

Credo Community Center for the Treatment of Addictions, Inc

Donald F. Pond Sr. Men's Community Residence

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The Aftercare Community Residence

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The structure of the Men's Community Residence is primarily to provide a supportive living environment for addicted males 16 years of age and older while they receive outpatient treatment for their addictions. The program is up to 12 months depending on how an individual progresses in their recovery and could be longer depending on the individual's need. A resident must have a diagnosis of alcohol/chemical dependence, need a supportive living environment, completed an inpatient program successfully within the past two years, and individuals must be abstinent upon admission, and motivated to participate in the program. Residents must be able to participate in daily activities. Individuals must have a face to face or phone screening to determine eligibility.

A resident is encouraged to volunteer his services in the community on a regular basis to help promote healthy recovery. (Residents are encouraged to seek employment in this area. If they do obtain employment they are to pay 30% of their gross income each time they get paid for rent), attend community college, attend and receive a G.E.D., and attend vocational school to improve their employment skills and to become employable as a part of their treatment. It is required that a resident who is participating in one of these activities works his schedule around the house meetings and any scheduled sessions at the outpatient clinic. At times residents are allowed to miss the house meetings to participate in one of these activities. The staff will determine this on an individual basis. Most residents are required to engage in treatment and become comfortable with the requirements of the community residence. This is all done on an individual basis depending on one's level of participation in treatment, participation in the community residence requirements, along with progress in one's recovery. When a resident leaves the house or returns to the house he must sign in & out and also let a staff member know that he is leaving or returning. Residents are expected to be in by the curfew. Quiet time is at 10:00 P.M.

A daily routine consists of the following: All residents are required to be up by 7:00 A.M. Monday through Friday and 10:00 A.M. on Saturday, Sunday and holidays. At this time a daily chore is required to be completed by 8:15 A.M. Monday through Friday and 10:15 A.M. on Saturday, Sunday, and holidays, along with cleaning of room, making their bed, and taking care of personal hygiene. Also, breakfast needs to be completed by 8:00 A.M. and 10:00 A.M. on the weekends. Lunch is from 11:30 AM-1:30 PM and there is a menu to follow. You are expected to prepare your own lunch and clean up after yourself. Another part of the weekly chore for each resident is to cook dinner and take care of lunch. At least two residents are required to prepare dinner each day. On that day the residents are expected to be here for the entire day to prepare the meal. At 4:45 P.M. all residents are required to be in the dining room for dinner and we like to do dinner as a family setting. They are required to stay at the dinner table for twenty minutes. After twenty minutes someone is expected to ask to be excused and then those who want to get up from the dinner table help start clearing the table. The residents that are on for dinner are expected to clean the pots and pans, put the leftovers into smaller containers, unload the dishwashers, and clean the kitchen and dining room. You cannot leave the house until the monitor or a staff person has checked the chore and said everything was done.

An in house meeting is scheduled 8:30 A.M. – 9:15 A.M. Monday through Thursday where living skills are addressed. Annually all new residents are to participate in a nutrition class once a week for 6 weeks, a budgeting class once a week for 6 weeks, training in preparing a resume and how to conduct yourself at a job interview once a week for 6 weeks. These classes are done Cornell Cooperative Extension in the 45 minute in house meeting.

A part of living in the community residence is learning living skills. A living skill that we work on constantly with the residents is learning to participate in sober leisure activities. Some of the activities that we have done with the residents are playing volleyball here at our facility and at our Residential Rehabilitation Services for Youths Facility, softball, horseshoes, and we have taken the residents to the beach for the day. We pack up a picnic lunch and just go for the day. We go fishing as a house activity. We have taken the residents golfing for the day. We have taken the residents on a boat tour of the Thousand Islands. We go bowling almost every month during the winter. We have tournaments in the house during the winter playing pool, foosball, ping-pong, sliding in the winter. These are just a few that we do. We usually ask the residents to come up with some activities and then as a group we decide what we would like to do.

Each resident is evaluated at our outpatient clinic and the appropriate modality of treatment is then recommended. This is where each resident will receive treatment for his addictions. As a requirement to live in the community residence each resident must follow all treatment recommendations.

A resident is expected to utilize his time in an appropriate manner. A resident could be volunteering during this time, attending self help groups, going to work, going to school, or spending time participating in an activity around the house such as simply reading a book, playing board games, using the computer to write a letter back home to loved ones or friends, playing volleyball, horse shoes, ping-pong, pool, billiards, foosball just to name a few activities. Residents are also encouraged to spend time speaking with our staff.

All passes need to be requested in a house meeting one week in advance. Weekday overnight passes are discouraged unless there are special circumstances.

CREDO COMMUNITY CENTER MEN'S RESIDENCE

Our community residences are dedicated to providing services for men in the early stages of recovery from chemical dependence. We recognize chemical dependence as a treatable disease. These addictions are chronic, progressive, and predictable in their devastation. We believe that with proper diagnosis and treatment, these addictions can be arrested.

The community residences provide a clean, safe, structured environment with caring support services in a substance-free "homelike" atmosphere. The residence is for adult males in early stages of recovery from alcohol and substance dependence. Our residents benefit from staff and peer support while developing and working their recovery program, daily activities, personal hygiene, basic life skills, vocational, and recreational skills.

Services such as outpatient chemical dependence treatment, outpatient mental health counseling, self help programs, sobriety supportive programs, and additional referral services can be facilitated to assist each resident in the development of a healthy, chemical free, independent lifestyle.

During their stay at our community residence they will need to continue to follow-up on the following areas: Outpatient counseling; self help group participation, medical checkups; DSS assistance educational/vocational training options; compliance with the criminal justice system; and establishment of regular routine engagement in chemical free leisure time activities and social involvement's.

During their stay at the community residence they will complete the following, on a weekly basis; They will need to attend a minimum of 3-5 self help meetings of their choice each week, complete all assigned house chores, attend all house meetings and outpatient appointments, volunteer in the community as a part of your recovery. They will obtain a home group and sponsor within 2 months. If needed they will work towards a GED.

Program Length:

Growth moves toward desired goals and each individual will move at their own speed. Here the immediate goals are abstinence. Relapse Education, the development of an individualized and effective Relapse Prevention Plan, discovery and acceptance of self, increased self-control, responsible adult behavior, and improved self-esteem. The length of stay is individualized for each person and is up to 12 months.

Program Levels:

Program Levels progress from more structure to less structure. Each has different responsibilities and freedoms with requirements for progression to the next level. There is no set amount of time that a resident will remain in each level. It is up to the staff when a resident will move up to the next level. You are responsible for the knowledge and techniques to be mastered at each level. Practice=Mastery

1. Overall attitude towards peers and staff members
 - respectfulness towards others
 - honesty
 - anger resolution

2. Compliance with treatment rules
 - Adhering to house rules and guidelines

- Number of incidents or violations
 - Serving as a role model in the house and the community
3. Participating in house meetings/ outpatient counseling/ groups
 - attendance/punctuality in the house meetings, outpatient counseling and/or groups
 - sharing during the house meetings and group process
 4. Being accountable and responsible for service plan objectives
 - sharing with staff and peers knowledge learned from goals and objectives
 - compliance with medications
 5. Evaluations on your work responsibilities such as house chores and earned responsibilities
 - Quality of work
 - Initiatives set forth
 - Completion of jobs

Orientation Level – (30 Days)

1. Residents may leave the house for up to 3 hours as long as this does not conflict with their other responsibilities. (Longer & shorter times are at the discretion of the staff.)
2. Learn house rules and functioning.
3. Residents will need to attend a minimum of 3-5 self help meetings of their choice each week
4. Participation in house activities and recreational activities.
5. Demonstrate knowledge of house rules and guidelines.
6. No dinner passes.
7. No overnight passes.

Advancement to Level I:

1. Completion of Orientation level activities.
2. Completion of Initial Service Plan.
2. A scheduled evaluation with the CCC.
3. A commitment to complete the entire program.
4. Investigate volunteer work in the community with primary counselor & voc./ed. counselor
5. The Treatment Team will determine advancement to the next level.

Level I Resident may:

1. leave the house for up to 5 hours as long as this does not conflict with their other responsibilities. (Longer & shorter times are at the discretion of the staff.)
2. Work on Service Plan.
3. Begin to relate and share about self in the house meetings.
4. Begin active listening and contributing.
5. Volunteer or may qualify to attend school (looked at on an individual basis).
6. May request 2 day passes per month.

Advancement to Level II:

1. More in depth talking in house meetings and relating to self and recovery.
2. Visible commitment to the recovery process.
3. Work on humility, open-mindedness, honesty, and trust.
4. Be an appropriate role model - walk the walk.
5. Demonstrate good budgeting skills.
6. Following all house rules and participating in house functions.
7. Volunteering
8. A commitment to complete the entire program.
9. The Treatment Team will determine advancement to the next level.
10. Must be in community residence a minimum of 90 days before moving to level II
11. Fulfill service plan

Level II residents may:

1. Serve as House Monitor.
2. Have no limit on time away from program as long as they attend the house meeting, dinner and return to house by curfew.
3. Request 4 overnight passes per month.

4. Request 4 day passes per month.

Advancement to Level III:

1. Ongoing work toward completion of additional or new Service Goals contained in their Service Plan.
2. Live a program of recovery.
3. Increased commitment to recovery lifestyle.
4. Handles a leadership Role.
5. Seeks out others for help and guidance.
6. Appropriate role model.
7. Lives by guidelines of the program and holds others accountable.
8. Volunteering, attending school or working.
5. Making progress toward setting up options for leaving residence.
6. Discuss discharge plans with the primary counselor.
7. The Treatment Team will determine advancement to the next level.
8. Fulfill service plan

Level III residents may:

1. Be allowed to set own schedule within reason.
2. Request 6 overnight passes per month.
3. Request 6 day passes per month.

These are Guidelines and are subject to change at anytime at the discretion of staff.

If you think you are ready for advancement to another level you may submit a written proposal to the Site Supervisor to present at Treatment Team. You should explain why you believe you are ready for advancement and give concrete examples of the level skills you have accomplished.

**WELCOME
TO THE NEXT PHASE IN YOUR RECOVERY
AT
CREDO COMMUNITY CENTER MEN'S RESIDENCE**

AGENCY HISTORY AND PHILOSOPHY

The Community Residences is dedicated to providing services for men in the early stages of recovery from chemical dependence. We recognize chemical dependence as treatable disease. These addictions are chronic, progressive, and predictable in their devastation. We believe that with proper diagnosis and treatment, these addictions can be arrested.

Although not affiliated with Alcoholics Anonymous, Narcotics Anonymous, or any other Self Help Programs we encourage residents to actively participate in them. We believe that Self Help Programs are a vital part of the recovery process. Various components of our program address basic physiological needs, increase knowledge about alcohol and other substances, as well as teach the skills necessary to maintain an alcohol/drug free lifestyle. Our overall goal is to provide a program and atmosphere that will help develop the insights, attitudes, skills and knowledge necessary to continue recovery and achieve sobriety regardless of the problem.

IS THIS THE RIGHT RESIDENCE FOR ME?

This handbook contains much more detailed information about our program and should be read carefully, before making a decision about joining us. Answering the following questions will tell you whether or not you should continue considering us.

- | | Yes | No |
|---|-----|----|
| 1. Is there a serious desire to get sober, not just alcohol and or drug free? | | |
| 2. Are you willing to give up your drug using lifestyle? | | |
| 3. Is there a desire to discover the real you? | | |
| 4. Are you willing to lower your defenses and become vulnerable? | | |
| 5. Are you willing to change behaviors, attitudes and values, before fully understanding why the change is necessary? | | |
| 6. Are you willing to accept that your thoughts and behavior are your choice; not caused by someone or something else? | | |
| 7. Getting sober requires hard work. Both your addiction and previous lifestyle will make it even more difficult. Are you willing to do the work? | | |

If the answer to any of these questions is No, there may be nothing wrong with you but this is not the Residence for you. Be honest with yourself and whoever has referred you. Let them know that we are not the program for you.

Why our Program is the Way That It Is.

There have been many changes; each of them designed to make us a little bit better. Without exceptions they started with the questions, “How can we help this individual, with this problem?” or, “How can we get this group unstuck?”

The hard part of our job is that individuals keep coming up with new problems and groups continue to get stuck. The rewarding part is that we keep finding answers. This process will continue as long as there are people wanting to recover and others with the desire to help. For these reasons our program today is not what it was in the past nor is it what it will be in the future.

Though change will continue to occur in our program, we have discovered that one thing must remain constant. That one thing is safety. Safety for the body, the spirit, and the soul. Anything that threatens safety must go. A significant portion of our program exists to create maintain and protect this safety.

Another of our truths is that individuals need five things before our program can be of value to them:

1. Abstinence
2. An acceptance of their addiction
3. A desire and willingness to change their lifestyle
4. Courageous honesty
5. A willingness to discover their true selves. Since the vast majority of our new residents have a deep-seated negative self-image, there is considerable resistance to this process of self-discovery. Much of our program is designed to give the resident an opportunity to work through this resistance and find themselves.

Our program does not teach vocational skills per se but allows residents to attend school. We do help residents develop a lifestyle consistent with recovery. Our rules reflect much of what is expected of anyone with a job that requires interaction with others. These rules provide a structured day and include time for personal hygiene, upkeep of living quarters, meaningful daytime activity, and evening socialization in a non-using setting and respectful treatment of others. All of these skills are necessary for continued recovery, successful employment, or schooling.

In brief, we create an atmosphere of safety so that one can discover oneself and practice day to day living skills that are necessary for sobriety. The single, best, and most important reason that we do what we do is that it works. There are a large number of sober alumni that keep in touch. This is where they found themselves and learned that they could be successful in their recovery.

Read Carefully

We welcome residents that have:

1. A desire to change abstinence into sobriety.
2. The self-control to behave in a way that respects peers, staff, and self.
3. A commitment to themselves and this program.
4. A determination to grow through hard and often emotionally painful work.

This handbook provides information and guidance without any attempt to cover all possibilities. Each rule supports a value consistent with sober living. These values or ideas are much more important than specific rules because they create and support the atmosphere required for recovery.

Some of the most important of these ideas are:

1. Recovery requires abstinence in a drug and alcohol free environment.
2. Recovery requires serious self-examination.
3. Self-examination and growth require safety and an atmosphere of trust.
4. Trust cannot exist without self and mutual respect.
5. Recovery requires effort, self-control and the change of many behaviors.
6. Recovery requires a focus on self, but not to the extent that it hurts others.
7. No matter how difficult and damaging life has been in the past; a resident is responsible for both their attitudes and actions today.
8. Residents belong to a community and the health of the community is as important as the health of individual members.

We expect residents to look beyond the exact wording of the handbook and behave accordingly to the values it represents. In addition the following are to be lived by. There are no specific consequences attached because each violation will be handled as appropriate by staff. This may mean that we use the situation as an opportunity to teach new skills, or decide that another response is appropriate.

1. All staff and peers are to be treated with the same respect. This is to be at all times, in all situations and whether administrative staff is present or not.
2. Respect will be shown by using courtesy and manners. Say “Please”, “Thank You”, and “You are Welcome” etc.
3. Respect will be shown by not yelling or swearing at others.
4. Behavior is to reflect honesty. When a resident reports self help attendance, this means that they went, stayed, and remained at the meeting. When a pass is approved to go somewhere and do something, that is exactly where and what is done.
5. The time and effort necessary to do a good job, chore assignment, etc. will be taken. Doing just enough to get by is ineffective and not acceptable.
6. Any behavior that would damage or destroy the trust placed in you by the staff and your peers is unacceptable. The following are some examples of this unacceptable behavior.
 - a. Talking about house issues anywhere other than in the house or at the Credo Community Center.
 - b. Any behavior or statements that threatens, frightens or intimidates anyone, anywhere or at any time.

We are interested in healing, not creating further damage. We want every person that enters our program to get as much as they are capable of. Upon admission the new resident is trusted and accepted as someone

wanting to improve their life. We are ready and willing to help and guide in this process. Our experience is that anyone willing to work and make necessary changes will benefit from our program.

The staff observes all residents' behaviors and attitudes. If it is determined that an individual's behavior and attitude has reached an unacceptable level that resident will be discharged as positively as possible given the circumstances. This may be "Noncompliance with Program rules. Situations arise that are not adequately covered in this handbook. The Men's Residence staff has the right to make decisions that we believe are in the best interests of both the individuals and their peers in unexpected or unusual situations.

How it works Orientation:

1. During their first day a resident is given a Resident Handbook by staff.
2. A staff member will go over What We Expect of a Resident.

DISCHARGE POLICY

It is our intent to discharge residents under the most positive circumstance consistent with behavior and circumstances.

Any resident who is violent, uses alcohol and /or drugs, or we discover has engaged in sexual behavior with any peer or staff, refuses to participate in any reasonable element of either Credo Community Center, or uses tobacco products on any agency property are subject to discharge.

Any resident who refuses to participate in any reasonable element of their Treatment Plan, Initial Service Plan and Service Plan will be discharged.

Discharges are based on the recommendation of the staff:

After all other methods have been exhausted (verbal warnings, written counseling) there is a possibility that the resident could be discharged for Noncompliance with Program Rules. In some special circumstances, at the discretion of the Men's Residence Staff the resident may stay.

House Regulations: Discharge for Noncompliance with Program Rules Listed Below

1. Use of and possession of any drug or alcohol product not prescribed or approved by a qualified medical practitioner or in a way that is inconsistent with recovery. (Prescribed medications will be kept in locked storage and available only through the staff.)
2. Physical abuse of another person, regardless of provocation.
3. Use of any tobacco products on any agency property.
4. Possession of any weapon, including but not limited to, any firearm, blackjack, billy club, sap, stiletto, switchblade, gravity knife, butterfly knife, any knife with a blade longer than 2 inches, brass knuckles, throwing stars or chukka sticks.
5. Refusal to submit to any test that screens for alcohol and/ or substance usage.
6. Theft or willful destruction of individual or agency property.
7. The use of any racial slurs.
8. Engaging in sexual activity with other residents or any staff member.
9. Continued involvement in a relationship, whether mutually exclusive, romantic, or sexual that interferes with participation as a fully integrated group member.
10. Unauthorized absence of more than 8 hours. This includes failure to return from a pass on time. It is the resident's responsibility to arrange for dependable transportation.
11. Failure to treat either peers or staff with respect and consideration. This includes verbal abuse.
12. Failure to respect the property of peers, staff, or the Credo Community Center.

13. Failure to arrive on time, actively participate in and remain at house function activities provided in house or elsewhere, at other service providers, or by self-help groups.

14. Failure to attend outpatient appointments including individual counseling, group counseling as directed by your Primary Counselor. (This Includes Appointments)

**** 1st offense will revoke passes/privileges/level change requests for 14 days beginning with the 1st offense; subsequent offenses will have consequences at the discretion of the treatment team.**

15. Failure to complete outpatient services or being terminated without treatment complete.

16. Failure to comply with a staff member's direct request. (In case of disagreement, comply with the request, and then speak with the Program Director of Community Residences within 24 hours.)

17. Entering anyone else's bedroom or personal possessions.

18. No lying down or sleeping on the furniture.

19. Possession of, or viewing, X-rated films or videos and magazines is not allowed.

20. Failure to contribute to the appearance and daily operation of the facility by doing various assigned chores or by failing to:

A. Complete work on time.

B. Do them as scheduled.

C. Arrange to have the work done during any absence.

D. Help staff when asked. (There will be times that various projects are undertaken that would constitute normal maintenance of a home but beyond daily up keep. We expect residents to help with these projects.)

21. Failure to keep bedrooms clean and neat with a thorough cleaning at least once a week. Please Note.- Our intent is to respect individual privacy as much as possible. **We do reserve the right to knock, enter and/ or search at any time.**

22. Failure to change and launder bed linens and towels at least once a week.

23. Failing to wake up on time and neatly make the bed before coming downstairs.

24. Failure to launder clothes as needed. (At least once a week.)

25. Failure to bathe or shower daily or maintain acceptable personal hygiene includes the use of deodorant products.

26. Failing to be dressed in street clothes, including shoes or slippers anywhere other than the second floor.

27. Obstructing doors, hallways, stairwells or safety exits.

28. Adjusting thermostats or doors is to be done by staff only.

29. Watching television during times other than posted.

30. Failure to limit phone calls to 15 minutes or less.

31. Using tape, glue, nails, and tacks to hang pictures or posters on the wall.
32. Failure to comply with lights out in shared bedrooms.
33. Gambling and / or loaning money.
34. Failure to take medication as prescribed. (To stop taking a prescribed medication, complete the appropriate form and return it to the staff before the next dosage is scheduled.)
**** Over the counter medications, vitamins and supplements will need written permission from a Doctor and will be kept in the staff office with documented distribution.**
35. No sleeping or lying down from the time breakfast is scheduled until 6:00 PM Monday through Saturday.
36. Playing a radio, or other similar equipment, so loud that it can be heard outside the room. Playing a radio, or other similar equipment, outside loud enough that it may be disturbing to the neighborhood.
37. Wearing Walkman's, or sunglasses is not allowed inside.
38. Failing to personally sign out, showing specific destination, expected time of return, and signing in upon return.
39. DVD Player, or TV in your possession or room
40. Failing to be in the house by the posted curfew hours, unless other arrangements have been made with the staff in a timely manner.
41. Failing to notify staff of schedule changes in a timely manner.
42. Residents are allowed visitors only during the posted hours. (Being on CCC property is visiting.)
43. No visitor or resident from another facility are allowed on the second floor, or in bedrooms unless accompanied by a staff member. No visitors are allowed in the basements.
44. Eating/Drinking is allowed only in the dining room.
45. All residents are to be on time for meals.
46. Residents are to pick up after cooking, eating, and snacking etc. (Rinse and place in the dishwasher any silver, glassware, and china, etc. Used.)
47. Being upstairs between the hours 10:00 AM – 4:00 PM without permission.
48. Having a cell phone without approval.
49. Getting a body piercing or tattoo while living in the residence.

**** 1st offenses will include but not be limited to: Missed Appointments, Being Late for Curfew, Returning Late from Pass, Not Signing out of the House Properly.**

The Unstructured Program

The unstructured program includes time spent here not covered by structured program elements. Most residents readily identify the structured program as work toward recovery but often see little value in the unstructured program. As a result, these are frequently asked questions.

1. Why can't I take a full or part time job if it does not conflict with the structured Program?
2. Why can't I go to school full or part time if it does not conflict with the structured Program?
3. Why can't I have regular three or four day weekends?
4. How does a relationship interfere with my recovery?

These questions tend to arise after a relationship has started or the desire to do something else already exists. When we attempt to explain 'why' or 'how' this damages recovery, hurt or disappointment interferes. Hopefully an advanced explanation will be understood. Before admission, it must be clear that the resident's life was out of control and damage resulted. Recovery, for those in this stage of their disease, must be a full time job. Often those in early recovery see maintaining abstinence as most of the work required. Nothing could be further from the truth. Abstinence simply provides a foundation for recovery. Self-discovery comes next. This emotionally painful process uses energy and takes time. Ignoring this and engaging in any of the above results in partial recovery or relapse. Work, school, extended weekends, and relationships do direct damage to residents. Indirect harm also occurs with interference to unstructured time because unstructured time provides residents with the opportunity to:

1. Reflect on new information
2. Internalize insights and become comfortable with them.
3. Heal from painful self-discoveries and / or self disclosures.
4. Learn how to deal with boredom in ways other than using or running.
5. Develop skills required to live with others harmoniously.
6. Identify and then overcome any tendency to isolate.
7. Learn through interaction and feedback from peers in an informal setting.

In summary, both Structured and Unstructured Programs combine to make a whole. Anything that interferes with either the Structured and/or Unstructured Programs damages the recovery process.

The Credo Community Center

Urine Screens Policy

The Credo Community Center supports the recovery of clients by providing a safe supportive environment.

Clients entering the program may be required to provide a urine sample; random screens will also be done. Clients refusing to give a urine sample will be viewed as in noncompliance with program expectations; this will result in a discharge from our program.

Employment Requirements

Residents are seen by the Vocational Coordinator within the first 30 days of admission to the community residence. Once a client is deemed ready for work by Vocational Coordinator the client then must be approved to seek employment by Outpatient Counselor, Staff at Community Residence and any Legal that may be involved in the clients case. A resident will initially be asked to seek part time employment to make sure they can balance all of their other obligations before eventually obtaining full time employment. If an individual does obtain employment they are required to pay 30% of their gross income each time they get paid for rent. An employment questionnaire must be filled out by your employer and returned to the Site Supervisor immediately upon hire. A pay stub must be turned in each pay period within 3 days of being paid to the Site Supervisor or Residential Counselor and they will calculate what the 30% is and tell you. (Please do not calculate this for yourself we will assist you in this procedure). Once you have been told what the amount is you will be required to pay this amount with a personal check or a money order. Individuals who do not follow these procedures will be subject to consequences such as loss of pass privilege. It is the residents responsibility with the help of counseling staff at the house to keep the resident's Department of Social Services informed of their employment status and provide pay stubs as requested. Failure to provide work related paperwork to staff and DSS can result in loss of privileges and possibly loss of the working privilege if problems persist.

The Credo Community Center feels an important part of ones recovery includes work and/or furthering ones education. Therefore once an individual becomes employed and is receiving Public Assistance from the Department of Social Services that county determines how much shelter will be paid to Credo Community Center based on the 30% collected each pay period and deducts a certain amount from what the agency will receive for rent. The 30% is collected to off set the difference that is no longer paid by the Department of Social Services. In most cases the Department of Social Services discontinues paying the Credo Community Center any Public Assistance and because we feel that it is important that individuals are employed while living in one of our community residences we expect a percentage to be paid towards living here. Keep in mind a community residence is an environment that helps individuals work on their living skills and paying rent for where one lives is a living skill and ones responsibility to live independently once they are on their own again living in society.

LAUNDRY USE: GUIDELINES

1. Laundry should not begin before 9:30AM
2. If you start your laundry, **Do Not** disappear from the house, and leave it for another person to take care of. Be considerate of others.
3. Use warm for whites, or cold water for colors, using hot water for laundering is not necessary.
4. Use one half cup of Clorox bleach if you need a whitener. You do not need more than this.
5. Use recommended amount of soap only. Your clothes will not get whiter using more than the recommended amount.
6. Use the normal cycle or perma-press cycle only. The 3 rinse cycle does not improve the rinsing of your clothes significantly, and uses a lot more water.
7. For drying use only 1 softener sheet per load if using a softener sheet. Using 2 or more sheets does not improve, or make your clothes softer. Follow the directions on the box.

Hour changes and hot water restrictions are due to limits on water available for showers. Let's be considerate of others, and help the agency to keep costs down.

The Credo Community Center

GOOD NEIGHBOR POLICY

1. Keep talk at a low level while outside the residence. We have close quarters in this neighborhood. Let's do our part to keep noise levels reasonable.
2. If you suspect drug activity in the area, notify staff of its presence.
3. Noise curfew starts at 10:00PM. Examples: Stereo, Noise levels outside, TV, etc... Not only for the neighbors, but each other. People work and go to school in the mornings, please be considerate.
4. Refrain from profanities and swearing, you are a representative of Credo.

Room Expectation's

- 1. Bed Made**
- 2. Floor Vacuumed**
- 3. Furniture dusted**
- 4. Dressers free from clutter**
- 5. Smoke detector checked weekly to test function**
- 6. Windows cleaned**
- 7. Waste Basket Emptied**
- 8. Floor Free from Clutter**
- 9. Dirty laundry put in the laundry basket/hamper not on floor**
- 10. Posters/wall hanging that have profanity or drug endorsing messages are prohibited.**

12. Pornography will not be tolerated and is not acceptable as a possession in our program.

Thank You.

The Credo Community Center

Emergency Phone Numbers

Fire, Police, Ambulance.....911

Main Office

595 West Main St. Watertown, NY 13601

(315) 788-1530

The Aftercare

138 Winthrop St. Watertown, NY 13601

(315) 788-6881

Residents Phone Number

(315) 786-3966

Personal Needs

The following items must be obtained prior to arrival to our residence:

1. A payment arrangement for program, ex. DSS, Sliding Fee Scale
2. ID- Drivers or Non-Drivers License
3. Birth Certificate
4. Social Security Card
5. Any Benefits Cards, For Example- Medicaid, Blue Cross, SSI, etc...
6. Toiletries- For example- Shampoo, Soap, Razors, Shaving Cream, Deodorant, Toothbrush and paste, comb, etc...
7. Bedding- Bed cover, sheets, pillow covers, and blankets
8. Clothing (No profanity or drug/alcohol endorsing clothes)
9. Alarm Clock
10. 30 day supply of meds if needed
11. phone card
12. house slippers/shoes

Resident Orientation

I. Agenda:

A. Admission procedure

- 1. Fill out necessary paperwork**
- 2. Sign release forms**
- 3. Medication policies**
 - a. You will receive a lock box for valuables**

B. View orientation packet with intake staff

- 1. Review house rules and expectations**
- 2. Explanation of weekly meal assignments**
- 3. Explanation of the house meetings process**

C. House Tour

- 1. Introduction of facility – including fire evacuation procedures**
- 2. Introductions of house residents**
- 3. Staff introductions**

D. Service plans

- 1. Intake staff will explain our service contracts for living in the community residence**
- 2. We will give a description of our outpatient services**
- 3. Description of our vocational services**

