

MENDING HEARTS TRANSITIONAL LIVING HOUSE RULES
REVISED 4-24-13



Restoring Women, Reclaiming Lives

In order to help you become more comfortable with your surroundings, we have listed the following rules and regulations for Transitional Living 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.

_____ 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. In the first 90 days residents will have to attend 90 meetings in 90 days. Residents agree to attend 7 meetings per week, 5 onsite and 2 offsite. After 90 days, 3 onsite and 2 offsite. All weekly sheets are due at meditation on Monday mornings. Clients are not allowed to sign their own meeting sheets.

_____ 4. Residents are required to attend either the night or day Intensive Outpatient group at Mending Hearts for a time to be determined by the treatment team.

_____ 5. Residents agree to obtain a sponsor within 2 weeks of admission. If for some reason you feel your sponsor is not suitable for you, you may consider changing them. Before you can complete our program you are required to begin working on a self-help program with your sponsor.

_____ 6. Residents agree to join a home group.

_____ 7. Residents agree to take a drug and alcohol test when requested. Failure to do so will result in discharge.

_____ 8. 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!!!

_____ 9. 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.

_____ 10. Residents agree to abide by the following curfew: 11:30 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. If for some reason the resident is

going to be out past curfew, they are to call and get permission from their Case Manager. In an emergency, they can call the monitor on duty.

After 90 days, 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 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.

_____ 11. Transitional Living 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. Transitional Living residents will not conduct any conversation with Residential Treatment clients.

_____ 12. Upon entering into transitional, residents will be given 3-4 weeks to find a job. If they are not successful, they will be referred to another program unless they are on disability or going to Intensive Outpatient at Meharry. Once successfully employed, they may change jobs but the new job must be actively in place before putting in notice at their current job. (If a resident is on disability, they have 2 weeks to find a place to volunteer and must volunteer 2-4 hours a week.)

_____ 13. Resident will not loan, lend, buy or sell anything to another resident.

_____ 14. Bus passes for job search only may be given out on a limited basis. The Resident's Case Manager will be responsible for giving out bus passes to those who need them.

_____ 15. 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.

_____ 16. 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.

_____ 17. Smoking is permitted in designated smoking areas ONLY. Residents may not smoke in their apartment at any time. Violation could result in a \$50.00 fine or dismissal from the program.

_____ 18. Any medication must be up-dated through the Nurse Practitioner and kept in the treatment office. Medication times for Transitional Residents: 6:00 am, 1:00 pm, 4:00pm 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 and receive a pull-up.

_____ 19. To see the Nurse Practitioner, the resident must put a note in the black box addressed to her Case Manager who will then set an appointment for her.

___ 20. 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.

___ 21. Meditation and meetings on campus are mandatory. If the resident misses a meeting without being excused by the Case Manager, the first time will be a written warning, the second a pull-up, and the third a behavioral contract. The Case Manager must be given a 48 hour notice of something that might interfere with any meetings, meditation, IOP, EMDR, or Case Manager meeting in order to be properly excused (unless it is an emergency).

___ 22. No pets allowed. No feeding or giving water to animals.

___ 23. Resident rooms are to be neat and orderly. Beds are to be made at all times. Chores and personal belongings are to be 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 fine or pull-up each day they do not meet these responsibilities.

___ 24. Due to limited bedroom space, each resident will only be allowed to keep 20 outfits, 2 coats, 3 – 4 pairs of shoes and minimal personal items in their possession at any one time. All other possessions will have to be stored off Mending Hearts' property.

___ 25. 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 or it will be considered incomplete and no funds will be refunded.

___ 26. Each resident agrees to pay upon admission a non-refundable \$220.00 (\$100.00 Admission fee and \$120.00 for first week's fees). Supportive funding assists clients with the \$150.00 housing fee leaving the \$120.00 administrative fee weekly. 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 Program Coordinator who will write a receipt. Even if someone is paying the fees for the resident, the resident must still maintain a job, volunteer services or be in school.

___ 27. If a resident is 2 weeks or more behind on fees, they will have 2 weeks to have their fees paid in full. An arrangement can be made if you have a job to pay the \$120.00 a week fees and \$30.00 on your past fees. The resident must turn in a copy of a check stub or a copy of their paycheck until all fees are current.

___ 28. 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. No laying on the couch. No pillows or blankets are allowed outside of the bedroom at any time.

- ____ 29. 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.
- ____ 30. Mail is handed out by the office. Outgoing mail can be put in the black box by the Administration 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!!
- ____ 31. 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.
- ____ 32. Transitional Living 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.
- ____ 33. There is a television available. No TV's are allowed in any residents' bedrooms. 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.
- ____ 34. 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. Any medications left will be disposed of.
- ____ 35. If a resident is not employed, they will have to be off property from 8:00 am to 4:00 pm for job search and will be required to turn in a job search log each day.
- ____ 36. There is a sign out sheet by the door in each apartment. The resident must sign out anytime they leave campus and sign back in upon arrival back to the apartment. This includes going to the store at the end of the street.
- ____ 37. When a resident changes apartments, they will have 2 hours to move all their belongings to their new apartment. Any belongings left after that time will be disposed of.
- ____ 38. Residents agree to follow the chain of command for all comments, questions, concerns, medications and appointments requests beginning with: #1 the black box, #2 their Case Manager, #3 the Programs Director and #4 the Deputy Director. Staff will respond within 24 hours.
- ____ 39. For crisis situations or emergencies, contact ANY staff on duty.
- ____ 40. 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)

___41. The office is closed on Saturday and Sunday. However, there is staff in the treatment office 24 hours a day, 7 days a week for emergencies only.

___42. 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.

___43. 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.

___44. Residents are not allowed in any other bedroom or apartment but their own. No exceptions!!

___45. Doctor excuses will not excuse a resident from group unless approved by the Nurse Practitioner.

___46. Everyone is required to do 30 minutes of community service daily if employed and 1 hour daily if unemployed - except on Sundays.

___47. 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 and staff will witness that it is complete.

___48. Residents understand that Mending Hearts will be payee over their food stamps and all food stamp cards will be turned in to the treatment office. If they are not eligible for food stamps, they will be responsible to pay \$200.00 a month to the office for house food. When residents apply they should always get a new food stamp card. Upon discharge, the resident will have 12 hours to pick up their card or it will be shredded. It will then be the discharged resident's responsibility to call and change their address and get a new card.

___49. Residents are responsible to purchase their own apartment supplies not covered by food stamps. If a resident buys food out of their own pocket, they must have the receipt for it to prove that they have purchased the food. **RESIDENTS ARE NOT ALLOWED TO HAVE ENERGY DRINKS ON CAMPUS AND ARE ENCOURAGED TO NOT DRINK THEM AT ALL.**

___50. If a resident is paying monthly, they will be required to pay \$580.00 the first month (\$100.00 Admission fee and first week's rent) and \$480.00 every month thereafter.

___51. 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. All medications are to be kept in the treatment office. Residents are not to take medications that would show positive on a drug screen or they will be responsible for the lab fees.

____52. 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.

____53. 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 Transitional Living 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 Transitional Living program.

____54. Residents are not allowed to move any furniture or change apartments or bedrooms without staff permission.

____55. 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.

____56. 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.

____57. Residents agree to random searches. Anything that belongs to a resident is subject to be searched, including their person.

____58. Residents are not allowed to tamper with the fire safety equipment, smoke detectors, exit signs, etc. There will be a \$50.00 fine if caught.

____59. Residents are not allowed to talk to or ask for assistance from male staff members. All requests for maintenance will be put in the box.

____60. If a resident has a car on property, they must make a copy of their insurance policy, registration and driver's license and give it to their Case Manager. Residents are not allowed to transport other residents unless it is to a 12-Step meeting (with prior approval from the Case Manager.)

____61. Clients are expected to be respectful and act appropriately when volunteers come in for activities and groups.

____62. 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.

____63. Residents understand that Mending Hearts Inc., its owner management or staff does not discriminate in any way.

_____ 64. 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.

_____ 65. 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.

_____ 66. 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 understand the importance of confidentiality and what information can be shared, how, and with whom. Upon admission this will be explained to you.

_____ 67. 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.

_____ 68. If a resident has concerns they do not feel have been properly addressed, they can file a Grievance in writing. The procedure for doing so will be given to them by their Case Manager upon admission to Mending Hearts.

I _____ have read and initialed all of the rules (# 1 – 68) above and agree to commit at least _____ 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: _____