house. Monitored medicated assisted treatment (MAT) is welcome.

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 each house member one set of bedding, a towel, & washcloths to use during their stay, if needed. Each house member will be responsible for purchasing their own food. Please do not bring a lot of items. Only bring clothes, toiletries and small personal items. Some toiletries may be available for those who do not have any. 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, and all clothes will be required to be washed before they can be moved into a room.

Program Fees

1. An initial *non-refundable* program fee of \$300.00 is required to move in and will pay for a house member's first month.
2. After the first month, the program fee is \$100.00 per week and is due no later than Sunday night by 10 PM. If program fees are paid late, there will be an additional \$10.00 weekly charge.
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 with credit/debit cards at Higher Ground Recovery Center & HighLife Church. Arrangements may be made to pay fees at the Sherman house.
 - B. Please show all receipts to the house manager; and keep all receipts for your records.
5. After the first month, any excess program fees may be refunded to a house member who leaves prematurely regardless of circumstances only if all the following conditions are met:
 - A. The house member gives 2 weeks' notice prior to moving out.
 - B. Her program fees are paid in full at time of moving.
 - C. Her room is cleaned and there are no damages, all furniture is in place and in good working order, all house property has been returned, all personal belongings are removed from the house, and the house member has been a positive house member and followed all policy.
 - D. Evicted house members are not entitled to receive their deposit back.

After the house member moves out, the above conditions will be verified on the date of the next regular house meeting to determine if she is eligible for a refund of program 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 women 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.
 - 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 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 house meetings throughout the duration of their 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, ephedrine and pseudoephedrine, such as cold pills, any item containing "alcohol," (including non-alcoholic beverages) and prescription medications not prescribed to the house member.
 - B. In addition, any medication that is prescribed to the house member must be documented and approved by the house manager and/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 (who is not on probation or parole).
 - I. A copy of a pharmacy prescription list shall be kept on file for each house member. 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 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.
- VI. 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.

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.

- A. When a house member is asked by program staff to provide a urine or breathalyzer test, she 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, she 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 by the house manager or Higher Ground staff.

5. **Employment** is required for those not determined to be legally disabled. House members need to be responsible and pay their own way to live to participate in our housing program.
 - A. House members who are not legally disabled must work **a minimum** of 35+ hours a week.
 - B. 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 house member is looking for stable employment.
 - C. House members who are not employed full-time will be required to be off the property from 10 AM to 2 PM seeking employment and will be required to provide proof they were employment seeking and staying productive with their time.
 - D. Any type of employment that may bring your commitment to recovery into question is not allowed.
 - E. **Additional** volunteer work, chores, or recovery support meetings may be required for anyone who is **working less than 40 hours a week**.
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. 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.
7. **Sickness:** House members who are sick will need to seek medical attention. Any sickness requiring a house member to miss work or not engage in their daily activities will be asked to seek medical attention and provide medical documentation to the house manager.
8. **Sign-in/out Activities:** 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.
 - A. House members must discuss and provide a written plan of their daily activities to the house manager, including work schedule, appointments, recovery support meetings, etc.
9. **Possession or use of weapons** is strictly prohibited.
10. **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.
11. **Incense, candles or anything flammable** is not allowed anywhere in or near the house at any time.
12. **Recovery Support Meetings** are required. A **minimum** of 3 outside meetings must be attended weekly. A meeting slip must be signed for outside meetings that must include telephone numbers, location and name of chair members.

- A. **Higher Ground Recovery Center** (HGRC) PM groups may count towards 12-step meeting attendance. Staying the entire duration of the group is required in order to get credit and have recovery support paper signed.

**Higher Ground Recovery Center,
2032 E. Kearney in the Metroplex Plaza,
Springfield, MO 65803.**

Ph# 417-869-0700

Group Times:

Monday, 6-7:30 PM, Relapse Prevention, Suite 207
Tuesday, 6-7:30 PM, Women's Group, Suite 205
Thursday, 6-7:30 PM, Group Education, Suite 205
Friday, 6-7:30 PM, God, Addiction, and the Bible, Suite 205

* Additional groups are available and will be discussed on an individual basis at intake and/or throughout treatment.

- B. If a house member is already in outpatient treatment and attending groups at HGRC or 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/or the clinical staff at HGRC.

13. Church attendance: All house members must attend weekly church services at HighLife Church 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.
- B. Wednesday nights may be substituted for an in-house dinner and special guest speaker in place of church. This activity will be coordinated by the house manager or HGRC staff.

14. House Meetings: Each house member is required to attend house 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.
- B. Nightly prayer and meditation will be coordinated by the house manager.

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

- A. A house member's first week will be on a buddy system (only allowed to go places with another person from the house who has proven themselves to be faithful and dependable). Exceptions to this rule must be pre-approved by house manager.
- B. The first weekend at the house will be on restriction (on a buddy system and/or restricted to the house unless there is an outside house group activity).

C. **Electronical Devices:**

- I. Lights, and cell phones off no later than midnight.
 - II. The television is allowed on only in the evenings and after chores are done during the week.
- D. 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. The latest someone may be allowed to work is 11:30 PM (with prior approval by house manager), and documentation or other legitimate proof may be required by the place of employment.
- E. We do not believe that working nightshift is conducive to one's recovery, so it is not allowed.
- F. House members agree to find employment that will work with their treatment schedule.
- G. Permission to stay out late may be requested for special events at house manager discretion.
- H. Breaking curfew without prior approval from house manager will **result in discharge**.
- I. Passes may be given to house members after 30 days **IF** they have complied with **ALL** HGRH rules. 2 overnight passes may be requested monthly but cannot be taken consecutively.
- J. Holiday passes may be taken consecutively at house managers discretion.
- K. House members cannot leave for the night without an approved pass from house manager.
- L. Passes are a privilege and may be taken away if abused or if a house member does not meet all house policy requirements.
- M. **Noise:** House members should be quiet. No loud noises. Be sensitive of the volume on the TV, computer and other devices.
- I. Use headphones when listening to music.
 - II. Be sensitive to your roommates work and sleep schedule.
 - III. No loud music when in the bathroom. Noise travels in the hallway at our home.
 - IV. Cell phone talking travels in our home, so please be sensitive of others.

16. **Phone calls:**

- A. House members may make phone calls on the house phone between 6:00 AM & 10:00 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-10:00 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.

17. Chores and house responsibilities:

Chores will be posted weekly. Each house member is expected to clean up after herself and to always leave the room clean.

- A. Daily and weekly chores will be checked and signed off 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 and not argue or give excuses. Failure to complete chores to the house manager's satisfaction could result in additional chores and/or consequences **and may lead to discharge**.
- C. Once a month all house members will participate in a pre-scheduled 2-hour deep cleaning of the residence.
- D. **Do not leave personal items laying around the house.**

18. 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.

- A. Taking someone else's food without permission will lead to discharge.
- B. After preparing food or eating, each house member must clean their mess (kitchen counter, sink, table, stove, etc) and put away all items used.
- C. House members must **clean and put away their dishes at time of use** and put furniture back in order.
- D. If food falls on the floor, it must be cleaned.
- E. **Do not pour cooking oils or grease down the drains.**

19. Bedrooms, Wake-up & Free day:

- I. All ladies must have appropriate clothes on while walking through the building. There are occasions when male workers may be in the building. Appropriate clothing includes clothing items that cover from the neckline to the knees.
- II. Beds must be made each morning upon wake-up. Nothing on the floors but shoes, & nothing on the beds but linens. Night stands must be clean and tidy.
- III. If a house member 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 next house member to move into.
- IV. **Eating is not allowed in the bedrooms or bathrooms** and is only allowed in the dining 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.
- V. 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.
- VI. Everyone must be up and out of bed by 10 AM during weekdays. Beds made by 10 AM.
 - a. If a house member is working less than 35 hours, they must be out of the house between 10 am and 2 pm.
 - b. If a house member is working less than 40 hours a week then additional meetings, chores or volunteer work will be required.

- c A daily and/or weekly schedule will be documented and discussed with house manager.

VII. Free-time is Saturday and Sunday after church **unless** a house event is planned.

20. 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 any trash* is to be completely out of the laundry area when done.
- B. Laundry must not be left in the washer/dryer unattended for any length of time.

21. Bathrooms & Toilet: Do **NOT** throw any items down the toilet besides toilet paper. If a plumber needs to be called due to extra items being thrown down the toilet, program 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 at the house, and one will be designated to each house member at time of intake.
- C. **Hair Dye:** No hair color is allowed to be used at the house.
- D. All curling and flat irons must be turned off after used and put away when cooled off.

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

- A. Family visiting hours are held every Sunday after church to 6:00 PM.
- B. Family is allowed to visit only in the living and dining room area. No guests are allowed in the bedrooms.
- C. Sitting in parked cars in the driveway 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. Children's Division supervision at the house must be pre-approved by the house manager.

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

24. 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 house members to focus on bettering their lives. Please stay focused.

- A. Sexual, and boyfriend/girlfriend relationships between house members is not allowed (male and/or female) and will result in discharge.

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

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

- a. Any house property that is stolen will be reported to authorities.
- b. Any house members property that is stolen will result in discharge and possible report to authorities.

28-27. 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. To be determined by house manager.

- 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 vehicle on HGRH property that is not legal will be towed at house member's expense.
- d. Vehicles are not allowed to be stored on HGRH property if not being used on regular basis.

29-28. All **maintenance issues or damages to the house** must be reported to the house manager as soon as possible.

30-29. **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.

31-30. **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.

32-31. **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.
 - a. Repetitive conflicts or uncooperative behavior.
 - b. Lying, stealing, manipulating.
 - c. Being in another person's room (or space) without permission.
 - d. Eating someone else's food or using their personal items without permission.
 - e. Aggression, intimidation, name calling, threats of physical harm or physically striking another house member, etc.
 - f. Not doing chores, not attending house meetings, breaking house rules.
 - g. Arguing and fighting with each other and/or the house manager.
 - h. Not actively participating in recovery and/or house events.

33-32. **Eviction:** If a house member is found to be under the influence, he 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 pack her 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

When I enroll in Higher Ground Women's Recovery House I agree that this policy may be modified at any time to better fit the needs of house functioning and house members.