

# **The Clem House**

## **Resident Handbook**

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# **The John W. Clem Recovery House**

## **Resident Handbook**

*A level III Recovery House owned and operated by The John W. Clem Recovery House organization.*

### **Mission**

The John W. Clem Recovery House provides a safe, homelike residential facility for men who struggle with substance use disorder by providing education and support in order for them to reach their maximum potential, achieve their goals, dreams and desires and become productive members of their communities.

### **Vision**

A world committed to long-term recovery for people who struggle with substance use disorder.

*(Adopted 01/03/2017)*

### **Code of Ethics**

The following NARR Code of Ethics was adopted by the Board on 01/03/2017 for all board members, staff, and volunteers of the John W. Clem Recovery House:

All people working in NARR Affiliate organizations, (recovery residence owners, operators, staff, and volunteers) are expected to adhere to the following Code of Ethics:

It is the obligation of all recovery residence owners/operators and staff to value and respect each resident and to put each individual's recovery and needs at the forefront of all decision making. To meet this obligation, we adhere to the following principles:

1. *Assess each potential resident's needs and determine whether the level of support available within the residence is appropriate. Provide assistance to the resident for referral in or outside of the residence.*
2. *Value diversity and non-discrimination.*
3. *Provide a safe, homelike environment that meets NARR Standards.*
4. *Maintain an alcohol and illicit drug-free environment.*
5. *Honor individuals' rights to choose their recovery paths within the parameters defined by the resident organization.*
6. *Protect the privacy and personal rights of each resident.*
7. *Provide consistent and uniformly applied rules.*
8. *Provide for the health, safety, and welfare of each resident.*

9. *Address each resident fairly in all situations.*
10. *Encourage residents to sustain relationships with professionals, recovery support service providers and allies.*
11. *Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and/or visitors within the residence.*
12. *Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.*
13. *Provide consistent, fair practices for drug testing that promotes the residents' recovery and the health and safety of the recovery environment and protect the privacy of resident information to the extent allowed by law.*
14. *Provide an environment in which each resident's recovery needs are the primary factors in all decision making.*
15. *Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.*
16. *Decline taking an active role in recovery plans of relatives, close friends, and/or business acquaintances who may apply to live in the recovery residence.*
17. *Sustain transparency in operational and financial decisions.*
18. *Maintain clear personal and professional boundaries.*
19. *Report any inappropriate relationships, treatment of residents, or other issues to staff*
20. *Operate within the residence's scope of service and within professional training and credentials.*
21. *Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.*

***The John W. Clem Recovery House is committed to following the Quality Housing Criteria of the Ohio Department of Mental Health and Addiction Services (OMHAS) Bureau of Recovery Supports and Housing.***

As such, the John W. Clem Recovery House is aligned with the Housing Mission of OMHAS, which envisions that all housing settings should:

- Be safe and affordable
- Ensure access to natural supports and allow visitors of an individual's choice where one is living in accordance with a legally enforceable lease or resident agreement
- Be integrated in and have full access to the greater community
- Be selected by the individual from a variety of housing options
- Ensure individual rights of privacy, dignity, and respect, and freedom from coercion and restraint
- Include trauma-informed best practices and cultural competence for all staff and residents
- Optimize autonomy and independence in making life choices
- Provide access to available services and supports within the community in coordination with individual choice
- Provide for special accommodations or have policies and procedures in place to provide housing for individuals that require special accommodations (such as individuals with physical or mental disabilities, hearing or speaking disability, or those with limited English proficiency.)

### **Policy on Non-Discrimination**

It is the policy of the John W. Clem Recovery House to provide an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and residents. Board members, staff and any individuals employed by the organization shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors and provision of services.

The John W. Clem Recovery House is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job application on the bases of race, color, gender, national origin, age religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## **Fair Housing**

### ***What is The Fair Housing Act and what are your rights under “Fair Housing”?***

The Fair Housing Act of 1974 declares a national policy of fair housing throughout the U.S. The law makes it illegal to discriminate in the sale, lease, or rental of housing, or to make housing unavailable because of race, color, religion, sex, handicap, familial status, or national origin. Together with the Civil Rights Act of 1966, the 14<sup>th</sup> Amendment, the Americans with Disabilities Act, the Equal Credit Opportunity Act and state and local laws, the Fair Housing Act offers comprehensive protection to the consumer.

### **RECOVERY HOUSING IS NOT CLEARLY DEFINED AS A FORM OF “RENTAL” HOUSING IN THE ACT, BUT YOU STILL HAVE RIGHTS.**

Though you are not “renting” in the traditional sense of that term, you still have the right to expect the following as described in the Fair Housing laws:

- Professional service
- Reasonable accommodations in rules, practices, and procedures for persons with disabilities
- Non-discriminatory terms and conditions for the sale, rental, financing, or insuring of a dwelling; and to be free from harassment or intimidations for exercising your fair housing rights.
- Under the law, the following are discriminatory. If you experience any of the following, you have the right to file a complaint:
  - Misrepresenting the availability of space
  - Discriminating in the application or eviction policies
  - Advertising a reference for certain kinds of “tenants”
  - Applying more burdensome application acceptance criteria to one person over another
- Under the law, if you believe you have not received fair consideration or treatment, you can file a housing discrimination claim with the U.S. Department of Housing and Urban Development (HUD)

The U.S. Department of Housing and Urban Development, or HUD, is the agency of the federal government charged with protecting citizens’ rights to fair housing, among other goals. HUD can be contacted at:

- toll-free (800) 699-9777
- (800) 543-8294 (TDD)
- <http://www.hud.gov>

To file a fair housing complaint, call the numbers listed above or visit HUD on the internet at <http://www.hud.gov/complaints/housediscrim.cfm> to fill out a discrimination claim online.

## **Clem House Essentials**

The Clem House offers its residents an alcohol-free and drug-free environment while they are making the transition to a sober lifestyle. The House offers residents an opportunity to withdraw from their substance-use disorders and from persons, places, and things that trigger their substance use. Our recovery program is designed to assist the resident as he begins a new life. Beyond these efforts, it is up to the individual to fully commit to change.

## **Program Expectations**

- The primary expectation is that each resident will take an active role in his recovery, develop a plan, “work a plan,” and accept constructive feedback to help him achieve the goals he sets.
- **ALL** residents will take an active role in developing a meaningful and realistic recovery plan which will be reviewed regularly with staff; revisions will be made as necessary. The recovery plan should include a clear relapse plan in the event of a setback with their recovery.
- Residents will be employed or doing significant volunteer work no later than the fourth week of residency unless excused after consultation with the Executive Director and/or House Manager.
  - Any resident not working after two weeks will be required to bring back a minimum of three applications weekly to the Executive Director and/or House Manager.
  - Any person who is unable to work due to a medically documented condition is expected to do volunteer work and must provide documentation of volunteer activities.
  - Any person who cannot find volunteer work must report to the Executive Director and/or House Manager, who will assist the person in finding off-site volunteer work.
- **ALL** residents are expected to do daily chores (including weekends) and work cooperatively with one another to always maintain a clean environment. Each chore is to be done each morning before the resident leaves the house unless approved by the Executive Director and/or the House Manager.
- 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.



- **ALL** residents will complete and submit brief, weekly written records and will meet weekly with the Executive Director and/or the House Manager by appointment.
- **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.
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### **Desired Goals for Each Resident**

- Life free of substances, thoughts, and behaviors that contributed to the need for the person to need a recovery house.
- Ability to make responsible decisions that enhance the life the individual chooses.
- Knowledge, skills, and attitudes that lead to a gratifying personal life, work life, family life, and social life.
- Valuing service as an enriching life pursuit.
- An ability to access a wide array of services prior to relapse if assistance is needed in the future.

### **12-Step Based Recovery House**

- Residents will attend a **minimum** of five (5) AA/NA meetings per week. (Attendance at a religious service, SMART Recovery, or Celebrate Recovery may be substituted for **one** of the AA/NA meetings per week.) Any house meetings will **not** be substituted for AA/NA meetings.
- Residents will attend house meetings Monday through Friday at 7a.m. (This is in addition to the five AA/NA required meetings.)
- Residents will attend a mandatory house meeting on Thursdays with the Executive Director, Medical Advisor, and House Manager. It will involve all available staff and residents. (This is in addition to the five AA/NA required meetings.)
- Residents are expected to select (within the first four weeks of residency) and regularly meet with a sponsor (at least once per week, face to face, for a minimum of 45 minutes).

If expectations are not met a meeting will be held with the Executive Director and/or House Manager. A timeframe will be given to each resident and if expectations are still not met, the resident will be asked to leave the Clem House.

## **12-Step Programs**

There are many ways that different people get sober. Staff at the Clem House recognize that “one size does not fit all.” Individuals are encouraged to review all their options before deciding upon a recovery residence, but those who wish to stay at the Clem House, must recognize that they are expected to actively embrace and practice daily the 12-Step model if they wish to remain. The 12-Steps Program arose out of Alcoholics Anonymous (AA) and involves a spiritually based vision of recovery. Working the 12-Step programs of Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) has been an effective path to recovery for many people. The steps are about more than not drinking or drugging. They are about a better way to lead one's life. Learning how to live the 12-Steps is best done with a guide. That's why residents are expected to find a sponsor who will lead them through the process. How long one takes to work the steps varies from man to man. Residents are encouraged complete the 12-steps before leaving the Clem House and begin their path to honesty, freedom from alcohol and drugs, and embracing a better way of life.

## **AA/NA Meetings**

The Clem House residents are required to attend a minimum of five (5) meetings weekly. Attendance at religious or faith-based meetings, SMART Recovery, or Celebrate Recovery may be substituted for one AA/NA per week. See staff for AA/NA meeting information.

Residents are encouraged to attend ninety meetings in ninety days.

Attending meetings is valuable because they:

- Offer opportunities to network with members of the recovery community.
- Allow opportunities to find sponsors/mentors.
- Provide information and education about substance use disorders.
- Offer a place to talk about issues related to disorders.
- Offer opportunities to listen to other people who share the same or similar problems.

## **The Communal Dinner**

The communal dinner is another effort to instill some sense of order, discipline and normalcy into the alcoholics/addict's life while also promoting the development of useful skills and a chance to have fun and enjoy good company. The communal dinner will take place at 5:00pm Monday-Friday. A schedule will be developed, and a resident will sign up to prepare dinner on a nightly rotating schedule. Schedules and menus will be generated on Thursday evening of each week. Clean up will not begin until all residents have finished eating. Residents are encouraged to use this time to talk over their days, to participate in friendly conversation, and to discuss recovery issues when they arise.

## **House Meeting and Daily Reflection**

House meetings are held each day Monday through Friday at The Clem House from 7:00 to 8:00 a.m. Each house meeting begins with a daily reflection reading and discussion followed by discussions of issues specific to residents and the functioning of the residents as a community. All residents are required to participate unless excused for work commitments by the House Manager.

## **Weekly Meetings with Clem House Staff**

The Social Worker meets with each resident at least once per week. The sessions generally last approximately 45-60 minutes and involve discussions about the residents' progress, concerns, and need for assistance. The House Manager will meet informally with each resident at least once per week. The purpose of meetings is to work through difficult issues, receive advice and assistance, monitor progress, and to give feedback to staff members. Resident progress is assessed, and feedback is provided to residents individually. Additionally, each resident is expected to submit a weekly record sheet of meetings attended, hours worked, and volunteer activities (if any) to The Executive Director.

## **Sponsorship**

It is often said that the 12-Step Program of Alcoholics Anonymous or Narcotics Anonymous is a simple program: "Don't drink or drug; go to meetings; and get a sponsor." The Clem House requires all its residents to find a sponsor within the first four weeks of recovery. The sponsor should be someone who has a few years of sobriety who will help the resident "work" through the 12 steps of the program. A sponsor may be someone the resident likes or respects, but most of all it is someone who is an example of what the recently sober alcoholic or addict wants: a strong recovery. The intent is that the resident will call his sponsor regularly, seek him out, learn from him, and use him to practice the principles and tools of the program.

The Clem House encourages potential sponsors—men in the recovery community—to visit the facility, participate in its meetings, and get to know those new residents who are struggling to find their way into a sober lifestyle.

## **Service Expectations**

All residents living at The Clem House are encouraged to involve themselves in some type of service activity. In AA jargon that often involves working with and for other individuals with substance use disorders. It might be as simple as attending meetings early to help set up or staying afterwards to help clean up. It involves being an active participant at AA/NA meetings, participating in discussions as opposed to just sitting quietly. It might involve attending new meetings that are just getting started or ones that are having a difficult time being sustained.

The Clem House fosters other types of service work too. It need not be just AA/NA related. Residents are encouraged to volunteer at the homeless shelter Good Works, Inc., or for Habitat

for Humanity, Neighbors Helping Neighbors, the Salvation Army, or other worthy causes. Local churches in the Athens area are often in need of volunteers in support of programs that might be interesting to Clem House residents. In the tradition of AA/NA this type of volunteer work is referred to as “12-Step work.”

## **Counseling Opportunities**

The Clem House recognizes that individuals may have mental health issues in addition to substance-use disorders. The staff are not trained psychologists or professional counselors; however, the staff can make recommendations for local services upon request. When residents meet with the Executive Director for weekly visits, the Executive Director might offer suggestions for counseling and encourage the resident to seek assessment and/or treatment.

## **Residents Rights**

The John W. Clem Recovery House organization is committed to the following rights for each resident:

1. The right to be verbally informed of all resident rights in a manner that the resident will understand.
2. The right to request a written copy of all resident rights and the grievance procedure.
3. The right to exercise one’s own rights without reprisal, except that no right extends so far as to supersede health and safety considerations
4. The right to file a grievance in accordance with The Clem House policy
5. The right to be always treated with courtesy and respect, and with consideration for personal dignity, autonomy and privacy
6. The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of resident information under state and federal laws and regulations
7. The right to have access to one’s own record
8. The right not to be discriminated against based on race, ethnicity, age, religion, gender, national origin, sexual orientation, physical or mental disability, developmental disability, genetic information, human immunodeficiency virus status or in any manner prohibited by local, state, or federal laws
9. The right to practice religion of his choice or to abstain from the practice of religion

10. The right to be informed in writing of the rates charge by the recovery house, as well as any additional charges
11. The right not to be locked out of the recovery house at any time
12. The right not to be locked in the recovery house at any time for any reason
13. The right to consult with an independent treatment specialist or legal counsel at one's own expense
14. The right to privately meet with staff from the Ohio Department of Mental Health and Addiction Services
15. The right not to be deprived of any legal rights, including landlord tenant rights and fair housing rights solely by reason of residence in the recovery house
16. The right to personal property and possessions, unless prohibited by house policy
17. The right to full explanation regarding the loss or restriction of housing privileges, and methods to reinstate privileges
18. 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.

## **Grievances**

If a resident believes that his rights have been violated, he may, at any point, file a complaint in writing with the Executive Director. Also, if the resident needs or requests help filing a complaint, the Executive Director, a member of the staff, or if necessary, a board member who isn't named in the resident's complaint – or other person of the resident's choice – may help file the complaint. 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 rights, the Board shall take such action necessary to discipline responsible parties, make changes in practices and procedures to assure future compliance, and to make amends appropriate to the case with the resident. The complainant shall be contacted once a final determination has been made and informed of the results of any investigation and/or decision. All complaints will be investigated within two weeks of the date a complaint is filed.

If a resident has a grievance with the John W. Clem Recovery House organization, he can contact the **Ohio Recovery Housing (ORH)** through the organization's **email address:** [info@ohiorecoveryhousing.org](mailto:info@ohiorecoveryhousing.org) Residents may also **call ORH** at (614) 228-0747. If a resident decides to pursue this course of action, he should visit ORH's **questions and concerns page** at: <http://www.ohiorecoveryhousing.org/questions-and-concerns> to view what steps he needs to take in order to file a grievance.

## **Privacy Policies**

### **PRIVACY OF RESIDENT'S INFORMATION**

1. The following persons shall have access to residents' records and may not give permission to others without the consent of the resident or the force of applicable law: The Executive Director and/or his/her designated agent (must be an employee or Board Member of the John W. Clem Recovery House organization)
2. All paper records of current residents are to be maintained in file folders in the Executive Director's office in a locked filing cabinet. The Executive Director's office is to be locked at all times when the Executive Director is not present.
3. All paper records of past residents are to be kept in a locked filing cabinet in the Medical Advisors office. The Medical Advisors office is to be locked at all times when the Medical Advisor is not present.
4. All electronic records of residents are to be maintained on the Executive Director's computer, which is to be password protected and only accessible when the Executive Director is on duty unless the Executive Director has designated an agent to serve in his/her stead.

The Board of Directors takes seriously the protection of personally identifiable information and the privacy rights of all parties involved with the John W. Clem Recovery House organization. This policy provides board-approved requirements for protecting the privacy of residents and staff.

This policy lays out basic expectations for handling all types of personally identifiable information, provides important additional requirements for sensitive personally identifiable information, and deals with **Protected Health Information (PHI)**.

Under this policy, personally identifiable information is information that can be used directly or in combination with other information to identify a particular individual and include such things as:

- A name, identifying number, symbol, or other identifier assigned to a person.
- Any information that describes anything about a person
- Any information that indicates actions done by or to a person
- Any information that indicates that a person possesses certain personal characteristics.
- "Personal Information" as defined by Ohio Revised Code (ORC) 1347.01

## **Protected Information of Residents**

**Personal Information:** Under this policy, personally identifiable information used directly or in combination with other information to identify a particular individual resident shall be considered strictly confidential except in instances described below.

**Protected Health Information:** Though the John W. Clem Recovery House is not a treatment facility, it is by its nature the recipient of resident health information and is therefore required by applicable federal and state law to maintain the privacy of resident's protected health information. "Protected Health Information" (PHI) is information about residents, including demographic information that may identify individuals and that relates to their past, present, or future physical or mental health condition and related health care services.

PHI may be disclosed by appropriate staff **only** under limited circumstances as explained below:

1. **Use and Disclosure of Certain Types of Medical Information:** It is the policy of the John W. Clem Recovery House Board of Directors that staff members strictly protect resident's privacy related to substance-use disorders. Staff members must abide by the following rules for use or disclosure of this and other protected health information.
  - a. **Alcoholism or Drug Disorder Information:** Staff members may not disclose **ANY** substance-use disorder information related to a resident's participation in the daily living activities and 12-step program (or information about a resident's involvement in substance-use disorder treatment program in the past or present) unless the disclosure is allowed or required by law, or the resident provides staff with written permission to disclose.
  - b. **Mental Health Information Records:** Staff members may not disclose a resident's mental health information record (which staff members may possess or any personal knowledge they may have) except to persons authorized by law to inspect and copy the resident's information records or when the resident provides staff with written permission to disclose.
  - c. **HIV Test Information:** Staff may not disclose the result of any HIV test (for which staff may have documentation or have been made aware) or disclose that a resident has been subject of an HIV test unless required by law or the resident has given staff written permission to disclose.

**Resident Authorization:** A resident may give staff written authorization to use his PHI or to disclose it to another person for purposes the resident designates. If a resident gives staff authorization, he may withdraw it in writing at any time. Such withdrawals shall not affect any use or disclosures permitted by an authorization while it was in effect. Unless a resident gives staff a written authorization, staff cannot use or disclose a resident's PHI for any reason except those reasons described in this policy statement or requirements established by law.

**Disaster Relief:** Staff may use or disclose a resident's PHI to a public or private entity authorized by law to assist in disaster relief efforts.

**Public Benefit:** Staff may use or disclose a resident's PHI as authorized by law for the following purposes deemed to be in the public interest or benefit:

- To report adult abuse, neglect, or domestic violence
- In response to court and administrative orders and lawful processes
- In response to law enforcement officials pursuant to subpoenas and other lawful processes concerning crime victims, suspicious deaths, crimes on our premises, reporting crimes in emergencies and for purposes of identifying or locating a suspect or other person.
- To avert a serious threat to health or safety
- To the military and to federal officials for lawful intelligence, counterintelligence, and national security activities

Staff shall make disclosures for the following public interest purposes only if a resident provides staff with a written authorization or when disclosure is required by law:

- To coroners, medical examiners, and funeral directors'
- To an organ procurement organization
- In connection with legal, ethical, research activities

## **Changes in Privacy Policy or Practices**

The Board of Directors reserves the right to change their 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 policy or practices, a notice shall be provided – in advance of implementing the policy or practice – to the residents living in the residence at the time of board approval of such changes.

## **Individual Rights of Residents**

**Access:** Each resident has the right, with limited exceptions, to look at or get copies of any documentation contained in his resident file. A "file" contains documentation such as contract/agreements, recovery plans, relapse plans, exit plans, signed releases, progress reports, etc. Staff shall provide copies as either photocopies or electronic records, depending upon which is the least costly and least time-consuming at the time of request. A resident must make a request in writing to obtain access to records. If appropriately designated staff deny a resident's request, staff shall provide the resident with a written explanation for the denial.

**Disclosure Accounting:** Each resident has the right to receive a list of instances in which staff disclosed his PHI.



**Restriction:** A resident has the right to request that staff place additional restrictions on the staff's use or disclosure of the resident's PHI or other holdings in the resident's file. Staff are not required to agree to these additional restrictions; however, if the staff agrees, they shall abide by the agreement (except in emergency) Any agreement staff may make to a request for additional restrictions must be in writing signed by a person authorized to make such an agreement on behalf of The John W. Clem Recovery House.

**Amendment:** A resident has the right to request that his records be amended for accuracy or clarification. A resident's request for amendment must be in writing, and it must explain why the information should be amended. Staff may deny the request if they did not create the information that the resident wants amended, or if the documentation has been created by a staff member who believes the information is correct as written. If staff members deny a request, they shall provide the resident with a written explanation. The resident may respond with a statement of disagreement to be attached to the information he wanted amended.

If staff members accept a resident's request to amend information, they shall make reasonable efforts to inform others who may be influenced by the amendment (including people named in writing by the resident) of the change(s) and to include the change(s) in any future disclosures of that information.

**Advertising and Promotion:** No names or images of residents may be used for promoting The John W. Clem Recovery House through news articles, pamphlets, or social media without the written consent of the resident(s) involved.

**Right to Receive a Copy of Policy:** A copy of this privacy policy shall be provided to each potential resident prior to signing a contract or agreement. Any resident may request a copy of this privacy policy at any time by contacting the business office.

**Questions and Complaints:** If a resident is concerned that staff may have violated his privacy rights, he can file a grievance with the Executive Director. It shall be the responsibility of the Executive Director to record the complaint, to investigate and to resolve the issue. If there is a clear violation of a resident's privacy and involves the Executive Director, the resident may file a grievance with the Board of Directors. The board shall take such action as necessary to discipline staff members and/or make changes in practices and procedures to assure privacy for current and future residents. The complainant shall be contacted once a final determination has been made and informed of the results of any investigation and/or decision. A resident may submit a written complaint to the U.S. Department of Health and Human Services; see information at its website: [www.hhs.gov](http://www.hhs.gov)

It is the policy of the Board of Directors to support each resident's rights to the privacy of his PHI. Neither the board nor the staff shall retaliate in any way if a resident chooses to file a complaint with the Executive Director, the board, or with the U.S. Department of Health and Human Services.

## **Resident Paid Work Agreement**

It is the policy of Clem House that any requests for residents to do paid work for operators, Clem House staff members or volunteers shall be made with the following agreement:

- Paid work arrangements are completely voluntary.
- Residents shall not suffer any negative consequences for declining work.
- Residents who accept paid work shall not be treated more favorably than residents who do not; no special privileges shall be conferred upon those who choose to work when asked.
- Paid work done by residents shall not impair the residents' progress in achieving his recovery goals. Paid work situations shall be treated the same as any other employer/employee arrangement.
- Wages shall be commensurate with marketplace value and, at least, minimum wage.
- Residents shall be made aware of the hourly or rate prior to working to determine whether they deem it fair.
- Work relationships shall not negatively affect the recovery environment or morale of the home.

## **Procedure**

1. All potential paid work offered by the operator, staff, or volunteers shall be made known to all residents in the house at the time of the job posting. The job posting shall contain the name of the person making the request, the job description, specific abilities and/or skills required to do the job, the rate of pay, and the anticipated time parameters of the job.
2. All who wish to be considered shall apply through a designated staff person **not** offering the position.
3. Persons considered most closely aligned with job requirements shall be considered first. However, when there are multiple people applying and shall be capable, the designated staff member shall encourage the "employer" to choose individuals in such a way as to provide opportunities for individuals who may not have had as many opportunities as others. However, the "employer" shall ultimately have the right to choose the person from among the viable candidates he/she determines most appropriate for the job.

4. All work assignments shall be logged and researched prior to proposing names to the employer to assure as much equality of opportunities as possible within the Clem House population. The designated person handling applications will discuss the relevant findings of the research with the potential employer to provide as much fairness as possible and to provide insights as to the impact of employment on the potential employee's recovery process.
5. Any resident feeling that he is being treated unfairly by an employer or as the result of choosing not to work for the employer or being dismissed from work by that employer may file a grievance through the Clem House grievance process.

### **Orientation on Agreements and Policies Prior to Committing to Terms**

At The John W. Clem Recovery House no one is admitted without first going through an interview and a discussion about the expectations, the general rules, and an explanation of the way the residence runs. Each potential applicant who makes an appointment for an interview is encouraged to review our website, which has our mission, vision, rules, rights, etc., readily available for anyone wishing to read about our organization. Our first order of business in the initial interview is to learn what the resident is looking for in terms of his recovery process. Once we understand the individual's needs, we explain in detail what the person is agreeing to if he signs an agreement: this includes expectations of the resident, costs, and what we provide for the resident if he decides to stay with us. We provide a copy of our handbook, which includes policies, procedures, expectations, and copies of the forms we use for evaluating residents, costs, emergency procedures, contact information, and much more.

If the person finds at any point that the program is not meeting his needs, that person may provide notice in writing at least one week prior to departure and will be released from the contract. Any remaining funds (calculated on the basis of unused overnight stays remaining-- money paid in advance\*) will be returned to the resident within 30 business days (see the "refund policy").

## **Admission**

Collecting good data about the people we serve is critical if we are to serve them well. A primary document for the John W. Clem Recovery House is an intake form that gets essential information about the individual that can provide insight about each man's key personal information (age, race, ethnicity, Social Security number—if applicable, home address, phone, contact person in the event of an emergency, work location, income sources, debts, etc.). Other information that is helpful includes such things as the following: medical, dental, vision issues; mental health issues; insurance; legal issues, and more. The documents are approved by the Board of Directors and covers a wide range of information, including an attempt to make some preliminary guesses about underlying trauma.

Most people don't like to do a lot of paperwork. However, there are legal and safety reasons for having documentation if anything goes wrong for an individual living at the house: unexpected health problems, disputes about money or rules, etc. A "paper trail" helps the resident and the Clem House staff work more effectively together with fewer incidents of misunderstanding. The following forms are so that each resident knows what is expected of him and so that the resident can hold staff accountable as well.

**YOU ARE ENTITLED TO A COPY OF ANY FORMS YOU SIGN.  
PLEASE ASK FOR A COPY FOR YOUR FILES!**

## **Essential Criteria for Admittance**

The applicant **MUST**:

- Submit to a urine drug screen day of admission
- Be medically cleared by a professional if reports current use
- Agree to follow all house rules and resident expectations of a Level III recovery home
- Demonstrate a commitment to recovery.
- Demonstrate a commitment to assisting other men in recovery with support and encouragement.
- Demonstrate a commitment to sharing in all aspects of communal and cooperative living with a group of men in recovery.
- Be recommended for approval by the Executive Director of the John W. Clem Recovery House organization.

## **Waiting List**

The John W. Clem House maintains a waiting list for potential residents and is in accordance with rules adopted under section 5119.363 of the Revised Code. As per Ohio Revised Code, the Executive Director is required to notify the next individual included on the waiting list when the Clem House has a slot available and, if the individual does not contact the Clem House about the slot within a period of time specified in the rules, contact the individual to determine why the individual did not respond and assess whether the individual still needs recovery support.

## **House Rules**

- **ALL** residents will be out of bed by 7 a.m. Monday through Friday. On Saturday and Sunday residents should be out of bed by 9 a.m. Residents are not permitted to sleep during the day unless approved by the Executive Director and/or House Manager.
- Residents will maintain exemplary cleanliness and personal hygiene on a daily basis. Residents will shower daily.
- Laundry is to be done at least once a week. If a resident starts his laundry he is not to leave until the laundry is completed.
- Residents are expected to dress appropriately. Clothing with vulgar, sexist, or derogatory statements or images are prohibited. Residents will be fully dressed when leaving 3rd floor.
- Eating outside of the kitchen, dining room, or smoking area/picnic table is prohibited. Once finished eating all dishes are to be washed, dried, and put away in designated area.
- Whenever residents leave or return to the residence for any reason, they are to sign in and sign out on the ledger near the front door. All residents must put where they are going when they sign out.
- Smoking and other tobacco, including vapes, are permitted on back patio **ONLY**. Smokeless tobacco use is prohibited in the house, including bedrooms.
- Residents may have cell phones. A landline phone is provided in the house. Calls on the landline are to be limited to no longer than 15 minutes.
- Incoming mail will be collected and distributed by the House Manager and/or Executive Director. Packages will be opened in the presence of a staff member.
- All residents will abide by the following curfews: 10:00 p.m. Sunday through Thursday; 11:00 p.m. Friday and Saturday.

- All residents will have the lights and tv off: 11:30p.m. Sunday-Thursday; 1:00a.m. Friday and Saturday.
- Residents' rooms and belongings are subject to search at any time at the discretion of staff members without notice to the residents.
- Residents will be held accountable for paying for all repairs or replacement costs because of damages to the premises caused by their behaviors.
- Residents are not permitted to hang anything on the walls except on their bulletin board provided by the Clem House.
- No gambling of any kind is permitted on the property.
- No borrowing or lending of money is permitted.
- Residents are not permitted to have televisions in their rooms.
- No pornographic material of any nature is allowed in the facility.
- Sexual relations or inappropriate sexual activity is not allowed on premises, which includes the house van.
- Residents are not to smoke or use any tobacco products, including vapes, inside the van at any time.
- Only residents of the Clem House are permitted in the van, unless approved by staff.
- Residents are not permitted to use any supplements (including herbal) without approval from staff.
- No acts of intimidation, violence, or discrimination will be tolerated 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.
- Clem House cannot be responsible for the loss, theft, or disappearance of residents' personal items.
- Weekly meal menu sign up should be completed every Friday before 9:00am. This includes the grocery list. All residents will make dinner or help with dinner at least once a week. Whoever does not cook dinner is responsible for cleaning the kitchen.

## **Visitors**

1. All visitors must be approved by staff and pre-announced.
2. Residents must complete a visitor request form at least 24 hours prior to the day of visit
3. Visitors are not permitted in the sleeping areas of the house.
4. Visitors are only allowed when the person they are visiting is home
5. Visitors are permitted only in designated areas and only within time frames approved by Clem House Staff.
6. Clem House staff reserve the right to remove and bar visitors who are being disruptive and/or are having a detrimental effect on a resident's recovery.
7. 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.

## **Storing and Dispersing Medications**

1. All prescribed and non-prescribed medications for residents must be housed in the space determined appropriate by Clem House Staff and shall be in a secure, locked box provided by the house.
2. All prescribed and non-prescribed medications are to be stored according to manufacturer's recommendations.
3. Residents will provide staff with a code for their lock box in their assigned closet.
4. Residents will **NOT** share their lock box code with other residents in the house.
5. Clem House Staff shall maintain an up-to-date individual record of all medications for each resident. All new medications, prescribed and non-prescribed, must be reviewed and recorded by staff.
6. All prescribed and non-prescribed medications are to be checked periodically for expiration dates or deterioration. Should any medications be expired or appear to be deteriorating, the resident will contact his prescribing physician.
7. Any incidents involving medications such as theft, loss or suspected misuse should be reported to staff immediately for investigation and resolution.

8. Clem House Staff shall not be responsible for the effects of residents' misuse of medications stored in their lock box. If, however, staff discover the misuse of prescription medication, staff shall have the discretion to dismiss the residents from the program.
9. Any medication discovered to be missing will be appropriately recorded and investigated in accordance with The Clem House incident reporting policy.
10. When a resident is discharged from the Clem House, he is responsible for taking his prescribed and non-prescribed 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.
11. All controlled prescriptions and any prescriptions deemed to have the ability to misuse will be stored and logged by staff. Staff will observe the residents taking the medication.
12. Occasionally a resident may have a medical procedure or experience an accident that results in the brief use of prescribed opioids or tranquilizers. Documentation from the prescribing physician must be given to the Executive Director and/or House Manager and the medications will be stored and administered by staff.
13. Residents who are taking any medications must be able to self-administer the medication without the aid of a health care professional. If a resident is unable to do so, a referral will be made to a higher level of care.
14. Clem House does not permit the use of Kratom, Delta-THC, CBD, or any forms of medical marijuana. Although legal in many states, such products are difficult to monitor and control, interfere with urine drug screens (UDS) and have the potential to make other residents uncomfortable.
15. Clem House does not permit the use of benzodiazepines. Clinical Guidelines and current standard of care for the use of benzodiazepines in patients with substance use disorders is that benzodiazepines are relatively contraindicated in such individuals except in the treatment of acute alcohol withdrawal and benzodiazepine withdrawal and both conditions require partial hospitalization which is a level of care not available to the Clem House. Therefore, individuals receiving maintenance benzodiazepine prescriptions are not eligible for admission.



## **Medication Assisted Treatment (MAT) Policy**

The Clem House permits residents to access all forms of medication assisted treatment (MAT) except methadone. All buprenorphine prescriptions will be stored and administered by staff. MAT is always individualized to meet the needs of each resident/patient by his prescribing physician. However, the individualized needs of each resident/patient requiring MAT may, under certain circumstances (usually pertaining to dosage and medical complications of the resident), exceed the capacity of the Clem House to safely accommodate the resident. When such circumstances prevail, the Executive Director will assist the resident in transferring to another facility better equipped to meet the MAT needs of the residents.

## **Urine Drug Screens (UDS)**

Clem House residents will be required to participate in regular, observed, and random (could occur daily, weekly, or biweekly intervals) urine drug screening (UDS) to promote the recovery and safety of all our residents. Urine Drug Screens are conducted by the House Manager and Executive Director. All results and our challenges to the UDS will be reviewed by the Medical Advisor. Due to the problems some residents experience related to "shy bladder syndrome" residents, once informed of the necessity for a UDS, will be given up to **90 minutes** to provide a specimen. The resident will be required to remain in the dining room while consuming fluids until such time as a specimen is available. If the specimen is not produced within **90 minutes**, it will be deemed inappropriate, and the resident will be instructed to plan for discharge. Failure to agree to UDS or failure to provide a specimen unfortunately must always be considered inappropriate and cause for discharge. Should the resident wish to challenge the Point of Care (POC) UDS there can be made available an opportunity for mass spectroscopy UDS as a send away to appropriate vendors, but the resident must bear the cost of such testing.

If there is suspicion or concern for possible substance use, The Executive Director and/or House Manager will request a UDS from the resident. If the UDS is deemed inappropriate, the resident will be instructed to plan for discharge.

## **Personal Possessions Left at Clem House at Departure**

Personal items left at The John W. Clem Recovery House for more than seven (7) days after departure become the property of The Clem House and will be disposed of accordingly.

If property is left and financial obligations are owed to the Clem House, all financial obligations must be satisfied before the property will be released.

## **Financial Obligations**

Payment is **ALWAYS** due and can be paid weekly, bi-weekly, or once per month.

Prior to signing an agreement to commit to the Clem House program, all potential residents shall be provided a written statement of the daily, weekly, and monthly costs for participating in the program.

Additionally, each resident shall receive a clear statement of what he can expect in return for payment of fees.

Daily rate: \$17.86 per day

Individuals coming from outside Athens, Hocking, or Vinton County will be charged \$17.86 per day.

### **Monthly Fees**

|                     |                     |                     |                     |
|---------------------|---------------------|---------------------|---------------------|
| <u>28 Day Month</u> | <u>29 Day Month</u> | <u>30 Day Month</u> | <u>31 Day Month</u> |
| \$500.08 (\$500)    | \$517.94 (\$518)    | \$535.80 (\$536)    | \$553.66 (\$554)    |

Residents who are determined by management to be coming from Athens, Hocking, or Vinton Counties, shall be expected to pay thirty percent (30%) of any income they have or acquire upon finding work (not to exceed the daily rate). This 30% of pay is to be provided by the resident immediately upon receiving a paycheck whether daily, weekly, or other periods determined by their employers. Proof of income (paystubs, SSI/SSDI verification letter, etc.) shall be provided to the Executive Director for calculation of payment due.

## **Procedures**

1. At the time of entry into the Clem House program, each resident will be evaluated to determine which billing category is appropriate for him.
2. Residents failing to make payments according to the individual agreements reached between the resident and the Clem House staff may be subject to dismissal from the program if the resident does not rectify the situation within three days of notification by The John W. Clem Recovery House staff and demand for payment.
3. It is acceptable for residents to make advance payments on their accounts as long as all funds are recorded as described in the "Policy on Handling Resident Charges, Payments and Deposits" and the money is appropriately deposited. However, once deposited, the money cannot be withdrawn by the resident as a "refund" until the time of departure.

## **What a Resident Gets for His Money and Cooperation**

- A family-like experience in a clean, safe, homelike environment
- An introduction to the 12-Steps way of life
- Use of the recovery residence as your home base (mailing address)
- Adequate bed space and bedding (sheets, blanket, pillow) in a room with no more than one other person.
- Personal dresser space
- Personal closet space
- Personal lock box with personalized code
- Access to laundry facilities (detergent, dryer sheets, softeners, etc. are not provided)
- Sufficient food provided by The Clem House
- Access to the kitchen (appliances, utensils, cookware, etc.) for preparing and eating.
- TV in the common area to be shared amongst all residents.
- Wireless network access
- Access to bathroom facilities and one towel and one washcloth are provided. Personal hygiene products (soap, shampoo, deodorant, toothpaste/toothbrush, etc.) are the responsibility of resident.
- Access to the lawn, lawn furniture, smoking area and outdoor recreation items that are kept at the residence.
- Access to the bus route within a short walking distance. Bus passes available at the discretion of the Executive Director.
- Access to AA/NA meetings both onsite and in the community.
- One-on-one feedback from staff
- Weekly feedback on your progress toward meeting goals and expectations
- Access to peer support
- Referrals for mental health and behavioral health services if desired
- Referrals for MAT treatment if desired
- Referrals for primary care, dentist, specialist, etc. if desired.
- Access to resume writing support and job search skills if requested.

We do not buy or provide tobacco products, hygiene supplies, laundry supplies, or toiletries. However, if a resident is unable to purchase items due to financial hardship, the resident should speak to the Executive Director and/or House Manager about options.

## **Resident Charges, Payments, and Deposits**

It is the policy of the John W. Clem Recovery House to keep accurate records of all residents' charges, payments, and deposits.

1. Written receipts are provided to each resident who presents a payment of any kind to the Executive Director or House Manager.
  - a. Receipts shall include the name of the payee, the date, the amount, the purpose of the payment, and shall be signed by an appropriate staff member.
  - b. All receipts shall be written from a designated, numbered "money/rent receipt book" with a duplicate copy kept in the receipt book.
2. All transactions shall be recorded individually in the Clem House accounting system.
3. Any resident may request and expect an accurate statement of accrued charges and payments made within 24 hours of the resident's request.
4. Receipts are to be kept on file for all expenses.

## **Policy for Giving Refunds**

Prior to signing an agreement to commit to the Clem House living experience, all potential residents shall be provided a written statement of the costs for participating in the program.

Residents in good standing at the time of their departure from the Clem House will receive a refund of any excess money in their accounts. A refund check will be sent via US Mail within 30 days of their departure.

**RESIDENTS WHO ARE ASKED TO LEAVE BY STAFF FOR VIOLATIONS OF THE RULES, PARTICULARLY RELATED TO USE OF DRUGS AND/OR ALCOHOL, WILL NOT RECEIVE REFUNDS!**

## **House Meetings / Residence Council**

In the event of issues and/or concerns that affect the entire household but do not rise to the level of established policies and procedures, a meeting of all residents shall be called.

A regularly scheduled “house meeting” requested and run by residents for the purposes of discussing common issues and concerns shall be referred to as a “Residence Council.”

The primary purpose of all “house meetings” and/or “residence council” meetings is to seek consensus and cooperation, to enhance recovery of all persons involved, and to enhance operations within the household.

All such meetings are to be run with a desire to be fair to all parties involved, to hear all sides of an issue before making decisions, maintain household camaraderie/community, and work in the best interests of everyone to improve the likelihood of maintaining his recovery goals.

Any house meeting called for the purpose of resolving problems with individual residents or for making decisions or proposals to staff about residents or potential residents are to be run by individuals committed to fairness and an unprejudiced point of view toward the issue(s) at hand.

The purpose of all such meetings shall be to assist residents in their recovery and/or providing honest, constructive feedback to help individuals overcome personal problems that negatively affects other residents or make clear to the person that his behaviors need to be modified if he wishes to remain at the residence, or make clear that there is a strong sense that the individual may need to find alternative living arrangements.

## **Procedure**

Residents may establish collectively their own procedures for selecting a leader. They may establish collectively their own choice of a staff person to monitor the proceedings and serve as a resource for policy, following the prescribed procedures (below), etc.

- All parties engaging in any house meeting or residence council meeting shall have the opportunity to express concerns, frustrations, etc. but shall be encouraged to speak from an “I” point of view rather than an accusatory “finger-pointing-‘you’” view.
- Any identified individual who is the topic of concern shall have the right to express his/her point of view and/or respond in defense of his actions.
- All parties shall be given fair opportunities to express themselves. It is expected that all participants will provide equal time for anyone wishing to speak.
- Bullying and/or threats or acts of violence from anyone involved shall not be tolerated.

- The group may express how they would like the situation managed by staff and/or administration or by the residents themselves within the context of helping any individual or group of individuals overcome whatever caused an initial grievance.
- Management and/or staff shall not intervene in residents' group processes or decisions unless a direct appeal comes from the identified person of concern or a majority group of the residents OR the proceedings in any way violate or could be interpreted as violating an individual's rights or an appropriate level of fairness.
- Clem House staff may intervene or stop a meeting at any time if an action or decision about an identified person of concern violates any policy, procedure, rule, written agreement, or other standard established in writing by management.

### **Staff Becoming Involved in Financial Affairs of Residents**

The following are policies of The John W. Clem Recovery House organization regarding staff becoming involved in the financial affairs of residents:

1. Under no circumstances are employees/staff (this includes boards members, all paid staff, and unpaid volunteers) to become involved in resident's personal financial affairs other than to:
  - a. Make referrals to appropriate professional financial agencies.
  - b. Help residents develop personal budgets when they ask for assistance.
  - c. Answer questions about such things as "How do I write a check?" "How do I balance a bank statement with my check register?" etc.
2. Under no circumstances are employees to "hold money" for, loan money to, or borrow money from residents.
3. Under no circumstances are employees to engage in transactions involving property or services beyond the scope of the agreement with the recovery resident contract signed at entry.
4. With a written agreement between the resident and the appropriately designated administrator, it is possible to make alternate arrangements for individual residents for payment of program fees.

## **Procedure**

1. All staff members (which includes anyone working in or for the residence whether paid or unpaid) and incoming residents are to be informed of the policy above.
2. Any resident requesting a loan is to be referred to the Executive Director who will explore with the resident the options that are available for the individual to secure funds from family, friends, or through a work arrangement of some kind.
3. Each resident is to be informed of the professional financial counseling option which has been made available free of charge to our residents.
4. Each resident is asked to identify a friend or family member who can assist financially in the event of an emergency. Staff are expected to encourage the resident to contact that person.
5. In the event of a true emergency where funds are needed but not available, the Executive Director or his/her designee may make an “emergency decision” and make a purchase from a set-aside emergency fund and pay it directly to the person/agency demanding payment. The organization may request that the resident voluntarily donate an equal amount at some point after the purchase when funds are available or may offer the resident the opportunity to “work off” the debt. However, any “work off debt” arrangement must be fair and accounted for in terms of fair wages for the job proposed.
6. This emergency fund is to be used sparingly and only for true emergencies. Running out of cigarettes is not an emergency; running out of an essential medication could be an emergency.

## **Room Searches**

The Executive Director and/or an appropriate agent of The John W. Clem Recovery House organization has the right to enter resident rooms to do visual inspections to:

1. Determine that residents are maintaining an appropriate level of cleanliness, meeting expectations for demonstrating responsibility, and maintaining neatness (making beds, putting away clothing, straightening items on desks, dusting, vacuuming, etc.)
2. Determine that there are no prohibited items in the space.
3. Check on residents who may be ill.
4. Search for suspected illicit drugs or alcohol with reasonable suspicion.

## **Procedure**

1. Residents will be notified if a deep search of their room has been authorized by the Executive Director, but they need not be present at the time of the search.
2. The resident has the right to be present during the search or to appoint a witness to observe the search.
3. If contraband is found by the Executive Director or appropriate agent, the rules for discipline and/or dismissal as explained in the resident handbook shall be invoked.
4. If the resident chooses not to allow the Executive Director or appropriate agent to perform the deep search, the Executive Director or appropriate agent may opt to call the police to come and perform the search. However, if contraband is found by the police, the legal system may declare its authority to bring charges as appropriate under the law.
5. All searches are to be documented in writing with at least the following information:
  - a. Date
  - b. Time
  - c. Reason for suspicion of contraband
  - d. Names of all persons present in the room during the search.
  - e. What was found and where it was found.
  - f. Signature of the person doing the search

## **Exit Planning**

Just as entry into The Clem House for our residents represents a transition to a new way of living, too does exit from The Clem House represent another transition period. Now the resident must apply the principles and practices learned here to live in a new place with new challenges, opportunities, and potential threats. The individual must use the tools found here to avoid the triggers that lead to the use of substances as a coping skill. The individual must commit himself to avoiding the people, places, and things that have the potential to lead him into undermining his recovery. As part of the weekly meetings with the Executive Director, discussions will take place about planning for leaving Clem House.

1. An individualized plan will be developed to focus on the needs and wishes of the resident.
  - a. First and foremost, in this plan will be a plan for sobriety. Early in the residents' stay the plan will focus on learning the basics of the 12-Step Program. After approximately 5-6 weeks of the resident's participation in the House, AA/NA meetings, meeting with a sponsor, etc., the plan will begin to focus on exit strategies.



- b. The Executive Director and the resident will review plans for living arrangements, employment, return to families, housing arrangements, and other issues that will confront the resident immediately after discharge.
  - c. A list of triggers and dangerous situations, and persons, places and things to be avoided will be formulated and reviewed with the Executive Director and resident's sponsor.
- 2. A plan will be written which address steps the resident will immediately take in the event of a relapse to include notifications of sponsor, spouse or significant other, and return to The Clem House for discussions.
  - 3. Residents will discuss plans for discharge and continued care regularly and when appropriate, during morning house meetings and get feedback from the staff and fellow residents.

### **Dismissal of Residents**

It is the goal of the administration and staff members of The John W. Clem Recovery House organization to help each individual who takes part in the recovery process during his stay at The Clem House or The Briggs House. However, there are times when it is necessary for residents to be dismissed. It is the policy of the Board of Directors to dismiss individual residents who:

- 1. Use drugs or alcohol during their stay at The Clem House
- 2. Undermine the recovery of other residents by encouraging their return to substance use.
- 3. Create a hostile environment that disrupts the ability of others to actively take part in the programs and activities of The Clem House
- 4. Threaten or bully others.
- 5. Discriminate against others due to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- 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.

10. Do not pay monthly 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.)

Staff shall attempt to persuade the individual being dismissed to contact family, friends, or social agencies (such as the local shelter) to assure the individual has a safe place to go if he doesn't have financial means for securing transportation to a hotel/motel space, a home or apartment, or other such safe place on his own.

People who are dismissed for any reason may request reconsideration. Readmission shall be solely at the discretion of the Executive Director and House Manager; if they allow the person to return, the Executive Director and House Manager shall determine whether the individual may return immediately or set a date and time at which the individual may return. The Executive Director and House Manager may also set short-term expectations, which the individual must meet in order to demonstrate compliance and to continue his residency. The Executive Director and House Manager's decision shall be final.

People who are dismissed due to a relapse will be permitted to attend a withdrawal management facility or participate in a form of treatment. That person's bed will be held until treatment recommendations are fulfilled. This will be determined on a case-by-case basis.

If a person is to be dismissed but is incapacitated by drug or alcohol use, Staff will contact the individual's identified "emergency contact" and ask that the person be picked up as soon as possible. If the emergency contact is unavailable, Staff may choose from several options, depending upon the situation, the individual, and the impact on others in the recovery house:

1. Try to ascertain whether some family member or friend of the resident is willing to assume responsibility for picking the person up.
2. Have the individual taken to the hospital emergency room and ask that the person be evaluated and admitted.
3. Call the police and have the individual taken to jail for his own safety until he is capable of making decisions about where he will go.

4. In rare cases, Staff may allow the individual to stay at Clem House long enough to regain control of his faculties and then find appropriate means for departure the following day.

## **Camera Policy**

Interior cameras are installed in designated common areas within The Clem House to enhance the safety and security of residents and staff.

**Resident Notification:** All residents will be notified of the presence of interior cameras upon moving in. Signage is placed in visible locations to inform residents and visitors of camera surveillance.

**Camera Placement:** Cameras are placed in common areas. Cameras are not installed in private areas such as bedrooms and bathrooms. Cameras are located in the entryway, living room, third floor hallway, and kitchen.

**Purpose of Footage:** Footage from interior cameras is used solely to review incidents related to the safety and security of residents and staff.

**Monitoring:** Camera footage is not constantly monitored. It is reviewed only when there is a specific need to investigate an incident.

**Authorized Personnel:** Only authorized staff members are permitted to view camera footage. Authorized personnel are designated by the Executive Director and include the Executive Director and House Manager.

**Security Measures:** Camera feeds and footage are protected by password and stored in a closet inside the Executive Directors office.

**Retention Period:** Camera footage is retained for a period of 30days. After this period, footage is automatically deleted unless it is needed for an ongoing investigation.

**Policy Compliance:** All staff and residents are expected to comply with this policy. Non-compliance may result in disciplinary action. Management will periodically review the records of who has accessed camera footage to ensure that footage is only viewed when necessary and by authorized individuals.

## **Infectious Disease Control Policy**

Employees shall have proper training in dealing with infectious disease control and shall practice universal precautions for the safety of residents and themselves.

Residents, staff, volunteers and all other personnel are expected to follow the appropriate instructions when cleaning and disposal of hazardous waste. Any questions should be directed to the House Manager.

If staff members have any questions regarding appropriate responses to potential communicable diseases, they shall contact knowledgeable professionals for appropriate responses and follow all procedures for minimizing the spread of the disease.

A First Aid Kit is available, and the location is made known to residents and employees. Appropriate measures shall be taken for the handling of potentially hazardous waste and cleaning supplies provided for cleaning up of the hazardous waste.

Residents that produce potentially hazardous waste shall be informed of appropriate waste disposal methods that minimize risk to others.

All residents are informed of expectations around the spread of infectious diseases and general expectations regarding reducing the possible spread of such diseases. Residents are recommended to wash their hands frequently, maintain a clean environment, use appropriate cleaning products, and avoid sharing utensils and personal care items with others.

Any resident who discloses that he may have an infectious disease will be connected to a health care provider or public health department, as appropriate. The resident will be expected to follow the instructions of the public health department or health care provider.

## **Good Neighbor Guidelines and Policies**

The following guidelines and policies are meant to foster good neighborhood relations for current and future residents of The Clem House:

1. We seek to know our neighbors. Each of our immediate neighbors is given our phone number(s) and the names of contact people.
2. We seek to help our neighbors when we see opportunities to do good work; we believe the good deeds cultivate goodwill.
3. We shall always keep The Clem House buildings and land neat and clean.

4. We shall maintain acceptable and legal parking on The Clem House property for all residents and staff members.
5. We shall be respectful of our neighbors and responsive to their concerns. We encourage them to call The Clem House if there are any problems that disrupt their peaceful enjoyment of their properties or cause them concerns.

If a neighbor has a concern or complaint they will be directed to the Executive Director. Any resident who is approached by a neighbor with a concern/complaint will notify the Executive Director. If the Executive Director is not available, the neighbor will be directed to call The Clem House House Manager. The Executive Director will address the concern/complaint with the neighbor within an appropriate time frame.

### **Contact Information**

**Executive Director** (740) 593-3797

**House Manager** (740) 447-2357

## **Incident Reporting Policy**

The John Clem Recovery House organization is committed to the safety and well-being of its residents, staff, volunteers, visitors and neighbors. This Incident Reporting Policy outlines the procedures for reporting and responding to various critical incidents within the recovery home. Prompt reporting and appropriate responses are essential to maintaining a safe and supportive environment.

All individuals should follow The John Clem Recovery House Emergency Response policy, which outlines specific actions that should be taken for a number of the incidents listed below. Emergency responders, medical personnel, law enforcement, and victim services should be contacted as necessary based on the circumstances. Incident reporting should occur immediately after all individuals are safe and secure and it is safe to report the incident.

### **Types of incidents to report:**

- Overdose
- Sexual or physical harassment or assault
- Resident resinous injury or death
- Visitor serious injury or death
- Anytime emergency personnel are called to the house
- Serious threat of violence

## **Procedure**

As soon as it is safe to do so, the Executive Director must be notified. If the Executive Director is not physically present, staff should call the Executive Director and notify them immediately of the incident and provide details as accurately as possible including the time, date, location, individuals involved, any witnesses, and actions taken. Staff should follow the direction of the Executive Director. The Executive Director will ensure that the Emergency Contacts of any residents are informed of the incident, as appropriate.

### **1. Documentation**

- a. Within 24 hours of the incident, staff will complete the Incident Reporting form and submit the form to the Executive Director.

### **2. Response and Follow-up**

- a. The Executive Director will review the incident report within 24 hours of it being filed by the staff member. The Executive Director will note on the incident form any additional details and follow up that have taken place since the incident and attach any plans that will be taken in the future as a result of the incident.
- b. Details of the incident will also be filed in the appropriate resident's file.

### ***Policy Compliance***

Failure to comply with this Incident Reporting Policy may result in disciplinary actions, up to and including termination of employment or eviction from the recovery home, depending on the severity of the violation and the individual's history.

## **Social Events**

1. Neighbors shall be informed in advance if we are planning a large social gathering.
2. Clem House Board Members and/or staff members shall establish reasonable starting and ending times for planned events, share that information with neighbors, and work diligently to maintain the established timeframes.
3. Alcohol shall not be present at any social event on the premises.
4. During social events adequate numbers of trashcans shall be provided for disposal of litter (cups, cans, bottles, etc.).
5. The Briggs House residents shall cooperate with, and be respectful of, requests from the police and/or neighbors.

6. Guests shall not trespass on neighbors' lawns or property.
7. Guests demonstrating disrespect for neighbors' peaceful enjoyment of their properties, disrespect of The Briggs House rules or policies, or disrespect of local, state or national laws shall be removed from the premises.
8. The Briggs House residents shall clean up any litter immediately upon completion of each social event and restore the property to its pre-event status.

*Revised June 2025*