



Freedom House Recovery Center

Integrated behavioral health care for children and adults

PROGRAM RULES AND GUIDELINES FOR FREEDOM HOUSE RESIDENTIAL SERVICES

Weekly Room and Board Fee

As a residents of the long-term halfway houses, you are expected to pay rent in the amount of \$85 per week. Rent accumulates weekly beginning at move-in. We ask that weekly room and board fee be kept current during your stay at Freedom House. We reserve the right to dismiss employed individuals from the programs if weekly room and board fee is more than two consecutive weeks in arrears. If you do not have a source of income at move-in, you will be expected to work with the Program Director to identify resources for payment including gaining income from employment or disability benefits or seeking financial support from natural supports and/or local resources. Once income is obtained, you are expected to create a budget approved by the Program Director that will allow for back payment of rent, current rent and all other necessary expenses.

If you are receiving food stamps, food stamp cards are expected to be turned in to the Program Director at admission. Funds on the card will be contributed to the program's food budget throughout your stay.

If you are not receiving food stamps at the time of admission, you will be assisted in applying for food stamps and other benefits. Upon receipt, the food stamp card must be turned over to the Program Director for inclusion in the food budget. Exceptions to contributing the entirety of the food stamp balance may be made at Program Director discretion based on Resident and program needs.

Medication

Upon admission and whenever medication is filled, refilled, or otherwise purchased you must submit medication to staff immediately upon return to the site. You must not take any prescribed or over-the-counter medication without a written doctor's order and staff monitoring. All medications must have a valid physician's order and are subject to review by a Freedom House physician. Unfilled prescriptions for medication must also be submitted to staff upon admission and anytime during your stay, until you are ready to fill the prescription.

All prescribed drugs and over-the-counter drugs will be stored and monitored according to NC Division of Mental Health licensure rules and Freedom House policy on medication monitoring and handling. Taking any medication without an order and monitoring by staff, failure to turn over scripts or medications immediately upon return to the house, or diverting medication to self or others is considered a significant safety risk and rule violation.

We have found that the use of drugs containing alcohol or narcotic substances can interfere with recovery. We, therefore, discourage their use if other medications will suffice. If you are prescribed such medications, clinical and house staff will work together with your prescribing physician to closely monitor your needs. Each situation will be reviewed individually by clinical and medical staff. You are required to report any new prescription to house staff.

While at Freedom House, you are responsible for making and keeping doctor's appointments, securing prescriptions, and purchasing all medications ordered by your treating prescriber. Freedom House will assist you in connecting with low-cost formularies or patient assistance programs whenever possible, but purchase of medication remains your responsibility.

If you visit a non-Freedom House prescriber for your medical or behavioral health needs please be sure to request and bring a Medical Referral Form to be filled out by your doctor. Upon discharge from any emergency room or urgent care, you will be expected to give staff a copy of all discharge paperwork including treatment given and any medication administered or prescribed. This will assist staff in supporting your needs.



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Employment

Obtaining and keeping employment is fundamental to successful treatment and sustained recovery. You are expected to engage in a search for suitable employment following admission. You will work with your therapist and Program Manager to assess readiness to begin working and to include work as part of your individualized treatment plan. Employment may start after 60 days in the program with approval from Treatment Team. If you are certified as disabled and receiving a disability income, volunteer work may be substituted. All volunteer hours must be reported in writing on a weekly basis to program staff, complete with verification from the participating organization.

If you are physically able to work but have other barriers to employment, staff will help you seek assistance through Vocational Rehabilitation.

In accordance with maintaining a healthy recovery balance, it is important that you do not work excessive hours or days in a 7-day period. It is recommended that residents work:

- no more than 5 days Monday through Sunday,
- a maximum of 40 hours in a 7-day week
- no more than 3 late afternoon shifts per week.
- Work cannot interfere with Treatment programming.
- Program Manager must be provided verification of interview including the location and time when the pass is submitted.
- If working, Program Manager must be provided a weekly schedule of work hours in advance.
- Weekly or bi-weekly paystubs must be provided to the Program Manager.

You are expected to return to campus in the evenings for group dinner and meetings. First shift jobs are preferred in order to return to the Freedom House campus by 5pm. Working second shift must be approved by the Program Manager on a case-by-case basis. Working third shift will not be permitted. Any work exceeding 5 days and/or 40 hours per week must be approved by the Freedom House treatment team.

If you are unable to work, you will be expected to engage in a volunteer opportunity in the community in which staff have designated. The same documentation will be needed as the documentation for employment.

Transportation

You are primarily responsible for finding staff approved transportation:

- to and from work
- to handle personal activities (shopping, etc.)
- for scheduled meetings with Vocational Rehabilitation, healthcare providers, court and social services after the initial visit.

The use of personal vehicles while in the residential program or parking a personal vehicle on site is subject to Program Manager discretion.

Transportation to other venues by staff will be at the discretion and availability of staff on shift.

If you have Medicaid, you will be expected to enroll in Medicaid sponsored transportation.

Use of Technology

To ensure that the use of technology does not disturb other residents, the following rules and guidelines are in place:

- Electronic devices and internet enabled devices are not allowed in the bedrooms.
- You may use radios or non-internet enabled devices-with headphones to ensure a comfortable living environment for all residents.
- TV is prohibited during weekdays between the hours of 8am-4pm, as residents are expected to dedicate this time to recovery and life skills activities. Television news programs may be watched in the common area between 6am and 9am.
- There will be no television between the hours of 11pm each evening and 6am the next morning.

Telephones

In an effort to make sure that everyone has equal access to the house phone, all calls will be limited to 15 minutes. Residents are expected to allow 30 minutes between phone calls so that all residents have an opportunity to make calls.

While in the residential programs, use of cell phones and technological devices is limited. Bringing devices to the program is discouraged. Devices that are brought to the program will be secured in the program office at your own risk. Devices may be used at staff discretion for treatment goal related activities. All electronic devices must be turned in to the office upon admission. Devices may be used during specified timeframes in common areas under the supervision of staff.

A time for Everything

Residents are expected to start their day at 6am everyday in order to be on time for programming.

Unless excused from programming by Program Director due to illness, residents are expected to participate fully in scheduled programming. Continuous non-engagement in programming may lead to discharge.

Residents expected to adhere to the posted site laundry schedule.

Lights out is at 11pm. Please respect your roommate and housemates by being ready for bed before 11pm.

Outpatient Services

All residents entering the halfway house program will receive a comprehensive clinical assessment from a licensed clinician. The assessment will determine service needs. Based on the needs identified in the assessment, you will be referred to outpatient treatment groups and/or other community-based services. You are strongly encouraged to comply with treatment recommendations in order to create a strong foundation for recovery. If a resident chooses not to comply with their medication recommendation or treatment plan, this may result in having the resident work with Treatment Team to identify a different care provider.

Required Meetings

Regular attendance at 12-step or other recovery-oriented meetings is of enormous value in achieving and maintaining recovery. To support individual recovery, you are expected to have a sponsor within one month of admission to the program. You are encouraged to actively seek sponsorship at 12 step meetings and advise the Program Manager of your progress.

You are expected to attend regular recovery meetings throughout the week and on weekends, in accordance with your treatment plan.

There will be in-house meetings each week with a variety of activities and recovery-related discussions to provide residents with support and education.

There will be a weekly house meeting conducted by staff in which we review program rules and regulations, allow you and other residents to address any concerns or conflicts and make suggestions for program improvement.

There is also a nightly wrap-up meeting of 15-20 minutes in which each client summarizes a reflection of their day.

Leave Requests



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Please submit work schedules, days off, doctor's appointments, and meetings to the house office to be approved by Program Manager and recorded in the house calendar.

You may not exit the halfway house building prior to 6am unless approved by staff.

When leaving the house, you are expected to get your absence approved by the staff on duty, as well as sign out, in the sign out log, giving your name, specific destination, expected time of return, current time and signature.

You may request day passes permitting you to be off campus for no more than four (4) hours. Requests for day passes must be submitted to staff in writing, at least one day (24 hours) in advance. The Program Manager will approve all passes and any exception to this rule. Staff and Manager will consider all emergency requests (i.e. involving family emergencies, illness) on an individual basis.

Day passes will be granted based on your progress in the program and you being in the program for 60 days. When granting passes, staff will review your compliance with all program rules and guidelines as well as your ability to safely manage unsupervised time in the community.

When going on passes with your family and natural support, the expectation is that they meet with staff on shift, come in and sign the client out and sign you back in upon return. All visitors should be prepared to present a copy of the state identification when signing a resident out of the program.

Residents will not receive overnight passes except for emergency situations approved by Program Manager.

Freedom House Residential Program utilize a "buddy system," in which newer residents are buddied by senior residents in good standing when out in the community for the first 90 days.

After 90 Days, residents may request to leave the house to approved appointments without a buddy.

Halfway House Outings

All Substance Abuse Halfway Houses will have outings in the community from time to time.

While on outings residents should remain with the staff-supervised group at all times. If the resident needs to move away from the supervised group, they must travel with another resident approved by the staff member. Staff must approve where they are going and how long they will be away from the group.

Residents may request group outings to events and places that are within program guidelines to be reviewed by the Program Manager and approved by the Residential Director.

Recovery based outings are an important part of the recovery journey and participation has been found to be beneficial and may require you to adjust your work schedule and passes to be in attendance.

Meals

Breakfast is served daily Monday- Friday and attendance is mandatory. (Chapel Hill Campus only.)

In Chapel Hill programs, lunch will be provided by the on-campus cafeteria daily, beginning at 11:45am. If you have been approved to be off campus during lunch hours, a signup sheet will be available at the cafeteria to request a meal to be set aside and picked up at a later time.

Dinner is an important community gathering, residents are expected to be present and on time each evening at 5:30pm. Any exceptions must be approved by the Program Manager. In order to arrive at dinner on time, residents are expected to be back on Freedom House property by 5pm, unless otherwise approved by staff.

All residents are expected to share the responsibility of preparing meals for the house.

Residents bringing in electronic appliances to the house is prohibited.

Visitation Policy

Visits from family and/or other supports is an important part of your recovery program. Freedom House believes that strong, supportive relationships are the foundation of lasting recovery.

Program staff will work with you to identify people in your life who are supportive of your recovery and who may visit with you while you are here. Visits to the house should be planned in advance with the staff. Visitation is allowed at times that do not conflict with structured programming, typically, 1PM-5PM on Saturday and Sunday are good times for visitors to come for residents who have been in program for 30 days or longer. All visitors must show identification to staff on shift.

In the event that visits are a requirement by the court, those visits must be coordinated with the Program Manager and proper documentation must be provided. You may make a visitation request to staff for any special visitor consideration. Program staff will contact your proposed visitors in advance of the visit to review rules and expectations, answer any questions prior to their visit and ensure they are willing to be a positive support in your recovery process. Visitors are not allowed in bedrooms and must report to staff immediately upon arrival at the site. Any individual coming to the site to see a resident will be considered a visitor and should be approved in advance by program staff. This includes visitors who intend to drop off personal items or funds for a resident. Drop off should be approved in advance and items given to staff rather than directly to Resident. Freedom House reserves the right to ask any visitor to leave if demonstrating unsafe or disruptive behavior.

Sponsor visitation is encouraged at any time that does not interfere with the house schedule. Sponsors must check in with staff while on premises.

Visits by professionals supports such as probation officers, DSS workers, Peer Support people should be arranged with the Program Manager in advance for scheduling purposes, but do not require pass approval.

Housekeeping

Daily/Weekly housekeeping and campus chores are assigned to residents on a rotating basis and the list is posted in the house common area. All residents are expected to complete their chore at the designated time regardless of their employment status.

In order to maintain a clean and orderly house, you are expected to perform the following personal chores:

- making up your bed (see room check list to ensure your room is clean)
- hang or fold and put away clothes
- take care of personal laundry
- clean showers and sinks after each use

Federal/State health and safety regulations require certain cleaning standards to control communicable diseases that must be adhered to carefully:

- spray bathroom cleaning solution in and around commodes when cleaning
- wear proper head covering and approved gloves supplied by staff, while preparing meals and snacks to be consumed by others.
- wear plastic gloves, supplied by staff, while accessing communal food or utensils.
- wear plastic gloves when cleaning bathrooms.
- use Ziploc bags or small brown bags for the disposal of non-flushable items.
- use plastic trash can liners in trash cans.
- during work shifts, kitchen helpers are the only residents allowed in the kitchen
- resident's windows are to remain closed at all times, with screens securely in place.



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In order to ensure that rooms are in compliance with fire safety standards, residents are only permitted to have items that fit in their allotted space designated by Freedom House Recovery Center. Items that do not fit will be requested to be removed from the premises.

Healthy Relationships

Freedom House encourages you to maintain healthy relationships with friends and family who are supportive of your recovery.

Initiating new romantic or sexual relationships while in treatment takes the focus off of your treatment. You are encouraged to focus on your recovery while in the residential programs of Freedom House. Intimate relationships among residents and staff are prohibited.

Inappropriate touching and correspondence among residents and staff is prohibited. Inappropriate touching and correspondence between residents of any Freedom House facility is also prohibited, this includes: holding hands, rubbing or touching another resident's body parts, being in another resident's room, kissing, being under the bedcovers with another resident, sending/watching sexually suggestive pictures, videos or texts to/with another resident or engaging in sexual activity.

General Rules

-Consumption or possession of alcohol or other drugs is prohibited, on or off the premises. To support sobriety you may be asked for a drug/alcohol screen by staff any at any time. Consuming energy drinks and non-prescribed nutritional supplements is also prohibited.

-For the safety and privacy of all residents you may encounter while at Freedom House sites, confidentiality of each person in our program must be strictly observed. You may not disclose the name or any other personal information about other residents at our programs to anyone other than program staff.

-Cellphones are to be stored in the staff office when residents are in the house. Residents may have their phone when leaving the premises for approved appointments, outings, work or school/ training. Residents must sign their cellphone in and out on the cellphone log and return it to staff immediately upon return to the premises.

-The Freedom House campus is a TOBACCO-FREE ENVIRONMENT. Smoking, vaping or chewing tobacco is not allowed in any building of this agency, in bathrooms, in personal automobiles, parking lots, sidewalks or grassy areas, at any events or any staff accompanied outings. If you use tobacco, you will be offered the opportunity to participate in a full tobacco cessation program. You will be provided with brochures and resources on nicotine replacement therapy (patches or nicotine gum). Violation of the tobacco-free environment rule may result in disciplinary action.

-In accordance with fire safety regulations, use of candles, incense, potpourri pots, portable stovetops and like objects are not permitted in our facilities.

-Appropriate dress (as deemed by the staff) will be required at all times. Housecoats or robes must be worn over underwear or pajamas at all times when out of your bedroom. If you do not have adequate clothing, you may speak with staff about accessing new undergarments from a house supply and donations of other needed items.

-You may not visit other facilities on campus without specific permission from staff.

-You may not enter another resident's room even if invited. Socialization is encouraged in the community living area.

-We are committed to a community of respect for others. Abusive language or behavior will result in a staff intervention, possible disciplinary action up to and including discharge and/or referral to higher level of care as needed.

-Violence or the possession of weapons is not allowed at Freedom House. For the safety of other residents and staff,

violence, threats or possession of a weapon will result in staff intervention, possible disciplinary action up to and including discharge and/or referral to higher level of care as needed.

- Staff may inspect packages, luggage, mail, and/or gifts if they believe that there is due cause. This will be done in accordance with search and seizure policies.

-Gifts and money in any form may not be exchanged between residents, or staff and residents including their natural supports. Freedom House Recovery Center will not be responsible for reimbursing any money given or exchanged as it is prohibited.

-Money and/or debit and credit cards will not be held or kept by staff under any circumstance.

-Residents may not have their family, friends or natural supports meet them at 12 Step or Community meeting or agency outings without prior approval from program staff.

-At any time during your stay at Freedom House, you have the right to express your feelings and concerns in writing to the Manager, through the grievance process as set forth in our policy and procedures. We encourage you to first speak with the staff involved with your concern. If the concern is not resolved successfully, you may bring your concern to the Program Manager. If the concern is still not resolved, you may bring the concern to Clinic Director, the agency Clinical Director and/or the agency Director for resolution.

*Your willingness to comply with these rules and guidelines while residing in the residential programs of Freedom House is important to the wellbeing of each individual in our residential communities. Adherence to the rules and regulations will contribute to building a strong foundation for success on your road to recovery.

GROUND FOR DISMISSAL

The following behaviors are a violation of our residential community standards and may result in discharge from the program:

1. POSSESSING OR CONSUMING DRUGS/ALCOHOL ON OR OFF THE PREMISES including prescribed or over the counter medications that have not been monitored by staff
2. Diverting drugs, alcohol, prescription and non prescription medications to any other individuals
3. POSITIVE DRUG SCREEN OR THE REFUSAL TO TAKE ONE.
4. UNAUTHORIZED ABSENCE FROM THE FACILITY.
5. CARRYING OR POSSESSING WEAPONS.
6. ENGAGING IN SEXUAL IMPROPRIETIES.
7. USING TOBACCO WHILE IN THE PROGRAM
8. DISPLAYING VIOLENCE, Communicating threats OR ANY OTHER BEHAVIOR, WHICH ADVERSELY AFFECTS THE WELLBEING OF OTHER RESIDENTS AND/OR STAFF.
9. FAILURE TO PAY RENT FOR MORE THAN TWO WEEKS.

PROCEDURE FOR RULE VIOLATIONS

We take disruptive behavior, such as yelling, cursing or menacing gestures very seriously. Staff will give a verbal warning the first time you do this. If you repeat such behavior, staff will document the occurrence and may develop, with you, a plan to help you control the behavior, which could include consequences such as loss of privileges. Continued repetition of the behavior could result in your being asked to leave the program.

DISPOSITION OF PERSONAL PROPERTY/BELONGINGS

If you do not take your personal belongings with you when you leave, they will be packed and stored for no longer than fourteen (14) days. They will then be disposed of.



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Client SIGNATURE _____ DATE _____

Staff Signature _____ DATE _____

Rev: 10/10; 8/25/14; 4/2019; Rev: 3/22/22 Rev. 6/27/2023