

Rules and Regulations of the John W. Clem House *(Dec. 2014)*

ADMISSION:

1. Prior to admission, each individual will complete all intake documentation and sign a contract for behavior and conduct.
2. All residents are encouraged to stay a minimum of three months; requests to stay beyond three months will be determined on a case-by-case basis at the discretion of the House Manager with other staff consultation.
3. Program Fees will be \$125 per week with the first two weeks payable upon admission; veterans admitted through the Chillicothe Veterans Administration will be covered by the VA at the rate dictated by the VA/Clem House contract in place at the time of their residency.

(NOTE: SNAP Benefits (food stamps) will be contributed by the resident to the Clem House.)

- a. Program fees will be paid in full every week (non-VA contract residents).
- b. Program fees include the following:
 - 1) Introduction to the 12-Step approach to sobriety
 - 2) A morning meeting 7:15 to 8:15 a.m. each day (M-F) to discuss issues, concerns, and a morning meditation
 - 3) Guidance in learning to take responsibility for self and appreciate others
 - 4) Awareness and practice of skills for appropriate functioning
 - 5) One-on-one interactions with the Executive Director, the House Manager, and the Business Manager throughout the week
 1. As part of the Veterans Administration program, veterans receive a treatment plan which includes adequate housing (after the Clem House program) as a goal and receive assistance with obtaining housing from the Veterans Administration Office in Athens, Ohio.
 2. As part of the Clem House program, the Executive Director works with each of the men to establish an individualized plan (including adequate housing) once the men leave the program.
 - 6) Wrap-Around services (community resources) are discussed and include assistance with finding appropriate long-term housing, food, legal services, community action agencies, etc.
 - 7) Meals
 - 8) Monitoring of medications

- 9) An assigned bed, including linens
 - 10) Laundry facilities
 - 11) Free use of the kitchen, dining room, common areas, spacious lawns, a covered outdoor meeting space
- c. Program fees do not cover personal items (toiletries, personal food/snacks, clothing, hair cuts, etc.)
 - d. REMINDER: Detoxification and treatment are not part of the Clem House Program and are not included in program fees.

PROGRAM EXPECTATIONS:

4. Residents will attend a minimum of five AA/NA meetings per week. Attendance at a religious service may be substituted for one of the AA/NA meetings per week. Morning “house meetings” will not be substituted for AA/NA meetings.
5. Residents are expected to select (within the first three weeks of residency) and regularly meet with sponsors (at least once per week).
6. Residents will be employed or doing significant volunteer work no later than the beginning of the third week of residency.
 - a. Any resident not working after two weeks will be required to bring back a minimum of three applications weekly to the House Director.
 - b. Any person who is not required to work, but is expected to do volunteer work must provide documentation of volunteer activities.
 - c. Any person who cannot find volunteer work must report to the Executive Director who will assist the person in finding off-site volunteer work or will designate on-site work for the resident to do.
7. ALL residents are expected to do daily chores and work cooperatively with one another to maintain a clean environment at all times.
8. Residents are responsible for daily cleaning of their personal space (bedroom area), including making the bed, vacuuming, dusting, and straightening and/or appropriately putting away personal belongings. Residents will wash their sheets and linens on a weekly basis.
9. ALL residents will complete and submit brief, weekly written records and will meet weekly with the Executive Director by appointment.
10. ALL residents will work cooperatively with staff members and fellow residents, follow all house rules, and demonstrate a commitment to 12-Step principles in all activities.

HOUSE RULES:

11. ALL residents will be out of bed by 7 a.m.

12. All residents will maintain exemplary cleanliness and personal hygiene on a daily basis. Residents will shower daily.
13. Residents are expected to dress appropriately. Clothing with vulgar, sexist, or derogatory statements or images are prohibited. All residents will be fully dressed when leaving upper floor and at all times when they may be seen by visitors. Hats, scarves, bandanas and sunglasses will be removed on entry into the house.
14. Eating outside of the kitchen or dining room is prohibited.
15. Whenever residents leave or return to the Clem House for any reason, they are to sign in and sign out on the ledger near the front door.
16. Smoking is permitted on back patio only.
17. A phone is provided in the house. Calls are to be limited to no more than 15 minutes.
18. Incoming mail will be collected and distributed by the House Director. Packages will be opened in the presence of a staff member.
19. All residents will abide by these curfews: 11 p.m. Sundays through Thursdays; 12 a.m. Fridays and Saturdays.
20. Bedtime: Lights will be out at 11:30 p.m. Sundays through Thursdays; 1:00 a.m. Fridays and Saturdays.
21. Resident's rooms and belongings are subject to search at any time at the discretion of staff members.
22. Residents will be held accountable and responsible for paying for all repairs or replacement costs as a result of damages to the premises caused by their behaviors.

PROHIBITED ACTIVITIES:

23. Residents are not permitted to hang anything on the walls except on the space provided by the Clem House.
24. No gambling of any kind is permitted on the property.
25. No borrowing or lending of money is permitted.
26. Residents are not permitted to have televisions in their rooms.
27. No pornographic material of any nature is allowed in the facility.
28. Sexual relations or any other inappropriate sexual activity is not allowed on premises.
29. Violence or verbal aggression will not be permitted.
30. No acts of intimidation, violence, or discrimination will be tolerated on premises and may be grounds for immediate dismissal. Discrimination may include such things as jokes, derogatory remarks, or verbal attacks upon others relating to their race, sex, skin color, sexual orientation, age, beliefs, ethnicity, body type, weight, or any other factor which is deemed demeaning to another individual.

VISITORS:

31. Visiting hours are from 10 a.m. to 6 p.m. on Saturday and Sunday and other times at the discretion of the House Manager.
32. All visitors must be approved by staff and pre-announced.
33. Visitors are not permitted in the sleeping areas of the house.
34. Visitors are permitted only in designated areas and only within timeframes approved by Clem House Staff.
35. Visitors in possession of—or under the influence of—alcohol or drugs are not welcomed on the premises and will be asked to leave or will be removed immediately.

PERSONAL BELONGINGS:

36. Personal items left at the Clem House for more than fourteen days after departure become house property. All financial obligations must be satisfied before you can pick up such items.
37. The Clem House is not responsible for lost or stolen items.

DISMISSAL OF RESIDENTS POLICY:

It is the goal of the administration and Staff Members of the John W. Clem House to help each individual who takes part in the recovery process during his stay at the House. However, there are times when it is necessary for Staff Members to dismiss residents. It is the policy of the Board of Directors to dismiss individual residents who

1. Use drugs or alcohol during their stay at the House.
2. Undermine the recovery of other residents by encouraging their return to drug or alcohol use.
3. Create a hostile environment that disrupts the ability of others to actively take part in the programs and activities of the House.
4. Threaten or bully others.
5. Discriminate against others due to place of origin, race, sexual orientation, beliefs, body type, physical size, or other difference.
6. Do not take an active role in the 12-Step Recovery Process.
7. Do not actively solicit a 12-Step sponsor in a timely fashion and/or do not meet regularly with their sponsors.
8. Do not attend required AA/NA meetings.
9. Do not actively seek paid work (Non-VA's).

10. Do not pay weekly fees.
11. Do not contribute to the operation of the house by assisting with cleaning and other chores as requested or directed.
12. Demonstrate behaviors that are significantly disruptive to the household and the recovery of others.
13. Are a danger to themselves and/or others.
14. Physically assault other residents and/or Staff Members.
15. Demonstrate dishonesty (stealing, lying, cheating, etc.).

Persons who are dismissed for any reason may request a reconsideration. Readmission shall be solely at the discretion of the House Manager; if s/he allows the person to return, the House Manager shall determine whether or not the individual may return immediately or set a date and time at which the individual may return. The House Manager may also set short term expectations which the individual must meet in order to demonstrate compliance and to continue his residency. The House Manager's decision shall be final.

PRIVACY POLICY:

This policy provides Board-approved requirements for protecting the privacy of Staff Members and residents

1. *Requirements of Law:* Employees--Information related to employees shall be obtained and used as required by law for the following purposes: 1) To comply with Ohio and federal law related to employee documentation; 2) To administer compensation and benefits; 3) To administer payroll. Residents--Though the Clem House is not a treatment facility, it is by its nature the recipient of both personal and health information of residents and is therefore required by applicable federal and state law to maintain the privacy of residents' information.
2. *Maintaining Records:* Confidential records of employees and residents shall be maintained in a secure setting.
3. *Health Information:* "Protected Health Information" (PHI) about individuals, includes demographic information that may identify individuals and that relates to their past, present or future physical or mental health or condition and related health care services. Employees or residents may give appropriate Clem House Staff Members written authorization to disclose information to another person for designated purposes. If an individual gives written permission, s/he may withdraw it in writing at any time. Withdrawal of permission shall not affect any use or disclosures permitted by previous authorization while it was in effect.

Staff Members must abide by the following rules for use or disclosure of protected health information related to residents:

Alcohol or Drug Abuse Information. Clem House Staff Members may not disclose alcohol or drug abuse information related to a resident's participation in the House's daily living and 12-Step Program or information about a resident's involvement in an alcohol or drug abuse treatment program in the past or present without resident consent.

Mental Health Information Records. Clem House Staff Members *may not disclose* a resident's mental health information records without resident consent.

HIV Test Information. Clem House Staff Members may not disclose the result of any HIV test (for which Staff Members may have documentation or have been made aware) or disclose that a resident has been the subject of an HIV test without resident consent.

Staff Members shall make disclosures for the following public interest purposes only if an employee/resident provides Staff Members with a written authorization in advance or when disclosure is required by law: 1) To coroners, medical examiners, and funeral directors; 2) To an organ procurement organization; 3) In connection with legal, ethical research activities.

4. *Disclosure of Information without Consent:* Use or disclosure of personally-identifiable information about employees or residents may be justified or permitted without consent under limited circumstances: 1) Requirements by a court; 2) Where there may be imminent risk to an identifiable person or group leading to potential death or serious bodily harm. The organization's officials shall disclose no more personal information than is required.

- Disaster Relief: Authorized Clem House Staff Members or officers may use or disclose employee and/or resident personal information to a public or private entity authorized by law to assist in disaster relief efforts.
- Public Benefit: Authorized Clem House Staff Members or officers may use or disclose an employee's personal information as authorized by law for the following purposes deemed to be in the public interest or benefit: 1) To report adult abuse, neglect, or domestic violence; 2) In response to court and administrative orders and other lawful processes; 3) In response to law

enforcement officials pursuant to subpoenas and other lawful processes concerning crime victims, suspicious deaths, crimes on Clem House premises, reporting crimes in emergencies, and for purposes of identifying or locating a suspect or other person; 4) To avert a serious threat to health or safety; 5) To the military and to federal officials for lawful intelligence, counterintelligence, and national security activities.

5. *Advertising and Promotion:* No names or images of residents may be used for promoting the Clem House or for news articles without the written consent of the resident(s) involved.
6. *Access:* Employees/residents have the right to view or get copies of documentation contained in his/her personnel/intake file. The Executive Director or appropriate officer shall provide either photocopies or electronic records depending upon which is the least costly and least time-consuming. An employee or resident must make an appointment to obtain access to her/his records. Individuals have the right to receive a list of instances in which personal information was requested (other than routine payroll procedures, etc.).
7. *Restrictions:* An employee/resident has the right to request that the Executive Director or appropriate Staff Member place additional restrictions on use or disclosure of employee/ resident's personal information. The organization is not required to agree to these additional restrictions, but if and appropriate Staff Member agrees, s/he shall abide by the agreement (except in an emergency). Any agreement for additional restrictions must be put in writing and signed by a person authorized to make such an agreement on behalf of the Clem House.
8. *Amendments:* An employee or resident has the right to request that records be amended for accuracy or clarification. Requests for amendments must be in writing and must explain why the information should be amended. Staff Members may deny such requests if they did not create the information or if the documentation has been created by Clem House Staff Members who believe the information is correct as is. If an appropriate Staff Member denies a request, s/he shall provide the employee or resident a written explanation. The employee or resident may respond with a statement of disagreement to be attached to the information s/he wanted amended. If an appropriate Staff Member accepts a request to amend information, s/he shall make reasonable efforts to inform others who may be influenced by the amendment (including people named in writing by the employee/resident) of the change(s) and to include the change(s) in any future disclosures of that information.

9. *Right to Receive a Copy of Policy:* A copy of this Privacy Policy shall be provided to each employee upon being hired and to each resident upon intake.

10. *Questions and Complaints:* If an employee or resident is concerned that her/his privacy may have been violated, s/he may complain to the Executive Director. It shall be the responsibility of the Executive Director (or the Chairperson of the Board if the Executive Director is a party to the complaint) to record the complaint, to investigate and to report to the Board of Directors his/her findings. If there is a clear violation of an individual's privacy, the Board shall take such action as necessary to discipline responsible parties and/or make changes in practices and procedures to assure privacy for continuing and future employees. The complainant shall be contacted once a final determination has been made and informed of results of any investigation and/or decision. Employees shall follow written procedures for grievances as explained in the *John W. Clem Recovery House Policies and Procedures Manual*.

An employee or resident may submit a written complaint to the U.S. Department of Health and Human Services (USDHHS); see information at its website: www.hhs.gov.

11. *Changes in Privacy Policies or Practices:* The Board of Directors reserves the right to change its privacy policies and practices at any time, provided such changes are permitted by applicable law. Before the Board makes a significant change in its privacy policies or practices, a notice shall be provided in advance of implementation to current employees and to the residents living in the house if they may be affected by such changes.

POLICY FOR STORING AND DISPERSING MEDICATIONS

1. All medications for residents must be housed in the space determined appropriate by Clem House Staff and shall be in a secure, locked drawer or cabinet.
2. All medications are to be stored according to manufacturer's recommendations.
3. Keys or combinations to locks for the medication area are to be under the control of authorized staff at all times.
4. Clem House Staff shall maintain an up-to-date individual record of all medications, including prescription and non-prescription medications, used by persons served.
5. All medications are to be checked periodically for expiration dates or deterioration. Should any medications be expired or appear to be deteriorating, the staff shall

inform the resident of the concern and ask the resident to contact his prescribing physician.

6. Once per week, a responsible staff member shall oversee the dispersing of pills (or other dry medications as appropriate) by residents into pill boxes or appropriate containers in correct quantities to last for one week. Residents shall count and sort the medications in front of the designated staff person. Once the designated staff person checks accuracy of counts, the resident may take the weekly pill box to his room for the week and is expected to follow precisely all directions of his physician when taking the medications. Residents assume total responsibility for the pill boxes they keep in their rooms. Any liquids or refrigerated medications must be under the control of the Clem House Staff until appropriate times for dispensing such medications.
7. Each resident shall sign off on the medication sheet each time meds are dispensed to him for the week stating that he has received the appropriate numbers and dosages of medications for the week.
8. Clem House Staff shall not be responsible for the effects of residents' misuse of medications stored in their personal spaces. If, however, staff discover abuse of prescription drugs, the House Manager shall have the discretion to dismiss the resident from the program.
9. When a resident leaves the Clem House, he is responsible for taking his medications with him. If he leaves unexpectedly, the medications that have been left shall be held for no more than three days. If the client does not return or contact staff within three days to pick up his medications, the medications shall be disposed of appropriately.
10. The Clem House Staff reserves the right to maintain any resident's pill boxes in a locked, secure drawer or cabinet and require a resident to request medications daily. Such determinations shall be decided on a case-by-case basis at the discretion of the Staff.
11. The Clem House Staff reserves the right to assess the drug prescriptions of any potential resident and refuse residency based on concerns about drugs prescribed. Such situations shall be decided on a case-by-case basis. If a drug or combination of drugs cause concern for Staff, the potential resident may seek alternative (and acceptable) drugs from his prescribing physician and be reconsidered for admission.
12. The Clem House does not permit the use of Suboxone.