

MENDING HEARTS HALF-WAY HOUSE RULES

REVISED 4-13



Restoring Women, Reclaiming Lives

In order to help you become more comfortable with your surroundings, we have listed the following rules and regulations for Half-way House residents. We ask that you review it periodically during your stay here.

_____ 1. No use and/or possession of alcohol, drugs or any mood altering chemicals are allowed including prescription narcotics. Violation will result in immediate discharge. No refunds. (No energy drinks are allowed.)

_____ 2. Residents agree to comply with all the rules, regulations, and guidelines of Mending Hearts, as well as any recommendations Mending Hearts' staff feels will be helpful to their recovery.

_____ 3. Residents must attend 5 meetings per week (1 House Meeting, 1 Educational group, 1 Therapy group, and at least 2 outside 12 Step meetings). (The Saturday Sundowners' meeting will not count as one of your outside meetings.) All weekly meeting sheets are due at the House Meeting. Failure to make all your meetings will result in a pull up. Residents are also required to meet with their Case Manager at least one time per week.

_____ 4. Residents must have a sponsor, sign a release for the sponsor, be working a program, and agree to join a home group.

_____ 5. Residents agree to take a drug and alcohol test when requested. Failure to do so will result in discharge.

_____ 6. NO men or mates are allowed on property at any time for any reason including in driveways and alleys. No visitors are allowed without prior approval of the staff. No overnight guests. Visiting in vehicles is not allowed including in driveways and alleys. No exceptions!!!

_____ 7. All activities are quieted by 11:00 p.m. so as not to interfere with other residents' sleep. Residents are asked to keep TV, radio and phone conversation volume down to a minimum. This will be monitored when performing curfew checks.

_____ 8. Residents agree to abide by the following curfew: **12:00 pm**. After curfew, residents are to stay in their apartment unless there is an emergency – at which time they are to go directly to the treatment office to notify staff.

After 90 days at Mending Hearts, residents are eligible for a 48 hour overnight pass once a month. This pass must be on the Pass Request form and turned in 1 week prior to the date of the pass. All fees must be current, meeting sheets turned in on time, and a resident may have no more than 3 pull-ups in 30 days or the pass will be denied. If applicable, residents' probation/parole officers must approve the pass before it is turned in to staff. All signatures must be on the form before the pass is granted.

____9. Half-way House residents are not allowed in the Residential treatment group room, in the Residential treatment gathering area behind the treatment office, or on the breezeway unless an exception is made by staff. Half-way House residents will not conduct any conversation with Residential Treatment clients.

____10. Residents must have disability or full-time employment on admission. Persons on disability are required to do volunteer work at an approved facility 2 days per week or attend school. All residents agree to facilitate peer meetings when requested by the Case Manager.

____11. Residents will not loan, lend, buy or sell anything to another resident.

____12. Residents agree to be responsible for their own hygiene and appearance, no night clothes including robes are to be worn outside at any time. No swimming suits are allowed!!! No sunbathing allowed on Mending Hearts' property.

____13. No physical or verbal threats will be tolerated. Any such instance will result in discharge. The same applies to stealing. (Charges may be filed.) No weapons of any kind are allowed on Mending Heart's property.

____14. Smoking is permitted in designated smoking areas ONLY. Residents may not smoke in their apartment at any time. Violation could result in fines or dismissal from the program.

____15. Any medication must be up-dated through the Nurse Practitioner and kept in the treatment office. Medication times for Half-Way House Residents: 6:00 am, 1:00 pm, 4:30pm and 8:30pm. Exceptions will ONLY be made for those who work early or late hours or when approved by the Nurse Practitioner. No medications are to be taken with the resident unless approved by the Nurse Practitioner. Anyone coming to get their meds 30 minutes late will have to wait until the next med time. Half-way House Residents are allowed to keep over-the-counter medication in their apartment. Mending Hearts will not provide HWH residents with over the counter meds.

____16. Residents are expected to keep and be on time for all appointments with staff or notify them immediately if there is an emergency so the appointment can be rescheduled. Anyone missing an appointment will be given a pull-up. Continued missing of appointments will result in a Behavioral Contract. The same is true for attending and being on time and prepared for groups and the same result will occur for repeated absences or tardiness.

____17. Residents agree to sign in and out in their apartments so staff can reach them in case of an emergency.

____ 18. No pets allowed. No feeding animals.

____ 19. Resident apartments are to be neat and orderly. Beds are to be made at all times. Chores are to be completed and personal belongings put in order before morning meditation. Residents who do not keep their living space clean or do their chores in a timely manner are subject to a pull-up each day they do not meet these responsibilities. No candles are allowed in the apartments. Bedroom doors must not be propped open at any time.

____ 20. Each resident will only be allowed to keep as many clothes as will fit in the dresser and closet. All other possessions will have to be stored off Mending Hearts' property.

____ 21. The average stay is 90 days to 1 year. Residents are committing to a minimum of 90 days in our program. To remain in good standing, a one week notice is required before moving.

____ 22. Each resident agrees to pay a \$100.00 admission fee. Administrative fees are \$120.00 per week. All money must be paid by money order only. Fees are due every Friday. Residents will be given a grace period until Monday at 5:00 pm to have their fees paid or they will be charged a \$2.00 a day late fee. Fees are to be given to the monitor who lives on site who will write a receipt. Fees must be kept up to date at all times. If you are 2 weeks behind, appropriate action will be taken.

____ 23. If a resident is behind on fees, they must turn in a copy of a check stub or a copy of their paycheck until all fees are current.

____ 24. Residents are not allowed to sleep during daytime hours (unless you work night shift or are given permission from the Nurse Practitioner or Case Manager) and residents must have prior approval from staff. Therefore no resident should be in bed during daytime hours. No laying on the couch at any time. No pillows or blankets are allowed outside of the bedroom at any time.

____ 25. For the first 72 hours, new residents are not permitted to leave the property. If residents are going to and from work during the 3 day restriction, they must make arrangements in advance with their Case Managers. (This does not apply if the resident is coming from the Mending Hearts Residential or Transitional Living programs.)

____ 26. Mail is handed out by the office. Outgoing mail can be put in the black box in front of the admin office. All mail must be addressed to 1003 43rd Ave. N., Nashville, TN 37209. If residents do not use this address, they are subject to not getting their mail. No mail will be held after discharge. Residents must complete a change of address. No exceptions!!

____ 27. A resident phone is available in each apartment. Residents are asked to be respectful with the phone by limiting their calls to 15 minutes. (15 minutes on the phone and 15 minutes off the phone). If a resident does not want to take a message for someone in the house, they should not answer the phone.

____ 28. Half-way House residents are not allowed to make calls or run errands for Residential Treatment clients. Nor are they to let Residential Treatment clients borrow their phone. Infraction of this rule will result in the loss of their cell phone or phone privileges for a time designated by the Treatment Team.

____29. There is a television available. No TV's are allowed in any residents' rooms. Residents are asked to monitor the types of programs they watch (no drug related programs). The house abides by a standard of no pornography or loud music.

____30. Upon discharge, all residents have **12 hours** to pick up all their belongings. Mending Hearts Inc. is not responsible for any items that are left behind and does not have a facility to store such items. All items left behind will be donated to Good-will.

____31. If a resident becomes unemployed, they will have to be off property for job search from 8:00 am until 4:00 pm and will be required to turn in a job search log each day. These residents have 2 weeks to find a job and begin working.

____32. Residents will only be able to work second shift if they were already employed when they arrived at Mending Hearts or if it doesn't interfere with Mending Hearts' rules.

____33. Meditation is at 6:30 Monday – Saturday. Everyone is to attend unless they are given special permission by their Case Manager.

____34. Residents agree to follow the chain of command for all comments, questions, concerns, medications and appointments requests beginning with: #1 the black box located on the Administration Building front porch, #2 their Case Manager, #3 the Programs Coordinator, #4 the Clinical Director and #5 the Deputy Director. Staff will respond within 24 hours.

____35. For crisis situations or emergencies, contact the senior HWH resident who will then contact staff.

____36. If a resident works on Sundays they are allowed 1 day off during the week, but they still have to attend group. (Let staff know 24 hours in advance)

____37. The office is closed on Saturday and Sunday. However, there is staff in the treatment office 24 hours a day, 7 days a week.

____38. If a resident leaves a meeting early or comes late, it will not count as a meeting unless they are going to or coming from work. However, this does not exclude residents from attending.

____39. If a resident disturbs the meeting or cross talks, they will be given a pull-up and may be asked to leave and will not receive credit for this meeting. No cell phones are allowed in the group room or individual sessions.

____40. Residents are not allowed in any other bedroom or apartment but their own unless approved by staff. No exceptions!!

____41. Doctor excuses will not excuse a resident from group unless approved by the Nurse Practitioner.

____42. Everyone is required to do 30 minutes of community service daily if employed and 1 hour daily if unemployed - except on Sundays. The community service sheet must be signed daily. Failure to do so will result in a pull up.

___43. Every Saturday is major clean-up day. If residents are not at work, it has to be done Saturday by 12:00 p.m. If they are working, their clean up will have to be done properly by Sunday night.

___44. Residents are responsible to purchase their own food and keep the receipt for it. Paper products, trash bags, cleaning supplies, etc., will be bought by the house with an agreed upon dollar amount for it – with residents agreeing what needs to be bought. This will be discussed in the House Meeting with the Case Manager. RESIDENTS ARE NOT ALLOWED TO HAVE ENERGY DRINKS ON CAMPUS AND ARE ENCOURAGED TO NOT DRINK THEM AT ALL.

___45. Residents are responsible for buying their own medication, including over the counter medications. Check with a pharmacy for medication that may show positive on drug screens.

___46. Any resident requiring surgery while at Mending Hearts will be discharged to recuperate or get rehab outside of Mending Hearts until released from their doctor. Readmission to Mending Hearts will be based on bed availability.

___47. If a resident has a positive drug test result, they will be given the opportunity to prove that they have not taken a narcotic by paying a non-refundable \$50.00 for the test to be sent to the lab. If a resident is not able to pay the \$50.00, they will be discharged from the Half-way House program and will have to move out (without notice due to having a positive drug result), and under the guidelines of a positive drug screen all money is non-refundable. Residents agree to take a drug and alcohol test when requested. Mending Hearts tests for all narcotics, including Suboxone & K3. Failure to submit to a drug screen is treated as a positive result and will result in discharge from the Half-way House program.

___48. Residents are not allowed to bring any furniture into the apartment, move any furniture or change apartments or bedrooms without staff permission. Personal, decorative possessions (knickknacks) must be kept to a minimum and in the resident's bedroom.

___49. Residents are not allowed to fraternize, flirt or engage in any sexual or intimate relationships, behavior or language while in Mending Hearts. Additionally, no sex toys or devices are allowed.

___50. Residents are not allowed to go to or work in bars, clubs, massage parlors or escort services at any time while they reside at Mending Hearts. Everyone who is employed must turn in a work schedule weekly to their Case Manager.

___51. Residents agree to random searches. Anything that belongs to a resident is subject to be searched, including their person.

___52. Residents are not allowed to tamper with the fire safety equipment, smoke detectors, exit signs, etc.

___53. Residents are not allowed to talk to or ask for assistance from male staff members. All requests for maintenance will be put in the black box.

___54. If a resident has a car on property, they must make a copy of their insurance policy and driver's license and give it to their Case Manager.

____ 55. Clients are expected to be respectful and act appropriately when volunteers come in for activities and groups.

____ 56. Residents understand that Mending Hearts, Inc., its owner, management or staff will in no way be held responsible for the loss, damage or theft of property of any resident at any time.

____ 57. Residents understand that Mending Hearts, Inc., its owner management or staff does not discriminate in any way.

____ 58. Residents understand that Mending Hearts will not be held responsible for any personal housing accidents or injuries of any kind. Residents further waive any legal rights they may have under the law in connection with any personal accidents or injuries while a Mending Hearts resident.

____ 59. Residents understand that if they choose to ride with a resident or staff member to and from any destination, Mending Hearts, Inc. is not responsible for any accidents or injuries.

____ 60. Clients agree and understand that any information about a client or Mending Hearts is confidential and should not be disclosed to anyone outside of Mending Hearts, including their sponsor. Staff at Mending Hearts understands the importance of confidentiality and what information can be shared, how, and with whom. Upon admission this will be explained to you.

____ 61. Former residents are not allowed on Mending Hearts property without staff permission.

____ 62. If a resident knows someone is breaking the rules, they are to report it to staff immediately. If they do not, they will be deemed as guilty as the person breaking the rules.

I _____ have read and initialed all of the rules above(1-62) and agree to commit at least _____ months at Mending Hearts. Any violation of stated rules may result in dismissal from the program and forfeiture of all funds.

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____