



**Solutions for a healthy,
sustainable future**

**CHAR HOPE
RESIDENT MANUAL FOR
MA & PA Homesteading Program**

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PROGRAM EXPECTATIONS

Currently, admission to MA & PA Homesteading Program requires a one-time, non-refundable fee of \$2,400.00 which covers a resident's rent and program costs for 12 weeks. The breakdown of expenses (weekly rent) is \$200.00 a week for program fees, utilities, groceries, and transportation. Additional fees are also charged for periodic urine tests and fines based on attitude and behavior along with our warning, violation, and strike system. After 12 weeks, residents will be permitted to seek employment. Once employment is secured, rent will be reduced to \$150.00 per week.

All residents who complete the Char Hope Rooting Recovery Program will be awarded a certificate of completion and \$500.00 gift from the farm.

Learning self-discipline, self-respect, cooperation, and consideration for others is essential to recovery and personal development. **You are expected to develop a way of life in which honesty with self and others is an absolute requirement!** Self-discipline, self-respect, cooperation, consideration for others, and honesty must be practiced to be learned. To support your journey in learning these qualities, the following rules and regulations have been developed:

Please note: Program rules are ultimately a staff decision. Know this as a basic guideline for our policies and procedures. UNDER CERTAIN CIRCUMSTANCES THESE RULES CAN BE MODIFIED BY STAFF AT ANYTIME WITHOUT ADVANCE NOTIFICATION.

Sober

You will be expected to remain free from alcohol and other mood-altering chemicals during your stay here.

Dating or Existing Relationship Policy

There is a NO DATING policy in effect at Char Hope. There will be NO romantic involvement this includes **any line of communication.**

A resident entering Char Hope that is in a marriage where the spouse is supportive and drug/alcohol free, will meet with staff to set appropriate boundaries regarding any contact, visitation, activities away from the house, or overnight visits.

A resident entering Char Hope that is involved in a serious, exclusive relationship will be expected to put that relationship on hold while in our program. Once a resident has reached Level 3, the Program Director and Executive Director, if appropriate, can choose to set up a family conjoint session to discuss appropriate boundaries regarding any contact, visitation, activities away from the house, or overnight visits. This will be slowly integrated throughout levels 3 and 4.

Socialization is limited to women with strong recovery (at least one year clean & sober) and approved family members. Residents may accept rides to and from work, when needed, from female co-workers with prior staff approval. **Socializing & fraternization with men is not permitted.** Any violation of these policies could be grounds for immediate dismissal.

Medical Information

Medications: All medications (INCLUDING OVER THE COUNTER MEDICATIONS) must be cleared with the house staff. **Unauthorized possession of any medication or use of another resident's medication will result in immediate discharge from the house!** NO narcotic medications will be allowed in the house for any reason. Residents of Char Hope are also not permitted to take Gabapentin, Lyrica, or any variation of the two. Muscle relaxers are not permitted as well. If a resident is on approved medications (such as an antidepressant or mood stabilizer) and under a physician's care, she is not permitted to discontinue or alter medications in any way unless instructed to do so by the prescribing physician. Char Hope staff monitors the use of psychotropic medication to ensure they are being taken as prescribed. You are required to report to the House Manager and/or Program Director to retrieve your medications at the designated time between 4:30 and 9:00PM.

Illness: Report any illness to staff on duty immediately. You must first speak with a staff member if your illness requires staying home from work. If you need emergency medical care, staff will either transport you or call an ambulance to transport you to the local hospital. If you are out of the house on a pass and an emergency occurs that requires medical treatment, if capable, you must notify staff immediately by telephone upon reaching the hospital.

Mental Health Assessments

We are a recovery home for women whose primary illness is alcohol or drug addiction, and whose health conditions do not prohibit them from participating in all phases of our treatment program. We also welcome women with relatively stable psychiatric disorders such as depression and anxiety, **providing they have a designated psychiatrist or mental health worker who can monitor and prescribe needed medications.** These arrangements must be in place prior to arrival at Char Hope.

Often the women arrive at the house with no insurance or financial means to pay for their follow-up mental health care, including renewal of prescriptions. In order to meet their needs, we must establish the means for them to apply for health insurance which can take weeks for approval. Further, the mental health resources in our area are limited and enrollment in their services can also take considerable time.

Confidentiality

You may not share any information about any resident with anyone outside of Char Hope (this includes family members and people in the program). This includes involvement in the program, urine testing, levels, strikes, dilemmas, discharges, etc.

Be aware of the accidental ways that you can break the confidentiality of another resident. Mentioning someone 'in the rooms' that is now at Char Hope or that was asked to leave Char Hope is a violation of confidentiality. **Sharing information with staff members out of concern for one another is not.**

Breach of Confidentiality

Breaching confidentiality in a willful or repeated manner will be grounds for immediate dismissal!

Wake-up Times

You are expected to be out of bed no later than 6:55 AM on weekdays and at 8:55 AM on Saturdays and Sundays.

Residents are not permitted to take naps Sunday - Thursday, unless approval has been given by on-duty staff. Residents may lay down for a nap on Friday and Saturday from 5:00 PM – 6:00 PM. It is the resident's responsibility to be awake and out of bed by 6:00pm. **Failure to do so will result in a violation and loss of this privilege.**

Lights Out Times

To ensure a full night sleep, residents must be in bed 11:00 PM Sunday – Thursday and 12:00 AM Friday – Saturday.

Curfew

Monday through Thursday curfew is **10:00 PM**. Friday and Saturday curfew is **11:00 PM**. **There is no excuse for being late for curfew other than medical emergencies (accompanied by a signed note by the attending physician), accident, or other emergencies that must be verified.**

All residents are to be home Monday through Thursday no later than **5:00 PM** for a sit-down dinner. **Sunday curfew is 4:30 PM to complete Sunday Paperwork and plan for the week ahead.**

Extended Curfew

Staff may extend curfew for all residents for special occasions, such as for Fundraisers, and Char Hope Farm related duties.

Doors

All doors must be shut and locked if no residents are in the house.

The doors of Twin Stream Learning to Live Ranch are to be locked and not opened between the hours of 11:00 PM and 5:00 AM, Sunday through Thursday. Friday and Saturday doors will be locked between 12:00 AM and 5:00AM. You must make our House Manager aware if you will be going to work earlier than 7:00 AM, so she can be sure to unlock the doors. No smoking during lock down times. Violation of this will result in consequences.

If you are awake and would like to go outside any time after 5:00 AM, you should wake up the House Manager or Senior Resident **on duty** to unlock the door.

Fire Evacuation Drills

Fire evacuation procedures are posted on all levels of the house. Read these instructions carefully. Drills will be held every 90-day period. Be prepared. **If you hear the smoke detectors, do not ignore them!** Leave the house immediately. DO NOT disarm the detectors. Know where your fire extinguishers are located.

Visitors

For the safety and comfort of all residents, the counselor or office staff must approve visitors in advance. This means whether you stay here or leave with them. Approved visitors are welcome at the house on weekends and should be received in the common areas only. NO visitors are permitted in any resident's bedroom. **Visitors are permitted on the premises Saturday 9:00 AM – 6:30 PM and Sunday 9:00 AM – 4:30 PM. All visitors must be preapproved by the Program Director. Visitors should be introduced to staff on their first visit.**

If it is suspected that a visitor is under the influence of alcohol or drugs, they will be asked to leave the property and their permission to visit in the future is automatically terminated. Any visitor that creates a disturbance during a visit will be asked to leave immediately also not to return.

Residents on black-out are not permitted to have visitors besides their sponsor.

Personal Property

Char Hope Foundation Inc. does not assume any legal obligation for damage, theft, or loss of personal property. Residents are responsible for protecting and securing any personal property. Each resident is provided with a locker at the time of intake.

Television Use

The television is not to be turned on during mealtimes, group times, or Monday through Friday until 6:00 pm. Personal TV's are not permitted. Programs and shows watched should be appropriate and conducive to recovery.

Telephone Privileges

Please give callers the resident phone number, NOT the office number! Calls on the resident phone will be limited to **15 minutes** in length and the timer must be used. When answering the phone, you are to tell the person calling that the person they are calling for is unavailable and take a message. **Do not release any other information. This could be a violation of confidentiality.** Messages must be recorded in the message pad. Residents must document all calls in the phone log or phone privileges will be revoked.

The telephone may be used until 10:00 PM Sunday – Thursday and until 11:00 PM on Friday – Saturday. Use of the telephone after these times is not permitted.

Upon admittance to our program, all residents will be placed on phone restriction and will not be permitted to make or receive phone calls. During the black-out period, permission may be granted to use the office phone for scheduling doctor's appointments. Such requests to use the phone must be submitted in writing to the office.

Mail

For the protection of all the residents, all incoming and outgoing mail will be monitored by the staff.

Cell phones

Residents are not permitted to have cell phones until Level 3 of the Char Hope Program and only after Transportation has been secured.

Vehicles

Residents are not permitted to have vehicles while at Char Hope until they have reached Level 3. Vehicle privileges will be granted on a case by case bases at that time and the proper procedures for this privilege must be followed. Permitted vehicles may only be used for transportation to and from work, medical appointments, or 12 step meetings unless otherwise approved my staff. Residents are not permitted to drive vehicles belonging to Char Hope, visitors, volunteers, or family members. Residents with cars must be willing to drive other residents if necessary.

Use of Public Library

Residents are permitted to obtain library cards and check out books. You must be responsible and return books on time to avoid any fees. While at the library, residents are **not** permitted to use the computers/internet, miss house activities, or socialize. Failure to comply with these expectations will result in revocation of this privilege.

Computer & Internet Rules

Use of the computers and internet are a privilege. Listed below are the usage rules and regulations. Please make sure you fully understand them before getting on the computer. If you have any questions about computer or internet usages, please ask a staff member for clarification.

1. Computer usage is limited to work related requirements, medical appointment obligations, and specific assignments given as part of your personal treatment plan.
2. The use of internet for personal email, social networking of any kind, blogging purposes, texting, messaging services, or for any other personal use is prohibited.
3. For any computer usage you must use the sign on sheet next to the computer listing the appropriate information.
4. You may not download or install any software at any time unless given specific direction from a staff member.
5. You may not upload any digital files; this includes but is not limited to: pictures, music, games, digital camera drivers, or any other applications.
6. Do not edit, change, or delete the existing software or files on the computer in any way. The only approved files on the computer are located as icons on the desktop. Please don't access any other software as they are program files that allow the computer to function properly.

7. **If you notice another resident using the internet or computer in an inappropriate manner, approach the resident about the improper use and immediately notify a staff member.**
8. The computer and internet can only be used during a resident's free time and while a staff member or the Senior Resident is home.
9. Blackout residents are not permitted to use computer without staff permission.

Personal Hygiene

Grooming: Each resident is expected to shower, brush her teeth, and have her hair neatly fixed every day.

Dress Code: Appropriate dress is required at all times, whether in the house or out of the house. If staff or peers address your attire, then **you must change immediately**. No low-cut necklines, see-through tops, midriff tops, or shorts that are cut above the mid-thigh. Skirts cannot be worn more than 5 inches above the knee. Shirts advertising drugs, alcohol or barrooms cannot be worn. Keep in mind that when you are out of the house you are representing Char Hope.

Remember: You must be showered and dressed by 8:25 AM Monday – Friday and by 12:00 PM Saturday and Sunday. This includes your day off.

Household Duties

Resident Bedrooms: You are expected to keep your rooms neat and orderly at all times. You are responsible for laundering the bed linens once a week, having your bed neatly made, and turning off all appliances, opening the blinds, and turning off lights before you leave the room! Your beds must be made prior to breakfast. The interior doors are to remain open throughout the day.

Laundry: You will be required to do your laundry at least once a week. This includes bed linens. Laundry days will be assigned prior to Sunday dinner for the week ahead. Laundry is to be done after 3PM. Follow the posted schedule. If you need to do work laundry, make a full load with other residents or add yours in with house laundry. Laundry needs to be out of the washer and/or dryer and removed out of the laundry room by 10PM.

Household Chores: Residents will complete all assigned cleaning chores between 6:00PM and 10:00PM every day of the week. Chores will be checked daily. **Chores are only considered complete if signed off on.**

Infractions

Residents may accumulate strikes and violations according to behavior. Behavior is often addressed by staff and you may be fined and/or put on a contract. Strikes are a permanent mark on your record, violations will result in a fine of an amount decided by the Program Director.

3 violations = 1 strike.
3 strikes = discharge or contract

The following activities or behaviors are grounds for immediate dismissal from the Char Hope program:

1. Use or possession of alcohol, drugs or weapons at any time during your stay.
2. Failure to report alcohol, drugs or weapons in the possession of another resident.
3. Violent or disrespectful behavior towards staff, residents, or visitors.
4. Any criminal offense (stealing, fraud, prostitution, etc.)
5. Willful damage to Char Hope property or the property of another resident.
6. Sexual activity of any kind inside or outside the house is prohibited.
7. Failure to maintain the confidentiality of another resident within Char Hope.
8. A positive urinalysis or refusal to participate in a required urine test.
9. Pursuing a romantic relationship with anyone; seeing, sneaking, or being with in any way someone in a romantic way, or someone with intentions that do not consist with this program.
10. Being late for curfew.
11. Being dishonest, manipulative, and disrespectful to the point it disrupts our house.
12. Smoking in the house.
13. Insubordination (Willful disregard of house rules).

Non-compliance with the following rules will result in a STRIKE:

1. A few minutes late for curfew, if not discharged, will minimally result in a strike.
2. No resident is allowed to accept rides with men. You may only ride with women that have at least one year free from alcohol and drugs, unless approved by staff.
3. Residents must attend all required recovery meetings. House groups such as Community Night and Group Counseling will only count for residents on Blackout, Level 1, or Level 2.
4. Not following direction or constantly talking back and/or being defensive.
5. Improper use of the computer, such as logging on to social media or unapproved email accounts.
6. Leaving the doors unlocked when no residents are home.
7. Not turning in tips or paychecks to a staff member immediately.
8. Keeping secrets or covering for another resident.

Non-compliance with the following rules will result in a VIOLATION:

1. Keep all appointments with your counselor unless you make other arrangements.
2. Be honest with staff, other residents and yourself!
3. Be on time, remain awake, and participate actively in all groups and sessions.
4. Arrive at breakfast no later than 7:55AM during the week.
5. Have your bed made and room neat and clean before breakfast.
6. No food is permitted in bedrooms. Food is only permitted in the kitchen & dining room.
7. Residents are not allowed in other residents' rooms without the permission of staff or the resident who lives in the room. Residents are not permitted to sleep in any room or bed other than their own without staff permission.
8. Be sure to sign in on the phone and computer log before using either of those privileges.
9. Observe the 15-minute time limit on phone calls.
10. Complete assigned household chores by the required time and sign off on them.
11. Report for meals at the designated time.
12. Sign out when leaving, clearly indicating your plans or destination (be specific). Be sure to write who you are leaving with and their phone number. Sign in upon your arrival back onto the property.
13. Using profanity!!
14. Complete all necessary forms and required paperwork and return them to your counselor or the office staff by the deadline given to process personal benefits (for example, meeting slips, passes, counselor assignments, etc.)
15. Having the TV on during unauthorized times.
16. In order to return to your rooms between 8:25 AM and 4:00 PM, you must have permission. You may run to your room to grab a book etc. or to change your clothes quickly before or after work.
17. Leaving personal items such as cups, jackets, purses, art supplies, CDs, etc. unattended in common areas.
18. Vaping in the house.
19. Being in the staff office without permission.

HOUSE RULE: CONFRONT OTHERS WHEN YOU SEE DISHONESTY!!!!

House and room inspections are performed randomly. The staff has the right to search all personal belongings of any resident at their discretion.

Group Activities

Morning Meeting is held Monday through Friday at 8:30 AM. During this time, residents and staff will convene to read the Just for Today and the Daily Reflections. The Farm Based Educator will explain the schedule and task to be completed that day. We will end with an inspirational quote and the serenity prayer.

Morning Agricultural Learning Group is held Monday through Friday 9:00 AM to 11:00AM and will be led by the Farm Based Educator. This is held for all residents on Blackout and Level 1, all Level 2 residents who are not yet employed, and all residents whose working hours do not conflict with this time frame.

Recovery, Wellness, and Live Skills Group is held Monday through Friday 11:00 AM to 12:00 PM and is led by the Program Director. This is held for all residents on Blackout and Level 1, all Level 2 residents who are not yet employed, and all residents whose working hours do not conflict with this time frame.

Afternoon Agricultural Learning Group is held Monday through Friday 1:00 PM to 3:00 PM and will be led by the Farm Based Educator. This is held for all residents on Blackout and Level 1, all Level 2 residents who are not yet employed, and all residents whose working hours do not conflict with this time frame.

Ranch Break is held Monday through Friday from 3:00 PM to 4:00 PM and is led by the Program Director. The purpose of this group is to decompress and reflect on the day.

Group Therapy is held every Thursday at 6:00 PM. This group provides a place for role-playing, life-skills, presentations, group and individual confrontations, and education on relapse prevention. It is also a place for sobriety building tools to be taught. This group is counted as a meeting for residents on Blackout, Level 1, and Level 2.

Community Night is held every Wednesday. It will either begin during dinner or after dinner depending on the resident. A resident will come a share in the Char Hope experience. This may be a member of the community or a member of 12 step recovery.

Morning Meditation is held every Saturday and Sunday at 9:15 AM and all residents will gather within their house to read the Just For Today and the Daily Reflections.

In addition to these groups, each resident will meet with our Certified Addictions Counselor once every 10 days or whenever necessary.

A breakdown of the daily schedule is as follows subject to change:

Weekday schedule

7:00am - Wake Up 8:00am
- Breakfast
8:30am - Morning Meeting
9:00 am - 11:00am Morning Agricultural Learning Group
11:00am - 12:00pm Recovery, Wellness, and Life Skills Group
12:00pm Lunch
1:00pm - 3:00pm Afternoon Agricultural Learning Group
3:00pm Ranch Break
4:00pm Dinner Prep and Free Time
5:00pm Dinner
6:00pm Evening Barn Chores
(Evening activities vary)
10:00pm – Doors Locked
11:00pm – Lights Out

Weekend schedule

9:00am - Wake Up
9:15am - Morning Meditation
9:30am - 10:30am Morning Barn Chores
12:00pm Showered, Dressed, Out of Bedrooms
(Sunday Dinner – 5:00pm)
6:00pm Evening Barn Chores
(Evening activities vary)
11:00pm – Doors locked (Friday & Saturday)
12:00am – Lights out (Friday & Saturday)

Resident Allowances and Financial Requests

Residents receive an allowance weekly. The minimum a resident will receive in allowance each week is \$5.00. Allowances are given as follows:

Program Level	Allowance
Blackout	\$5
1	\$10
2	\$20
3	\$30
4	\$35

- If your amount of debt exceeds your income, your allowance may be adjusted by the Program Director and Executive Director.
- Violations and Fines received each week will result in a lower allowance.

Financial Requests:

- Residents may request money for work related and health related items, child support payments, parole/ probation and any other required rotating payments. All other requests will be discussed with the Executive Director and Program Director.
- Financial requests are to be used for necessary items **ONLY**.
- Residents may not submit financial request for household items, cartons of cigarettes, make-up, personal hygiene products, or any other weekly living expenses. These items are to be bought with their allowance.
- Financial requests are due no later than 9:30 AM on Thursday.
- Level 3 and Level 4 residents may put in financial requests each week to either pay for gas or transportation services.

Debt Reduction:

When a resident is in debt and behind on rent, the Executive Director and Program Director will be notified before any additional funds are taken out of the resident's account, and possible solutions will be discussed. Residents have the option of asking the Program Director and Executive Director for work to do around the house to make extra money for cigarettes or other necessities.

- Approved Debt Resolution Options ● A resident's parents or spouse, who is still involved with a resident in a positive way and are financially able to assist, (but not obligated) will receive an invoice when a resident is struggling financially and may need help to restore her finances to a manageable amount, residents will be required to make a payment plan with staff to repay the family member.
- Residents may apply for a loan application through ACR if their account reaches a negative standing of \$400 or more. Residents will then be required to donate at a rate of \$15 per week when they are financially stable.

Rent

- Rent is charged from Friday to Friday. If your discharge date is on a Friday or after, you will be charged for the forthcoming week.
- Rent begins at \$200 per week. Once a resident has secured employment on Level 2, rent will be reduced to \$150 per week.

If residents leave the program without a successful completion then they automatically forfeit any money in their account. Char Hope is not responsible for items left behind. See Client Agreement for more details.

Receiving financial support from parents, family members, and other supportive friends:

- Residents are not permitted to receive gift cards, care packages, or gifts from anyone for any reason.
- In order to promote self-sufficiency residents are required to budget their allowance for personal use. Any additional money that is needed can be requested by the resident in the form of a financial request. The limitations on what can be requested through financial request are listed in the Allowance and Accounts section of the manual.
- Any visits from family members need to be requested using a day pass located in the binder and must be submitted by Thursday at 9:30 AM. All visitors must be approved by the Program Director.
- Residents are not permitted to receive financial support, gifts, gift cards, cigarettes, clothing, or groceries while they are on passes with their family. (Resident family members may not pay for their loved ones to get haircuts, manicures, etc. on passes.)
- If family members are interested in supporting a resident, they can submit a check to our financial director to be deposited into their personal account. These requests must be made by the family member or resident through contacting the Program Director and making a request. This is only from approval from the Program Director and Executive Director.

REMINDER: Program rules are ultimately a staff decision. Know this as a basic guideline for our policies and procedures. UNDER CERTAIN CIRCUMSTANCES THESE RULES CAN BE MODIFIED BY STAFF AT ANYTIME WITHOUT ADVANCE NOTIFICATION.

Treatment Levels and Passes

There are five (5) levels of treatment at Char Hope. You will move through these levels at your own pace and with the aid of your counselor and staff. Movement to another level will not happen automatically, but you are expected to apply for levels when eligible. To move into the next level, you must submit in writing to staff the reasons why you believe that you are ready to move on to the next level. The entire treatment team will reach a decision during a staff meeting. This decision is based on your ability to meet the criteria listed below. Different treatment plans are appropriate for different individuals and are subject to change.

Blackout

Goals & Expectations:

- Transition into the house and getting acquainted with the house schedule and expectations
- Obtain a position on a farm team that best fits you
- Obtain a female sponsor & home group, begin step work with sponsor
- Complete the blackout packet and turn it in to the Program Director

Privileges while on Blackout are limited.

- **Sponsor:** Your sponsor is permitted to visit weekly for up to four (4) hours.

Process for moving to Level 1:

Once all of the above goals and expectations have been met and the resident has been in the house for no less than 30 days, staff will determine eligibility for Level 1 status.

Level 1 Status

Goals & Expectations:

- Complete 90 meetings in 90 days (Wednesday and Thursday evening house activities count towards a meeting) •
Speaking with sponsor regularly, Start step work with sponsor
- Obtain medical insurance and if applicable get in with a psychiatrist for assessment & medication management •
Build a resume and make a list of 10 places you might like to work
- Uphold positive evaluations from farm team leaders
- Taking all medications as prescribed and ensuring medications are refilled in a timely manner
- Participating in group and completing assignments
- Establish a network of supportive women that are willing to assist you with your needs (such as providing transportation to appointments)
- Cooperate with all legal follow-up (i.e. probation, court dates, etc.)

Privileges:

- You may leave the property with your sponsor with approval from staff for no more than 4 hours once a week.
- Family members may visit you up to four (4) hours each weekend after meeting with the Program Director for approval.
- You may leave the property Saturday or Sunday with a non-resident that has been pre-approved by staff for a maximum of 4 hours once a month.

Process for moving to Level 2:

Once all of the above goals and expectations have been met, a letter must be submitted to staff explaining why you feel you have earned the privilege of being promoted to Level 2 and what you have learned since coming to Char Hope. Staff will review your letter and complete an assessment to determine eligibility for Level 2 status.

Level 2 Status

Goals & Expectations:

- Speaking with sponsor regularly, continuing to work steps with sponsor
- Secure employment outside of Char Hope and begin to build a savings
- Build a budget with the Program Director to accurately plan out finances for the remainder of your stay at Char Hope
- Uphold positive evaluations from farm team leaders
- Is in compliance with counselor's treatment plan
- Networking for rides to meetings and appointments
- If applicable, meeting with psychiatrist regularly and ensuring medications are filled and taking as prescribed. This is the responsibility of the resident, not staff!
- Setting example for new residents by showing them the Char Hope way; showing them around the farm, exemplifying proper farm etiquette, helping them find rides to meetings, and introducing them to women with strong recovery
- Level 2 residents must attend 5 outside AA/NA meetings per week. (Wednesday and Thursday evening house activities DO NOT count towards a meeting)

Privileges:

- Resident may leave the house alone for two (2) hours to go for a walk, go to the store, etc. Times exceeding 2 hours need staff permission.
- Resident may be out for a maximum of 4 hours with an approved person in their recovery network once a week.
- Family members may visit you up to four (4) hours each weekend after meeting with the Program Director for approval.
- One (1) overnight pass per month. Note: Overnight passes must be submitted for approval no later than 9:30 AM on the Thursday prior to the weekend you are requesting a pass for. Overnight passes may only be taken over Friday or Saturday nights unless otherwise approved by staff

Process for moving to Level 3:

Complete assignment given to you by the Program Director. To be eligible for Level 3, you must not have received any infractions in the last 14 days.

Level 3 Status

Goals & Expectations:

- Continuing to meet all of the expectations of Levels 1 & 2
- Working towards goals such as obtaining driver's license, taking care of physical health by obtaining a primary care physician, gynecologist, dentist, etc.
- Continuing to help the newcomer and acting as a positive role model.
- Be willing to help with house coverage when needed
- Level 3 residents are required to attend 4 outside AA/NA meetings per week.

Privileges:

- Resident may leave the house alone for two hours to go for a walk, go to the store, etc. Times exceeding 2 hours need staff permission.
- Attend special events such as AA/NA picnics, conventions, etc. with approval from staff
- May attend other AA/NA meetings approved for Level 3 residents. Only Level 3 residents and above are permitted to attend these meetings.
- May begin discussions about enrolling in GED classes, college, or other training programs. Continued education will not be added to a resident's treatment program until Level 3.
- Resident may be out for a maximum of 4 hours with an approved person in their recovery network once a week.
- Family members may visit you up to four (4) hours each weekend after meeting with the Program Director for approval.
- One (1) weekend pass per month. Note: Overnight passes must be submitted for approval no later than 9:30 AM on the Thursday prior to the weekend you are requesting a pass for. Overnight passes may only be taken over Friday or Saturday nights unless otherwise approved by staff
- Car may be approved for specific purposes; keys must be turned into staff when the car is not being used.
- Cell phone may be approved only after transportation has been secured.

Process for moving to Level 4:

Prepare a letter outlining the skills/tools you have learned to prepare you to leave Char Hope. Provide a comprehensive list of all goals that need to be accomplished prior to a successful discharge.

Level 4 Status**Goals & Expectations:**

- Incorporating housing options into treatment plan by working with counselor and Program Director ● Participate in family session with counselor
- Schedule appointment with Financial Director to set-up personal checking account
- Completing relapse prevention packet with Program Director and/or counselor
- Schedule to meet with Program Director once weekly to discuss progress on discharge arrangements. ● Level 4 residents are required to attend 3 outside AA/NA meetings per week

Privileges:

- Privileges included in Level 3
- Day time house activities may be missed once per week. You must request this "free day" by noting on your weekly work schedule the day you have selected.
- Increased time away from the house may be permitted with staff approval to participate in recovery-oriented activities.
- If noted in her treatment goals, a resident may be approved to enroll in college or a training program.

Note: During ALL levels of treatment, residents are required to ask permission and have approval from staff prior to "hanging out" or visiting at a friend's house (for example, going over to a woman's house to watch a movie after the meeting).

The following things need to be reported to a staff member immediately, failure to do so could result in a violation or strike:

- Concealed cell phones, laptops, iPods, digital cameras, e-readers, or any other electronic devices
- Any form of concealed weapon
- Any form of drug or alcohol to include: cooking products containing alcohol like vanilla extract or any other kind of extract, mouthwash, medicinal alcohol, perfumes, colognes, other hygiene products that contain alcohol and can be consumed, pain relievers, pain or psychiatric medication prescribed by a physician, or other products/medicine that can be abused
- If a resident is disrespectful to the Senior Resident
- If chores/household duties are not being completed correctly
- Extended phone use or it is suspected that a person is talking to unapproved contacts
- If a resident is going outside after the door has been locked
- If residents are not actively participating in household activities
- If a resident is causing conflict between other residents or disrupting the house routine
- If residents are not signing out for their destinations correctly, visiting unapproved people, or going to unapproved destinations
- Misuse of the internet – the internet should only be used for work/medical purposes and when a staff member or the senior resident is home
- Residents arriving home late for curfew
- Residents not completing their Sunday requirements to include paperwork, chores, and weekly responsibilities
- Residents not completing paperwork responsibilities: Education Sheets, Meeting Sheets, Work Schedules, and required Visitor Passes
- Misuse of any medication including prescriptions and over the counter medications such as Tylenol/any other pain reliever and vitamins.
- If medications are not being stored properly – all medications must be stored in the resident's locker at all times
- If a resident stops their medication prescribed by a physician at any time
- If a resident is spending a large amount of money
- If it is believed that a resident is receiving gifts from someone at work or outside of the house
- If it is believed that a resident is keeping/collecting tip money or is not turning their paychecks into staff
- Any other suspicious behavior or concerns need to be immediately reported to a staff member

Paperwork and Passes

Meeting Sheet: Your meeting sheet is to be updated daily. You list the date, meeting you attended, the speaker, and the time of the meeting. Meeting sheets are checked weekly at Sunday dinner by the Senior Resident, who will turn completed meeting sheets into the Program Director's office. Filling out a meeting sheet is required for every resident.

Work/Appointment Schedule Sheet: Your work/appointment schedule needs to be filled out weekly and turned into the Program Director's office no later than 9:30 AM Friday. You need to discuss with the Program Manager ahead of time if you are unable to turn in your work schedule by this time. Transportation to work/appointments cannot be guaranteed to residents who turn in late schedules or try to add on last minute appointments that were not previously on their weekly schedule.

Day Pass: A day pass needs to be filled out if you plan to have a visitor at the house or if you plan to leave the house with anyone for any reason other than normally scheduled meetings, work, or appointments. Day passes may be for no longer than 4 hours unless otherwise approved by staff. An approved day pass is only approved for the people and places specifically stated on the pass. Day passes with a sponsor or woman in the program, must be turned in no later than 48 hours prior to the time of the pass and day passes for family members or other visitors must be turned in no later than 9:30 AM Thursday morning to ensure they will be reviewed by the Program Director. Day passes with family members or other visitors will only be approved during visiting hours; which are Saturday 9:00 AM – 6:30 PM and Sunday 9:00 AM – 4:30 PM.

- Staff reserves the right to deny any day pass for any reason.
- Any visitors that have not been approved by the Program Director will be asked to leave upon their arrival at the house and in some cases violations or strikes may warranted.

Overnight Pass: Overnight passes may only be submitted by residents on Levels 2, 3, and 4. This pass is used to request an overnight or weekend away from the house depending on your level. An approved overnight pass is only approved for the people and places specifically stated on the pass. Overnight passes must be turned in no later than 9:30 AM Thursday morning to ensure they will be reviewed by the Program Director.

- Staff reserves the right to deny any day pass for any reason.

Addition Sunday Paperwork: You may be assigned a document to fill out during Sunday dinner. The Senior Resident will ensure you have the correct paperwork. This is to ensure all residents are working together to meet the needs of your community. If you have any questions about filling out or submitting this paperwork to the appropriate place, please ask the Senior Resident or House Manager.

Daily Chore Description

Chores must be completed and signed off on between 6:00 PM and 11:00 PM every day of the week. Chores are checked daily. Deep clean is to be completed on Wednesdays. Chores are only considered complete if they are signed off on.

Kitchen:

- Wipe down all surfaces and in/under all appliances
 - Counters/sink, stove, microwave, toaster
- Sweep and mop floor
- Windex window
- Empty dishwasher
- Empty trash and recycling if over halfway full
- Stock paper towel holder
- Fill soap dispensers
- Don't forget to sign off on your chore

Deep Clean:

- Wipes ledges under cabinets
- Clean bread box
- Wipe down all walls, doors, and baseboards
- Dust light fixtures and vents
- Remove any cobwebs from ceilings

Downstairs Bathroom:

- Use bleach to wipe down all surfaces
 - Counters/sink, shower walls/floor, toilet.
- Sweep and mop floor
- Windex mirrors
- Change trash
- Fill soap dispensers
- Stock 3 rolls of toilet paper in the toilet paper holder
- Don't forget to sign off on your chore

Deep Clean:

- Wash rugs and towels
- Wipe down walls, doors, and floorboards
- Dust light fixtures and vents
- Remove any cobwebs from ceilings

Dining Room:

- Wipe down surfaces ○ Tables
- Windex windows and glass
- Sweep and mop floor
- Make sure it looks neat and organized
- **Make sure blinds are open in the AM and closed in the PM**
- Don't forget to sign off on your chore

Deep Clean:

- Wipe down all chairs
- Wipe down walls, doors, and floorboards
- Dust light fixtures and vents
- Remove any cobwebs from ceilings

Livingrooms:

- Wipe down all surfaces ○ Tables ○ Desk
○ Entertainment center
- Vacuum carpets
- Sweep and mop floor
- Windex Windows
- **Make sure blinds are open in the AM and closed in the PM**
- Don't forget to sign off on your chore

Deep Clean:

- Clean inside all book and DVD cabinets
- Wipe down walls, doors, and floorboards
- Dust light fixtures and vents
- Remove any cobwebs from ceilings

Hallways, Porches, and Stairs:

- Sweep porch
- Move bench
- Empty ash trays
- Sweep and mop downstairs and upstairs Hallway
- Vacuum throw rugs
- Vacuum upstairs hallway

Deep Clean:

- Wipe down walls, doors, and floorboards
- Dust light fixtures and vents
- Remove any cobwebs from ceilings
- Vacuum Steps

Upstairs Bathroom:

- Use bleach to wipe down all surfaces
 - Counters/sink, shower walls/floor, toilet.
- Remove hair from drains
- Sweep and mop floor
- Windex mirrors and windows
- Change trash
- Fill soap dispensers
- Stock 3 rolls of toilet paper underneath the sink
- Make sure blinds are up in the AM and down in the PM.
- Don't forget to sign off on your chore

Deep Clean:

- Wash rugs and towels
- Wipe down walls, doors, and floorboards
- Dust light fixtures and vents
- Remove any cobwebs from ceilings

Weekend Chore Description

Weekend chores must be completed between 3:30 PM Friday and 10:00 PM Sunday. You must do your own chore(s) even if you go on a pass. Chores are checked Sunday night. Chores are only considered complete if they are signed off on.

Laundry Room:

- Sweep and mop floor
- Dust washer and dryer
- Check lint trap
- Dust and organize inside of the cabinets
- Wash sink
- Wipe walls and doors

- Dust baseboards and light fixtures

Mudd Room:

- Sweep and mop floor (Sweep under lockers)
- Wipe walls and doors
- Dust top of lockers
- Dust baseboards and light fixtures

Upstairs Fridge/ Pantry:

- Wipe down all shelves and inside all drawers (Take everything out!)
- Wipe down sauce bottles
- Throw away old/expired food
- Wash food containers after emptying
- Organize Pantry shelves
- Throw away old/expired food in pantry

Basement/Downstairs Fridge & Freezers:

- Wipe down all shelves and inside all drawers of fridge (Take everything out!)
- Throw away old/expired food
- Organize freezers
- Empty basement trashcan
- Sweep basement

Basement Shelves & Food Rotation:

- Rotate and organize all food on basement shelves ○ Organize by food type and expiration date
- Make sure no food is left on the floor in basement
- Organize personal hygiene products and cleaning supplies
- Throw away any rotten food/vegetables in basement

Remember if you are uncertain about something or do not know the answer, ask.

If you need help with something, tell your Program Director. Char Hope staff is always willing and ready to help you in any way they can.

Acceptance is important in recovery. If you don't like an answer you are given or find something here that doesn't suit you, read page 417 of your 4th edition Big Book.

Welcome to Char Hope. We love you and are happy that you are here!