

Community & Family Resources Recovery House Acceptance Policies and Procedures

No applicant will be denied admission based on age, sex, race, ethnic origin, sexual preference, religious preference, or political belief.

1. All prospective residents will fill out the Men's Recovery House application form, which includes the following information, and return it to the Recovery House case manager for consideration:
 - Treatment goals
 - Your "Plan B" for housing
 - Transportation needs
 - Current employment and work experience
 - Plans for sober living activities
 - Current medications

2. Acceptance Criteria includes:
 - Having completed or currently involved in a substance abuse treatment program and having at least 14 days of continued sobriety
 - Evidence of willingness to be responsible for continuing personal recovery
 - Male adult age 18 or older
 - Ability to have discharge papers forwarded from recognized treatment facility to aid with resident aftercare

3. Qualified applicants will be given a tour of the house and the program will be explained to them, including the following:
 - Overall goals of the program
 - Costs to the resident if accepted
 - Rules and procedures

Length of Residency

The length of a resident's stay is determined by how long it takes to complete his Transition plan. Twelve months is the maximum stay, extensions may be granted on a case by case basis. Residents will be discharged from CFR Recovery House either upon completion or failure to make progress on their Transition Plan. In all cases length of a resident's stay will be determined by CFR Staff.

Relapse and Violent Behavior Policy

Relapse will be determined by random urinalysis, breathalyzer test, by observation of evidence and behavior, or report by law enforcement officer. Refusal of a urinalysis or breathalyzer test will be considered positive and the resident may be discharged immediately and asked to vacate the premises. Any resident found to be in possession of illegal substances will be subject to arrest by the Fort Dodge Police Department.

The CFR Staff, in its sole and absolute discretion may require a relapsed resident to vacate his room at the CFR Recovery House within a few minutes or hours at the most. In making this decision staff will consider the following factors, whether or not the resident has immediate shelter available upon leaving the CFR Recovery House, the medical and psychological condition of the resident, and whether the resident is combative, argumentative, uncooperative or aggressive towards staff or other residents. In cases where this is true the Fort Dodge Police Department will be called and arrest may occur. In no case will a resident be allowed to sober up at CFR Recovery House.

A relapsed resident's belongings may be stored until the resident can make arrangements by telephone to pick them up. In some cases resident belongings may be kept until past due participation fees are paid in full. After the relapsed resident is sober, staff may in its absolute discretion assist the former resident in finding available shelter or transfer to another facility.

Any resident who relapsed and is moved out may reapply for admission to the CFR Recovery House thirty days after termination of their program and residency. A resident who reapplies will be subject to the same consideration as anyone else including those on the waiting list.

Any violent or threatening behavior will result in immediate removal from the house. Persons so removed will not be allowed to return without special permission from case manager. This removal may be temporary or permanent depending on the circumstances of the individual case.

House Duties Daily Assignments

Please refer to House Duties sheet on the bulletin board above the desk in the mail area, in the dining room, and in your admission packet. This sheet has detailed instructions on what each job entails. If you do not understand or know how to do what it describes, it is your responsibility to find out by asking the case manager or other residents who have successfully completed the duties listed.

If for any reason you cannot perform your scheduled house duty, it is your responsibility to find another resident who you trust to do your duty for you. Ultimately you are held responsible for the duty whether you are here or not.

House duties are to be taken seriously in order for us to have a clean healthy environment to live and work in. If house duties are continually performed at a sub-par level the resident will be required to leave the CFR Recovery House the same as if it were any other major rule violation.

Sleeping and personal areas are to be constantly maintained by the resident who lives there. Common areas are to be kept clean at all times. We are open to inspection at all times to varied groups of people and we want to proud of our home. Extra work comes up from time to time and everyone is expected to do their fair share.

Transition Plan

Each CFR Recovery House resident will work out long term and monthly short term transition plans. These plans will outline resident goals and objectives related to residents anticipated move to independent sober living. The plans will be flexible and tailored to the resident's individual needs.

Resident eligibility is dependent on satisfactory progress with previous facility's plans. The Coordinator/Case Manager will meet with each resident at regular intervals to review and update transition plans. Residents are responsible for setting goals and making transition plans, however the Case Manager will help the residents with these plans. No plan will be complete until it has been approved by the Case Manager.

Resident Privacy

Program participants are not tenants and the Community & Family Resources Recovery House is not a landlord. This means that laws concerning Landlord-Tenant relations do not apply. The CFR Recovery House does respect a right of privacy which program participants will have in their rooms. CFR Recovery House does reserve the right to enter any room at any time to inspect the condition of the room and to check for rule violations. A drug dog may also be employed at any time to search for contraband items.

Resident rooms will not be entered without knocking. Rooms may be entered for routine maintenance and for purposes such as delivering a package or turning off unattended alarm clocks. Rooms will be examined for evidence of relapse when resident behavior warrants a search. Searches may be conducted by CFR Staff or law enforcement officers.

Employment

You are expected to have a plan for full time employment in place before admission to the Recovery House. You will need to sign a release of information for your employer. This will be necessary to verify employment by your counselor.

If your employment is terminated while you are a resident of the Men's Recovery House, you are expected to find employment within two weeks or your date of termination. You are expected to record the places at which you have applied for jobs on the Job Search Sheet provided and review this with your counselor. You are expected to call back the possible employment opportunities two – four days after applying with them.

If for any reason you are unable to find work, you are expected to secure regular volunteer work within that 2 week timeframe. You may also choose to work toward an educational goal in addition to employment in which case part time employment will be accepted as long as treatment and housing fees are kept current. If employment, volunteer work, or classes are not secured within 2 weeks, you may be discharged.

Financial Responsibilities

While in halfway, you will be required to develop a budget according to your pay cycle with your counselor prior to cashing your check. You will need to give a copy of your pay stub to your counselor each time you are paid. You will be expected to keep an expense report sheet after cashing your check and review this with your counselor.

Making responsible choices about your finances, including prioritizing wants and needs will be necessary and will assist you in your transition into independent living. You are also expected to be financially responsible for your treatment and housing fees. You must provide a copy of your pay stub to your counselor so necessary adjustments to your payment plan can be made. You are required to review payment arrangements with your counselor and make those payments to the CFR business office. You must follow your payment agreement to remain in the halfway house program.

Kitchen & Meals

Food for all meals will be provided by the Recovery House. Residents will be expected to prepare breakfast and lunch for themselves each day. One resident will be responsible for preparing dinner for all other residents as part of a rotating weekly chore. The assigned resident will prepare dinner for the entire house Monday through Thursday.