



# Resident Manual

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## **INTRODUCTION**

Substance Use Disorders are chronic, progressive, relapsing, and sadly, terminal diseases. The bad news is they are not curable. The good news is their development can be arrested. Many of the disease's effects on our body, mind, emotions, and soul can be reversed. Countless victims over the years who wanted to change and sought help, have experienced happy, useful, and productive, long-term clean and sober lives. Since 1976, the Pathfinder has provided structure, guidance, and assistance to those struggling with their addictions.

### **Clean and Sober Living**

It is critical to the success of any recovery house that each member remain clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay here. Any relapse will result in automatic discharge (a drug test is not required). This includes using over the counter substances such as Za Za, Tianna Red, Kratom, Viva Zen, etc...

This house is a recovery community, not just a place to abstain from alcohol and drugs. Since active participation in a 12-step program has proven so valuable to those recovering from addiction, each resident must actively participate in a 12-step recovery group. Each resident must attend 90 meetings in 90 days.

Drug tests will be conducted randomly. When a drug test is requested, the resident must report to the Pathfinder for an observed urine screen. Residents will pay for the cost of drug testing. Failure to comply with drug testing will be considered relapse and will result in discharge.

Any suspicion that another resident is under the influence or has relapsed must be brought to the house manager's attention and Pathfinder staff. A resident who fails to report another resident's drug use may be discharged.

All prescription medications must be reported to staff as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. If your doctor changes your medication, or prescribes new medication, staff must be informed. Anyone who receives mood altering or addictive medication and does not inform staff immediately will be discharged.

No alcohol, drugs or paraphernalia are allowed on the property at any time, and no active alcoholics or addicts are allowed on the property at any time, whether they are under the influence at the time or not. Failure to abide by any of these rules is grounds for discharge.

In addition, each member is expected to behave as a responsible adult. This means working for a living, paying fees on time, following all house rules, getting along well with others, and generally taking care of your responsibilities.

## **Program Phases**

Our On the Road to Recovery Program has four program phases as follows:

### **Phase I (Minimum 6 Weeks)**

- Residents attend all Orientation groups
- Obtain a sponsor within fourteen (14) days of admission
- Meet in person with sponsor on a regular basis
- Must work steps one, two, three and start step four with a sponsor
- Must continue any treatment recommendations from referring agency
- Residents may have a cell phone according to the Pathfinder cell phone policy described herein
- Consistently complete household chores including kitchen duty
- Attending required off-site recovery meetings
- Attending on-site recovery meetings
- Must obtain full time employment of at least 35 hours per week or be a full-time student
- If a resident is unable to work due to a disability, he must volunteer at least 20 hours a week at an agency approved by Pathfinder staff
- Residents must sign in and out any time leaving property. Must see staff face to face for approval before leaving.
- Must check vehicle keys in and out anytime leaving property
- Complete requirements for State issued I.D. Card and/or Social Security Card if needed
- Apply for food stamps
- Complete any assignments assigned by staff
- Consistent effort to cooperate with staff, peers & guidelines contained in the Resident Manual
- Residents with at least 30 days may take one weekend pass and one 8-hour pass

### **Phase II (Minimum 6 Weeks)**

- Continue to meet with sponsor in person on a regular basis
- Must complete steps four and five with a sponsor
- Follow through with scheduled appointments (medical, mental health, GED classes, etc....)
- Continue completing daily chores
- Continue developing healthy relationship with peers and staff
- Continue attending all scheduled meetings and outside recovery meetings

- Share and participate in group meetings

### **Phase III (Minimum 12 Weeks)**

- Maintain previous goals
- Continue to meet with sponsor on a regular basis
- Must complete steps six through ten with a sponsor
- Develop plan to pay personal bills (courts, child support, etc....) and save money for independent living
- Regularly communicate with sponsor and working twelve steps in order
- Honestly reviewing progress toward goals with staff
- Consistently role modeling appropriate behaviors
- Demonstrating healthy relationships with peers and staff
- Meeting goals on weekend passes
- Develop independent living plan
- Develop new goals if requesting an extension
- Develop a discharge plan
- Secure housing if planning to discharge after completing Phase III

### **Phase IV (Maximum 26 Weeks)**

- Maintain all previous goals
- Continue to meet with sponsor on a regular basis
- Residents in Phase IV will be allowed to move into one of the residences as space becomes available
- Must complete steps 11 and 12 with a sponsor
- Attend at least one 12-step meeting each day. Any meeting at the Pathfinder will count as meeting this requirement
- Meet with Pathfinder staff when requested
- Follow through with plans to pay personal bills, saving money and budgeting
- Continue to work on discharge plan including plan for housing
- Role model for Phase I, II and III residents

Once a resident completes all three phases, he will be entitled to a completion certificate. This can be accomplished in twenty-four (24) weeks but may take longer depending on the resident's progress. If a resident wishes to apply for a 30-day extension, he may do so by submitting a written application to Pathfinder staff.

If a resident wants to transition to Phase IV, he must submit an application to staff as he nears completion of Phase III.

## Monthly Reports

Each resident will submit a report each calendar month using the One Step App. These reports are due by the 10<sup>th</sup> day of the next calendar month.

## Sponsor

Having a sponsor is a critical component of any 12-step recovery program. The evidence is overwhelming that working the steps with a sponsor greatly increases your chances of long-term recovery. As part of our four-phase program, you must work the steps with a sponsor to successfully complete the program and receive a certificate. While you are a resident in our program you must meet with your sponsor in person on a regular basis.

## Client Rights

As a resident, you have a right to:

- Be shown respect and given appropriate and humane care from the Pathfinder staff.
- Receive accurate and easy to understand information during your services as they are provided.
- An option to give or withhold informed consent: [A] Prior to the provision of service delivery by the Pathfinder. [B] Prior to your participation in research projects.
- Receive a copy of any of the informed consent you authorized.
- Be informed of who has the primary responsibility for your care.
- Participate in all the decisions made relating to your treatment and care.
- Be provided with appropriate information to facilitate decision-making relating to your residency.
- The provision of services in a manner that is responsive to and respectful of your unique characteristics, needs, and abilities...
- Express your preferences regarding the selection of your service provider.
- Service delivery provided without [A] Physical Abuse. [B] Sexual Abuse. [C] Harassment. [D] Physical Punishment. [E] Psychological Abuse and Humiliation. [F] Threats. [G] Exploitation. [H] Coercion. [I] Financial Abuse.
- Report any instances of perceived Abuse, Neglect, or Exploitation without fear of retribution.
- Use a grievance and appeal process for solving problems.
- Provide feedback relating to our service delivery through resident satisfaction surveys.
- Be informed of all fees relating to your treatment that you are responsible for, along with the consequences of not paying your required expenses.

- Your privacy, inside and outside the Pathfinder.
- Be informed of any potential restrictions of rights that may be imposed.
- Be informed of how confidentiality relates to you.
- Be informed of [A] All Pathfinder standards. [B] Your responsibilities as a Pathfinder resident and [C] The consequences of noncompliance with the Pathfinder program, prior to the beginning of your initiation of care.
- Informed of your rights at the time of admission.

## **Pathfinder Standards**

- The **possession or consumption** of alcohol, illegal substances, non-prescribed medications, as well as energy drinks and over-the-counter supplements such as ZaZa/Tiana Red, etc...., is prohibited.
- All **medications** must be given to the staff.
- Firearms and anything that could be considered a **weapon, pornography, and gambling** are not permitted on Pathfinder property. A small pocket-knife may be allowed with the approval of staff.
- A resident may only go into his room, not the room of any other resident.
- We are a **tobacco-free environment**. Smoking, vaping, and/or use of other tobacco products is not permitted anywhere inside the building. Residents may smoke or vape in the designated smoking area under the pergola in front of the office building.
- Residents will be **awakened** at 5:30 AM weekdays and 6:00 AM weekends for making their beds, personal grooming, and breakfast
- **Clothing** should be clean, modest, and not tattered. Sagging is strongly discouraged.
- Residents cannot go into their rooms between 9 AM and 3:30 PM except to change dirty and soiled work clothes after a day of working.
- **Residents who are sick** must see a staff member to receive permission to stay in their room.
- You are permitted to be in the **Pathfinder public areas** after 5:00 AM only if you are fully dressed for the day.
- Residents will pay their **Program Fees** by 6 pm on Friday.
- Each time a Phase I resident leaves the property, they must **sign out** before leaving and notify the staff prior to leaving. Upon return, you must immediately **sign in**. Be specific about your destination. This list is monitored closely by the staff.
- If you have earned a weekend pass, you must be back and signed in no later than **5:00 PM on Sunday**.
- Residents in Phases I, II, and III must be back on Pathfinder property by 6:00 pm each day after work, unless permission to be late has been given by staff.
- Lights out by 10:30 PM on weekdays and 11:00 on weekends.
- You are expected to be on time for **meetings and groups**. It is important to be respectful, attentive, and to remain from the start to the

end. If you smoke, please do so before or after the group or meeting. Leaving a meeting or group to smoke or for any other reason would cause a problem.

- Please wash your clothing and sheets weekly. Remember to remove the lint from the dryer.
- Please shower every day.
- **We have a zero-tolerance policy for violent behavior and/or threats.**
- Borrowing and lending money between residents and staff or lending money for profit is prohibited. Residents at the Pathfinder do their own chores and do not pay others to do them.

## **Cell Phone**

- Residents must download the One Step Mobile App and have the location settings set to "Always On".
- Residents agree to use the One Step App to check into and out of off campus 12-step meetings.
- Cell phones must be turned placed on silent and cannot be used while in a group or 12-step meeting.

## **Pathfinder Behavior Contract**

The Pathfinder staff want to support our residents as they work to achieve their recovery goals as well as to address different life issues that they identify in treatment. A behavior contract is an intervention to help clients understand when their behavior is becoming a barrier to reaching their goals. A client is given the intervention of a behavior contract when they demonstrate a pattern of behavior inconsistent with that described in this Client Manual. A client that signs a behavior contract is agreeing to corrective measures, including the suspension of privileges, that aid them in identifying the barriers that they are facing in the Pathfinder program as well as being given the opportunity to correct any deficiencies before administrative action is necessary.

## **Termination of Residency**

It is our goal that everyone who admits to the Pathfinder completes our program. However, there are times where it becomes necessary for residents to leave our program prematurely. Following are some of the circumstances requiring residents to leave:

- Possession or consumption of alcohol, illegal substances, medications not prescribed, prescribed medications not taken as directed, and over-the-counter supplements such as ZaZa/Tiana Red, energy drinks, etc...
- Any physical violence or threats of violence.
- Failure to participate in your recovery program.
- Failure to meet with your sponsor in person at least once per week.
- Failure to honor the Pathfinder Behavior Contract if applicable.



- Progress is not being made or likely to be made within a reasonable period of continued treatment. This discharge may end in referral to a higher level of care or to an outpatient program.
- Concealing or providing false information regarding your identity or legal status.
- Mental health or physical health changes that require services not immediately available at the Pathfinder.
- Continuous disrespect to staff or other residents. Refusal to follow instructions or completing your expected duties. The inability to make a positive behavioral change.

## **Resident Grievances, Complaints, and Appeals Procedures**

- The Pathfinder maintains a complaint, grievance, and appeal process that may be initiated verbally or in writing. In case you have a grievance or complaint against the Pathfinder and/or against a member of the staff, you are encouraged to address the grievance or complaint.
- Residents are advised to initially take grievances/complaints to the House Manager. This first step is designed to bring a satisfying resolution to most problems in a swift manner while being incorporated in the resident's recovery.
- If a satisfying resolution is not found with the House Manager, the resident has an amount of time equal to 24 hours to appeal their grievances/complaints to the Executive Director. If for whatever reason, the Executive Director is not available within the first 24 hours, the resident may appeal to the Executive Director at the first available time. The Executive Director will review the issue speaking to all parties involved and attempt to resolve the issue.
- The Pathfinder maintains an ongoing log of all grievances, complaints, and appeals filed, including the date initiated and the date resolved. Complaints, grievances, and/or appeals are completed in a timely manner appropriate to the specific complaint, grievance, or appeal.

## **Transportation Standards**

- Smoking, eating, and drinking are not allowed in Pathfinder vehicles.
- Seatbelts must be worn while riding in any Pathfinder vehicles.
- If Pathfinder Transportation is used to transport any resident to a meeting, the resident is to return by the same means.
- The Pathfinder staff does not transport clients for the purpose of work, shopping, passes, store, and other personal errands.

## **Automobile Policy**

- Residents will be allowed to have an automobile on Pathfinder property, provided the resident has a valid driver's license, liability insurance for the vehicle, and current registration. Proof of these

documents will be required before a vehicle will be permitted on the property.

- Residents in Phase I must surrender their keys each day and check them out before leaving the property.

## **Property Restrictions**

Residents are restricted to Pathfinder property during their first thirty days of residence, with the following exceptions:

- Residents may leave the property twenty minutes before a scheduled 12-step meeting to attend that meeting and must return to the Pathfinder no more than twenty minutes after the scheduled end of the meeting.
- Residents may leave the property for activities such as working or volunteering...
- Restriction may be re-imposed at any time during residence due to a lack of progress as determined by staff.
- Residents may leave with their sponsor if approved by staff.
- Residents may walk to the store or park with another resident who has more than 30 days with approval from staff.
- Residents may take a 3 hour pass as described herein as long as they are with another resident who has more than 30 days.

## **Passes**

To be eligible to take a pass, you must be current on all your obligations as outlined in this manual including meeting with your sponsor in person at least once each week.

On the first weekend after the initial 30 days, residents may apply for one 48-hour weekend pass per month and one day (8HR) pass per month. Residents in Phase II may apply for one 48-hour weekend passes and one 8-hour passes each month. Phase III residents may apply for two 48-hour passes and one 8-hour pass each month. Phase IV residents may apply for passes as needed. A staff member must be informed before you leave and when you return. Staff will not be allowed to transport clients for the purpose of passes or shopping.

After orientation, all residents may take one 3-hour pass on either Saturday or Sunday. If a resident has less than 30 days, then he must take another resident with him who has more than 30 days to act as an accountability partner.

Remember that passes are a privilege and that they are not necessarily granted, even if you qualify. Requests for weekend passes must be submitted to the resident's case manager by 12:00 noon the Wednesday before the weekend for which the pass is requested. Residents must have 30 days by the Wednesday before their weekend pass request. Admission fees and rent must be current before any pass is granted.

After approval by staff, for a weekend pass, the resident may leave from 5:00 PM on Friday and must return by 5:00 PM Sunday. Residents going on a pass must leave from the Pathfinder and return to the Pathfinder as well.

## **Clean-Up Day**

The first Saturday of each month from 8 am to Noon will be clean-up day. No passes will be allowed for this time each month.

## **Curfew, Guests and Overnights**

Phase IV residents that live in one of the residences may have guests as follows:

1. Every resident must be home by curfew. Curfew is 11:00 pm Sun-Thurs and midnight Fri & Sat. If you are unable to make it home by curfew due to work or some other legitimate reason, you must notify the house manager in advance. Residents who work evenings/nights can speak to the house manager to have their curfew adjusted accordingly.
2. Pathfinder residents in Phase I, II, or III, are not allowed inside of the Phase IV residences.
3. You are responsible for your guests and their actions. Do not leave guests unattended in the house. No active alcoholics or addicts are allowed in the house at any time. Any individual with a history of addiction or treatment must be clean and sober 30 days to be allowed on the property.
  - **Guests must leave by curfew. No overnight guests.**
  - Guests are allowed in the living room, kitchen and common bathroom only.
  - Guests are not to be left unattended for more than 15 minutes.
  - When your guest arrives, you should meet them at the door.
  - The house washer & dryer are for house use only, not for guest use.
  - Guests must abide by all house rules.

## **Kitchen**

- The Kitchen is open from 5:30 AM until 9 PM on Sunday, Monday, Tuesday, Wednesday, and Thursday.
- The Kitchen is open from 5:30 AM until 9:30 PM on Friday and Saturday.
- Residents must be fully and properly dressed for meals.
- Residents must clean anything they use to prepare their meals as well as the kitchen area.
- Residents may eat in the dining room only.

- Residents must clean up after themselves. This means you will wipe the tables, throw away any trash, clean your plate and silverware, fill napkin holders, and make sure salt and pepper shakers are full. Clean and wipe down the condiments and condiment table.

## **Length of Stay: Residential Facility/Supportive Housing**

Residents who feel they need more time in residence should apply for an extension at least 3 weeks prior to their anticipated discharge date. Staff will discuss your progress and determine as a team if you receive your extension.

After completing Phase III, residents may apply to move to Phase IV. Your application will be considered during the staff meeting.

## **Resident's Employment**

It is strongly recommended that anyone new in recovery avoid any unnecessary life changes (other than seeking employment) during their first year of sobriety. This means focusing on recovery and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, starting a business, etc.

Every resident is required to have a full-time job (35+ hours/week) unless he is a full-time student or is in full-time day treatment and may work up to five (5) days per week. If you become unemployed, you are expected to be actively searching for a job every day until you are employed. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week.

Residents are not permitted to work in any of the following situations:

- Bars, liquor stores or serving drinks
- Casinos/gambling establishments
- Sex shops, strip joints, pornography stores
- Any place that sells drug paraphernalia
- *When in doubt, ask Pathfinder staff.*

All residents of the Pathfinder will receive assistance as needed or appropriate, toward gainful employment.

## **Resident Fees**

In consideration for the services rendered, the Pathfinder charges the following fees:

- A non-refundable \$350.00 intake fee must be paid prior to admission to our program.
- Beginning on the third Friday after admission, residents must pay a program fee of \$175.00 due by 6:00 PM. This programming fee will be due each week thereafter until the resident completes the program.
- A late fee of \$25.00 will be charged for late payment.

- There is a \$5.00 fee for each drug screen.

## **House Council Standards**

The House Council is an organization of Pathfinder residents, formed to facilitate communication between residents and Pathfinder staff. The council participates in the planning and execution of housekeeping duties. The residents in Phases I, II, and III will elect a representative and the residents in Phase IV will elect a representative. These elected representatives will co-chair the house council and will serve for a term of 30 days.

Basic Responsibilities for Chair of the House Council are as follows:

- Chair weekly meeting of the House Council
- Submit a written request on behalf of the Council to Pathfinder staff as needed.
- Assist in assignments of House duties
- Supervise housekeeping duties. If any resident continues to not complete a chore, you should report them to the staff
- Maintain open communication between Pathfinder staff and residents

## **Cleanliness and Chores**

Each resident is expected to clean up after himself, to always leave a room as he found it, and to do his fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc...) after preparing food or eating, putting things away after use, moving furniture back the way you found it, and throwing away all trash.

The following examples are not acceptable:

- Leaving dirty dishes in the sink
- Leaving shoes, coat, or other personal items in a public area of the house or yard
- Leaving clothes, towels, etc..., on the bathroom floor
- Leaving the stove dirty after cooking
- Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty
- Littering the yard with cigarette butts or other trash
- Placing trash on the floor next to a full trash can. If it is full, take it out.
- Each resident will be assigned chores on a weekly schedule. All residents are required to complete their assigned chores on time as follows:
  - Weekly chores must be completed each Sunday before midnight.
  - The house council co-chairs will inspect to ensure that the chores have been done each day.

- If the house manager asks you to redo your chore, you must do it.

Daily Kitchen Detail: Residents in Phase I, or Orientation, are responsible for kitchen detail. This involves sweeping the kitchen floor, mopping if necessary, and taking out the trash (including bathroom trash when full).

In addition to the daily chores, each Sunday residents will “deep clean” the residence.

Residents are responsible for the maintenance of the lawn including mowing the grass and pruning the shrubbery. The Pathfinder will provide the equipment and fuel to perform these chores.

## **Volunteer**

All residents on disability are required to do 20 hours of volunteer work. This volunteer work will be a part of your service plan and will count toward your progress in the program. It holds as much weight as anything else on your service plan. Refusal to do volunteer work may become a treatment issue.

## **Program Completion**

After a resident successfully completes Phase III, he will be eligible for a completion certificate. All fees must be paid before Pathfinder will issue a Certificate of Completion to the resident.

## **Our Guarantee**

**If you participate in your recovery and make it your #1 priority, you will enjoy a quality of life far beyond your current dreams and expectations!**

**CLIENT RECEIPT AND ACCEPTANCE**

I hereby acknowledge receipt of the Pathfinder Resident Manual. I understand that it is my continuing responsibility to read and know its contents I have read, understood and agreed to all the above.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_