Transitional Housing P & P/Agreement

Intro: It is important to recognize that Transitional Housing as an entity will always work in conjunction with Advantage Treatment Centers, Inc (ATC) as its parent company. At no point will Transitional Housing policy and procedures supersede the direction of ATC policy. Transitional Housing has been developed due to the need in our local communities to include the populations that ATC already serves. This does not mean that Transitional Housing exists to ONLY serve ATC clients. This service is designed to serve the communities as a whole. ATC does not own the houses themselves which are held in separate LLC's, but manages the staff, policies, and clients who are associated with Transitional Housing.

Rights of Residents: If admitted into any Transitional Housing program you have the right to many things. First of all you have the right to be treated humanely and respectfully. Typically people do not live in Transitional Housing as a first choice, but more as a needed entity, we choose to meet our residents where they are at in life at the moment. We have many services we offer and you have a right to choose between treatment providers if required. You have the right to choose what employment area fits you best, even though you will be required to have a job or be actively participating in vocational rehabilitation. You have the right to appeal decisions made and file grievances both with Transitional Housing Upper Management, and with the Colorado Association of Recovery Residences. You also have a right of expectation of privacy in all bathroom areas, and at no point will cameras be used in areas where clients are allowed to change clothes. Clients also have a right to a safe and sober environment. This means that all clients must abstain from illegal and banned substances per this policy and procedures. We encourage good dialogue and absolutely feel like you will find a warm environment and staff that care about your personal success.

Non-Discrimination - All Transitional Housing programs will be non-discriminatory in nature. From screening applicants to deciding on terminations, the Race, Religion, Creed, gender, sexual orientation, or political affiliation will be used to discriminate or have any relevance to decision making.

Organizational/Administrative Standards:

Mission Statement: Our Mission is to provide stability to people in our communities who are committed to sobriety and to bettering their lives through the supportive services that Transitional Housing provides. Transitional Housing will exist to better lives, communities, and fight against drug and alcohol addiction. At no point is the safety of our staff, clients, and community not paramount in the actions we take or the decisions we make.

Both ATC and our Transitional Housing venture adhere to the motto, "Client success equals community success".

Code of Ethics: ATC staff, to include Transitional Housing staff, have signed and agreed to ATC Code of ethics and CARR code of ethics which are retained in employee files at all times.

Liability Insurance: ATC carries liability insurance on all Transitional Housing properties. A copy of the coverage document is available either on site provided the house has an office or off site by request to the Transitional Housing Specialist.

Adherence to Local, State, and Federal Laws: At all times, Transitional Housing staff will comply with all local, state, and federal laws and will post any relevant licensing for public view in a common area inside the residence.

Residence Notifications: Residents will be notified of the acting Supervisor in charge of residence. This notification will come in the intake packet for the standing person and may come via electronic means or in person should the Housing Specialist be unavailable for any time over 48 hours. Clients will be given a direct phone line to the Housing Staff who is in charge at the time.

Housing Specialist job duties: Please see the Housing Specialist job duties for detailed duties and expectations. Housing Specialists will meet minimum requirements of ATC which include a High School Diploma or GED and be 18 years of age or older. Additionally all ATC staff must not currently be on Supervision in the criminal justice system or if so, applicable waivers and permission granted from all supervisory agencies. ATC is an Equal Opportunity Employer to include an applicant's former criminal history.

Drug and Alcohol Free Environment: ATC and all Transitional Housing entities are drug free zones that must be adhered to by all clients and staff. Due to Marijuana/THC still being illegal federally we must apply it to this policy and all staff and clients must cease the use of it recreationally while involved with Transitional Housing. Medical use may be requested and approved in rare circumstances but such approval would include the requirement for all medical documentation to be in support of request and the ability to consume the prescription in pill form that can be audited for adherence to.

ALL residents will be required to participate in drug and alcohol testing as set up with your Housing Manager as discussed in the Supervision portion of this policy and procedures document.

Outcome Data: At all time, Transitional Housing will keep stats on all metrics to include but not limited to: Intake data, discharge data, services rendered data, assessment data to include risk/ need and substance abuse need metrics, employment, and financial data. The subsequent data will be used for quality control and future decision making around all aspects of Transitional Housing.

Fiscal Management Standards:

Financial Transparency: Transitional Housing uses an electronic client record and its attached accounting system to document all financial transactions. This shows any fees, payments,

deposits, and refunds. Any money will be recited in this system and clients will at all times be able to access the accounting portion of their stay. Refunds will be given when a client gives at least 2 weeks notice of leaving the program if rent was paid past that point and leave in good standing. Any event that a client leaves the program for a situation outside of their control may be eligible for refund based on a case by case situation.

Operation Standards:

Emergency Procedures: Posted Emergency Procedures will be posted in various places in the house and will include a blueprint of the house and what exits to use in the case of a fire, gas leak, or other event where the need to evacuate exists. Additionally it will discuss the plan for tornadoes and other weather events requiring sheltering. All local emergency numbers and phone numbers for the Housing Specialist and ATC Management will be available at these same locations.

Recovery Support Standards:

Staffing Plan: Transitional Housing will maintain a staffing plan that addresses the needs of the clients. This plan will include office hours for the staff and will also make it clear that unscheduled visits by the housing specialist and management will be a normal part of the program.

Applicant Screening: All applicants for Transitional Housing will be screened by the housing specialist and/or ATC management. Applications will include any relevant assessment and stability factors available. Occasionally applicants may be asked for additional information to include recent substance abuse testing if a client is engaged in criminal justice supervision or as part of an active social services case. Any and all information gathered will be used to make an informed decision on the appropriateness of an applicant. An applicant's religion, race, creed, sexuality, or beliefs will never be used to approve or deny said applicant. Depending on availability, a successful applicant will be offered immediate placement, or a scheduled placement in the event that no vacancies exist.

Confidential information: All information gathered from the starting point of an application through a program stay will be considered confidential. Certain parts of a client's file are protected by HIPAA and 42 CFR confidentiality laws so the entire case file will meet the provisions laid out in those laws to include retaining records for 7 years and double locking all confidential files. Staff are trained and will adhere to confidentiality practices. Any staff providing treatment services will have passed jurisprudence and licensing exams that cover confidentiality as well. Access to records is by approved staff only and Release of Informations that are filled out at intake will indicate who has access to records.Drug

Grievance and Complaint Policy: All Transitional Housing clients will have the grievance process explained and given in writing during the orientation process. The grievance process includes written documentation of said grievance and response from either the Housing Specialist or Management depending on the context of the grievance. 100 % grievance protection exists and at no point will staff discriminate or make termination decisions against the

grieving party based on a grievance that client has provided. Clients who wish to appeal the grievance may appeal to ATC HR representative who will be supplied upon appeal of the grievance. The decision of the ATC HR representative will be final but clients are also welcome to file a formal grievance with the Colorado Association of Recovery Residences by visiting https://carrcolorado.org/file-a-grievance.

Orientation Process: The Orientation process will be a requirement for all new clients coming into a Transitional House. This process should be done immediately upon placement into the house, but may be delayed for factors outside the control of the Housing Specialist like an emergency placement or weather factors. At no point will orientation occur outside of 72 hours. The orientation will include the copies of all client rights and requirements prior to signing of all rules, and all house policies. Staff will go over all emergency contact information. It will include a tour of the property, assigning of beds and linens, and meeting any other residents that are available. Orientation will include an emergency mental health and medical health questionnaire and discussion around food availability.

Transitional Housing Mileu: The environment inside of Transitional Houses will be positive and conducive to alcohol and drug free environments. The houses will conduct house sponsored events both inside the house and outside in the community. Residents will be required to participate in events as work and treatment schedules allow . These events include house meetings, house meals, sober activities like games and popular television events. Pro-social volunteering and participation with recovery organizations will be encouraged and required as part of a client's recovery case plan. Clients will be encouraged to help suggest events inside and outside of the house that help keep a positive culture with residents and staff. Events suggested to the Housing Specialist can be approved for attendance or attendance and funding depending on the event. Fighting and physical altercations will not be tolerated and will lead to removal of placement. Clients will be encouraged to bring frustrations to the house meeting or directly to the Housing Specialist. Impulse control is a learned skill and we will attempt to deescalate any situation that arises.

Transitional Housing monitoring and supervision - In an environment such as Transitional Housing no aspect is more important than maintaining a safe and sober environment. All Residents agree to substance use monitoring. This monitoring can be in conjunction with testing already being conducted by a criminal justice or social services entity but must include a minimum of weekly testing for Alcohol, THC, Amphetamines, Opiates, Benzodiaphemes, Barbiturates, Cocaine Metabolite, and Creatinine levels. Transitional Housing staff reserve the right to test urine samples for other substances to include but not limited to Spice, Kratom, Bath Salts, Medication Abuse, Chemical Substance Abuse, and any other abusable substance. Urine specimen collection must be monitored in person by staff or at an approved agency. Any instance of a client being found to be attempting to compromise the testing processes either chemically or with a device will result in immediate termination of placement. Substance use will likely lead to termination of placement but will be discussed in a case by case situation and a clients level of accountability may be used as a decision factor. Relapse is part of recovery, but use in the program jeopardizes all clients' sobriety. Accountability from the client and history of rules violations will be used to determine if a relapse will lead to removal of the program.

Searches of the property to include specific client property will be allowed at all times. Any refusal to search a clients property will lead to immediate termination of placement. Contraband found that is illegal will be immediately referred to local law enforcement for prosecution. Contraband found that is legal, but not allowed in the house will be confiscated and released to the client to dispose or take with them from the house. A placement determination will be made regardless of the legality of items. At intake clients will be encouraged to adhere to the posted contraband list and always ask if they are unsure about the appropriateness of an item.

Medications - All Medications will be kept in the clients personal area at all times. Any approved medications that are on the property will be required to be locked in an assigned safe in the clients property space. It is the residents responsibility to adhere to medication as prescribed. Any medications found to be abused will be deemed a substance abuse issue and the client may be terminated from placement. Any and all medications will be preapproved with the Housing Specialist. Failure to lock medications in the proper safe may result in a violation of the program rules.

Recovery Case Planning: Transitional Housing uses personalized Recovery Case Planning to assist in the expectations and progress of clients. Progress on the case plan is required. Case plans will address criminogenic, stability, mental health, physical health, and other needed areas to ensure a productive and successful environment. Clients will be allowed input on goals around treatment, sobriety, pro social activities, and other elements of Recovery Case Plans.

Public Recovery Support Options: A list will be maintained for local recovery support options in the local area. This list will be pre approved for clients to attend at all times. The Housing Specialist will make every effort to assist clients in finding transportation to said event and may transport when needed.

Non-Clinical Recovery Support: Transitional Houses will provide non-clinical Recovery Support services. These services will include employment education and training, life skills training, and 1 per week non-clinical support groups such as AA or NA.

Paid Work Agreement - Clients are not allowed to be paid by the program to complete tasks that would otherwise need to be put out for bid with a contractor. Residents may be required to have a chore that shows responsibility towards the greater good of the house and the health and sanitation of the house.

Outside Recovery Support - Transitional Houses will encourage all residents to attend outside recovery support groups and/or professional help for associated needs. If a client's supervising criminal justice agency requires a specific intervention then Transitional Housing will adhere to this and build it into the Recovery Case Plan making it mandatory for clients. This kind of co-supportive environment has a high level of evidence to make the client successful in this endeavor.

Peer based services - Peer based services will be provided and may be required for clients depending on level of need. Peers services will be provided at no cost to the client and may be provided by the Transitional Housing Specialist or an outside entity. All peers will be approved and licensed peers per state law.

Clinical Services - All Clients in Transitional Housing may be asked to participate in clinical services as part of the recovery case plan. Some services may happen in house with licensed staff and some services may be referred to outside entities. Housing Specialists will give clients provider options and help set up intake appointments and complete 2 way ROI's for a continuity of care environment.

Communicable Diseases - In the event that a resident is diagnosed with any communicable disease the following action must be immediately taken. 1. Contact the housing manager immediately to report the issue AND present medical documentation. 2. Follow direction for sanitation and isolation as required by local health departments and/or Housing managers. 3. Temporary removal of the program may be warranted, and the housing manager will assist in temporary placement when necessary for the safety of other residents. 4. In the event of prolonged or long term communicable diseases additional steps and education will be provided to ensure client safety.

Discharge Procedure - In the event a client is discharged from the program unsuccessfully for violations of the program client will be given time to pack belongings and Housing Manager will assist in transportation to a safe space when needed. In the event that a client left the program and did not return within 24 hours, the housing specialist will discharge the client and pack out belongings to be kept for 30 days in a locked area. At any point, the safety and sobriety of other residents will be paramount to the program and law enforcement will be contacted if a client chooses to jeopardize that safety. Any substance test used for termination of the client will be confirmed prior to termination, and rules violations may be appealed above a housing manager to the owner of the house but must be done immediately when notified of termination and process will be expedited to ensure no one is removed from the program that is not warranted.

Property Standards :

Safe Housing Measures - At all point Transitional Housing will provide safe housing measures to include fire extinguishers, smoke and carbon monoxide detectors. All Transitional Houses are smoke free inside the homes, with no exceptions.

Property - All clients will be given a designated area for personal items and will have at least a dresser for personal effects. Food may be kept in common area cabinets and refrigeration but all food must be stored in accordance with the label and all expiration dates must be adhered to. All food will be labeled indicating it is a specific client's food. Property theft will be referred to local law enforcement and will lead to immediate removal of placement. Due to the nature of Transitional Housing it is recommended that clients do not keep expensive property to include expensive jewelry, large amounts of cash, and like items. At no point in time are Transitional Housing Staff or ATC responsible for lost or stolen property.

Laundry Services - Laundry units will be provided at least 1 washer and 1 dryer per 8 clients. Local house rules will govern time that is first come/first use and times that may be reserved for use. Residents will be encouraged to work together on laundry time.

Bathroom Use - All Transitional Houses will maintain at least 1 toilet, sink, and shower per 7 residents. Clients will be asked to store personal property and toiletries out of the bathroom in between uses. Houses with multiple bathrooms will be designated as to who should use which bathroom, but in an emergency all residents must have access to all bathrooms.

Bedrooms - Bedrooms may have multiple beds inside one bedroom. This is normal and expected in this environment. Residents should be encouraged to be respectful of roommates and other house residents are NOT allowed in other bedrooms for any reason. Shared Bedrooms will adhere to minimum square footage per local or state law.

Common areas and space - Transitional Houses will have common areas big enough for house meetings and group meals. These spaces will have rules for noise and a respectful environment.

Bug and Rodent Infestation - Transitional Housing properties are located in Rural Colorado and will have seasonal bugs that may be found on the property. At all times residents will have access to tools like fly swatters to relieve the house of seasonal bugs. Residents are encouraged to keep doors or windows without screens shut at all times when not in direct use. Rodents could potentially enter the home in rare circumstances as part of being in a rural community. Every effort will be made by the Housing Manager to eradicate any and all bugs and rodents when found in the house. Please report this as soon as possible to the Housing Manager. If the property is ever deemed to be infested by local oversight agencies, clients will be placed in a temporary hotel solution while professional exterminator services are obtained.

Good Neighbor Standards:

Communication with Neighbors - The Housing specialist will keep in communication with neighbors and at all times they are to be given contact information for concerns or issues. Street side parking is limited in many residential areas so clients with approved driving privileges will have designated parking places and will use these places at all time.

Outside noise - Outdoor noise rules will be posted and enforced. Education and coaching will be provided to clients about good neighbor common sense approaches. At no point will a resident be permitted to be on a neighbors property without pre written approval from the recovery resident.

Outdoor Camera Operations - Transitional Houses will have outdoor cameras in common areas and areas outside the home to ensure clients follow rules, and exist to make sure that clients are protected against nefarious complaints as well as protect the neighbors from poor decision making and criminal activity of residents.

Historical Record Keeping:

Note: Transitional Housing Policy and Procedures version 1.1 edited on 1/30/22 will be reviewed at least annually by management with previous historical versions kept in the main office for record keeping purposes.

Scholarship Procedures

When available, through both medicaid money through Signal (Managed Service Organization) for the current Transitional Living properties as well as grant/private donations a scholarship may be given to residents. The following chart will be used to determine the appropriateness of the scholarships on a case by case basis.

Length of Time in Program	Income Requirements	Amount of Coverage
1st Month	Income sliding fee scale waived*	Full Month covered
2nd Month	Less than $2000 Gross wages earned makes residents eligible for a full month, More than $2000 of gross earnings makes residents eligible for half month of rent.	Full or half Month may Covered per income policy
3rd Month	Residents will generally be ineligible for scholarship coverage except for extenuating circumstances • Known Disability makes work impossible and have applied for Disability benefits (ineligible if actually receiving disability benefits) • Client requests scholarship coverage in advance with the house manager an extenuating circumstance to be approved on a limited and case by case basis. Requests must be submitted in writing and show proof of financial need. (A possible example would be if a direct depended was found to have a medical emergency and all of clients funds have been verified to have been used for medical/travel needs)	The House Manager may approve Half or Full scholorship.

* Subject to change based on available funding

Please note: Months 4 through duration of the program clients are not eligible for additional scholarship.

Clients will be ineligible for coverage through MSO supplied dollars if they received scholarship assistance in the last 12 months from any CARR program.

By Signing I acknowledge the above information and agree to abide by the conditions therein.

Client Signature	Date
Staff Signature	Date