

Program Requirements, Rules and Rights

This document is not an application for House of Hope program services. It describes the requirements for applying, and the requirements, rules and participant rights under the program.

In this document, applicant refers to a person who is considering or being considered for program participation at House of Hope recovery house, Willard, Huron County, Ohio. Participant refers to a person who has been accepted into the program and who has agreed to abide by the rules and regulations and who has signed this and other required documents prior to admission.

The application process consists of a written application, background check and interview. The participant intake process will include a review of all documents pertaining to sober living and recovery, meeting with appropriate personnel, tour of the house and meeting current program participants.

House of Hope Applicant Requirements

1. Applicants must be residents of Huron County as established by a current tax filing, valid government issued identification, current pay advice document or birth certificate. Applicants from other locations will be considered on a space available basis.
2. Applicants must be in need of a safe and sober living environment to qualify for House of Hope recovery house program services.
3. Applicants must have an identified sober sponsor prior to begin the program.
4. Applicants are encouraged to obtain financial sponsors, such as churches or individuals, who will help support the program cost.
5. The recovery house is intended for occupation by males, eighteen years of age or older, who have a demonstrated commitment to sobriety and who have a minimum of thirty days of sobriety.
6. Applicants may be referred to House of Hope by an agency or self-referral.
7. Applicants are required to disclose all convictions and outstanding warrants. The recovery house reserves the right to select applicants based on suitability for the program including demonstrated commitment to a sober lifestyle and ability to live with others in a sober residential setting. Applicants will be informed of any warrants disclosed in a background check.
8. Applicants cannot be convicted of an offense, or have a pending case, that poses a risk to the safety and security of the community, participants, or staff of House of Hope recovery house. This includes, but is not limited to arson, sexual offenses and violent crimes. All applicant criminal histories will be reviewed prior to admission House of Hope recovery house. House of Hope may require all pending cases be adjudicated before considering the applicant for participation.

House of Hope, A Ministry of Starting Point Outreach Center, Inc.

117 Myrtle Avenue, Willard, Ohio 44890 Phone: 419-933-4100, Fax 419-935-8632

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9. Applicants cannot have any medical or mental condition that would hamper their ability to reside in a sober living community setting with other persons.
10. Applicants acknowledge that they have an addiction to drugs and/or alcohol and must have begun the recovery process.
11. Maximum length of stay at House of Hope is one year. Length of stay may be extended upon request to and approval by the advisory board.
12. All fees are for program participation which includes services stated in this document. Residential services fall under program services.
13. Payment of the first month program fee is required prior to admission. Thereafter, monthly payments are required at the beginning of each month. Alternative payment options can be considered.
14. Applicants will complete an application form, participate in an interview. Upon acceptance into the program, participants will undergo a background check, sign a HIPAA release form, review procedures and policies. Participants have the right to voluntarily terminate participation at any time. Participation is provisional pending results of the background check.

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Recovery House Rules

The Simple Rules

- **Take responsibility for your recovery and support the recovery of others in the residence. Romans 12: 9, 10**
- **Take responsibility for your assigned jobs and follow the rules. Colossians 3:23, 24**
- **Behave toward others as you want them to behave toward you. Luke 6:31**
- **You are part of a group that has committed to sober living and improving their lives. Don't do anything that will negatively affect the recovery of persons in the residence. Romans 16: 17-19**

Recovery

1. House of Hope does not provide treatment or counseling services but will work with existing community partners to assist in any ongoing treatment and counseling needed, as well as utilizing 12-step recovery programs in the community.
2. House of Hope accepts persons who are participating in Medically Assisted Treatment (MAT) using Naltrexone (Vivitrol) and who are engaged in other supervised cognitive and behavioral therapies in conjunction with this form of MAT. House of Hope does not accept persons who will be actively engaged in treatments involving the use of forms of Buprenorphine (i.e. Suboxone) or Methadone while participating in House of Hope.
3. Possession, selling or using alcohol, mood-altering or illegal substances, or illegal use of legal substances, such as prescription medications, including steroids or supplements is strictly prohibited.
 - a. Additional prohibited items: mouthwash, cologne and other substances containing alcohol, energy drinks, aerosol cans.
 - b. Vaping is not permitted in the house of on the grounds of House of Hope.
 - c. Prescription opioid based drugs are not permitted in the house. Legalized marijuana is not permitted.
 - d. Syringes are prohibited.
 - e. The recovery house may identify other banned substances that represent the potential for abuse or inhibit sober living and recovery.
 - f. Participant will disclose all prescription drugs upon intake and is required to disclose any drug prescribed during participation.

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- g. Law enforcement will be notified of illegal drug use by participants or visitors. This will result in immediate discharge of the participant from the program.
4. Participants or visitors cannot possess any item that can be considered a weapon while on the premises of House of Hope recovery house, including guns, knives, pepper spray or mace, brass knuckles, Tasers, or any other item that can cause bodily harm.
5. Fighting, cursing, lewd or offensive language, stealing, smoking, borrowing money from staff or other participants, threatened or actual acts of violence, inappropriate physical contact, dishonesty or unauthorized persons in the recovery house will be handled through disciplinary measures which may include dismissal from the program. Pornographic materials are not permitted on the premises.
6. We do not permit clothing advertising alcohol, drugs, paraphernalia or establishments (bars, shops) is permitted. Gang attire is not permitted. Clothing should be appropriate for a group social setting. No exposed muscle shirts or shirts without sleeves.
7. Participants cannot have any medical or mental condition that would hamper their ability to reside in a sober living home and participate in activities offered by House of Hope recovery house.
8. Participants are required to attend house meetings and observe curfew times and document entrance and exit from the house. House meeting times will be posted in the residence.
9. Church and Bible study attendance is encouraged. Participants are required to read a daily devotional and other recovery literature that is provided by House of Hope.
10. Participants are required to participate in regularly scheduled counseling with a licensed counselor during their participation in House of Hope.
11. Participants will develop a personal recovery plan through the licensed counseling service that will document recovery progress.
12. Participants must participate in a twelve-step program, have a sponsor and attend a minimum of five group meetings per week. Meeting attendance must be documented with the meeting leaders' signature and submitted at weekly house meetings.
13. Participants must be willing to be confined to the house for the first fourteen days, leaving only for pre-approved reasons such as employment, recovery meetings or if accompanied by a support person or escort approved by the Advisory Board/Senior Resident. Participant will be accountable to the Senior Resident for all comings and goings during this time.
14. Cell phone usage may be curtailed during this fourteen day period.

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15. Participants will undergo random drug screening as part of their recovery program. Failure to comply will result in immediate program termination. Drug screen failures will be reviewed, and a determination made of next steps, which may include termination from the program. There is no charge for drug screens conducted by HOH staff for persons participating in House of Hope.
16. Participant is required to complete a HIPAA release form to enable the exchange of information between House of Hope/Starting Point Outreach Center and the participants counseling and other licensed care practitioners. Confidentiality of information will be maintained in accordance with HIPAA guidelines.
17. Medications
 - a. Participants must notify the Advisory Board/Senior Resident of all medicine and medical conditions.
 - b. All medications are subject to approval and will be documented at intake. Failure to disclose medications is grounds for immediate dismissal.
 - c. Participants are responsible for the safety and administration of their medications.
 - d. All prescription medications must be kept in a secure environment. House of Hope will provide a lock box to secure medications and other valuables.
18. Participants whose hygienic practices, physical or mental illness represent a risk to the health, wellbeing and recovery of other participants, beyond common seasonal illnesses, may be required to vacate the premises, at their own expense, for the duration of their illness or hygienic practice or may be subject to termination of their participation.
19. Pets are not permitted; service animals are exempt. Admission of service animals cannot affect the health or recovery of existing participants.
20. Participants must agree to comply with all rules and regulations of House of Hope recovery house and agree to participate in a recovery plan while residing in the home.
21. Violations of security and rules will result in a review of suitability for continuing in the program.

Communicable Disease Policy

1. Applicants are required to disclose all illnesses. Applicants cannot have any medical or mental condition that would hamper their ability to reside in a sober living community setting with other persons.
2. Because House of Hope does not provide any diagnostic or clinical services House of Hope reserves the right to determine applicant suitability for beginning or continuing participation based on pre-existing illness or illness acquired during participation.
3. House of Hope has a Body Fluid and General Hygiene procedure which describes the process to follow to reduce the spread of infectious diseases and how to respond in

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the event of blood or body fluid discharge. We supply appropriate materials and instructions for managing these situations.

4. Participants are encouraged to obtain an annual influenza vaccination and use appropriate personal hygiene to reduce the spread of common household germs.

Employment and Service

- Participants must be employed, be actively seeking employment, which will be documented, or be enrolled in an employment training program while participating in the House of Hope recovery program. Persons not employed within 90 to 120 days of participation will be subject to dismissal.
- Participants who are disabled must perform either twenty hours of work, twenty hours of community service or be engaged in twenty hours of educational work per week.
- Participants are expected to perform ten hours of uncompensated community or neighborhood service per month during their stay, following the first month of residence.
- Participants applying for employment or community service will provide full disclosure of employment history and criminal record to the prospective employer.
- Opportunities to have paid work for House of Hope or Starting Point Outreach Center are infrequent. Daily and weekly chores are an expected part of participation in House of Hope and are not compensated. Infrequent work, such as clean up around the exterior, minor landscaping, etc. should comprise a minimum number of hours and may be counted toward community service. Any paid work is optional, must not interfere with recovery, can be refused without fear of reprisal, and is subject to appropriate employment taxes. Selection of participants for paid work will follow fair employment practices.

Personal Responsibility

1. Participants are responsible for their personal safety and the safety of others.
2. Participants are responsible for observing rules and not endangering the recovery of the persons with whom they share the house.
3. Participants will report any injury immediately to the Advisory Board/Senior Resident and take appropriate steps for first aid and appropriate precautions.
4. Participants are expected to maintain personal health, cleanliness and appropriate dress. Footwear is required always, including bathroom and shower. Sunglasses are not permitted inside the residence.
5. Participants are encouraged to work to resolve problems directly with one another, in accordance with the grievance policy, involving the Advisory Board/Senior Resident only if needed.

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6. Family members and/or children are not allowed to reside in the home.
7. The Advisory Board/Senior Resident or person(s) designated by the recovery house advisory board will conduct periodic inspections of the property, including personal property.
8. Participants will purchase and prepare their own food. Food preparation and cleanup will be a shared responsibility.
9. Participants will secure their own transportation. Parking is permitted in approved areas or on the street.
10. Loitering or congregating on the grounds is not permitted. Keep the grounds clean and free of trash. Respect the neighbors.
11. Smoking, smokeless tobacco, e-cigarettes are permitted only in outside designated smoking areas. Vaping is not permitted in the house or on the grounds of House of Hope.
12. Quiet time is 11 PM to 7 AM. Quiet time will also be observed when participants are sleeping as required by work schedules.
13. Participants will be out of bed by 7:30 AM, devotions complete and beds made by 9 AM, Monday – Friday. Work schedules may allow for different hours, but the same timing standards apply.
14. Curfew, for participants who are permitted to leave the facility, is 11 PM, unless written permission is obtained from the Advisory Board/Senior Resident.
15. Participants are responsible for assigned housekeeping duties. This includes regular weekly chores, major house cleaning and seasonal exterior cleaning, lawn mowing and upkeep. Beds are to be made every day, dishes done, everything picked up around the house.
16. Smoking, candles, incense burners, e-cigarettes and continuous burning devices are not permitted in the residence.
17. Gambling of any sort is not permitted.
18. Daily bathing is required.
19. Participants may use their social media accounts but are expected to respect the privacy of other participants and concern for the neighborhood and not draw undue attention to their stay at the House of Hope. Information about House of Hope should be limited to direct personal testimony to other persons. Participants are not permitted to advertise House of Hope in any media outlet.

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20. Participants may not loan money or valuable property to one another. There shall be no indebtedness between persons residing in the house.
21. Personal belongings
 - a. Personal belongings are limited to seven to ten days of clothing, personal grooming items, a limited number of books and reading material, laptop or tablet computer and cell phone. Personal furniture is not permitted. Small appliances, such as personal TV and refrigerator, are permitted upon prior review and approval. House of Hope does not guarantee sufficient internet or electrical bandwidth to operate personal appliances. Participants are responsible for any damage and agree to hold House of Hope harmless in the event of damage or theft.
 - b. All personal belongings will be inspected and cleaned upon arrival.
 - c. Participant agrees to accept full responsibility for loss or damage to personal
 - d. Upon leaving the house for any reason whatsoever, participant will immediately remove all personal belongings. All personal belongings left behind after three (3) days will be donated without compensation.

Visitation is daily from 1 to 5 PM. Exceptions must be pre-approved by the Advisory Board/Senior Resident and agreed upon by all participants.

Guests and visitors:

- a. Are permitted only after the participant has lived in the residence for thirty days.
- b. Require prior approval of the Advisory Board/Senior Resident and be on an approved visitor list.
- c. Must sign in and out.
- d. May not stay overnight.
- e. Are allowed only in the common living areas of the house: living room, dining room, kitchen, bathroom. Are not permitted in bedrooms or basement.
- f. May not bring baked goods or fast food. All food must be in factory sealed packaging.
- g. Persons who represent former or current romantic relationships are not permitted in the house or on the premises at any time. Female family members are permitted upon prior approval during visiting hours. Other females are not permitted.
- h. Former participants are permitted to visit only upon prior approval of the Advisory Board/Senior Resident.

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22. Overnight absences are not permitted without prior permission from the Advisory Board/Senior Resident. No absences are permitted within the first thirty days.
 - a. Participant must document overnight absence request including leave and return date and time, purpose and location of visit, contact name and phone number of the person visiting. Length of absence is not to exceed three days.
23. Any motor vehicle on the property must be registered to the participant, insured and in proper working condition. Participants owning a vehicle must provide a valid driver's license and proof of insurance. The Starting Point/House of Hope is not responsible for theft or damage involving participant vehicles.
24. Upon intake at the residence all participant clothes will be dried at high heat for up to forty-five (45) minutes.

Recovery House Participant Rights

1. House of Hope will inform participants of local self-help and support groups such as Alcoholics and Narcotics Anonymous meetings.
2. The House of Hope Advisory Board/Senior Resident will conduct periodic training and reviews of progress.
3. Our staff and advisory board understand the principles of recovery and are respectful of your recovery.
4. House meetings are held weekly. Attendance is mandatory unless pre-approved excused.
5. The recovery house is required by ORH standards to provide a non-smoking internal living environment.
6. Each participant will be given a copy of their signed agreement listing rights, rules, requirements, contact information, emergency procedures and staff contact information.
7. Participants will have input concerning acceptance of new participants and in cooperation with the advisory board will seek to ensure a functional and supportive environment for all participants.
8. Safety and Security
 - a. Each participant will be issued a personal key code for obtaining entrance into the recovery house. Participants may not share their code with any other person.
 - b. Each participant will be provided with a storage space in their bedroom or other accessible area. Neither the recovery house nor its management assumes responsibility for missing or stolen items.
 - c. The recovery house will conduct periodic inspection of smoke detectors and fire extinguishers and maintain records of inspections.

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- d. Participants will participate in a quarterly emergency drills.
 - e. The recovery house will post a disaster plan covering tornado, fire and evacuation emergencies.
 - f. The recovery house will post the telephone numbers of emergency responders in the residence, plus the telephone number of another affiliated emergency contact(s).
9. Participants are encouraged to work through issues informally among themselves. A formal grievance policy and procedure has been established to ensure concerns are properly and fully heard.
 10. All current policies and procedures will be reviewed with the participant at the beginning of participation.

Participant Rights of Courtesy and Confidentiality

1. Right to be treated with consideration and respect for personal dignity, autonomy and privacy. Personal testimonies will only be published with participant's consent.
2. The right to be informed of available services. Our staff will help participants complete benefit or entitlement applications.
3. Participants have the right to end residency in the house at any time in accordance with policies and procedures described in this participation agreement.
4. Participants have the right to be informed of the reason(s) for terminating participation in housing.
5. The right to fair housing in accordance with applicable laws, including the right not to be discriminated against in the provision of housing on the basis of race, ethnicity, age, color, religion, sex, national origin, disability, HIV infection whether asymptomatic or symptomatic, AIDS.
6. The right to be informed of all rights and exercise any and all rights without reprisal.
7. The right to file a grievance in accordance with policies and procedures
8. The right to have oral and written instructions concerning the procedure for filing a grievance.
9. The right to privacy of communications and personally identifying information within the limitations and requirements for disclosure of participant information under state and federal laws and regulations.
10. The right to full explanation regarding the loss or restriction of housing privileges, and methods to reinstate the privileges.

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11. The right to request and receive in a timely manner a written receipt for any payments made or statement of account that details any expenses, charges and payments made.
12. Right to reasonable access to one's own participant records.
13. Right to consult and/or retain services of an independent treatment, health or human
14. Right to know the cost of the program prior to enrollment; to be informed in writing of the fees charged by the facility as well as additional charges; and to receive a thirty-day notice in writing of any change in fees.
15. Right to access self-help and advocacy services.
16. Participants are encouraged to suggest constructive changes to this document.

Readmission Guidelines

1. Participants who leave House of Hope may apply for readmission upon meeting the sobriety requirements and upon successful completion of the admission and interview process and based on available space in the home.

Starting Point Outreach Center, operating the House of Hope recovery house, reserves the right to amend these program requirements, rules and rights, which will be applicable to all current participants.

Resident Participation and Financial Agreement

- House of Hope does not require a deposit to begin participation.
- All fees are self-pay. Participants may obtain a financial sponsor to assist with fees.
- Payment of the monthly participation fee of \$300.00 (prorated at \$10.00 per day) is required prior to beginning the program unless arrangements are made due to hardship. A payment schedule will be established upon beginning participation.
- Cash is accepted. Make checks or money order payable to Starting Point Outreach Center and remit to 117 Myrtle Avenue, Willard, Ohio 44890. Credit card payments may be made with a 3% surcharge. Contact us for details.
- Participants will receive a financial statement at the beginning of participation and following each financial transaction showing payments made and any balance due. Receipts will be provided for all fee payments.
- Changes in fee schedules will be made in writing to the participant thirty days in advance.
- Participation fees must be paid at the beginning of each month. Fees may be paid at more frequent intervals upon agreement with House of Hope administration.
- Participant agrees to abide by all rules and regulations for House of Hope.
- Both participant and House of Hope agree to provide five days written notice upon voluntary termination of agreement.
- Refunds will only be made on voluntary termination of participation and will be prorated for the month and issued within ten days of program termination. Refunds will be made to the party or person who made the fee payment, if other than the participant.

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- Participant’s failure to comply with rules and regulations will result in immediate termination of program.
- Participant agrees to vacate the premises and remove all personal property and auto from the premises upon termination.

I, _____ (Printed Name), the undersigned, has read and agrees to follow the requirements, rules and rights as stated or amended in this document in order to participate in House of Hope sober living residence. I further agree to hold the House of Hope staff, administration and governing body harmless from any and all theft, injury, illness, accident, altercation or losses I and any of my visitors may have. I understand that myself and my belongings are not insured unless I obtain my own insurance at my cost. I waive any right to monetary compensation from volunteer service within the residence or within the community.

The participant may voluntarily terminate this agreement at any time without penalty. House of Hope may terminate this agreement upon failure of the participant to follow the rules and responsibilities as stated or amended in this document. A copy of this document will be given to the participant and will be maintained on file at the house.

Participant Signature

Date

Starting Point Outreach Center

Date