

Phase Integration of the Xchange Supportive Housing Program



30 Day Black-Out:

This time is meant to be spent acclimating to your surroundings, get settled and become part of the family. During this time, your time spent away with your chaperone, should have purpose (i.e. applying for jobs, going to court, etc.) and not just being out and away. Feeling out of sorts and uneasy is a natural feeling when you first arrive to a new place. We encourage you to reach out to your fellow house mates, case managers, and pastors. Must be with a staff approved chaperone at all times, unless at work.

The following are allowed;

- Seek employment and work.
- Attend meetings; legal, medical and counseling appointments; and church.
- Participate in other activities with the approval of the Program Director.

The following guidelines are required;

- No overnight passes during 30 day black out. (Black out can vary 30-45days)
- 9 pm curfew on weekdays and weekends.
- Subject to random urine screen minimum of once a week.
- Attendance at Xchange Recovery Service is required.
- Meet with Dorothea at Good Samaritan Ministries for evaluation and follow her suggestions for counseling frequency.
- Medications are to be managed by staff
- Must be attending recovery support meetings 2 times a week
- Must engage in 90 activities in 90 days
- Obtain a 12-step sponsor within this first 30-days timeframe and begin working the steps; find a home group and stay committed to attending.
- There is to be no alone time with the opposite sex or person of interest at all during this phase of the program.
- Collect 10 numbers and make daily calls
- Text request to core team for approval of outings and ect. This includes who is chaperoning you and plans on how to tackle the task. The request must include who, what, where and when. **Must receive approval before proceeding.**
- Must be current on program fee's to complete Blackout

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In addition, residents in black out must complete the following;

- Meet with your assigned case manager to do your intake to complete various forms, they can answer any questions you have regarding phase structure and expectations. This is a time to get to know each other and discuss your obstacles. You will be meeting for goal mapping and check ins once a week for at least 1 hour. Pick a day of the week that works for both of you, and keep that commitment!
- Submit **weekly Check-In** (for preceding week), **weekly Community Service Log** (for preceding week), and **weekly planner** (for coming week) to the house manager on Sundays.
- **Weekly planner** must be presented to your case manager, and then turned into your house manager weekly.
- Everyone's situation is unique. Everyone has their own issues to deal with and barriers they face. Create your own 'TO DO' list... get what is in your head written down on paper - stuff that stresses you out, things hanging over your head (i.e. driver's license, resume, child support, court issues, etc.). Don't worry about prioritizing your list, your case manager will help you work on this in the weeks to come.
- **Complete 4-20** hours of community service, depending on work schedule. Giving back and staying plugged into the ministry. If you're a parent in the full time resident and children's home(s), your minimum community service hours are **2-10** hours, as long as your time is being spent on program obligation, and with your children.
- If you receive disability or are not employed you are still required to do community service hours, required amount to be set on a case by case basis.
- Begin building your network of support with strong, same gender people in recovery (from church, case management team, home group, etc. Get 10 phone numbers and start calling and building strong relationships. This phone list must be presented to your case manager before getting off of black out.

To successfully complete Black out participants must have completed all of the requirements above follow program guidelines, and fully abide by the house rules & expectations. In addition, resident must be current on program fees. Once meets all components, the core team will staff the request.

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Phase One:

The following guidelines are required;

- One overnight pass with approved people.
- 10 pm curfew on weekdays and weekends.
- Subject to random urine screen minimum of once a week.
- Attendance at Xchange Recovery Service is required.
- Meet with Dorothea at Good Samaritan Ministries for evaluation and follow her suggestions for counseling frequency.
- Medications are to be managed by staff
- Must be attending recovery support meetings 2 times a week
- Must engage in 90 activities in 90 days
- Maintain a 12-step sponsor and continue working the steps; stay committed to attending and their homegroup.
- Spiritual meetings required – Daily soaking, Bible studies, book studies, and Xchange Recovery Church, etc.
- Residents that are parents, must attend David Taubs parenting classes at the XRC.
- Weekly physical activity (gym, walk, run) 2x a week for a minimum of 20 minutes each
- Residents must be current on program fee's before moving to phase 2
- There is to be no alone time with the opposite sex or person of interest at all during this phase of the program.
- Collect 10 numbers and make daily calls
- Text request to core team for approval of outings and ect. Must text who, what, where and when. **Must receive approval before proceeding.**

In addition, phase 1 residents must complete the following;

- Residents have a curfew in Phase I, unless they are working and must provide a work schedule. Unless otherwise modified for corrective measures. If residents are part of other programs (i.e. Drug Court, etc.), such curfews and rules will be honored.
- Meet with Case Manager weekly for at least 1 hour a week for goal mapping, set weekly schedule and go over check in's.

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- Submit **weekly Check-In** (for preceding week), **weekly Community Service Log** (for preceding week), and **weekly planner** (for coming week) to the house manager on Sundays.

Phase 1 continued:

- Constant communication via phone/text as to plans and whereabouts with House Managers, plans are discussed and approved before implementing plans. Anything in exception to the expectations/rules/guidelines, must have Program Director approval. The more clean/sober time and trust established is the goal.
- Must be actively working with your sponsor, **steps 1-6** must be completed thoroughly before you will be eligible to continue on to the 2nd phase of the program
- Follow recommendations from Dorothea at Good Samaritan Ministries for counseling. Inform your Case Manager as to what the agreed schedule for counseling is. Your attendance will be verified with GSM and shared with the housing team.
- Residents that do not have HS diploma, GED OR established in a field/career, must begin the process of obtaining a GED. This may include enrolling in GED classes.
- **Complete 4-20** hours of community service, depending on work schedule. Giving back and staying plugged into the ministry. Hours must be documented on **Community Service Log** sheet and signed off to count. . If you're a parent in the full time resident and children's home(s), your minimum community service hours are **2-10** hours, as long as your time is being spent on program obligation, and with your children.
- If you receive disability or are not employed you are still required to do community service hours, required amount to be set on a case by case basis.
- Residents must be current on program fee's before moving to phase 2
- Residents are eligible for up to 1 night out a week (Sunday - Saturday), with approved people and places, remember this is a privilege not a given. Should be current on program fee's before planning overnights. Back to back night outs is not approved.
- There is to be no alone time with the opposite sex or person of interest for at least the first 90 days of our program. After 90 day in phase 1, you may hang out in a group setting that includes members of our housing team, we are here to help you be mindful in making healthy relationship choices.
- Follow recommendations from Gjesvold's for relationship counseling. More information on relationship guidelines and requirements can be requested.

To successfully complete Phase 1 participants must have completed all of the requirements above follow program guidelines, and fully abide by the house rules & expectations. In addition, resident must be current on program fees. Once meets all components, the core team will staff the request.

Phase Integration of the Xchange Supportive Housing Program



Phase Two

The following guidelines are required;

- Two overnight pass with approved people
- 11 pm curfew on weekdays and weekends.
- Subject to random urine screen minimum of once a week.
- Attendance at Xchange Recovery Service is required.
- Join Xchange panel to share a message at lifeline or other organizations 1-2x a month (community service hours can be accumulate)
- Meet with Dorothea at Good Samaritan Ministries for evaluation and follow her suggestions for counseling frequency.
- Medications are to be managed by staff
- Must be attending recovery support meetings 2 times a week
- Must engage in 90 activities in 90 days
- Must be attending 12 step recovery support meetings at least 2 times a week and continue to be working with your sponsor and **steps 7-12** should be completed before you are eligible to phase up to Phase 3.
- Spiritual meetings required – Daily soaking, Bible studies, book studies, and Xchange Recovery Church, etc.
- Residents that are parents must attend David Taubs parenting classes at the XRC.
- Weekly physical activity (gym, walk, run) 2x a week for a minimum of 20 minutes each
- There is to be no alone time with the opposite sex or person of interest at all during this phase of the program.
- Mandatory payment of program fee, court costs and court fines
- Must be current on program fee's to phase up to 3
- Successful enrollment in an educational program, a job training program, or employed at least part-time
- Text request to house manager for approval of outings and ect. Must text who, what, where and when. Must receive approval before proceeding. The house manager will report to director of the program. Any out of the norm request or such will be staffed by core team.

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In addition, phase 2 residents must complete the following;

- Submit **weekly Check-In** (for preceding week), **weekly Community Service Log** (preceding week) and **weekly planner** (for coming week) to the house manager on Sundays.

Phase 2 continued:

- Meeting with case manager every other week for at least one hour for goal mapping, weekly planning and check in's. On the off meeting week, you must have a minimum contact with your case manager by phone and texting.
- **Weekly planner** must be presented to your case manager for goal mapping for that week(s).
- Constant communication via phone/text as to plans and whereabouts with House Managers, plans are discussed and approved before implementing plans. Anything in exception to the expectations/rules/guidelines, must have Program Director approval. The more clean/sober time and trust established is the goal.
- Meet with Dorothea at Good Samaritan Ministries for evaluation and follow her suggestions for counseling. Inform your Case Manager, as to what the agreed schedule for counseling is. This will be verified with GSM and shared with housing team.
- Regarding relationships with the opposite sex or person of interest, you will be eligible to date after 30 days into your 2nd phase, under staff's guidance, thorough completion of **steps 1-6**, with sponsor's suggestion. The individual must complete the co-dependency steps. All residents as well as their companions must follow Gjesvold's recommendations and attend relationship workshop, and or watch the workshop DVD's as well as be open to any other recommendations that will assist you in building a healthy long lasting relationship.
- **Complete 4-20** hours of community service, depending on work schedule. Must jump in and be a part of giving back and plugged into the ministry. Hours must be documented on **Community Service Log** and signed off to count. If you're a parent in the full time resident and children's home(s), your minimum community service hours are **2-10** hours, as long as your time is being spent on program obligation, and with your children.
- If you receive disability or are not employed you are still required to do community service hours, required amount to be set on a case by case basis.
- Residents are eligible for up to 2 nights out a week (Sunday - Saturday), with approved people and places. . Should be current on program fee's before planning overnights.

To successfully complete Phase 1 participants must have completed all of the requirements above follow program guidelines, and fully abide by the house rules & expectations. In addition, resident must be current on program fees. Once meets all components, the core team will staff the request.

Phase Integration of the Xchange Supportive Housing Program



Phase Three

The following guidelines are required;

- Three overnight pass with approved people
- 12:00am curfew
- Subject to random urine screen
- Weekly physical activity (gym, walk, run) 3x a week for a minimum of 20 minutes each
- Residents must be current on program fee's before completing the program
- Join Xchange panel and share a message at lifeline or other organizations 2x a month. (community service hours can be accumulate)
- A minimum of 2-4 hours of community service a week is required in this phase. It depends on your dependents. Please see community service requirements.
- Must continue to attend recovery support meetings 2 times a week and meet sponsor regularly
- Mandatory payment of program fee, court costs and court fines.
- Must be current on program fee's
- Should be employed and financially stable.
- Establish a budget and develop a plan to save money. Must be presented to case manager
- Begin to develop an exit plan as well as a relapse prevention plan with your case manager & program director. This must be completed before successful completion of the program
- Adequate housing and appropriate support system must be established.
- Completion of Continued Care Plan.
- Text information to house manager of outings and ect. **Approval is not needed for every day request.** Must text who, what, where and when. The house manager will report to director of the program. Any out of the norm request or such will be staffed by core team for approval..

In addition, phase 3 residents must complete the following;

- Check-ins at least once a month with your CM, as well as keeping a close open relationship with the housing team. If you begin to regress in your recovery, you could be phased back to phase 2 for a period of time.
- If you have fulfilled your requirements and followed Dorothea's recommendation for prayer counseling, you will receive a completion letter from her and are no longer required to be counseled. However you are more than welcome to continue to utilize GSM services.

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Phase 3 continued

- Regarding relationships with the opposite sex or person of interest. The individual must complete the co-dependency steps. All residents as well as their companions must follow Gjesvold's recommendations and attend relationship workshop, and or watch the workshop DVD's as well as be open to any other recommendations that will assist you in building a healthy long lasting relationship.
- You are required to attend daily soaking, bible studies and book studies, however do expect you to find a place to serve and give back within this ministry (leading groups, facilitating, possibly case managing, or working a dedicated shift at the store.) We are about raising up people to LEAD in this ministry and giving back and being a part of this ministry is vital to your ongoing success.
- By this phase you have probably completed most of the classes. If not all of our required self-help classes such as DBT, relationship workshop, Spiritual 12 steps, ect this needs to be completed. You are no longer required to attend them once completed; however we require you to help these classes and stay involved.
- If you receive disability or are not employed you are still required to do community service hours, required amount to be set on a case by case basis.
- Medications to be successfully self-managed and kept under lock and key (pill count randomly reviewed) in a lock box provided by the resident. Key must be provided to the House Manager.
- Residents are eligible for up to 3 nights out a week (Sunday - Saturday), You are expected to be at home more than you are away. Should be current on program fee's before planning overnights. Communicate your plans to your HM before your nights out. If it was not planned you are required to inform your HM by 11pm if you will not be home that evening. Please provide your whereabouts in case of an emergency situation. . If residents are part of other programs (i.e. Drug Court, etc.), such curfews and rules will be honored. If you're out past midnight, this will count as one of your three nights out allowed for the week.

To successfully complete and graduate Phase 3, participants must have completed all of the requirements above follow program guidelines, and fully abide by the house rules & expectations. In addition, resident must be current on program fees. Once meets all components, the core team will staff the request.

Third phase is meant to help you transition easier to being out on your own and allows you time to apply what you've learned in blackout, phase I and phase II and live it out during phase III. We are looking to help you build a solid foundation for your faith and for your recovery. Everything required in our program has been Divinely provided and is for your own good to help you succeed for the long-haul. Lying and sneaking is worse than a relapse to us... says you're not serious about your recovery.

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This is LIFE or DEATH for people trapped in their addiction and we are committing to help those who are committing to this program and wanting a different way of life and willing to do whatever it takes. God is doing amazing things in the lives of so many that are getting plugged in here. Change is possible... but it starts with you and what you're willing to do. We have an amazing support group to help you from the start... You will have a core team of people supporting you right away – a house manager, a case manager, program supervisors and program director. The entire housing team is committed to helping you succeed!

I have read over this phase structure, and have had any and all questions I had answered by staff. I fully understand Grace Ministries/Xchange phase structure.

(resident)

Print name: _____

Signature: _____

(staff)

Print name: _____

Signature: _____

Housing Program Director signature: _____