



To Whom It May Concern:

Thank you for your interest in the Carole A. Graham Home. I would like to introduce our program to you, outline eligibility requirements, and describe the application/admission process.

The Carole A. Graham Home provides a therapeutic, structured environment for chemically dependent women and their children. While in the program, residents are expected to participate in chemical dependency treatment, case management services, life skills classes and community parenting classes. Residents also work on employment/educational goals, obtaining independent housing and developing a support system to maintain a healthy lifestyle. The length of stay in the program varies and is based on motivation and individual work within the program. The average length of stay in the program is 9 – 12 months.

There are four main eligibility requirements for admission to the Carole A. Graham Home:

1. Applicant **must** be eligible for **TANF, food stamps, and Medicaid**.
2. **Applicant must have at least one child (under the age of 12) at least 51% of the time or be currently pregnant.**
3. Applicant must have a **chemical dependency diagnosis within three months** of a new application, or have an **updated version within three months** of submitting an application.
4. Applicant must be at least 18 years of age.

The process for submitting an application to the Carole A. Graham Home is as follows:

1. Call, email or write the Carole Graham Home at (406)549-8309, cghadmissions@wmmhc.org or 1330 S 4th St W Missoula, Mt 59801 and request an application.
2. Complete and return the initial application packet, which includes the application, a personal statement, emergency exit plan, and important information regarding the program.
3. Once the application packet has been completed and returned, you will be contacted by the Admissions Coordinator about releases of information.
4. You will need to sign releases of information for all relevant service providers and return them to the Carole A. Graham Home as soon as possible.
5. Certain information including a CD assessment, legal/criminal history, DPHHS/CFS involvement, mental health and medical information will be requested to complete the initial application process. Once all of your information has been received you will be contacted to inform you that your application is complete.
6. Comply with assessments for chemical dependency, mental health and parenting concerns. Forward results upon completion.
7. It is important to stay in contact with the Program Director and Admissions Coordinator throughout the application process. It is recommended that one phone call, email or letter is sent every week.
8. **All applicants receive a physical examination and tuberculosis test within 72 hours of bed date, this is provided by CGH services.**

9. THE CAROLE GRAHAM HOME IS A *TOBACCO-FREE, NON-SMOKING, ALCOHOL-FREE, DRUG-FREE FACILITY.* (SEE PAGE 3 OF APPLICATION FOR MORE INFORMATION).



Please note: you will be required to complete a neuropsychological evaluation upon admission to the Carole Graham Home. Please inform the Admissions Coordinator if you have already had a neuropsychological evaluation.

***There are no controlled medications allowed in the Carole Graham Home.**

An individual's application will become "active" the date that we receive the admission packet. If it is determined that the packet is incomplete, a letter will be sent to the applicant within seven days of receipt outlining any additional information that is needed. The applicant will have thirty days from the date of the letter to comply with the request for further information, either providing the information or updating us of progress in obtaining it. If we do not receive a reply within those thirty days, the application will be considered "inactive." If the applicant wishes to be considered in the future, a new admission packet will need to be completed.

To ensure your application is being processed, please try to be in contact with the Admissions Coordinator at (406)532-8941 at least once every week. It is extremely important that you stay consistent in responding to phone calls, mail and other requests with the Carole Graham Home staff. **If we are unable to contact you for one month your application will be considered "inactive."**

If the packet is initially determined as being complete, our Treatment Team will staff the individual at our Tuesday staff meeting. Once this staffing occurs, the applicant may be asked to provide additional information before a final decision is made.

The individual will be notified of the outcome of their application. If admission is imminent, a bed date will be given. If it is determined the individual is eligible for the program, the applicant will be notified that they have been placed on a wait list. If an applicant is placed on the wait list, they will be kept informed of any new developments regarding their admission date.

If accepted, within 72 hours of your arrival you will have an appointment at Blue Mountain Clinic for a physical and TB test. You will need to bring \$10.00 to cover your portion of the cost for this appointment.

Residents are **required** to attend:

- Intensive Outpatient Treatment Group 3 days per week.
- Weekly DBT Group.
- Weekly Parenting Group.
- Weekly 1:1 with Chemical Dependency Counselor.
- All weekly Case Management meetings.
- Weekly 1:1 with Rehab Tech.
- Weekly House Meeting.
- Weekly Grocery Meeting.

Thank you for your time and please feel free to contact us at the Carole Graham Home with any further questions. We hope that our program will be of service to you.

Contact information
CGH Admissions Coordinator
CGHAdmissions@wmmhc.org
Phone (406)532-8941 Fax (406)728-6087

OUR SMOKING/TOBACCO USE POLICY:

The Carole Graham Home is committed to promoting a safe and healthy environment for clients and their children. The use of any tobacco product or e-cigarette product is prohibited for the duration of one's stay at Carole Graham Home. Use of cessation products (patches, gum, lozenges) is encouraged for individuals who smoke. Clients may contact the Quit Line at 1-800-QUIT-NOW (1-800-7848-669) to obtain smoking cessation products which can be brought to the Carole Graham Home upon admission. Clients are advised that the **Quit Line takes approximately 2 weeks** to deliver cessation products, so planning ahead is strongly advised so that use of products can begin immediately upon arrival at the Graham Home or even prior to arrival. **Smoking in the house, Serenity Cove, or on Graham Home property, or de-activating any smoke alarms is a serious violation of the rules and may be grounds for discharge.**



How many children do you have custody of at least 51% of the time? _____

How many children would be coming with you to the Graham Home? _____

Please list the full name, date of birth (DOB), age, gender, and social security number(SSN) of each child:

Child #1: _____ Gender: _____ DOB: _____ Age: _____ SSN: _____

Child #2: _____ Gender: _____ DOB: _____ Age: _____ SSN: _____

Child #3: _____ Gender: _____ DOB: _____ Age: _____ SSN: _____

Child #4: _____ Gender: _____ DOB: _____ Age: _____ SSN: _____

Do any of your children have special needs? Yes No

If yes, please explain: _____

Department of Family Services Information

Describe any current or past involvement with the Department of Family Services and the current legal status regarding your child/children (TLC, TIA, or termination of rights): _____

Do you have any current or past DFS involvement? Yes No

County #1: _____ Caseworker: _____ Phone: _____

County #2: _____ Caseworker: _____ Phone: _____

County #3: _____ Caseworker: _____ Phone: _____

Please list all years that DFS has been involved with your family: _____

Office of Public Assistance Information

Are you currently or have you ever received financial assistance? Yes No

If yes, which of the following are you receiving/have you received?

TANF Medicaid Food stamps SSI SSDI

Months of TANF used: _____ Receive Child Support (amount per month): _____

Pay Child Support (amount per month): _____

Chemical Dependency Information

Have you recently had a chemical dependency assessment? Yes No

If yes, when and where? _____

What was your diagnosis? _____

What is your **drug of choice**? _____

What is your **last date of use**? _____

Are you currently in chemical dependency treatment? Yes No

If yes, where? _____

Please list contact information of current treatment facility: _____

Please list the following information about your treatment history:

Program #1: _____ Date: _____ Discharge Type: _____

Contact Person: _____ Phone: _____

Program #2: _____ Date: _____ Discharge Type: _____

Contact Person: _____ Phone: _____

Legal/Criminal History

Are you a violent and/or sexual offender? Yes No

If yes, please list the details of the offense(s): _____

Are you currently on probation or parole? Yes No

Probation/Parole Officer's Name: _____ Phone: _____

Have you ever been on probation or parole? Yes No

If yes, please list the years that you were on probation/parole: _____

Probation/Parole Officer's Name: _____ Phone: _____

Explain the charges that led to current or past probation/parole (specify felony or misdemeanor): _____



What is the extent of your legal history/criminal charges? _____

Are you involved with Drug court? If so, where? _____

Mental Health Information

Have you ever been treated for mental health issues? Yes No

If yes, when and where? _____

What was your diagnosis? _____

Therapist's Name: _____ Phone Number: _____

Are you currently receiving mental health services? Yes No

If yes, list contact information for your provider: _____

Have you ever had a neuropsychological evaluation? Yes No

If yes, when was your evaluation? _____

Who completed your evaluation? Name: _____ Phone Number: _____

Is there a history of mental illness in your family? Please explain: _____

Medical History

Do you or your child/children have any major medical problems? Yes No

If yes, please explain: _____

Are you currently taking any prescribed or not prescribed medications? Yes No

If yes, please provide the following information for prescribed medications:

Medication #1: _____ Dosage: _____ Prescribed For: _____

Prescribing Doctor: _____ Phone: _____

Medication #2: _____ Dosage: _____ Prescribed For: _____

Prescribing Doctor: _____ Phone: _____

Medication #3: _____ Dosage: _____ Prescribed For: _____

Prescribing Doctor: _____ Phone: _____



Medication #4: _____ Dosage: _____ Prescribed For: _____

Prescribing Doctor: _____ Phone: _____

Please list any other medications you are currently taking (names, dosages, reason for taking and whether prescribed or not): _____

Have you ever been hospitalized? Yes No

If yes, please list the year(s) and reason(s) you were hospitalized? _____

Do you have a primary doctor? Yes No

Name: _____ Phone Number: _____

Do you have a pediatrician for your child/children? Yes No

Name: _____ Phone Number: _____

History of Trauma and Loss

Have you ever been emotionally abused? Yes No

If yes, when and by whom? _____

Have you ever been physically abused? Yes No

If yes, when and by whom? _____

Have you ever been sexually abused? Yes No

If yes, when and by whom? _____

If you were sexually abused in any way, what has been the ongoing impact of that experience? Please briefly describe: _____

Do you have a history of violent behavior? Yes No



If yes, please explain: _____

Please describe any significant losses you have experienced: _____

List any additional information that may be beneficial for us to know: _____

Contact information
CGH Admissions Coordinator
CGHAdmissions@wmmhc.org
Phone (406)532-8941
Fax (406)728-6087

*** Please note that all *accepted* applicants must receive a full physical examination and tuberculosis test within 72 hours of bed date. CGH staff will transport to medical clinic and your medicaid will be charged for services. Copies of birth certificates and Social Security cards for mother and child/ren are mandatory. Photo ID for mother is mandatory.

I, the undersigned, have read and understand this application and submit my request for admission into the Carole A. Graham Home as a resident.

Signature

Date



Recommended packing list for mothers & children

If you are accepted into the program, here are some things you need to bring with you upon admission.

CGH provides a microwave, kitchen dishes and flatware, beds, couches, entertainment center, rocking chair, T.V. and DVD player. Washing facilities are available to the residents. Bedding and towels will also be provided. All residents are responsible to do their own laundry, including towels and bedding. **If you have a favorite blanket, pillow, or bear, please bring it.**

Clothing and other articles which promote chemicals or alcohol, or are considered disrespectful to others are not permitted. Storage space is limited to one closet and two dressers, so please do not bring excess belongings. CGH is not responsible for personal belongings and cannot be held liable to replace lost or stolen items.

Items you need to bring:

***** An appropriate car seat for each of your children-this is a requirement**

***** An approved baby monitor-this is also a requirement**

Photo I.D., such as Drivers License, State I.D., Tribal I.D. etc.

Birth certificates for self and children

Social security cards for self and children

EBT card

Insurance or Medicaid cards

Adequate clothing for all seasons for self and children

Current prescriptions medications

Laundry soap, dryer sheets

Items you May bring:

Hair dryer/curling iron

Stamps, envelopes

Hair spray, shampoo, mousse and or gel (must be alcohol free and non-aerosol)

Money (please avoid bringing a large amount of cash.) Money orders may be sent to you at CGH

Movies/Books (must not glamorize drug culture and/or violence)

Feminine hygiene products, shaving razors, diapers/wipes

Toys that fit in one medium size tote per child, 1 bike or 1 riding toy per child (not both)

Video games or game boys

Do not bring the following items as they will be sent home at your expense:

Pots/pans, microwave, dishes, furniture, expensive jewelry, candles

Over-the-counter medications, mood altering or illegal drugs, drug paraphernalia

Alcoholic or non-alcoholic beverages

Weapons or any item that can be used as a weapon

Short shorts, mini skirts, see-through or clingy clothing, halter tops and spaghetti strap tank tops

Lighter fluid or rolling tobacco/papers matches

Music with explicit lyrics, pornographic materials.

Anything else that would need to be stored.

Prohibited Medications

The following is a list of medications that are high risk for persons with addiction problems and/or co-occurring addiction/mental health problems. These medications potentially impair judgement, lead to craving and euphoria significantly increasing relapse risk. Persons taking these medications will not be admitted to Carole A. Graham Home. A person seeking admission to Carole A. Graham Home who is taking medications on this list will be required to be removed from these medications. Tapering strategies or detoxification may be required.

Persons already in Carole A. Graham Home are hereby notified that you may not take these medications while in residence at our facility. Therefore, **it is YOUR responsibility to inform your medical care providers that they must provide low risk alternatives for our treatment. It is recommended that you take this list with you to your medical appointments, and share it with your medical providers.** If you receive a prescription for a medication on this list, you may not fill your prescription or take the medication while you are in Carole A. Graham Home. If you fill your prescription for and/or take a prohibited medication, you will be discharged from Carole A. Graham Home.

Short term use of appropriate medications for acute injuries and/or post surgical pain management will be considered on a case by case basis after consultation with the Carole A. Graham Home Medical Director. Fixed doses rather than PRN (as needed) are recommended. **Oxycodone is not allowed in this facility.**

Maintenance therapy for opioid dependence with Suboxone/Subutex is supported as long as the individual is compliant with their Suboxone/Subutex contract and compliant with their treatment plan.

Note: Benzodiazepines exert their effect on the brain by acting on the GABA receptor. Alcohol in part also exerts its effect through this same receptor. This shared action makes benzodiazepines the most effective treatment for alcohol withdrawal management. Clients being **detoxed** from alcohol at Carole A. Graham Home may receive Valium or Ativan while on “detox status”.

The following medications are prohibited for Carole A. Graham Home Transitional Program residents.

Benzodiazepines:

Xanax (Alprazolam)

Ativan (Lorazepam)

Klonopin (Clonazepam)

Librium (chlordiazepoxide)

Valium (diazepam)

Tranxene (Chlorazepate)

Serax (Oxazepam)

Restoril (Temazepam)

Halcion (Triazolam)

Dalmane (Flurazepam) **Sedative Hypnotic Sleep Aids**

Ambien (Zolpiden)

Sonata

Lunesta

Muscle Relaxants:

Soma (Carisoprodol)

Valium (Diazepam)

Flexeril (O.K. short term with medical director consult)

Gabapentin

Robaxin (Methocarbamol)

Combination medications containing Barbiturates:

Fiorinal

Donnatal

Vistaril

Medical Marijuana

Persons prescribed Marijuana will not be allowed to use this substance while in Carole A. Graham Home, and while in treatment at WMAS.

Please note that this list is not exhaustive. If you have any questions regarding the appropriateness of a medication for you while at Carole A. Graham Home, inform your Case Manager prior to filling a prescription or taking the medication in question.

Contraband List

Acrylic nail supplies
Aerosol cans (any kind)
Air freshener's/plug-ins
Alcohol
Antacids
Anything with alcohol in the first 4 ingredients
Bleach
Bug spray
Candles
Cell phone & telephones
Computers
Cooking Spray
Cooking Extracts
Drug Paraphernalia
Energy drinks
Face cleansers with alcohol
Fingernail polish and remover
Fingernail files (metal)
Fireworks
Gang Related Material/pictures
Guns
Hair clippers
Hair dyes
Hand Sanitizer
Illegal drugs
Incense
Irons
Knives
Matches
Mouth wash with alcohol
Movies glamorizing drugs, alcohol, X-rated
Over the counter medications
Pagers
Perfume
Pocket knives
Pornography
Prescribed meds
Razors
Rolling papers
Rubbing alcohol
Scissors
Syringe med dispenser
Tobacco (loose)
Tools
Toxic glue
Toxic markers
Vitamins
White out
Any Tobacco or E-cigarette Products

*Electronic devices (Wii, iPad, iPod, etc.) will be stored on site and are not allowed in client possession. It is recommended you do not bring these items.



Resident Handbook & Contract

Resident Name: _____ Date of Admission: _____

This program supports health. We are alcohol, tobacco, and drug free.

Introduction

Welcome to the Carole A. Graham Home and Serenity Cove Apartments. The Carole Graham Home offers a sober and clean living environment, with assistance and support to help you transition into an independent and permanent living situation in the community with your children. The Carole Graham Home is committed to providing a structured and supportive environment to mothers in early recovery and their children. Through a holistic approach and a model based on empowerment, the Carole Graham Home offers an opportunity for residents to address chemical addiction and specific barriers to maintaining a healthy lifestyle.

Please review the rental contract following this handbook before signing the Acknowledgement of Receipt & Handbook Agreement on the last page of this document.

In order for Carole Graham Home to remain a safe, clean, and respectable home for the residents and children, there are rules that must be followed. It is important that you review these rules and address any questions with your Case Manager.

The rules of Carole Graham Home are regularly updated by staff. As a result changes to the Handbook will occur. Residents will be informed of all Handbook changes, and updated Handbooks will be dispersed at regular intervals.

Application Requirements

In order to reside in the Carole Graham Home, residents must have identification for themselves and their children (including but not limited to birth certificates, driver's license). Applicants for the Carole Graham Home must apply for OPA prior to acceptance. OPA assistance is transferrable to Missoula.

Valuables

The Carole Graham Home does not assume liability for the loss of any personal possessions. Large amounts of cash or other valuables should be sent home with your family or stored off site. Personal items should be kept in your suite or apartment not in common areas.

Program Fee/Rent

As part of your admission to the Carole Graham Home/Serenity Cove you are expected to pay rent monthly. The monthly fee is \$120.00 for a studio apartment and \$160.00 for a one bedroom apartment. Your Case Manager will assist you in budgeting for this expense.

Income includes TANF, child support, employment (unemployment), Social Security, etc. This fee is due by the fifth of the month and must be paid in cash and with the exact change. If you don't pay your fee for any reason your Case Manager will develop an additional contract for meeting your fee obligation. Residents who leave the program with an outstanding debt to the house will not be allowed on the premises until the account has been resolved.

Public Assistance Checks

When monthly checks (any income checks) arrive at the Carole Graham Home/Serenity Cove a copy of the check must be made and put in the Case Manager's mailbox before the check is given to the resident. When you are given permission to cash your check remember that you must do it at an establishment that doesn't serve alcohol or have gaming machines. TANF cash must come to you in check form, not on your EBT card.

To assist you in transitioning out of the CGH and into the Serenity Cove, you are expected to budget a portion of your monthly income to put into a savings account. Your Case Manager will assist you with setting up a savings account and budgeting your savings.

WIC (Women, Infants, and Children)

Residents are required to apply for WIC while living at the Carole Graham Home/Serenity Cove, as a way to supplement food needs for your children. This is the responsibility of the residents, with the assistance of their Case Manager. Formula and other WIC items will only be purchased by the house in emergency situations.

EBT (SNAP/TANF) Cards - All Purchases

EBT cards must be turned in to staff immediately upon return from pass along with all receipts. Residents are not to exceed their monthly budget. After making purchases of any kind residents are required to show all items and receipts to the RCW on shift upon their return to the home. Per CGH policy, residents also must show the RCW the contents of her purse or bag at this time. If the resident does not have a receipt the purchases will be confiscated and returned. Residents are not allowed to purchase items at the store for others; if this is to happen, the purchased items will be confiscated. Residents are not to exceed the allotted EBT stipend each month. Residents are allowed to purchase items from their approved monthly list.

Groceries

Upon admission to Carole Graham Home, each resident signs an agreement to pool their food stamps to supplement the grocery budget for the house. All residents are given the opportunity to participate in grocery shopping and meal planning during the weekly grocery meeting. Groceries are for everyone in the house and each resident is responsible for putting them away.

Residents are responsible for writing a list to include items needed for their cook night during this meeting. The list must be submitted to the Rehab Tech by the resident who is going shopping that week. No extra trips will be made to the grocery store for last minute dinner preparation needs. One resident is required to shop with staff each week and a rotating schedule is in place. If a list is not prepared and/or a resident is not available, the grocery shopping will not take place.

Residents may not make any appointments during shopping time when it is their week to grocery shop with Rehab Tech. Exceptions to this procedure will be when Serenity Cove residents begin eating in their own apartments. This transition will happen when determined appropriate by your Treatment Team. Support is in place for residents throughout this transition, including meal planning, individual shopping support, and budgeting assistance.

Specialty items may be purchased with the personal food stamp money allotted to residents each month. Energy drinks and nutritional meal replacement drinks are not allowed.

Meals

Residents and children are expected to be up and ready to leave the house by 8:00 a.m. during the week. Residents are responsible for preparing breakfast for themselves and their children prior to leaving on daycare run. This is a required part of the program that all residents must participate in as it encourages family bonding, good nutrition and appropriate parenting.

Residents will not rely on daycare to provide this meal. Residents must prepare lunch for themselves and their children. Music must be off during meal prep and when sitting down to eat. (If a resident prepares a cake, cookies etc. they are responsible for cleaning the pans when they are empty.) High chairs are only to be used in kitchen.

Although washing breakfast/lunch dishes is a house chore, it is still each resident's responsibility to clean up after herself and her children when preparing these meals or snacks. Dishes must be scraped and put into the sink. Residents are to clean their own tables and counter areas where they prepared any food.

Dinner will be served family style (which means sitting down and eating with your children) by 5:30 p.m. every evening. From 4:45 p.m.-5:30 p.m. residents and children are expected to be in their suites. This is a time to transition with children from Daycare, playing outside, etc. to prepare them for dinner including washing hands and letting them know the expectation when they come out for dinner. Residents are to eat in the kitchen as a community. The resident who is cooking for that night is the only mother allowed in the kitchen during meal preparation. The only exception is if she has requested help from one other mother. The resident who is preparing the meal will let the other families know when dinner is ready. All residents and their children must be present for dinner (exceptions will be minimal and must be approved by the client's Case Manager). If a mother and her children will not be present for dinner she must let the cook know of this in

advance. It is each resident's responsibility to make sure their children are present for dinner. All food is to be eaten in the kitchen at dinner.

Residents are assigned a cook night once a week and must follow through with preparing a meal for all families that is nutritionally sound. Residents are expected to prepare a weekly list detailing what their dinner will consist of. Residents are expected to adhere to their menu. If dinner is not prepared by 5:30 p.m. the resident will receive a concern. It is the cook's responsibility to clean the pots, pans, utensils, and other items used to cook dinner, and to clean the stovetop as well. At least once a week there will be a fend for self night (FFS), which means every resident is responsible for feeding, and cleaning up after her own family. If a resident decides to cook for the house on FFS night, it is the reasonability of all other residents to clean up after.

Gum is not allowed in the house. Gum cannot be purchased by residents to be chewed outside the house.

Coffee drinks are not allowed after 12:00 p.m. Children are not allowed to have coffee.

Cleaning Up During/After Meal Times

It is each mother's responsibility to ensure their children's plates are cleared. It is also each mother's responsibility to clean up any mess on the floor left by their children and wipe chairs, high chairs, and booster seats after meals. Residents are responsible for cleaning the high chairs that have been assigned to their specific suite/apartment on a daily basis. Covers should be cleaned as needed.

High chairs will be assigned upon admission to the program. High chairs are to be used during meal and snack times only (mothers are not to leave children in high chairs while they complete chores, etc.).

High chairs and tables will be checked by staff every night and need to be completely cleaned by 8:00 p.m. The tables, chairs, and floors in the kitchen must be cleaned after each meal, and chairs must be pushed in. The east door is one of the house fire exits and needs to be clear at all times.

Kitchen Check off

Every resident must let staff know, and check when their table area is cleaned, every night.

Work

Work is not permitted during the orientation period of the program due to involvement in intensive treatment. After this preliminary period, and with the approval of your treatment team, you may obtain a twenty-hour (maximum) per week job, as long as it doesn't interfere with your program schedule. Upon completion of IOP, residents may begin to seek full-time employment. Residents are not allowed to work between the hours of 8:00 p.m. and 8:00 a.m. When residents seek employment they may also have to seek outside daycare coverage.

When integrating back into the community, work may be sought out and incorporated into your treatment plan. Any job you apply for or hours you may consider working are to be approved by

the treatment team. At this point you are expected to find or provide your own transportation, including to and from any job.

When you enter this portion of your treatment you may also want to meet volunteer hours, community service and/or school requirements as specified by your WoRC operator.

Journaling

You are required to journal seven to 10 pages a day during your stay. Journaling needs to be checked off with staff each morning by 7:30. There are no extensions. If your journaling is not checked off you, you will be given a concern and a chain analysis. The chain analysis needs to be turned in to the IOP therapist. If resident does not have any concerns and is not on restriction all week they will be excused from journaling that Sunday.

Mandatory Meetings

All meetings scheduled at Carole Graham Home are mandatory for all residents of the Carole Graham Home/Serenity Cove. Residents will not be allowed to move up in contract or obtain additional pass time if they are not attending required meetings consistently. Outside meetings must be scheduled around these meeting times.

Mandatory meetings include:

- Case Management appointments
- Rehab Tech appointments
- Parenting group/Budgeting: Mondays 9:30 a.m.-12:00 p.m.
- Treatment Team: Tuesdays 12:30–2:00 p.m.
- House/Grocery meetings: Wednesdays 12:30-2:00 p.m.

Residents are expected to attend sober support meetings (AA or NA) while at Carole Graham Home/Serenity Cove. The number of meetings may vary per resident (two meetings per week is the minimum requirement), but each resident must attend the specified number of meetings and provide verification of attendance to the RCW on shift by completing a sign-in sheet for each meeting.

Feedback Sheets

Concerns, accomplishments, parenting concerns and parenting accomplishments will be shared with residents via feedback sheets. Any staff may note a concerning or positive behavior and record this on a feedback sheet. A copy is always given to the client, and a copy is kept for the house records. Our goal is to provide feedback to residents in the moment regarding issues such as house compliance, treatment, and case management goals, and parenting. These feedback sheets are not meant as punishment, but are a way for the treatment team and resident to gauge ongoing progress in treatment. Three concerns within one week will result in the resident being put on house restriction for one week's time.

House & Apartment Restriction

House restriction occurs when there is a major infraction of the rules. Immediate restriction occurs due to late BAs/UAs and/or being off agenda. There is a three strike system for not completing house responsibilities/behavior, and a separate three strike system for parenting concerns. Checks may be given for failure to complete daily room cleans and/or house chores, behavior, missing CM or RT appointments, and/or neglecting to appropriately parent children. Receiving three checks for parenting concerns, or receiving three checks for not completing house responsibilities within one week will result in immediate restriction.

Restriction begins from day of infraction and lasts for one week. While on restriction, residents of the CGH/Cove will not be allowed any TV time (TV must stay off) in room or basement, personal pass time, driving privileges (exceptions provided at CM discretion) or phone privileges, nor will they be allowed to have Sunday visitors, attend church, or participate in Case Management time off of the premises. This includes sponsors coming over. Residents can only attend mandatory appointments.

When on house restriction, an extra chore will be assigned and needs to be completed before the house restriction ends. While on restriction for any reason journaling must be done seven days a week.

Chemical Use/Relapse

Possession, use, or distribution of alcohol, drugs, or other contraband while at Carole Graham Home/Serenity Cove is strictly forbidden and may result in immediate dismissal from the program. If you do relapse while away from the Carole Graham Home/Serenity Cove, it is important for you to be honest with staff. We will address each situation on an individual basis. If a resident does relapse it is considered a non-negotiable concern, which means there will be a more serious consequence that is outlined in the residential contracts.

Babysitting Other Resident's Children

Residents are not allowed to babysit each other's children. You have a limited amount of time with your children and it is important to spend as much time with them as possible. Exceptions may be approved on a case-by-case basis with your CM. Children going on outings with another resident and her family are not allowed unless both residents attend. Children are not allowed to be in other families' suite without the mother present at all times. When watching another resident's child for a short period of time, supervision must occur in a common area of the house and staff must be informed of who is watching which child. Children are not to bathe together unless they are in the same family.

TVs, Stereos, Wii, and Headphones

Carole Graham Home/Serenity Cove residents are allowed to watch television only during specified TV times. On legal holidays weekend TV times apply.

Designated TV times are as follows:

- Sunday through Thursday: evenings from 6-10:30 p.m.
- Friday and Saturday: evenings from 6-11:30 p.m.
- Saturday and Sunday: 1-3 p.m.

Designated Wii Times are as follows:

- Monday through Thursday: 2-5 p.m.; 6-8 p.m.; 9-10 p.m.
- Friday and Saturday: 2-5 p.m.; 6-8 p.m.; 9-11 p.m.
- Sunday: 2-5 p.m.; 6-8 p.m.; 9-10 p.m.
- Monday through Sunday: 5-6 a.m. (only for fitness reasons unless on house restriction)

Children must be supervised by their parent at all times whether they are playing the Wii or just playing in the basement. Residents are not allowed to play the Wii if they are on house restriction. If you wish to exercise there are two treadmills to utilize. Residents are not allowed to have an X-Box or Wii in their suites. The Wii can only be used in 30 minute intervals and only up to an hour a day.

Failure to follow rules regarding designated TV times is considered a serious infraction and the consequences are as follows:

- 1st Infraction – Warning
- 2nd Infraction – TV removed for 1 week
- 3rd Infraction – TV removed for 1 month
- 4th Infraction – TV removed for the duration of the resident's stay

TVs and stereos must be turned off at “lights out” times throughout the week and kept at a volume that is conducive to the entire house which will be monitored at staff's discretion. The communal stereo and TVs are to be turned off if no one is present. If this rule is not observed, the TV or stereo will be removed.

Clients may only wear headphones in their rooms as long as their children are asleep. No headphones are allowed to be used in common areas or CGH transportation to encourage engagement in the community and to ensure residents can hear staff instructions as well as fire alarms.

Wake-Up Time

Residents need to be up by 7:00 a.m. Mondays through Fridays and have their BA completed by 7:30 a.m. Children must be up at that time as well. Both residents and children must be dressed by 8:00 a.m. on weekdays. On weekends and legal holidays residents and their children must be up and have had their B.A. completed by 9:00 a.m. Residents and children must be dressed by 10:30 a.m. on weekends and holidays.

Bed Time

Residents need to be in their respective suites or apartments by 10:00 p.m. Sunday through Thursday nights and lights out is 10:30 p.m. on weeknights. On Fridays and Saturdays residents must be in their rooms by 11:00 p.m. and lights out is at 11:30 p.m. On national holidays weekend rules apply. There are no exceptions. TVs and radios are to be turned off at this time as well. TVs and radios may be removed if these guidelines are not being followed. Children are expected to follow a nightly bedtime ritual developed by the mother. Mothers will also be expected to follow a personal bedtime ritual as a way of developing routine in recovery. Mothers are not allowed to sleep in the same bed as children.

Quiet Time

Quiet times are designed to provide an opportunity for mothers to have time with their children. This is a time when mothers must be in their respective suites with their children doing homework, reading, playing video games or involved in quiet activities.

Quiet times are 8:00 p.m. to 6:00 a.m. Monday through Friday. On Saturday and Sunday, quiet time is extended until 9:00 a.m. This provides residents with the opportunity to sleep in and the house to remain quiet. It is important to maintain consistency with sleep schedules, therefore an afternoon quiet time on Saturdays will be reserved for those children who nap. This reserved time is from 1:00 to 3:00 pm on Saturday. Families may use this time for napping or engaging in a quiet family activity in their suite. If the resident is unable to do this, they will need to make arrangements to be out of the home so that quiet time can be respected for those residents who participate (TV may be on from 1:00 p.m.-3:00 p.m. Sat. and Sun.).

Bedtime Routines

This is also the time you and your children complete your bedtime routine. Bedtime routines are a mandatory aspect of the CGH/Serenity Cove program. Your Case Manager will assist you with developing a bedtime routine within your first two weeks at the CGH. Bedtime routines may include having a snack, bathing, brushing teeth, reading or engaging in some other bonding activity, and laying children down to sleep. Children must be winding down during quiet time and mothers must be in their rooms with their children until they are asleep. After your children are asleep, and if it is after 9:00 p.m. residents are allowed time to socialize with other residents and/or do any homework that has been assigned in the common areas. Residents are not allowed in other residents rooms.

Breathalyzers

Each resident will submit a BA between 6:00 a.m. and 7:30 a.m. Monday through Friday, and between 6:00 a.m. and 9:00 a.m. on Saturdays and Sundays. Nighttime BAs are not to be taken before 7:30 p.m. and no later than 10:00 p.m. everyday, no exceptions. Additional BAs may be requested at any staff member's discretion. A resident will be required to give a BA after any overnight pass. If staff smells alcohol on any resident, all residents will be required to submit a BA and possibly a UA. UAs can be requested by any staff if there is suspected drug use.

If you are late for or miss a BA, house restriction will be imposed immediately. (See house restriction section for details). Staff will then request a BA and you will be expected to inform your probation officer and/or CFS worker with your Case Manager.

UAs

Residents of the Carole Graham Home/Serenity Cove agree to submit to random urinalysis tests. Each resident is assigned a color upon admission, and are responsible for calling the UA hotline every morning after 8:30 a.m. to see if their specified color is up for a UA. The UA hotline number is 532-9820. If a client's color is up for a UA they are expected to submit a UA at SHARE House after receiving a UA voucher from the receptionist at Turning Point.

Residents may also be required to submit random UAs at the discretion of CGH staff members at any time. Residents may have a peer watch their children while they submit a UA. If a UA is requested by any CGH staff member, clients are to stay within view of that staff member in the common area until they are ready to submit their UA. If not completed within the two hour allotted time frame, a UA is considered positive and the client is required to inform their Probation Officer or Department of Child & Family Services caseworker. The resident is considered on immediate house restriction. Completing a UA is required after all overnight passes.

Medications

Medications are an important part of your recovery, whether they are for a physical condition or a mental health disorder. All prescribed medications must be taken as directed by your physician. No changes can be made, nor can any new medications be started, without written instructions from your doctor. Vitamins prescribed by a doctor for moms or children must be taken daily or as directed. Prescribed vitamins hold the same weight in consequences as taking other prescribed medications.

Medications are locked up and are only accessed by staff members. Specific expectations regarding medications are located to the left of the medication room door, including medication times. If medications are not taken as prescribed or are taken outside scheduled times, residents will be considered out of compliance with program rules. Medication concerns will be addressed with you on an individual basis. Residents are not allowed to call in their prescriptions, or pick them up without a Case Manager or Rehab Tech present.

Narcotics: Narcotics are not allowed in the home. There are alternatives to pain relief and you are encouraged to explore other options with your Primary Care Physician and Case Manager. The Program Director is the only person that can make exceptions to this rule.

Over-the-Counter Medications: Over-the-counter medications and vitamins may be taken by residents, but only as directed on the bottle or in writing by a physician. Children under two will need a note from a doctor before being given any OTC meds such as Tylenol or ibuprofen, so we can ensure the correct dosage is given. Medications with ephedrine, pseudo ephedrine, or alcohol are not allowed. Benadryl is only allowed in emergency situations and as directed.

Medication Times: Medications must be taken within specified times. Please review the med times listed below:

- Morning Meds: must be taken by 7:30 a.m. (or 9:00 a.m. on weekends and holidays)
- Noon Meds: must be taken by 1:00 p.m.
- Evening Meds: must be taken by 6:30 p.m.
- Bedtime Meds: must be taken by 9:30 p.m.

Taking medications outside of these specified times are only allowed with the written consent of a resident's prescribing doctor.

Case Manager/Rehab Tech meetings

You will be assigned a Case Manager and a Rehab Tech who you will be expected to meet with on a weekly basis. It is your responsibility to meet with both the CM and RT to schedule weekly appointments. These meetings are mandatory and attendance is a mandatory requirement to maintain residency at the CGH/Serenity Cove.

Together with your CM, you will develop a plan based upon your individual goals. You are expected to comply with your Case Management Plan, as this is an important aspect of your continued sobriety and stay at the CGH/Serenity Cove.

Budget: Residents will learn and practice following a monthly Budget. The Case Manager will work with you on developing a budget, short- and long-term financial goals, and basic financial literacy skills.

Safety Plans

Residents are expected to complete a safety plan that would include how they will handle situations for themselves and/or their children when they are emotionally distressed. This plan will be developed with the help of your Case Manager and/or IOP counselor.

Child Supervision

Each mother is responsible for the supervision of her children when they are not at daycare. The Carole Graham Home/Serenity Cove requires that mothers keep their children with them at all times. This is to support an environment that is safe and consistent for mothers and their children. Specific techniques you can use to keep your children close will be discussed with you throughout your stay at the Carole Graham Home.

While outside with your children you must monitor them at all times. If this is not happening, you will be asked to come inside with your children to keep them close. Children are not allowed to be on the back side of Cove apartments at any time.

If your child is asleep in your suite/apartment, you are able to leave the child alone if you have a working baby monitor in your possession at all times. Residents are expected to purchase their own baby monitors and will need to budget for this upon admission into the Carole Graham

Home. If baby monitors are not functioning properly for any reason, residents must either stay in their suite/apartment or conduct frequent checks to ensure their children's safety..

All children must be supervised by parent while bathing. Children are not considered supervised if parent is journaling.

Daycare

It is the responsibility of each resident to secure a placement for their children from a licensed daycare provider. The Carole Graham Home has a list of providers who may be contacted and who provide care for other children in the home. It is the right of the mother to choose a daycare which will suit the needs of her children. However, if the chosen daycare is not within reasonable distance from the Carole Graham Home (as determined by staff) residents will need to arrange transportation to and from the daycare site. Your Case Manager will assist you in applying for daycare assistance through Child Care Resources.

During the winter schedule of October 1st through April 30th the CGH staff will provide transport to and from daycare twice a day. Summer schedule is from May 1st until September 30th and during these months it is the residents' responsibility to transport their children to and from daycare by means of biking, walking, driving, or taking the bus. In bad weather staff may choose to transport to and from daycare during the summer months.

During the months of transport the daycare run schedule is as follows:

- AM Daycare Run - The CGH van leaves at 8:10 a.m. unless otherwise posted on wall by sign out board. Residents and their children are transported to daycare and the van returns to the CGH. Residents are then expected to walk to IOP at Turning Point together.
- PM Daycare Run - The CGH van leaves no later than 5:00 p.m. and transports residents to pick up the children at each daycare before returning to the CGH.

Residents may walk to pick up their children between 3:00 p.m. and 5:00 p.m. If a mother has no afternoon appointments she will be expected to pick up her child early from daycare, instead of waiting until 5:00 p.m. If a resident is on probationary contract she will only be allowed to walk/bike/bus to her daycare with approved senior peer.

Discipline

Under no circumstances is physical discipline allowed. If staff witnesses any type of abuse, a feedback sheet will be given, an incident report will be filed, and the incident will be discussed in the Treatment Team meeting. As we are mandatory reporters regarding child abuse/neglect, a formal report may be filed with the Department of Child and Family Services. If you have never learned other forms of discipline please reach out to staff and peers for support and feedback in moments when physical discipline feels like the only option.

Basement Play Area

There is a sign in and out sheet on the basement door, residents must also sign out on the white board. Residents must sign in when going to the basement and sign out when coming up from the

basement with staff to ensure the basement is tidy. Children are able to be downstairs in the play area only if accompanied by their parent. Children are not allowed in the basement after quiet time.

Residents are expected to clean up after or with their children before leaving the basement area. No food or beverages (water is the only exception) are allowed in the basement. Adults may have food and beverages in the basement only when children are not present, such as during a Budgeting group, Parenting group, or while watching movies.

Chore Assignments

Chores will be assigned to each resident after two weeks of being at the CGH. The chore assignment sheet is located in the House Manager and kitchen area. Chores are rotated every two weeks. Chores are to be completed by the required time noted on each chore description. If a chore is not completed on time and no prior arrangements have been made with staff, a concern will be written and a check will be marked on the chore check off sheet.

Conflicts with a resident's schedule and their assigned chore must be addressed with the House Manager on shift before the chore is due. At that time, it is the resident's responsibility to give staff a specific time later in the day that the chore will be completed. Allowing additional time to complete a chore is allowed only if legitimate scheduling issues interfere with the client's ability to complete the chore on time, and will be approved at staff discretion. The House Manager on shift will print the time agreed upon in the box on the weekly chore check off sheet. If the resident does not complete it by the agreed upon time they will receive a concern and a check. Three checks within one week will result in the resident being put on house restriction for one week's time.

Residents are responsible for checking the chore sheet to know what is expected of them in order to complete the chore adequately and on time. Residents are expected to inform staff when their chore is complete and accompany staff to check it off. If this doesn't happen the chore may not be signed off.

All chores must be completed before leaving the house for any type of pass time. Exceptions will be made only around work and with prior approval of the House Manager on shift. Chores are to be completed by the resident, not resident's children.

Daily Room Checks

Each suite or apartment will be checked daily for cleanliness and to ensure there is no contraband in the room. The weekly room checks will be done by 10:00 a.m. on weekdays and by 12:00 p.m. on weekends. Each suite or apartment has a posted sheet detailing the requirements for passing the daily inspection. Not completing your daily room clean will result in a concern and a check.

Monthly House Deep Cleans

Residents participate in a deep clean of the home one time a month. A deep clean chore is assigned at the beginning of the month at the House Meeting and residents are given seven days to complete the tasks. This particular chore can be signed off in sections (the House Manager can explain in more detail). Residents are not to stay up past curfew hours to complete Deep Clean chores. If the Deep Clean is not completed by Wednesday at 12:30 p.m. all pass time and phone

time will be suspended until it is completed. There will be no extension time to get this done as you already have a week to complete.

Laundry

A laundry facility is available to the residents at Carole Graham Home/Serenity Cove. Residents will be assigned a day to do their laundry, which will be the same day every week. Residents are expected to follow through with doing laundry on their designated day. Residents are not to trade their assigned laundry day with another resident unless approved by HM or CM. Residents are also expected to make sure the laundry room is cleaned and checked off with staff after they have used it. There is a detailed sheet outlining staff expectations for cleaning the laundry room. Residents are to supply their own laundry needs such as soap, dryer sheets, and bleach. These items need to be kept in residents' suites with the exception of bleach, which will be locked in the laundry room cabinet.

The laundry room hours are 6:00 a.m. to 10:00 p.m. The laundry room is locked at 10:00 p.m. You will be expected to have laundry and clean-up done by that time and also remove personal items, such as laundry detergent. If items are not removed they will be confiscated.

Residents at the CGH may help each other complete laundry tasks (i.e. loading or unloading washer) if scheduling conflicts interfere with a resident completing her laundry chore. If a resident needs to complete laundry on an unassigned day, the resident must plan with the person whose day it is, and let staff know of the changes.

Dress, Personal Appearance and Possessions

Clothing, toys, music, and movies (VCR or DVD) that promote first-person violence, the use of drugs/alcohol, or which are deemed sexually inappropriate are not allowed at the CGH or Serenity Cove. It is the client's responsibility to monitor the items brought into the home prior to staff's approval. Movies up to PG-13 are allowed in the home keeping in mind the above restrictions.

Clothing that is revealing such as tops with spaghetti straps, or tops that reveal bra straps, show cleavage or midriff, or are see-through cannot be worn at CGH or Serenity Cove. Residents must also be dressed appropriately when out in public. No pajamas are to be worn when in public. Residents and children must have something on their feet at all times while in common areas. Children must be fully dressed in all common areas, even when eating meals. Upon leaving one's suite in the morning to start one's day, residents must be dressed in public-appropriate clothing.

Residents are not allowed to get tattoos or body piercing while residing at the Carole Graham Home or Serenity Cove.

Residents are not allowed to borrow, lend, loan or buy items from other residents. Carole Graham Home does not provide cigarettes at any time.

Electronic Devices

All electronic devices need to be checked in with staff before being brought into a suite/apartment. Electronics will be reviewed with staff members and may be approved on a case

by case basis. Possession of an electronic device without staff approval could result in discharge from the program.

Electronic devices include cell phones, digital cameras, ipods/mp3 players, computers, etc. Children's electronic hand-held games will need to be checked out and in with staff. Children are allowed one hour a day on these devices. CGH has a Wii in the basement for clients to play with kids.

Weekend Schedule

Residents are allowed to participate in weekend activities with prior permission from the Case Manager. Out-of-house activities, including money allotted for activities, and phone calls must be approved by the Case Manager prior to the weekend and written in the schedule book. If the activity and the allotted money are not in the schedule book, residents will not be allowed to attend/call.

Pass Time

Personal and Case Management pass time for Carole Graham Home/Serenity Cove residents needs to be outlined on your Weekly Activity schedule, which must be approved by your Case Manager during your 1:1 time together. Your Case Manager must approve of any changes to your Weekly Activity Schedule by 12:00 p.m. on Thursday of each week. No additions or changes will be made to your schedule over the weekend for any reason. Any time that you are leaving Carole Graham Home/Serenity Cove you are expected to sign out on the white board in the living room area, indicating the times you will leave and return, as well as your destination. You also must sign in and out in the note book at the staff desk. Always remember to erase your portion of the sign-out board when you return, so that residents and staff will know you are home. This includes leaving for daycare run, house activities, IOP, personal pass time, and work. All chores, deep cleans, and room cleans are to be finished before leaving on pass.

All weekend passes must include your children. Any exceptions to this will be discussed with the Case Manager and written approval must be in the pass book. Personal pass time may not be split to use for other periods of the day. Residents are allowed no more than three hour blocks of time for personal pass before coming back to the house. Exceptions to this must be cleared with the Case Manager. If resident goes off agenda they will be put on restriction.

If a situation arises that has not been noted on your Weekly Activity schedule, you must submit a request to your Case Manager 24 hours in advance, as they are the only staff to make changes/additions to the Activity Schedule. Changes/additions will be limited and based on individual situations.

Pass Hours: The number of pass hours per week is based on residential contracts. Moving up in contract is based on progress made on goals, not one's length of time in the program. Following is a list of privileges residents earn during each contract:

- Orientation Contract: No pass time, phone privileges, or visitors.
- Stabilization Contract: Six hours of pass time per week.
- Maintenance Contract: Twelve hours of pass time per week.

Chores must be completed before going on personal pass. If chores are not completed pass time for any activity will be suspended until the chore is completed.

Children's curfew is 8:00 p.m. daily. Resident curfew is 10:00 p.m. seven days a week. Exceptions to this can be made only by prior Case Management approval. Residents must follow rules on child supervision and peer babysitting when planning pass time.

No overnights will be approved during the school year for school-age children. Overnight passes for mothers and children are considered on a therapeutic basis. Any overnight request must be put in writing prior to your Treatment Team staffing, and your Treatment Team will approve or deny your request at that time.

Visitation

Visiting hours are from 1:00 p.m. to 5:00 p.m. on Sundays. Visitors must be approved by a resident's treatment team and will be included in the residents weekly schedule book. If a visitor has not been approved, or is not on the list, they will be asked to leave the CGH premises immediately. Former residents are allowed to visit only with team approval. Residents are to notify their Case Manager by Thursday at 3 p.m. if they would like to have visitors during that weekend. There is a limit of ten total visitors each Sunday. Given that visitation is limited to ten, it will be at the discretion of the Case Manager as to how many visitors will be allowed per resident. All residents will have the opportunity to have visitors on a regular basis.

Visitor rules are posted in the main community area. It is important for you to read them as you become oriented with the program. Visitors are allowed in the common areas only. Cove residents may have visitors in their homes only after receiving approval from their treatment team. During the probationary period residents are not allowed visitors. Exceptions to the visitation policy will be limited to emergency situations and must be approved by the Case Manager. A written request by the resident must be given to the Case Manager 24 hours in advance.

Residents are asked to provide staff with a list of any people they do not want to have contact with. Anyone not on a signed release will not be given any information regarding your situation and will not be allowed under any circumstances to enter the Carole Graham Home. Visitors must sign confidentiality forms each time they come.

Cove Apartment Visitors

Visitation inside the Cove apartments is not allowed for CGH residents or their children. Residents may visit in yard as long as child supervision is being followed. If resident is not monitoring her

children she may be asked to bring them inside her apartment or suite to better be able to keep her children close and safe.

Group Member Visitation

We would like to offer our program as a support to the women who are in the Women's IOP group at Turning Point, as well as support healthy friendships between residents and other group members. However, given the structure and expectations of our program, there are certain requirements that must be met. Any visitor from IOP must be on the list of approved group members provided to Carole Graham Home staff by the CD counselor from Turning Point. If a visitor is not on this list they will not be allowed to stay. Times that women come to visit cannot interfere with the CGH/Cove schedule and structure of the house (i.e. quiet time, dinner, etc.)

Mail

During the orientation period no personal mail can be sent or received, such as letter to you family. Absolutely NO mail will be accepted from or sent to any one who is incarcerated during you treatment with the Carole A. Graham Home. After your treatment team decides that it is appropriate you may begin sending and receiving mail from friends and family. Your case manager will be monitoring you mail as it goes out and comes in.

Postage Stamps

Residents are responsible for purchasing their own stamps for their personal mail. Stamps are held by the case manager, not the resident. The Carole Graham Home will provide stamps for business mail only. Only business mail may be sent out and no personal mail may be received or sent out without being reviewed by CM.

Pets

As stated in the rental agreement, there are no pets of any kind allowed at the Carole Graham Home/Serenity Cove. Please review the following information regarding pet policy: Feeding stray animals constitutes having a pet without permission and is a violation of this agreement.

Residents may not babysit animals nor have visitors that bring their animals into the apartment or on the property. Visitors may not leave animals in their vehicles while visiting at the CGH/Serenity Cove.

The Carole Graham Home/Serenity Cove will follow all requirements arising under the Americans with Disabilities Act (ADA). Approval for a dog is limited to hearing or vision impaired person whose disability and the necessity for assistance by a dog trained specifically for this disability must be verified by a licensed physician.

Relationships

Exploring patterns in relationships will be a significant part of your treatment process. It is widely recognized in the chemical dependency field that starting new sexually intimate relationships or continuing abusive ones in early recovery can be a major block to one's healing and recovery.

Given the therapeutic nature of the program and the focus on reunification of mothers and children, sexual/intimate relationships are not encouraged while a resident at Carole Graham Home/Serenity Cove.

Communication and visitation are approved at treatment team discretion, and honesty within in all aspects of program participation is imperative. Dishonesty, being off agenda, and/or unapproved contact with family, friends and others may result in disciplinary action up to and including program discharge.

Sexual or romantic relationships between residents at CGH/Serenity Cove and residents at the SHARE House are not allowed. Physical contact or implied flirtatious behaviors between residents that are deemed sexual and/or inappropriate may be grounds for discharge from CGH/Serenity Cove. Sexual harassment is a serious matter and may be grounds for discharge. Sexual harassment is defined as the following: sexual jokes, items, innuendoes, gestures, dancing, and comments deemed offensive and or inappropriate that are made to staff or other residents.

You are encouraged to develop new friendships that support and promote your recovery process. The Carole Graham Home staff, your Case Manager, and your therapist will encourage and assist you in doing this.

Social Networking

Social networking, online dating, or otherwise developing online relationships is not allowed while residing at the Carole Graham Home or Serenity Cove Apartments. If you already have a profile/account on a social networking site, you may not access it at any time while in the program. Social networking includes Facebook, Twitter, MySpace, E-Harmony, online chat rooms, instant messaging, etc.

Swearing

Part of each resident's recovery process learning and practicing new healthy behaviors and healthy role modeling for your children. Using inappropriate language will be grounds for a concern.

Respect

It is Carole Graham Home/Serenity Cove policy that all residents and their children will be treated with respect by staff. While you are encouraged to express your feelings honestly (including anger) it is important that this happen in an appropriate manner. Any outward expression of violence, physical abuse, or damage to property is unacceptable and may be grounds for discharge. Vulgar language, racial slurs, offensive references to sexual orientation and emotional or verbal abuse may also be grounds for discharge. Swearing will result in a concern being noted on a feedback sheet. All of these actions will be addressed on an individual basis.

Child Behavior

If children are aggressive, violent or damage property, legal steps may be taken to resolve the problem. Mothers are responsible for setting limits around their children's behaviors.

Good Neighbor Policy

All residents are required to maintain the premises of the CGH/Serenity Cove with the same care as if they were the owner. The yard and walkways must not be cluttered with trash, toys, bikes, skateboards, etc. During the winter months CGH staff will shovel the main sidewalk in front of the Carole Graham Home and Serenity Cove, but residents are responsible for shoveling individual walkways.

You may not disturb your neighbors' peaceful enjoyment of their apartment and yard. The volume of televisions, radios, or other electronic equipment should not disturb your neighbor and should be turned down at a reasonable hour, generally by 9:00 p.m. We ask that the noise level of your children and guests be kept low. These guidelines are in place to ensure a respectful relationship with our neighbors and fellow community member.

Respecting Others' Suites/Apartments

Residents are not permitted to be in another resident's suite or apartment. There are no exceptions to this rule as we want to respect the individual's personal space and privacy.

Room Deep Cleans

Room deep cleans can be completed between Thursday at 9 a.m. and Friday 3 p.m. weekly. There is a deep clean posted in each room outlining the expectations for deep cleans. Even if residents are in the middle of their deep clean, they still need to meet daily room expectations as well. If deep cleans are not completed by Friday at 3 p.m. pass time for any activity and phone privileges will be suspended until it is completed.

Room Searches

Rooms will be searched randomly to ensure that no contraband is being brought into the house and to maintain the safety of the residents and their children. Searches will include two staff members. Searches will be conducted in a respectful manner and can occur with the resident being present or not. Searches will not be conducted when children are present. The only exception to this is if someone is suspected of using or possessing alcohol and/or drugs, or if staff suspects that there are guns or dangerous weapons in the suite or apartment.

If contraband is found, a feedback sheet with a concern will be given and your Case Manager will follow up with you regarding any consequences. If drugs or alcohol are found this is considered a non-negotiable concern and more serious consequences will be enforced. These consequences are outlined in the residential contracts.

Storage

Storage for Serenity Cove residents is provided in an outside storage closet to the right of each apartment's front door. Do not store any flammable material in your storage closet. You may not store your property in another resident's storage closet, nor are you allowed to store items of any CGH resident in your storage area. If your belongings do not fit in your apartment and storage area, it is your responsibility to make arrangements to store them off site.

Transportation

The Carole Graham Home provides limited transportation. When riding in Carole Graham Home vehicles, all passengers are expected to wear seatbelts at all times. Children less than 80 pounds are required to travel in an appropriate child safety seat and children are not allowed to ride in the front seat. Children will not be transported without parents unless permission is given to the driver by the parent. No food or drink is allowed in Carole Graham Home vehicles.

Your Case Manager will assist you in identifying and addressing your transportation needs throughout your stay. Residents on the first contract will not be allowed to walk/bike/bus to appointments, IOP, daycare, or any off campus activity without an approved senior peer or staff member. Exceptions may be approved by a Case Manager only.

Residents are allowed to walk to and from Turning Point for IOP, aftercare, or individual 1:1 appointments. Residents must walk the specified path to Turning Point. Walking on Russell Street or California Avenue to and from Turning Point is dangerous and not allowed. You will be expected to develop resources in the community with staff assistance. The program will decrease their role in providing transportation as you progress in the program and are able to develop other resources to meet your transportation needs.

During your first contract you will be expected to utilize a senior peer, bike, or take the bus, with approval from your Case Manager. Any request for staff to transport must be discussed with Case Manager first, and a written request put in 24 hours in advance. These requests may or may not be approved.

Operating your own personal vehicle will not be considered until you reach the stabilization phase of your treatment. Driving privileges will be approved on an individual basis at your treatment team's discretion. Driving privileges will be granted on an incremental basis.

All drivers (residents with driving privileges as well as anyone transporting a resident and/or her children) must present the following:

- Proof of current insurance
- A valid driver's license
- Current registration

Helmets & Strollers

Residents and their children are expected to wear helmets when riding bikes, roller blades, roller skates, scooters, or skateboards. You will need to purchase your own helmet if you do not have one. Children are not permitted to ride bikes, tricycles, skateboards, etc. in the house. Strollers need to stay outside. There is a weight limit for strollers. Older children need to ride bikes or walk. High chairs need to stay in kitchen.

Yard Maintenance

Before coming in at quiet time any items Carole Graham Home/Serenity Cove residents and children have taken out must be put away. Lawn chairs must be folded up and put next to CGH wall. Bikes and other riding toys must be stored in the bike rack. All toys and helmets must be picked up. All garbage must be disposed of.

If bikes, toys, etc. are left out in the yard after quiet time, they will be confiscated and locked under the porch. Residents will be responsible for checking with staff to see if their children's toys or bikes have been locked up. If left locked up without claiming they will be donated.

Fire Alarms

In case of an emergency there are fire alarms located throughout the Carole Graham Home and Serenity Cove. A posted evacuation plan is located in each room of the house. If a fire alarm goes off within the CGH, even if it is a false alarm, all residents and their children are to exit the premises and wait at the Serenity Cove apartment B porch until the Fire Department states that it is safe to return to the home.

Resident must pay for false alarms, when fire department responds.

Please review the emergency fire alarm procedures that follow:

- Vacate the premises with your children and call 911 immediately. Notify staff immediately.
- If there are residents in other apartments or suites you may attempt to contact them regarding the emergency, or allow staff to do this while you tend to your own children.
- If someone is trapped in an apartment or suite notify emergency personnel of the situation immediately.
- Do not go back into the building for any reason until allowed to do so by the Fire Department.
- Familiarize yourself with how to use the fire extinguishers in your apartment or in the CGH kitchen.

There are smoke detectors installed in your apartment/suite as required by law. These devices were tested and in good working order at the time you moved in. It is the resident's responsibility to properly maintain these detectors.

Please follow these rules to ensure that your detector is working properly: Test your alarm once a month. Most smoke alarms have a test button. If you are unsure if the detector is working properly, contact staff so that the detector can be inspected. Replace batteries as needed by at least once a year. Keep spare batteries handy. You are required to provide replacement batteries during your stay at the Cove. While at the CGH, staff will provide you with batteries for your fire alarm.

Grievance Procedure

Occasionally clients initiate complaints or grievances. Each case must be individualized, but the following steps suggest a basic procedure:

- Client initiates complaint/grievance in writing (if able), and submits it to the counselor and/or her Program Director, the Site Manager, or Executive Director of Western Montana Addiction Services, Inc.
- As appropriate, the counselor, Program Director, Site Manager or Executive Director of Western Montana Addiction Services, Inc. will meet with the consumer to determine the nature of the grievance and attempt to respond. Appropriate administrative personnel of Western Montana Addiction Services, Inc. are informed of the results of the meeting.
- As appropriate, Executive Director will notify the Western Montana Addiction Services, Inc. attorney.
- If the complaint/grievance remains unresolved, the client may enter the formal grievance procedure of Western Montana Mental Health Center.

Health Care Service Record

We keep a record of the Health Care Services we provide you. You may ask to see a copy of that record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see your record or get more information about it by first discussing it with your counselor.

Client Rights

The following are the legal rights under Montana law for all clients who receive services through Western Montana Addiction Services, Inc.:

- Be treated with dignity and respect.
- Be treated without regard to physical or mental disability. Treatment will reflect both the client's abilities to profit from services and others' treatment rights.
- Have all clinical and personal information treated confidentially in communication with individuals not directly associated with Western Montana Addiction Services, Inc.
- Have the right to practice religion of choice insofar as such practice does not infringe on the rights and treatment of others, and have the rights to be excused from any religious practice.
- Not to be denied communication with family in emergency situations.
- Not be subjected to corporal punishment, physical, emotional, sexual, or other forms of abuse.

- Have the right to services for youth, men, and women which reflect awareness of the special needs of each.
- Have the right to an established client grievance procedure.

Confidentiality Agreement

Federal law protects the confidentiality of all records maintained by the Carole Graham Home. The program cannot release your name, status, records, or any other information to anyone without your written permission.

You are also required to protect the confidentiality of the other residents living at the Carole Graham Home. You must not talk about your housemates in any way that will identify them to anyone outside of the staff. This is an important guideline, and violation of confidentiality can be grounds for discharge.

Your confidentiality may legally be broken if:

- You have signed a written consent form.
- You are a danger to yourself or others.
- You commit or threaten to commit a crime at the home or against any person who works for the program.
- There is a medical emergency.

The staff suspect child abuse/neglect.

Types of Discharge

There are different types of discharge from Carole Graham Home and Serenity Cove. They include:

- ASA (Against Staff Advice) considered an unsuccessful discharge
- ASR (At Staff Request) considered an unsuccessful discharge
- Graduation/successful discharge
- MTB/unsuccessful discharge

Residents may be discharged from the facility if there is a violent incident, a violation of rules, or if it is determined that this treatment facility is not appropriate for the individual. Any of these situations are considered an ASR discharge. If the resident chooses to leave the program without successful completion of the program curriculum, this would be considered an ASA discharge.

In both of these instances, mail will be forwarded for one week. If no forwarding address is provided, mail will be returned marked "not at this address". Once the ASA/ASR form is signed and all personal belongings have been retrieved in the time specified, the resident is not permitted back on the premises for six months. Residents discharged without program completion may apply for re-admission six months after termination. Re-admission will be a team decision.

With either ASA or ASR discharges residents will be asked to leave the premises and will not be allowed to return to clean their suite. Therefore, they will forfeit their deposit. In this instance staff will pack resident's belongings and put them in storage. The Carole Graham Home is not responsible for any damaged, lost or stolen property that may be incurred while belongings are stored. Residents will have seven days to retrieve their belongings between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday and need to coordinate a time with either the Case Manager or House Manager. If the belongings have not been retrieved in the allotted time, they will become the property of the Carole Graham Home and may be donated to a local charity.

A resident graduates successfully upon completion of all program expectations, which includes securing independent housing, completing their chemical dependency treatment plan, their case management plan, and any other expectations required of them. A client's treatment team will determine a graduation date upon successful completion of program requirements.

Rental Agreement

Carole A. Graham Home

As part of your admission to the Carole Graham Home/Serenity Cove you are expected to pay rent monthly. The monthly fee is \$120.00 for a studio apartment and \$160.00 for a one bedroom apartment. Your Case Manager will assist you in budgeting for this expense. Income includes TANF, child support, employment (unemployment), Social Security, etc. This fee is due by the tenth of the month and must be paid in cash and with the exact change. If the tenth falls on a weekend or a Monday holiday, it will be due either the following Monday or Tuesday. If you don't pay your fee for any reason your Case Manager will develop an additional contract for meeting your fee obligation. Residents who leave the program with an outstanding debt to the house will not be allowed on the premises until the account has been resolved.

Serenity Cove Apartments

Monthly rent is \$300.00 and must be paid by cash or money order (no checks) to the Administrative Assistant by the 10th of each month. If the 10th falls on a weekend or a Monday holiday, it will be due either the following Monday or Tuesday. A \$25.00 late fee will be charged for any rent paid after the 10th of the month. You may make arrangements to pay your rent after the 10th of the month by submitting a written request to the Administrative Assistant before your rent is due. If the request is submitted after the 10th, rent will be considered late. If no arrangements are made, and the rent is not paid by the 10th of the month a 14 day notice of eviction will be issued. If rent is not paid during this 14 day period the resident will be evicted and expected to pay the rent due for that month. Any rent left unpaid after eviction will be taken out of the security deposit and/or will be processed for legal action. If rent is late twice in a 6 month period, without previous arrangements being made, the resident will be given a 14 day notice of eviction.

We ask for open communication when it comes to paying rent. We cannot help resolve the problem if it is not discussed openly. If you have questions regarding rent payments please talk to the Administrative Assistant or your Case Manager.

Security Deposits

A security deposit of \$300.00 is required prior to moving into the Serenity Cove Apartments. If full deposit is not paid and the resident needs to make payment arrangements, the following options are available: \$100.00 may be added onto the monthly rent for three consecutive months, or \$75.00 may be added onto the monthly rent for four consecutive months. A security deposit of \$200.00 is required prior to moving into the Carole Graham Home. If full deposit is not paid and a resident needs to make payment arrangements, the following options are available: \$100.00 may be added onto the monthly rent for two consecutive months, or \$50.00 may be added onto the monthly rent for four consecutive months. If a resident misses a deposit payment, it will be considered a violation of the rental agreement and termination of tenancy would be considered.

The same action will be taken as if a rental payment is missed. If a resident should terminate this rental agreement on their own by giving 30 days notice in writing and the full deposit has not been paid, they will be required to pay for any damages if the amount of damages is over the amount of deposit paid and the balance or all of the deposit will be forfeited. If the resident does not give a 30 day notice to vacate the apartment, the deposit will be forfeited.

If you provide at least 30 days notice of intent to vacate the apartment and the deposit has been paid in full, the deposit will be refunded within 30 days of your last date of tenancy after costs for cleaning or damages are taken (if applicable.) A move out inspection should be completed with you and a staff member of the Carole Graham Home prior to you vacating the apartment. You will be given notice, in writing, of any damages to the apartment and you will be given an opportunity to remedy this as applicable by law. Deposits will be mailed to your last known mailing address, so it is important that residents leave a forwarding address when they leave.

It is best to give notice of intent to vacate at the beginning of a month, as you will be expected to pay rent for that month. If you should give notice and leave in the middle of a month, a pro-rated rent refund will be issued as long as full rent was paid for the month.

If you provide notice of intent to vacate and have not paid the month's rent, your security deposit will be held in place of rent. You will be invoiced and expected to pay for damages to the apartment and will not receive a deposit refund. WMAS will prosecute all residents for the unpaid rent and charges for damages to the fullest extent of the law.

Tenant Charges

WMAS charges \$25.00 per hour plus the cost of materials for repairs of any damages (other than normal wear and tear) that you, your family members, or guests cause to the apartment, grounds, common areas, or WMAS property. Repair work contracted to outside agencies will be charged at actual cost.

If you request that WMAS perform work in your apartment, WMAS will charge for labor and materials as described above.

Locks

WMAS charges a \$50.00 minimum fee to change or re-key a lock. No locks may be changed or added without the written consent of WMAS.

If you lock yourself out of your apartment and WMAS must open it, the resident will not be charged the first time; however, if this happens twice or more within a 60 day period, WMAS will charge a \$5.00 lock-out fee.

Plumbing

Plumbing is not designed to handle garbage, food, coffee grounds, grease, feminine products, toys, paper towels or large amounts of toilet paper. Residents will be charged for a service call if these items are clogging your drains. Please do not use Drain-o, Liquid Plumber, or other products without talking to a Carole Graham Home staff member first. If you are having problems with a

slow running or plugged drain, call Carole Graham Home or the Administrative Assistant for help. There will be no charge unless the stoppage was caused by resident negligence.

Termination of Tenancy

You may terminate the rental agreement by giving written notice at least 30 days in advance. Your written notice may be mailed to 1335 Wyoming St. Missoula, MT 59801 or hand delivered to the Administrative Assistant at the same address. An inspection will be done with the resident by a staff member of the Carole Graham Home prior to you moving out in order to allow you time to clean and repair any damages in the apartment. Deposits (if applicable) will be refunded within 30 days of the resident vacating the apartment or a letter stating reasons why you will not be receiving your deposit back will be sent within 30 days. WMAS may terminate the rental agreement as described in your rental agreement, and throughout this handbook.



Acknowledgment of Receipt & Handbook Agreement

I have read the above rules and I understand the expectations of me while I am a resident at Carole Graham Home and/or Serenity Cove.

I agree to abide by all the above rules and expectations.

I understand that violating the rules and expectations of Carole Graham Home may result in action up to and including discharge from Carole Graham Home or Serenity Cove.

I understand that if I commit any crime while at Carole Graham Home or Serenity Cove I may be turned in to law enforcement officials.

I acknowledge that Carole Graham Home cannot be held liable for loss or damage to any of my personal belongings due to fire, theft, or other damage-producing events.

I understand that any belongings left at Carole Graham Home beyond seven days after my departure from Carole Graham Home become the property of Carole Graham Home.

Resident Name (Printed)

Resident Signature

Date

Case Manager Signature

Date

Resident Copy – Leave Attached to Resident's Handbook



Acknowledgment of Receipt & Handbook Agreement

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I understand that any belongings left at Carole Graham Home beyond seven days after my departure from Carole Graham Home become the property of Carole Graham Home.

Resident Name (Printed)

Resident Signature

Date

Case Manager Signature

Date

Carole Graham Home Copy – Remove and Place in Client's File

Client Name: _____

Client Rights and Grievance Procedure

Client Rights

The following are the legal rights under Montana law for all clients who receive services through Western Montana Addiction Services, Inc.:

- Be treated with dignity and respect.
- Be treated without regard to physical or mental disability. Treatment will reflect both the client's abilities to profit from services and others' treatment rights.
- Have all clinical and personal information treated confidentially in communication with individuals not directly associated with Western Montana Addiction Services, Inc.
- Have the right to practice religion of choice insofar as such practice does not infringe on the rights and treatment of others, and have the rights to be excused from any religious practice.
- Not to be denied communication with family in emergency situations.
- Not be subjected to corporal punishment, physical, emotional, sexual, or other forms of abuse.
- Have the right to services for youth, men, and women which reflect awareness of the special needs of each.
- Have the right to an established client grievance procedure.

Client Grievance Procedure

Occasionally clients initiate complaints or grievances. Each case must be individualized, but the following steps suggest a basic procedure:

- Client initiates complaint/grievance in writing (if able), and submits it to the counselor and/or his/her Program Director, the Site Manager, or Executive Director of Western Montana Addiction Services, Inc.
- As appropriate, the counselor, Program Director, Site Manager or Executive Director of Western Montana Addiction Services, Inc. will meet with the consumer to determine the nature of the grievance and attempt to respond. Appropriate administrative personnel of Western Montana Addiction Services, Inc. are informed of the results of the meeting.
- As appropriate, Executive Director will notify the Western Montana Addiction Services, Inc. attorney.
- If the complaint/grievance remains unresolved, the client may enter the formal grievance procedure of Western Montana Mental Health Center.

I have read and understand the Client Rights and Client Grievance Procedure as outlined above. I have received a copy of these policies (in Resident Handbook).

Client Signature

Date

To: Whom it May Concern

Re: Emergency exit plan

Dear team members,

We are implementing a new protocol requiring an Emergency Exit Plan for all of our clients prior to admission to the Carole Graham Home program. This plan must be completed before the referred client will be admitted for services. This plan includes contact information of parties responsible for implementing the emergency exit from the program, and actual contingency plans for the client and their children. The Emergency Exit Plan form summarizes the action plan and referral source personnel directly responsible for implementing the plan. In the event that a client must leave the program, this plan will be put in motion without delay.

Carole Graham Home will not keep clients or their children that exhibit behavior that is not manageable within the program guidelines. Further, Carole Graham Home will not keep clients (or their children) who request to leave the program. We are not a detention facility or crisis intervention program. Please see the attached form. Please contact me at bstewart@wmmhc.org or (406)532-8942 if you have questions or need further information.

Sincerely,

Bonnie Stewart, LAC

Carole Graham Home Director

Emergency Removal Plan

In the event of that a resident needs to be removed within 24 hours due to serious violation of program expectations, the Program Director will contact the following to arrange appropriate removal from services. In the event that the Program Director is unavailable, the Program LAC, or Case Manager will follow the plan outlined below.

| | |
|-----------------------------|-------|
| _____ | _____ |
| CFS Name | Phone |
| _____ | _____ |
| Probation Officer | Phone |
| _____ | _____ |
| Alternate Emergency Contact | Phone |

By signing below, it is understood that if a resident physically assaults another person, runs away or causes significant property damage, law enforcement will be called before any of the above to ensure safety for everyone in the immediate environment.

By signing below, it is understood that dependent on the violation, it is the Program Director or Program LAC's discretion the order in which contacts are made and removal plan is executed to ensure safety of both the resident being removed and the rest of the clientele.

By signing below, it is understood that whenever possible, CFS and probation officer will be made aware of the situation by the resident and cooperation will be expected by all parties.

By signing below, it is understood that if contact is made due to a resident needing to be removed in an emergency situation for any of the above listed reasons, CFS, probation office or alternate emergency contact has 24 hours to make the appropriate arrangements.

| | |
|------------------------------|-------|
| _____ | _____ |
| Client Signature | Date |
| _____ | _____ |
| Intake Coordinator Signature | Date |