

LOTUS RECOVERY HOUSE – RESIDENT HOUSE RULES

1.00 Deposit/ Rent/ Lease Agreement

- A. Each resident is required to pay \$75 per week, beginning the first Monday. Rent will include the cost for all utilities and house cleaning supplies. Residents are responsible for personal hygiene and food expenses not covered through donations. Rent subsidies are accepted when available through referring courts, treatment agencies, grants, etc. Arrangements will be made on a case by case basis. The resident will be required for their rent if the funding should no longer be made available to the resident.
- B. Rent shall be in the form of money order or cashier's check only.
- C. Each resident will have a week by week lease agreement.
- D. A three-day eviction notice could be given to residents that do not pay their rent as listed in the lease agreement.
- E. Residents are not permitted to be employed by LRH, the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties or another associated entity.

1.02 Length of Stay

Resident length of stay will be determined by the resident and with assistance by the Lotus staff. Residents are welcome to stay at LRH if they comply with the recovery standards and follow the lease agreement.

1.03 Program Adherence

Living in a recovery house implies that a resident wants to be part of a recovery community. In the LRH, residents are expected to help one another by being honest, including helping others see when they are breaking rules or doing things that place themselves or others at risk for relapse. Residents are encouraged to talk directly with one another when situations arise that are of concern. Open dialogue with the LRH staff is also important to guard against secret-keeping in the house. If a resident has difficulty meeting the requirements and/or expectations of the LRH, staff will provide additional support and if necessary, consequences, to encourage residents to meet those requirements/expectations. If a resident does not meet the requirements or expectations, they will receive the following behavioral redirection and/or consequences:

*One on one meeting with LRH staff: The resident will meet with the LRH staff to discuss the problem behavior and work to problem solve. The resident is expected to change the behavior and work towards making recovery-based decisions to meet the requirements or expectations. The LRH staff will review the resident's recovery plan and may add homework assignments based on the concern.

*Discussion at the House Meeting: A resident may be asked to share her experience at a house meeting to help address the issue or to ask for help from other residents. This discussion is meant to be supportive of the resident as well as others in the house.

Written Warning: This occurs when there has been a consistent concern for a resident's ability and/or willingness to meet the program requirements or expectations. A written warning serves as documentation of continued concerns for certain behaviors. Again, the LRH staff will review the resident's recovery plan and discuss relapse prevention at that time, if risks for relapse are present. The LRH staff may assign homework to help the resident further think about her behaviors and how they are impacting her life at the recovery house.

*Move Out: This is the final disciplinary action in which a resident is no longer eligible or appropriate for housing in the LRH. A decision to request a resident move out is taken into consideration by the LRH staff and must include the Director or designee. The staff will discuss this decision with the resident and make plans for referral to services (if needed) or a referral to other safe housing.

Please note that violations may vary in severity and nature resulting in interventions starting at different points of the progressive sequence of consequences. The choice of intervention is at the discretion of the LRH staff and will take into consideration the specific situation.

1.04 Parking Access

LRH Residents shall park in the designated parking area behind the LRH. Street parking shall be available for Lotus staff and visitors.

1.05 Medication and Medication Storage

- A. Residents must inform LRH staff of any and all medications. All medications shall be documented by the LRH Director.
- B. Each LRH Resident will have its own medication storage box. This box will be accessible only by the LRH Resident and designated Lotus staff. Other valuable items such as jewelry and cash can be stored by the Resident.
- C. Residents are not allowed to share medication with other residents or visitors.
- D. Residents shall dispose of unwanted medications at the local RX drop off boxes and shall not flush the medications down the toilet or thrown in the trash can unless an approved disposal bag is used.
- E. During the intake process, all LRH residents shall notify the LRH staff of their medications. All prescribed and/or controlled medications shall be logged (Appendix G - Medication Form). It is the responsibility of the resident to inform the LRH staff regarding any medication changes, including new medications. The Director will determine if medication should be locked in the LRH office in a safety box. Controlled substances and any medication determined to be a risk to the resident or other residents' sobriety should be locked in the office.
- F. All prescribed and/or controlled medications shall remain locked in the LRH Office as determined by the Director. LRH Residents will be provided with a seven-day medication dispenser. On a weekly basis, each resident will fill the medication dispenser under the observation of the designated LRH staff. Residents are responsible for taking medications as prescribed by physician.

1.06 Safety Standards/ Security Rules

- A. Residents shall not possess or ingest any narcotic, controlled substance, alcohol, or any other mood-altering substance while residing at LRH.
- B. Residents shall not possess any item that can be considered a weapon at LRH. Items that can be considered a weapon include but are not limited to guns, knives, mace or pepper spray, brass knuckles, tasers, or any other item that can be used to inflict bodily harm.
- C. Violent behavior is not tolerated. Violent behavior includes but it is not limited to threats, excessive profane language, verbal abuse, derogatory racial- gender- or sexual related comments, physical violence of any kind or any other action considered by LRH staff to pose a risk to the safety and security of other residents, LRH staff and volunteers.
- D. Residents shall not possess any pornographic images (digital or print) at LRH.
- E. Residents shall not possess any candles, incense, space heaters, or any other item that is flammable and poses a safety risk. A fire pit may be available at the home as approved by the LRH staff. The fire must be attended at all times, use clean wood only and not burn any hazardous materials or burn for waste disposal purposes, not used during windy conditions, make sure the garden hose/fire extinguisher and bucket of dirt is available to extinguish any fire that is higher than two feet and/or three feet wide.
- F. Residents are only permitted to smoke outside of the house, in the designated area only.
- G. Residents shall not participate in any criminal activity while on or off premises of LRH.
- H. Residents must respect the property of LRH and the property of all other residents in the home. Residents shall not damage any property and/or take any items without permission.
- I. Residents shall not enter other resident's rooms without permission.

1.07 Courtesy Standards

- A. Residents are expected to keep the house safe, clean, and neat. It is expected to keep a quiet environment for all residents as many may have a different work schedule and rest times may be different among residents.
- B. No pets or animals are permitted at LRH.
- C. Residents shall always conduct themselves with integrity and dress appropriately while at LRH. Residents shall not promote clothing promoting alcohol, drugs, paraphernalia, violence, and/or gang activity.

1.08 Addressing Good Neighbor Standards

Residents at LRH shall abide by the following standards in order to be a good neighbor:

- A. Always carry themselves with integrity and humility;
- B. Be mindful of noise while at LRH;
- C. Be polite and courteous to all neighbors. Under no circumstances, engage in any harassment, bullying or violence;
- D. Listen to the neighbors if there is a complaint. Advise neighbors to call the LRH staff for concerns related to LRH.
- E. Volunteer and give back to the community.

1.09 House Chores

- A. Residents are expected to keep their bedroom clean and neat. Any identified issues related to the health and safety will be addressed immediately with a corrective action plan. A list of weekly chores will be developed by the LRH staff and LRH residents to ensure a safe and clean place. These chores could include bathroom cleaning, kitchen cleaning, yard work, snow removal, and so on.
- B. Residents shall consume food in the kitchen and dining room area only.

1.10 Recovery Supports

Recovery support services will be available to residents of LRH. Such services (daily, monthly and/or quarterly) could include the following: peer support, resident driven recovery planning, connection and referral to community resources, house meetings, faith-based supports, financial education. Residents are required to attend a minimum of four recovery meetings per week during their first 30 days in the home and three per week after the first 30 days. Each resident is required to build a sober support network that includes a sponsor or equivalent. It is strongly recommended that a sponsor have a minimum of one year of sobriety and that it be a female.

1.11 Weekly Schedule

A weekly schedule will be posted in a common area at LRH. Such schedule shall include:

- A. Residents weekly chores (red);
- B. Team meetings (blue);
- C. Recovery support services available at LRH (yellow);
- D. Community recovery support services and events (green);
- E. Scheduled volunteer opportunities (orange).

1.12 Keys and Access to the House

Residents will have their own access code to their own bedroom. Residents will have a “group” access code for the main door entrance. Residents shall utilize the Sign in and Sign Out form when leaving and returning to LRH.

1.13 Lost and Found

- A. The Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties is not responsible for any lost items at LRH.
- B. Any unclaimed and found items shall be given to the board staff;
- C. Unclaimed items will be kept for 60 days before disposal.

1.14 Volunteer And Fellowship Activities

Giving back to the community is part of a recovery-based lifestyle. Volunteer and fellowship activities are required by all LRH residents. All residents will be required to give one hour of volunteer work in the home per week; one hour of volunteer work in the recovery community per

week and two hours of volunteer work in the greater community per month if in a school or training program, and/or employed. If a resident is not employed or a full time student she will be required to complete the same requirements as well as an additional 20 hours per month to the greater community. All residents are required to engage in two hours per month of sober activities for the sake of fun and fellowship.

1.15 Resident Rights

LRH residents have residential rights and should be aware of the rights. See Resident Handbook for a full list of the resident rights.

1.16 Grievance Process

Any LRH resident can discuss their concerns with the LRH staff. She may file a written grievance anytime with the LRH Director and/or the Board Executive Director. She can request the Grievance Form and assistance from a LRH staff if needed. The form should be submitted to the LRH Director who will investigate the concern and meet with a resident within seven business days of receiving the grievance. The full grievance policy can be located in the common area next to the LRH office.

1.17 Recovery Plan

Residents shall develop with assistance from the LRH staff, a Recovery Plan upon admission. Such Recovery Plan shall be individualized to meet the resident's needs and goals. The Recovery Plan will include a detailed plan and schedule for gaining and maintaining employment and meaningful activities.

1.18 Alcohol and Drug Free Environment

LRH is an alcohol and drug free property. Alcohol and/or other drugs are strictly prohibited. Residents are required to submit to random drug and alcohol screens as requested by LRH staff. The cost of urine screens conducted by LRH staff and TASC of Sandusky County is paid for through funds obtained by LRH and are not the resident's responsibility.

1.19 Ethics

LRH Residents are required to abide by this code of ethics, as follows:

- a. Recognize the dignity and worth of all human beings;
- b. Discrimination against another person is totally unacceptable;
- c. Promote and maintain an alcohol and drug free environment;
- d. No physical and verbal violence or threats are acceptable;
- e. No intimate or sexual relationships are permitted at LRH;
- f. LRH staff, volunteers, and residents shall maintain privacy of all other residents and respect their personal rights. It is encouraged that recovery information about other residents to not be share without the resident's permission.
- g. Inappropriate social media posts, especially from inside the LRH, are not acceptable.
- h. It is recommended that residents do not lend or borrow money from one another.

- i. Promote and maintain quality residence by keeping the place clean and neat, inside and outside.
- j. Respect and be thankful to the Tiffin community and the neighbors around the LRH.

1.20 Emergency Contact(s)

Each resident shall provide during the intake process a list of emergency contacts. These contacts can be changed at any time at the request of the resident.

1.21 Curfew and Overnight Passes

Unless the resident works third shift, curfew is 10:00 p.m. Curfew will be determined on an individual basis (due to employment schedule) for individuals working third shift. Residents who leave the facility for reasons other than for Residents are not eligible to leave the facility to spend the night elsewhere during the first 60 days. Residents need to complete and have passes submitted to LRH for approval at least three business days in advance of desired departure date. The LRH may make exceptions to this standard based on resident's recovery needs. Residents are not to go anywhere with anyone who does not have 90 days sobriety. Lotus staff may require a meeting with anyone presented as a support to residents to determine the approval of visits, overnights or trips outside of the house. After 90 days, LRH staff may extend the curfew until 11:00 p.m. to allow for prosocial recovery activities. The extended curfew is for residents who are completing chores and attending support meetings as required.

1.22 Reportable Incidents

Reportable Incident form will be available at LRH and can be completed by LRH residents, LRH visitors/guest and staff. All Reportable Incidents will be investigated by the LRH Director within 24 hours of the report being received.

1.23 LRH Staff Contact List

A LRH Staff Contact list will be available at LRH in a common area.

1.24 Resident Team Meetings

LRH resident team meetings are scheduled weekly. The day and time will be determined based on the availability of most of the residents. Such meetings will be scheduled at least one month in advance and will be posted at the LRH in a common area.

1.25 Eviction Notice

A three-day eviction notice can be given by LRH to a resident that does not comply with the Lease Agreement and/or with the House Rules.

1.26 Visitors

All visitors and guests must be pre-approved by the LRH staff to visit the recovery house. Visitors and guests are only allowed in the common areas such as living room, dining room or kitchen. An LRH Resident shall inform the LRH staff and schedule ahead a visitation. Each visitation shall be approved in writing by the LRH staff. Visitors and guests may not stay overnight. All visitation

shall be between 5:00 – 8:00 pm during weekdays and between 10:00 am and 8:00 p.m. on weekends. Visitors may be asked to leave by LRH staff due to concerns such as disruption in the home, actions putting other residents' sobriety and/or safety at risk.

1.27 Use of Equipment and Facility

- A. LRH equipment and facility shall be utilized in a manner that reflects the recovery process. This includes a washer and dryer. Which can be used only if a resident is in the home and it is between 8:00am and 10:00pm. Residents should be mindful of the need of other residents to use the equipment and remove their items promptly. Residents should clean up after using equipment and use it as instructed in the owner's manual.
- B. The LRH Staff Office area is to be utilized only by the LRH staff or when the LRH staff is present.
- C. Residents will have access to a computer. Each resident will have their own computer pass code.
- D. The LRH computer shall not be utilized for the following:
 - a. Social media sites;
 - b. Pornographic or violent websites;
 - c. YouTube;
 - d. Other unprofessional websites.
- E. The LRH computer shall be utilized for job searches, appointment schedule, email checking and other recovery support websites.

1.28 Lease Agreement

Every LRH resident shall sign a LRH lease agreement.

1.29 Continuous Quality Improvement

To ensure continuous quality improvement, the LRH staff will conduct the following:

- A. Focus groups with the LRH residents, volunteers, and/or the recovery community at least annually;
- B. Weekly house meetings to discuss program and housing related issues;
- C. Survey regarding the LRH operations for the LRH residents, volunteers and/or the recovery community at least annually.

1.30 Alumni Participation

Alumni may be invited back to the LRH by staff to visit with current residents, conduct activities, lead support meetings, and provide peer support to individuals.

Residents should sign and date this page and initial and date each page of this document. The signature is acknowledgement of the house rules, expectations and agreement to abide by the rules.

Signature: _____ **Date:** _____