



## WOMEN HOUSE RULES

### **Can be Cause for Immediate Discharge:**

(all decisions are individually based and at the discretion of It Is Possible)

1. Use of substances-We have a zero tolerance policy for the use of substances, including use of drugs or alcohol, possession of any illicit drugs including inhalants, or the use of prescription narcotics or controlled substances without prior approval. We provide all participants will assistance into a higher level of care when necessary including coordination and transportation if applicable. Re-admission is at the discretion of the Program Director or his/her agent and requires a minimum of 72 hours substance free.
2. Possession of weapons of any kind.
3. Threatening or intimidating behavior or violence including prejudice or racist comments or behaviors.
4. Malicious destruction of property.
5. Harassment.
6. Violations of any federal, state, or local laws including theft- Participants may be reported to authorities.
7. Aborting Housing- Any participant who is absent without prior approval or knowledge for 24 hours or longer is considered to have abandoned the housing and may not re-enter the buildings or property without being accompanied by the House Manager or Program Director or his/ her designee. All referral sources will be notified immediately should a participant leave. The personal property of said participant shall remain on the premises no longer than 72 hours, after which time, it will be donated or disposed of. We are not liable for any participant's personal property at any time and strongly suggest that participants use caution when storing items in the houses that we manage.
8. Curfew- Any attempt to manipulate curfew, including sneaking out, can be considered grounds for immediate discharge.
9. Sharing confidential information- Participants are not allowed to give the door access code out to any other person, including other participants unless under direction of the House Manager, Program Director or his/her designee for the safety of all participants and their personal belongings.
10. Contacts with the Men's House Participants- Participants in the Men's House are not permitted contact with the Women's Home participants and vice versa in any form at any time outside of staff supervised activities. Any actions to subvert this rule could result in dismissal from the home. Participant's may struggle with relationship issues and may require assistance in this area and It Is Possible is more than willing to assist any person who is identified in their assessment as needing this support. This cannot however be an excuse for endangering another's recovery and must be a goal to work on prior to interactions. Asking questions is encouraged and supported and any participant will not be discharged for inadvertent contact.
11. The use or possession of baby wipes, sanitary wipes, or flushable wipes in any of the homes is strictly prohibited and these are disallowed items that are not permitted on any premises. DO NOT flush anything down the toilet other than toilet paper.

### **Cause for Sanctions or Discharge for Repeated Violations:**

(Many rules in this section are meant for the participant in her initial stages of housing and may change as she progresses through her goals and individualized treatment plan)

1. Abuse/misuse of prescribed medications- It is common that a participant may need medications for co-occurring disorders or medical conditions that require medications or supplies such as syringes. We will work with participants who may need medications. Use of all medications must be approved by the Program Director prior to bringing it to the house. Participants are responsible for keeping all medication and supplies in a lock box that is supplied by them and the manager must be given the code and/or a copy of the key for access. It Is Possible does not dispense medications.
2. Admissions - Participants coming from inpatient or residential services should be admitted the same day as their discharge from that program if possible, but may be given time for transportation or obtaining personal property. The program director or house manager may waive this rule if circumstances warrant however in most cases we will make ourselves available to conduct an intake to avoid this very dangerous time of transition for our participants. We want all participants to make it safely to our home.
3. Searches of personal property- All personal property will be searched at the time of admission and may be subject to search at any time by the House Manager the Program Director and his or her designee at any time for the safety of the participants in the household. Clothing shall be brought in plastic bags ready to be washed per the "bed bug policy." All clothing will be washed, vacuumed, or must come professionally dry cleaned for the safety of the participants from bed bugs.
4. Communication with family members within the first 30 days of living in the house is typically restricted while an assessment of needs is conducted.
5. Completing Outpatient Treatment- All participants are required to attend and complete outpatient substance abuse and/or mental health treatment as their diagnosis and assessment dictates. Milford Counseling has funding that may pay entirely for the participant's outpatient treatment however we

are not always a person's outpatient provider. Participants' income will be used to establish eligibility. All activities mandated by outpatient treatment or programming by MCI or another treatment provider are requirements.

6. Minimum 90 day attendance requirement- A commitment is secured from each participant for a minimum attendance in the house of 90 days. Typically the stages that will ensure long term recovery will consist of a longer investment. We will explore with and promote each individual to make an investment in their recovery by following through with every step on the way to a sustained recovery program which could last much longer. There is no maximum stay. Each person will progress at their own rate.
7. Drug Testing- Participants are required to submit to random drug and alcohol testing at the expense of the participant. We have made a commitment to reduce costs to under \$30.00 per week for testing regardless of the frequency or type of testing needed. Typically testing will decrease in frequency and expense the longer a participant remains in housing and the further they progress in their goals. We will provide testing results for legal entities if required.
8. Payment for Services- Payment for any and all services is required at the time of service. We promote reliable and responsible actions and exceptions to this may enable addictive behavior. Program fees are due on or before Friday by 4:00pm when the office is closed.
9. Use of cell phones, computers, tablets, or any other electronics used for internet, communication, or social media is generally restricted in the initial stages of housing and will be addressed on an individual basis based on each participant's needs.
10. Use of postal mail for contact with *anyone other than* organizations such as DHS, FIA, court, probation, medical, etc. is initially restricted for the new participant while we assess each client individually.
11. Previous or current convictions of behaviors- Because of our residential home location, we do not accept participants that are convicted sexual offenders or active fire starters. We are within yards of a public school and a central park.
12. Initially communication/socializing with any male persons, with the exception of family members outside of AA/NA/CA, counseling, group, court, or probation is restricted. We support and encourage socializing with female sober supports/sponsors. Relationships in the program are prohibited unless married and circumstances arranged by housing coordinator.
13. Giving out the house phone number or address to anyone except for employment or benefit purposes for the safety of the house members is prohibited. House member expect to have their individual privacy.
14. Travel- Participants should have an escort of at least 2 other female house members to travel to support group meetings and other approved events. Initially house members can travel to and from work, counseling, and group sessions without escort if they wish. Ride-Outs are allowed and strongly encouraged with sober female supports from the very beginning.
15. Ride Outs- Ride Outs consist of 1- 1.5 hours of time spent with verified female sponsors or supports from the AA/NA/CA or twelve-step community before or after a support group meeting. There is no limit to the number of ride outs allowed as long as a meeting is accompanied with each. These should be verified by signature and all sponsors/supports must be verified ahead of time by It Is Possible.
16. Disrespectful behavior- Participants and program requirements shall be respectful of religion, spirituality, culture, and sexual orientation of each other, staff and the community.
17. Attending Support Groups- AA/NA/CA or support group meetings participation is required at least 5 times weekly and verification through meeting sheets is required. Attending more than 5 times weekly is allowed and encouraged. Meeting requirements may lesson as individuals progress through stages and goals and based on their needs.
18. Female Sponsor- Participants are required to obtain and verify the active use of adequate sponsorship. Participants must find a sponsor (can be a temporary sponsor) within 2 weeks of entry into the program. Staff will assist you in finding someone to work with. We will also equip you with information on female only meetings that are strong with female sponsors for support.
19. Full time activities- Participants must maintain full-time activities, which can consist of a combination between employment, school, and volunteer work. Two weeks are given to a new participant to obtain employment, during which time the participant is required to engage in full-time job seeking which may be verified by their Case Manager. While all house participants must have full-time activities, they are limited to working no more than 45 hours per week. Adjustments will be made for any disabled clients so that they may contribute to the community or help in the maintenance of the home or program.
20. Job search- Job searching should be done in groups of threes (groups of two if there are three or fewer house members). Job searching may only be done during the day and on weekends when groups, dinners, and other household activities are not in play. The ladies that have been in the house longer may assist you in finding a job quickly by showing you around the town and making you feel welcome.
21. Household chores- All participants will be given chores on a weekly basis. All chores must be performed daily regardless of participants' schedules. It is up to the individual to manage his/her time with the program rules in mind.
22. Passes- passes must be filed at least a week in advance and turned in at the Sunday house meeting to staff. Passes must be approved before they can be used. Initially passes need to be used for any activities outside of counseling, work, AA/NA/CA, support group meetings, probation, court, and ride-outs. Passes help the individual pre-plan and will be required less and less depending on each participants needs as they progress through their own stages of recovery.
23. Sober support visits- Sober female supports may visit the house at any time outside of curfew, organized house activities such as the house meeting, or step study. Please be courteous of your housemates with this rule.
24. Lights out- Initially curfews are 10pm Sunday through Thursday and 12am on Friday and Saturday. After a month of trust building the House Manager may increase curfews by one hour as a reward for demonstrating reliability. All lights need to be turned off, TV must be off, and participants must be in bed and quiet a half hour after curfew. Initially smoking is not permitted between 11pm-6am week days and 12am-6am weekends. Each participant will progress at her own rate through various stages of her goals which will include increases in curfew.
25. House phone- A house phone is provided for participants to initially obtain employment, contact sponsor or supports (socialize), arrange rides, or any other program requirement. It is also on the premises in case of an emergency. Participants are expected to answer the phone anytime they are on premises. Only emergency phone calls are permitted after curfew. As each participant progresses use of the phone may expand based on personal goals.

26. Wake up times- Participants are required to be up out of bed by 7:30 am Monday through Friday and 9:30 on Saturdays and Sundays. If a participant has his or her day off from employment on another day than the weekends, that participant may sleep until 9:30 am on that day with prior approval. No returning to bed or sleeping after the out-of-bed time. Good behavior may be rewarded by nap or "sleep-in" passes which can extend these hours where applicable.
27. Meditation- Morning meditation is a group activity where all participants can share with each other.
28. Overnights- Initially passes for overnights off premises become operative only after one month of residency and if allowed by referral or funding source. Sanctions for rule violations may prohibit eligibility for passes. Participants may be allowed single-night passes to start once eligible and with approval from the House Manager, Program Director or his/her designee with a written itinerary that includes contacts and meeting attendance as well as relapse prevention strategies. All experiences while on pass shall be addressed in weekly house meetings and with primary individual therapist and group, if applicable. Further approvals for passes will be based on participant's progress and implementation of relapse prevention strategies.
29. Failure to adhere to clothing rules- All participants are required to be completely dressed during out-of-bed times and while in communal areas. Participants are required to dress appropriately. No clothing that advertises or glorifies the use of alcohol or drugs. No gang related clothing or colors or sexually provocative dress.
30. Participation in sexual relations- No sexual intimacy with others is permitted on premises.
31. Noise- Noise must be kept at a reasonable level so as to never be heard outside the house or disturb other participants.
32. Inappropriate and repeated use of profanity- Profanity is strongly discouraged.
33. Use or possession of pornography- No pornography or use digitally of pornography is permitted on premises.
34. Room assignments- Participants are not allowed in bedrooms other than their own at any time unless in an emergency, with the exception of the House Manager.
35. Burning or Fire- The burning of anything such as candles, incense, or a fire in a fireplace is strictly prohibited. We do not allow the use of E-cigarettes inside of the home.
36. Possession or use of alcohol in personal items- No personal items that contain alcohol will be allowed in the houses, including perfumes and colognes and alcohol based mouthwashes for the protection of those in the home.
37. Violation of laundry rules- Participant will be assigned reasonable laundry times at least once weekly based on the participants work schedule.
38. Smoking - Smoking is not permitted in any other area other than outside designated location, this includes any tobacco product such as chew or e-cigarettes.
39. Loitering- Hanging out, socializing or otherwise loitering is never allowed in front of the houses. Hanging out in cars on the street or in driveway is not allowed.
40. Neighbors- There is no contact permitted with neighbors except when in a program related activity. Neighbors are not always safe.
41. Hygiene – Participants are responsible for maintaining good personal hygiene and personal hygiene products.
42. Room Cleanliness- Rooms must be clean, bed made and free of anything on floors or dressers each day at the out-of-bed time.
43. Failure to adhere to food/drink rules- No food or drinks are permitted outside of dining room or kitchen to maintain house cleanliness for all.
44. House Cleanliness- Participants are responsible for picking up and cleaning up after themselves immediately. It is not permitted to wait to clean dirty dishes or surfaces until later. No personal items allowed left in communal areas after use; all items must be stored in bedrooms where they may be properly stored.
45. Grocery Shopping- Initially the staff will provide a time to provide the participants with support and a ride to the grocery store weekly. This is a group activity and may be helpful for those suffering from eating disorders as well.
46. Unauthorized consumption or use of food- Participants are restricted from eating or otherwise using other participants' food. Participants may only use food that is their own or designated communal.
47. Failure to attend household dinners- Dinner is a house activity and is scheduled at 6:30 pm Sunday through Thursday unless scheduled for a group session or excused by House Manager, Program Director or his/her designee. After a participant progresses through her stages and goals she may choose to attend less "family" house dinners to allow more time for work based her individualized plan.
48. Failure to adhere to shoe/bare foot rules- Shoes or footwear must be removed when entering the house. Socks, slippers or house shoes must be worn inside. No bare feet will be permitted.
49. Unauthorized use of thermostat- The thermostat must not be touched. Any manipulation of heat or air conditioning by a participant is strongly prohibited.
50. Failure to maintain cleanliness of outside grounds- The grounds are just as important as the inside of the house and must be maintained and left free of debris and participants' belongings just as the inside communal areas.

#### **Visitors:**

Visiting hours in the house must be approved through the House Manager and Program Director and his/ her designee. Initially participants are eligible for visitors after the first 30 days and if in good standing without sanctions for rule violations. Visiting at the house is only allowed in the communal areas and never in bedrooms. Visiting hours are on Saturdays between 12:00 pm and 4:00 pm. Visitors may be asked to leave if they appear intoxicated or their behavior is considered to be contrary to the rules or spirit of recovery. All persons on premises will be expected to adhere to all house rules. No women are allowed in men's houses and no men are allowed in women's houses, at any time, except for family members and spouses of participants. Children may be an exception to visitation rules and schedules. Each participant's individual circumstances will be taken into consideration as they construct a plan to address their visitation needs.

**Children:**

Visitors may include family and children under the circumstances described above. Children under 18 are exempt from the rule prohibiting members of the opposite sex from visiting a house. Children may not live on site with a participant. Children may be an exception to visitation rules and schedules.