

CREDO COMMUNITY CENTER FOR THE TREATMENT OF ADDICTIONS, INC.

Website: www.credocc.com

CREDO COMMUNITY CENTER MISSION STATEMENT

Transforming Lives Through Quality Treatment

CREDO COMMUNITY CENTER PREAMBLE

We are here because there is no refuge finally from ourselves. Until we confront ourselves in the eyes and hearts of others, we are running: until we suffer them to share our secret, we have no safety from it. We will be alone. Where else, but in our common ground can we find such a mirror? Here together, we can at last appear clearly to ourselves, not as a giant of our dreams, nor as a dwarf of our fears, but as a man, a part of a whole with his share of its purpose. In this ground, we can each take root and grow, not alone anymore as in death, but alive to ourselves and to others.



MEN'S COMMUNITY RESIDENCE HANDBOOK

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

Credo Community Residence's immediate goal is to meet clients where they are at, support them in improving their quality of life, provide support and safety for the clients, all while helping them access the care needed for successful long-term recovery. Other goals may include:

- Relapse prevention
- Development of an individualized and effective Relapse Prevention Plan
- Healthy relationships and healthy boundaries
- Discovery and acceptance of self
- Increased self-control
- Responsible adult behavior
- Improved self-esteem

The mission of the Men's Community Residences is to provide a supportive living environment for males 18 years of age and older while they receive outpatient treatment for their substance use disorder. The program length is up to twelve months and is based on the completion of treatment goals and resident engagement; depending on an individual's progress and needs in their recovery, the stay may be longer.

The Credo Men's Community Residences use a person-centered approach as a way of providing care to our clients. We believe that each person is unique, and their preferences are emphasized. It's expected that symptoms and challenges of the disease of addiction will be present at times, but we focus on solutions and goals. Person-centered care recognizes that while addiction is only a diagnosis of the person, there is much more to the person than their diagnosis. We provide a clean, safe, and structured environment with caring support services in a substance-free "home-like" 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 on their:

- recovery program
- daily activities
- personal hygiene
- basic life skills
- vocational skills
- recreational skills
- educational goals

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. Each rule is in place for a reason and helps provide a structured environment, as well as reflects the expectations of being a productive member of the community. We teach and encourage the respectful treatment of others. All these skills are necessary for continued recovery and successful employment or schooling.

WHAT TO EXPECT ON THE FIRST DAY:

1. A new resident will go through an intake process and sign documents and releases.
2. All clothing brought into the residence must be washed & dried upon arrival at the residence, even if these items were just washed at home.
3. Staff will go through all belongings to ensure nothing unsafe is being brought into the residence
4. Staff will meet with the resident for an individual session within 72 hours of coming into the program, then every 2 weeks after.

5. A new resident will be connected with a peer leader in the program to help provide guidance and support in adjusting to the program.

During the intake process, referrals will have already been made for a resident's outpatient substance abuse treatment as well as any appointments for mental health or MAT (Medication Assisted Treatment) services. Credo Community Center offers all of these services within our own agency. If a resident would like to receive these services through another provider, they can discuss this plan with their counselor. Each resident can coordinate with their Primary Counselor to explore their treatment options.

Additionally, a resident should expect during their orientation process:

1. A review of house rules and expectations
2. An explanation of weekly meal assignments
3. An explanation of the house meetings process
4. A tour of the facility
5. An explanation of fire evacuation procedures
6. An introduction to the rest of the house residents
7. An introduction to staff (this may happen over the first two weeks of their stay due to staff working various shifts)
8. A description of the services offered to Credo clients (outpatient services, vocational and education services, and access to Peer services in the community)

RESIDENCE ATMOSPHERE

Part of living in the community residence is learning daily living skills. A daily living skill that we work on consistently with the residents is engaging in sober leisure activities. Some examples of activities that we have done with the residents in the past:

- Volleyball, Softball, Horseshoes, among other sports
- BBQ's
- Beach
- Fishing
- Gardening
- Bowling
- We encourage residents to create these opportunities as well and to coordinate with staff to initiate these activities.

Recovery is both tough and rewarding at the same time. Staff is always available to support and talk with clients when they need it.

Listed below are some suggestions to help you in recovery:

- Recovery requires a willingness to take action
- Recovery requires serious self-examination.
- Self-examination and growth require safety and an atmosphere of trust.
- Trust cannot exist without self and mutual respect.
- Recovery requires effort, self-control, and the willingness to change behaviors.
- Recovery requires a focus on self, but not to the extent that it hurts others.
- No matter how difficult and damaging life has been in the past; a resident is
 - responsible for both their attitudes and actions today.
 - Residents belong to a community and the health of the community is as important as the health of individual members.

ELIGIBILITY

As a requirement to live in the community residence each resident must attend an outpatient treatment program as well as follow all treatment recommendations. Attending outpatient is critical to move forward in a recovery program.

To become eligible a resident must:

- (1) Be homeless or must have a living environment not conducive to recovery.
- (2) Be determined to need outpatient treatment services and/or other support services such as vocational or educational services, in addition to the residential services provided by the community residence.

WHY OUR PROGRAM IS THE WAY IT IS

There have been many changes over the years, each of them designed to make us a little bit better. Without exception they started with the questions:

“How can we help this individual with this problem?”

AND

“How can we get this group unstuck?”

One challenge we face at Credo is that individuals will always have new obstacles to overcome. The rewarding part is that we keep finding solutions. This process will continue if there are people seeking recovery, 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: the safety of residents and staff. A significant portion of our program exists to create, maintain, and protect this safety. Residents may be asked to leave the program if they are a threat to the safety of the residence, or if we are no longer able to keep them safe in our residence.

In brief, we create an atmosphere of safety so that each resident can discover themselves and practice day to day living skills that are necessary for recovery. The single, best, and most important reason why we do what we do is that it works.

We welcome residents who have:

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

RESIDENT GUIDELINES AND EXPECTATIONS

Below are the guidelines and expectations of the program; these have been established to promote an environment of safety and recovery. This is not a comprehensive list but does provide an overview of how to successfully reside in the program. There are no specific consequences attached if the expectations are not followed because each violation will be handled as appropriate by staff.

- All staff and peers are to be treated with the same respect.
 - This is to be: at all times, in all situations, and whether clinical staff is present or not. This includes not yelling or swearing at peers or staff.
- Respect will be shown by using courtesy and manners.
 - Utilizing “Please”, “Thank You”, and “You are Welcome” etc. helps to create an environment in which individuals can peacefully co-exist
- 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 the resident has gone and what they have done.

- Integrity is a key character trait that promotes a road of recovery.
- 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.
 - Any behavior that would damage or reduce the trust placed in a resident by the staff and peers is unacceptable.
 - Keep the living area clean and respect the property of others.
 - Personal hygiene is important and shows a sign of respect towards self and others.
 - The following are some examples of unacceptable behavior:
 - Talking about house issues anywhere other than in the house or at the Credo Community Center or violating confidentiality of other residents in any way.
 - Any behavior or statements that threatens, frightens, or intimidates anyone, anywhere or at any time
- Be accountable to decisions and receptive to feedback and challenges from peers and staff

We are interested in healing, not creating further damage. We want every person that enters our program to get as much as they can out of treatment. 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.

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 for noncompliance with program rules, as positively as possible given the circumstances. Discharge will be considered a last resort, after the resident has been provided with opportunities to change the concerning behaviors and attitudes; this is often done through the use of contracts or other therapeutic interventions. Any behavior that places a resident or his peers at a safety risk, can be considered grounds for automatic discharge. Safety is of the utmost importance to the Community Residences.

Situations may 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.

Time Management

- Residents are expected to utilize their time in an appropriate manner.
 - Staff can assist a resident in time management skills while at the residence.
- A resident will be expected to volunteer for a set amount of hours to be reviewed and agreed on during the treatment planning process.
- Residents are encouraged to attend recovery related activities; this could include self-help groups, obtaining a sponsor, SMART recovery meetings, engaging in religious or spiritual services/activities, etc.
- Residents can also spend time participating in an activity around the house such as:
 - Reading a book, playing board games, working out, engaging in outdoor activities onsite, exploring new hobbies, etc.
- Residents are also encouraged to spend time speaking with our staff.

Passes

- All passes need to be turned into a clinical staff member by 4 pm on Monday.
 - No passes are accepted on Tuesday as we try to teach responsibility to residents.
- All day and overnight passes are discussed in treatment team.
- Residents are required to discuss their passes with clinical staff on Wednesday.
- Residents are not allowed to miss any treatment at outpatient due to an overnight or day pass.
- Passes follow the calendar month and there is no carrying over of passes from month to month.
- It's the resident's responsibility to find a peer to cover any assigned chore and ensure their bedroom is in good standing before leaving on pass.

- Residents are required to call the Community Residence and let staff know if their situation has changed and they will not be following plans of the pass they handed in.
 - Example: A resident puts a pass in to go to the mall and ends up going to a friend's house.
 - Staff MUST BE notified of all changes, as well as if you will be late returning for any reason.

Additional Services

Other services can be facilitated to assist each resident in the development of a healthy, chemical free, and independent lifestyle. Examples include:

- Outpatient mental health counseling
- Self-help programs
- Sobriety supportive programs
- Peer advocates
- Medication Assisted Treatment (MAT)
- Additional referral services
- Educational or vocational services
- Orientation Group or other groups provided at the Community Residence
- Nutritional classes

Follow Up

During their stay at our community residence individuals will engage in the following areas:

- Outpatient counseling
- Researching self-help meetings available in the area if this a goal of recovery or is a legal entity expectation
- Medical checkups
- Department of Social Service (DSS) assistance
- Educational/vocational training options
- Compliance with the criminal justice system
- Establishing a regular, routine engagement in chemical free leisure time activities and social involvement
- Compliance with program rules

PROGRAM INFORMATION

Program Routine

The daily routine consists of the following:

- 7:00 A.M. – Wake Up (Monday through Friday)
 - Staff will make rounds at 7:00am to ensure that all are up on time. Residents will be expected to respond to staff when asked if they are up to verify they are not still sleeping.
 - Not being up on time will be addressed by staff.
 - 10:00 A.M. wake up on Saturday, Sunday, and holidays.
- 7:00AM-7:45 A.M. – Required Daily chore COMPLETED and medications taken
 - Monday through Friday
 - 10:15 A.M. Completion time on Saturday, Sunday, and holidays.
 - No leaving the house until chores are completed (this includes smoking)
- 8:15 A.M. – Morning Meeting
 - Monday through Thursday
 - Topics of discussion include: daily living skills, house issues, coping skills, and relapse prevention skills.
 - A clinical staff member is present for house meeting to help clients work through house issues.
 - ALL residents are required to be present and participate.
 - No signing out until after morning meeting.

- By 8:00am all clients need to be downstairs and are not allowed back in their rooms until 4:00pm.
*Clients will be allowed to return upstairs to shower until 10:00am.
- Lunch: each resident is responsible for their own lunch and clean up.
- 5:30 P.M. - Dinner
 - As part of their weekly chore, residents are responsible for cooking dinner once a week. At least two residents are required to prepare dinner each day. On their “cook day”, residents are expected to be onsite from 1:30pm to 6:30pm to complete their chores.
 - Expectations of cooking dinner include:
 - Cleaning all pots and pans used that day
 - Place leftovers into smaller containers and using tape, label the date the item was made and the contents of the container
 - Load/unload dishwashers
 - Clean the kitchen and dining room
 - Residents with kitchen chores cannot leave the house until a staff person has checked the chore and confirmed that it has been completed.
 - All residents are required to be in the dining room for dinner, unless they have been previously approved to be on pass.
 - To encourage a family style setting we ask that residents sit with one another and remain at the table for twenty minutes.
 - After twenty minutes residents are expected to assist with clearing the table.
- 10:00pm. - Curfew
 - Curfew time is the same for all residents,
 - Residents are expected to be in by the curfew.
 - When a resident leaves the house or returns to the house he must sign in & out and let a staff member know that he is leaving or returning.
- 11:00 P.M. – Quiet time
- Residents need to be mindful of their peers and are expected to be quiet by this time. All residents need to be in their bedrooms by 12:00am Sunday through Thursday.
 - On Friday and Saturday, residents need to be in their bedrooms by 1:00am.

Program Weekly Requirements

During their stay at the community residence they will complete the following on a weekly basis:

- Volunteer specified hours a week (according to the treatment plan and legal obligations) at an organization approved by the treatment team
- Complete all assigned house chores
- Attend all house meetings and participate
- Attend and participate in Community Residence groups
- Attend all outpatient appointments
- Follow through with any scheduled appointments outside of the ones mentioned above

Program Levels

Program Levels progress from more structure to less structure. Each level has different responsibilities and freedoms, with different requirements for progression to the next level. Based on the participation, attitude, and decision making of the client, staff will review in treatment team if a client is eligible to move to the next level. Additionally, in the house group prior to submitting the level request, a resident will ask peers for feedback on the level request during the weekly house group.

The treatment team will be reviewing the following when considering a request for level change:

1. Overall attitude towards peers and staff members
 - respectfulness towards others
 - engaging in positive relationships with peers
 - honesty
 - anger resolution

- displaying efforts of maintaining a positive attitude
2. Compliance with treatment rules
 - Adhering to house rules and guidelines
 - Number of incidents in residence
 - Restrictions
 - Being placed on a behavior contract
 - 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 and 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 peer's knowledge learned from goals and objectives
 - Appropriately manage medications and physical health recommendations
 5. Evaluations on your work responsibilities such as house chores and earned responsibilities
 - Quality of work
 - Showing motivation to engage in the treatment process
 - Completion of chores
 - Participation of cook day

Residents are encouraged to spend time during their week participating in recovery related activities like: attending self-help meetings, meeting with sober friends or a sponsor, going to Anchor Recovery Center, volunteering their time within the community, attending Outpatient treatment, going to the local YMCA, or learning new sober activities.

Level I Expectations/Guidelines:

1. During the first 7 days of treatment, residents will remain primarily onsite. Engagement in recovery related activities will be permitted with prior staff approval. This can be extended if the treatment team feels it beneficial to help new residents adjust to programming.
2. After 7 days, residents may leave the house for up to 3 hours if this does not conflict with their other responsibilities.
3. Learn house rules and functioning.
4. Residents are encouraged to attend 3-5 self-help meetings of their choice each week
5. Participation in house activities and recreational activities.
6. Demonstrate knowledge of house rules and guidelines.
7. No dinner passes or overnight passes
8. Willingness to work a program of recovery
9. Be assigned a peer sponsor and be connecting with this individual
10. Become familiar with the community
11. Engage in Orientation Group

Advancement to Level II:

1. Completion of medical requirements for the program.
2. Development of Initial Service Plan.
3. Attending appointments at the outpatient clinic.
4. A commitment to engage in treatment.
5. Explored volunteer opportunities in the community and discuss with primary counselor at the residence.
6. Formed relationships with staff and peers
7. Display an understanding of Program guidelines and rules (i.e. curfews, sign-out process, chores, cook day, morning meeting, and balancing of treatment and recovery)

Level II Expectations/Guidelines:

1. Leave the house for up to 5 hours if this does not conflict with their other responsibilities.
2. Work on service plan and actively engage in treatment

3. Begin to relate and share about self in the house meetings.
4. Begin active listening and contributing.
5. Volunteer or enroll in GED classes
 - a. A resident is required to volunteer his services in the community on a regular basis to help promote healthy recovery.
 - b. If a resident lacks a General Education Development (GED) they will be able work on obtaining this while living at the residence.
6. May request 2 day passes per month

Advancement to Level III:

1. More in depth talking in house meetings and relating to self and recovery.
2. Remain active in completing treatment goals.
3. Demonstrate integrity.
4. Follow all house rules and participating in house functions.
5. Volunteering regularly
6. A continued commitment to engage in programming.
7. Must continue to follow the Level I and II requirements
8. No unexcused absences from any outpatient appointment or medical provider
9. Begin to develop a sober support network

Level III Expectations/Guidelines:

1. Serve as a Chore Monitor.
2. Have no limit on time away from the program however, are required to attend the house meeting, be at the residence nightly for dinner, have a cook day, attend all outpatient appointments, and be in by curfew.
3. Request 4 overnight passes per month.
4. Request 4 day passes per month.
5. No more than 72 consecutive hours away from the program.
6. When able, lead or support discussion in house meetings or groups
7. Continue to maintain Level I and II expectations

Advancement to Level IV:

1. Ongoing work toward completion of additional or new service goals contained in their service plan.
2. Seeks out others for help and guidance.
3. Appropriate role model, follows the rules and encourages others to follow them when staff is not around
4. Follows all program guidelines
5. Making progress toward setting up options for leaving residence and establishing discharge plans with primary counselor
6. Continue to form healthy relationships with peers in the residence.
7. Continues to be an active participant in the morning meetings and house activities.

Level IV residents may:

1. A resident can request employment or continued education (this still needs to be approved by treatment team and the resident must be meeting all requirements of the community residence)
2. Request 6 overnight passes per month.
3. Request 6 day passes per month.
4. No more than 72 consecutive hours away from the program.
5. Have no time limit outside of the residence, however, are required to attend the house meeting, be at the residence nightly for dinner, have a cook day, follow curfew, and attend all outpatient appointments.

These are Level guidelines and are subject to change as necessary at the discretion of staff. In order to request a new level, a resident needs to first receive feedback from peers. This is done in the house group prior to submitting the level request to staff. A written request will be submitted to a clinical staff by Monday at 4:00pm in order for it to be reviewed in the treatment team meeting on Tuesday.

Peer Leaders

The Community Residences believe in the importance of building leaders. During their stay, a resident has the opportunity to gain leadership skills through role modeling as well as in a more purposeful way of connecting with new or struggling peers. A new resident will be linked with a peer leader to help them in adjusting to the program; this will help to provide individuals with a positive support system from day one. Peer leaders will be expected to outline and model program rules and expectations, be a mentor to others, engage peers in recovery discussions and activities, etc. Residents who may be struggling in their programming or recovery will also be connected with peer leaders for extra support and guidance.

To become a peer leader, a resident must ask for feedback from peers during a house group and then submit a request to their primary counselor which will be reviewed during treatment team (similar to level requests). If this designation is not granted to a resident, the staff will provide feedback of areas of growth and after addressing these areas, the resident can submit another request to be reviewed by the treatment team.

DISCHARGE POLICY

- It is our intent to discharge residents under the most positive conditions consistent with behavior and circumstances.
- Any resident who is violent, who is discovered to have engaged in sexual behavior with any peer or staff, refuses to participate in any reasonable element of Credo Community Center, or uses tobacco products inside of the Community Residence or on any agency property are subject to discharge.
- Any resident who refuses to participate in any reasonable element of their treatment plan or treatment plan reviews despite efforts of intervention and support on behalf of staff, may be subject to discharge
- After all other methods have been exhausted (verbal warnings, therapeutic interventions, etc) 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.
- If a resident chooses to not return to the program or discharges themselves from the program, staff will review the potential outcomes with the individual and when possible encourage the resident to remain in treatment.
- If discharge occurs, the resident's emergency contact and legal contacts will be notified.
- A successful completion of treatment occurs when all treatment goals have been met and a discharge plan is established.

URINE/BREATHALYZER SCREEN POLICY

- Clients entering the program are required to provide a urine sample and must test negative at the time of arrival to the residence.
- Random screens will also be done throughout treatment and can be requested at any time when deemed necessary by staff
- All urine screens will be observed.
- Clients refusing to give a urine sample will be viewed as being in noncompliance with program guidelines; this refusal will be reviewed by the treatment team and may result in discharge.
- When asked to produce a sample, a resident has 2 hours to produce a sample.

SEARCH POLICY

The Community Residence's mission is to create a safe environment in which individuals can reside and pursue their recovery goals. To support this mission, the Community Residence will conduct routine person and room searches to reduce contraband being brought into the program. Contraband is considered any item that presents a potential to result in serious harm to the life, safety, health, and/or welfare of individuals, including but not limited to, weapons or substances of abuse with the potential to result in overdose; all contraband is prohibited on Credo property. Resident engagement in this process is required and not following the search expectations will result in disciplinary action that could lead to discharge from the program.

Person searches will be done upon every reentry into the program when a resident has been offsite. The following protocol can be required of a resident when they return to the program:

1. Emptying and displaying the contents of their pockets,
2. Pulling up sleeves and pant legs;
3. Unrolling of pant and/or shirt cuffs;
4. Removing outerwear for inspection (i.e. hats, jackets, sweatshirts, shoes);
5. Patting themselves down, loosely shaking their clothing;
6. Opening mouth, moving tongue side to side, and pulling back cheeks; and
7. Emptying the contents of personal items being brought into the house (bags, envelopes, wallets, etc.). A staff member will visually inspect the contents of their belongings.

Under no circumstances will a physical search of a resident be conducted. Person searches can also be completed at any time and resident compliance with the request of being searched is expected.

Additionally, room searches will be conducted routinely. Staff have the right to enter a resident's room without their consent. However, staff will always inform a resident if their bedroom has been searched as well as the results of that search if any contraband was found. All areas of a room are open to be searched and the resident will not be permitted to enter during the search.

If contraband is found on a resident, in their belongings, or in their bedroom, the staff person will collect it, store it in a secure area, and notify a manager. The treatment team will review the situation and a plan will be created to address the violation of program rules.

RE-OCCURRENCE/UNDER THE INFLUENCE POLICY

As part of the Community Residence's commitment to resident safety, all drug use is prohibited while living in this program. It is understood that re-occurrence of substance use can be a part of an individual's story of recovery and the Community Residence team will work with residents on an individual basis if they experience a re-occurrence during their stay. An assessment will be completed by the clinical team to determine if this level of care is enough to support them in their recovery and a referral may be recommended to another program if there is a concern for their safety or the safety of their peers. The clinical team will also coordinate with all individuals involved in their treatment, including outpatient providers and legal contacts, to make them aware of the situation.

If a resident is suspected of being under the influence while in the program, staff will take steps to ensure their safety and the safety of their peers. A resident will be required to submit to a drug test; a negative test result may still mean that a staff will closely monitor the resident if there is still a concern that they are under the influence. The treatment team will review the situation and coordinate with the resident to address this concern.

EMPLOYMENT REQUIREMENTS

- Residents are seen by the Vocational Coordinator within the first 30 days of admission to the community residence.
- Prior to seeking employment, the resident must be deemed ready to work by the multi-disciplinary team and have received approval from their Legal contact. Additionally, residents must:

- Be up-to-date with treatment goals
- Actively attending all appointments
- A resident will initially seek part time employment to ensure they can balance all their other obligations.
- A resident can obtain full time employment the last four weeks they are in the community residence.
- If an individual does obtain employment, they are required to pay 30% of their gross income each time they get paid for rent.
 - If a resident fails to pay their 30%, they will be restricted to the residence and will not be able to complete successfully until they have satisfied their debt.
 - A pay stub must be turned in each pay period, within 3 days of being paid, to the Program Director or Primary Counselor, and they will calculate what the 30% is for the resident.
 - Once a resident has been told what the amount is they will be required to pay this amount with a money order.
 - Individuals who do not follow these procedures will be subject to consequences such as loss of pass privilege or restriction to the house.
 - It is the resident's 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.

Additional information related to employment and educational opportunities:

- Residents will have a Vocational Education (VOC/ED) assessment and have access to gaining skills in job readiness through the VOC/ED counselor.
- For a resident who is interested in attending college or vocational school, approval must be received from the multi-disciplinary treatment team.
- The time frame involved in working or attending school is determined on an individual basis.
- Residents are not permitted to obtain full time employment until Level IV and employment will be incorporated into the discharge planning process.
- 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.
 - In special circumstances, residents may be allowed to miss the house meetings to participate in one of these activities with prior approval from clinical staff.

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 a responsibility to live independently once they living in the community. Credo Community Center feels an important part of one's recovery includes work and/or continuing education. The staff will work closely with each resident to help ensure that they are successful in their vocational and educational goals.

LAUNDRY USE

- Laundry should not begin before 9:00AM
- When starting laundry:
 - Residents are responsible for switching the load from the washer to the dryer. It is not the responsibility of peers to manage another's laundry.
 - Be considerate of others
- Use warm for whites or cold water for colors
- Use recommended amount of soap only.
- Use the normal cycle or perma-press cycle only.
- For drying use only 1 softener sheet per load if using a softener sheet.

***Hours of laundry and hot water restrictions are due to limits on water available for showers.

GOOD NEIGHBOR POLICY

- Keep talk at a low level while outside the residence. Our neighbors are located in close proximity and we work to maintain a positive relationship with our community.
- If drug use activity is suspected in the area, notify staff of its presence.
- Noise curfew starts at 10:00PM.
 - Examples: Stereo, Noise levels outside, TV, etc. Not only for the neighbors, but each other.
- Refrain from profanities and swearing as each resident is a representative of Credo.

ROOM EXPECTATIONS

- Bed made
- Floor vacuumed or swept/mopped
- Furniture dusted
- Dressers free from clutter
- Windows cleaned
- Waste basket emptied
- Floor free from clutter
- Dirty laundry put in the laundry basket/hamper, NOT on the floor
- Posters/wall hangings are not allowed
- Pornography will not be tolerated and is not acceptable as a possession in our program.
- Some possessions may need to be placed in storage if clinical staff deem your room to be too cluttered

Concerns about these expectations not being adhered to will be addressed by clinical staff. A resident will be provided with assistance if needed to gain daily living skills in managing their home environment. If staff need to continually address a resident in these expectations, further interventions will be provided to support them in making the necessary changes.

You may not have at the residence:

- Televisions
- Mini fridge
- Anything sentimental or irreplaceable
- Pets (of any kind)
- Anything that is flammable (i.e. lighter fluid)
- No form of weapon (to include pocket knives)
- Additional furniture or storage containers (these items will be provided to you)

CREDO MEN'S RESIDENCE RULES

1. Any 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 is not allowed.
 - Prescribed medications will be kept in locked storage and available only through the staff.
2. NO physical abuse of another person, regardless of provocation.
3. NO use of any tobacco products in the residence.
 - This includes in the bedroom or any other room inside the residence and also includes the garage and the shed.
 - This includes vapes, cigarettes, or chew.
 - This is grounds for immediate discharge due to safety concerns.
4. No possession of any weapon
5. Must submit to any test that screens for alcohol and/or substance use when requested by staff.
6. No theft or willful destruction of individual or agency property.
7. No use of any racial slurs.
8. No engaging in sexual activity with other residents or any staff member.
9. No sexual harassment towards peers or staff.

10. No unauthorized absence. Staff should know a resident's whereabouts at all times. This includes failure to return from a pass on time.
11. Treat peers and staff with respect and consideration.
12. Respect the property of peers, staff, or Credo Community Center.
13. Arrive on time, actively participate in, and remain at house function activities either provided in house or offsite.
14. Attend all outpatient appointments including: individual counseling, group counseling, VOC/ED, case management, nurse practitioner, medication management, as well as individual and group sessions at the Community Residence.
 - Missing any of the above appointments leads to a 3-day restriction.
15. 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.
16. Do not enter anyone else's bedroom or take their personal possessions.
17. No lying down or sleeping on the living room furniture.
18. The possession or viewing of X-rated films, videos, and magazines is not allowed.
19. Contribute to the appearance and daily operation of the facility by doing various assigned chores and:
 - Complete work on time and as scheduled
 - Arrange to have the work done during any absence.
 - Help staff when asked. There will be times that various projects are undertaken that would constitute normal maintenance of a home but is beyond daily upkeep. We encourage residents to help with these projects.
20. 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.
21. Change and launder clothes, bed linens, and towels at least once a week on cook days.
22. Wake up on time and neatly make the bed before coming downstairs. Wake up time is 7 AM on weekdays, and 10am on weekends. Not completing chores and obtaining medications 7:45am will result in a one-day restriction.
23. Maintain proper hygiene practices. Dress in street clothes, including shoes or slippers everywhere other than the second floor. This includes not wearing pajamas during the day.
24. Do not obstruct doors, hallways, stairwells or safety exits.
25. Adjusting thermostats is to be done by staff only.
26. No watching television during times other than posted. The TV is to remain off during the week until 4PM. Friday through Sunday the television is permitted to be on all day
27. Cell Phones are not allowed during morning meeting, dinner, or during treatment services. .
28. Using tape, glue, nails, and tacks to hang pictures or posters on the wall is not allowed.
29. Gambling and/or loaning money to other clients is absolutely forbidden.
30. Take medication as prescribed. (To stop taking a prescribed medication a resident must get a discontinue order from the prescribing physician.)
 - 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.
31. No playing a radio, or other similar equipment, so loud that it can be heard outside the room or is disturbing to others when in the main living areas of the house; if outside keep the volume at a level as not to disturb the neighbors. Refer to good neighbor policy.
32. Wearing sunglasses inside the facility is not allowed.
33. Personally sign out, showing specific destination, expected time of return, and signing in upon return. The sign-out book is kept in the staff office.
34. Curfew is 10:00pm, unless other arrangements have been made with clinical staff in a timely manner.
35. Staff must be notified in advance of any schedule changes throughout the day or while on overnight or day passes.
36. Residents are allowed visitors (need to be pre-approved prior to their first visit). (Being on Community Residence property is considered visiting.)

37. No visitor or resident from another facility is allowed in the basement, on the second floor or in bedrooms. Visitors must be signed into the community residence and signed out. Clients must notify staff that they have a visitor in the residence. Staff has the right to ask visitors to leave the building at any time for any reason. Visitors are not allowed to be under the influence while at the community residence.
38. Eating/Drinking is allowed only in the dining room and kitchen. Water is allowed in bedrooms but cups must be returned to the kitchen on a daily basis.
39. All residents are to be on time for meals.
 - Dinner is mandatory every day at 5:30PM, except Saturday. Dinner is 20 minutes long, no exceptions.
40. Residents are to pick up after cooking, eating, and snacking.
 - Rinse and place in dishwasher any silverware, glassware, and china, etc. used.
 - All residents are responsible for cleaning up the dining room after dinner.
41. No resident is allowed in their bedrooms or upstairs between the hours of 8:00am and 4:00pm during weekdays without staff permission.
42. Return the YMCA Pass promptly.
43. Must be present for the morning meeting unless otherwise excused. Morning meeting begins at 8:15am Monday- Thursday.

**** Failure to follow rules of the community residence can result in a restriction to the community residence, behavior contract, or discharge.**

EMERGENCY CONTACT INFORMATION

Fire, Police, Ambulance.....911

Credo Main Office

595 West Main St. Watertown, NY 13601
(315) 788-1530

Credo Corporate Compliance Hotline

(315) 755-2528
Toll Free 1 (877) 534-6036
ComplianceReportDesk@credocc.com

NY Justice Center

1 (855) 373-2122

Office of Addiction Services and Support (OASAS)

General Information: (518) 473-3460
Patient Advocacy: 1 (800) 553-5790
Field Office: (315)-428-4113