

## GateHouse Transitional Living (GTL) Resident Handbook

Updated 08/15/19

**Welcome!!!** To GTL. We are glad you chose the GateHouse as a starting point to your new way of life free from active addiction.

### **The GateHouse Mission Statement:**

The GateHouse exists to transform and encourage a life of recovery by providing community-centered accredited services.

### **The GateHouse Vision Statement:**

Ultimately, our vision is to help create a community where everyone who is affected by addiction is seeking recovery.

### **The GateHouse Values:**

The GateHouse will accomplish its mission of transforming and encouraging lifelong recovery by walking **BESIDE** people. We adhere to these values throughout all levels of our organization and demonstrate them through our interactions with clients.

**B e Impactful:** We will work every day to improve the lives of others.

**E mpowerment:** We will build a culture that encourages opportunities for development.

**S tewardship:** We will manage our resources in a socially responsible way.

**I ntegrity:** We will adhere to the highest ethical principles and professional standards.

**D iversity:** We will respect, celebrate and encourage the unique differences of all individuals.

**E mpathy:** We will demonstrate the ability to understand others.

**While living, working, and standing by The GateHouse's mission, vision, and values, we hope to create a community where everyone struggling with addiction is able to pursue recovery and, ultimately, restore their human spirit.**

As a resident of GTL you will be afforded the opportunity to begin a new life in recovery. We ask for a 6 (six) month commitment to GTL, but your residency is day-to-day depending upon your adherence to the guidelines listed in this handbook. A healthy and strong recovering lifestyle is dependent upon clear and concise communication and boundaries. Along with the opportunity to begin/or continue your recovery come some responsibilities; below you will find guidelines that must be agreed upon and followed to reside at GTL.

The following 7 violations will result in **IMMEDIATE** eviction:

- ZERO DRUG TOLERANCE– This includes suspicion of use, a positive urine test, and/or possession of paraphernalia. A sample must be produced within one (1) hour of request and resident must remain in the presence of the requester. A refusal is treated as a positive test and results in immediate eviction. If you dispute the results of your test you will immediately be placed on restriction until lab results are received. Probation/Parole will be made aware of a positive result. \*\*This would also include using OTC medications outside their intended uses.

Substances **NOT** allowed include, but not limited to:

- Opiates
  - Benzodiazepines
  - Alcohol
  - Cocaine/Crack
  - Amphetamines
  - Methamphetamines
  - Marijuana (in any form, including CBD)
  - K2
  - Kratom
  - Barbiturates
  - Ecstasy (and ALL other designer drugs)
  - PCP
  - Use of any other substances for the intended purpose of intoxication or “getting high”.
- Weapons on the premises or in your vehicles.
  - Participation in **ANY** illegal activity. This would include theft of **ANY** kind.
  - Sexual harassment or sexual relationships between residents of GTL or staff.
  - Violence or threats of violence.
  - Smoking or Vaping in the house or in non-designated areas.
  - Tampering with or defacing the property in any way.

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An attitude of gratitude is expected: dishonesty, undermining, enabling are all unhealthy traits that need to be addressed when one is actively pursuing recovery.

**1. Orientation** – Upon admission, residents will be in the Orientation Phase:

- The purpose of the Orientation Phase is to familiarize you with the geographical area, the 12 step meetings, and to give you time to obtain suitable Full-time employment. To move off the Orientation Phase, you must: have your rent paid in full, including your security deposit, start working, display appropriate behaviors, and be a resident for a minimum of 14 days. The Orientation Phase will continue until you start working. Even if you have secured employment within the first 2 weeks, you will remain on the Orientation Phase for a minimum of 2 weeks from your intake date.
- Residents on orientation may only attend 12 step meetings when accompanied by another resident who is not on Orientation. Residents may do so by finding another resident who is not on orientation to make the commitment the night before rather than the day of the meeting.
- Curfew for residents on orientation is 5:00pm.

**2. Rent** –

Upon your admission you must pay a security deposit and one week's rent. Rent is paid in advance and put in the rent box by Sunday night. Rent is \$125 per week (Lititz \$130), and is to be paid by a money order made out to "The GateHouse". You may arrange to pay bi-weekly, however, this must be in writing. **If your rent should become two weeks in arrears, you will go back on Orientation and you are subject to a loss of privileges and/or discharge from GTL.** If a pattern of being unable to stay current with your rent payment emerges, you will either need to find a more suitable job to meet your financial needs, or you will be asked to leave GTL.

**3. Employment** –

- Job search is as follows: Mon-Fri 8:30am-4:30pm. If you don't have a job, then your job is to find a job. Residents are to be **out of the house** during this time with the exception of a ½ hour for lunch.
- Within 14 days of admission residents are expected to obtain full-time employment. Exceptions will be made for those attending IOP or PHP.
- Full-time employment is defined as 35-40 hours a week. Any work week of 50+ hours must be approved by Program Coordinator.

- Residents **must** continue job search until their 1<sup>st</sup> day on the job. You cannot assume that a job is secured until you punch in the 1<sup>st</sup> day.
- Work schedules are to be turned in at the House meeting for the upcoming week.
- Jobs in bar settings, serving jobs where you are expected to serve alcohol, under the table jobs, driving cabs or self-employment without a business license, general liability insurance, and verifiable full-time hours of work each week are not acceptable employment.
- 1<sup>st</sup> and 2<sup>nd</sup> shifts are the only acceptable time frames you can work.
- You must call the Program Coordinator if you will not be going to work on a scheduled work day. On those days, you may only go to 12-step meetings, doctor's appointments, or D&A appointments...if you are too sick to attend work, you are too sick for anything else.
- Residents may not change jobs without first consulting the Program Coordinator. If problems arise with your place of employment, we encourage you to effectively navigate through your thoughts and emotions in a healthy, mature, and responsible manner. Rash or impulsive decision making are old behaviors, and we encourage a healthier response to situations that may come up that do not jeopardize your residency here at GTL.

#### **4. Sign In/Out –**

- All residents and the House Manager must sign in and out each time they leave or enter the house.
- When signing out be specific as to where you are going. Signing in and out is the beginning of you being accountable.

#### **5. Weekly Updates –**

- Residents are required to meet with the Program Coordinator or CRS for face-to-face sessions weekly while on Orientation. After the Orientation Phase, the Resident and Program Coordinator/CRS will agree upon the frequency of sessions (1 meeting per month minimum). You must schedule the meeting in advance.
- A NC/NS will result in a fine (\$10). Subsequent "misses" will incur a weekend "restriction" in addition to fine.

## **6. Community Social Services –**

Residents may use the first 2 business days to “plug into” the community services available to assist you in your recovery. If you are unsure how to access resources, you must speak up. “Closed mouths don’t get fed!!”

- The Lancaster County Assistance Office is located on 832 Manor St, Lancaster, PA 17604 (717) 299-7411. Residents are encouraged to apply for food stamps and Medical Assistance. Residents seeking MH services need to contact and apply for assistance even if you are not eligible, you will need a denial letter for medical assistance in order to get county funding for Mental Health Services.
- Drug and Alcohol Assessment– residents are required to attend D & A outpatient counseling. If residents are not already in D & A counseling they can set up an appointment with one of the Lancaster County Providers.
- Food and clothing resources are available upon request.

## **7. Drug and Alcohol Treatment –**

- For residents assessed as needing drug and alcohol outpatient treatment, all treatment recommendations must be followed. If you are discharged from your D & A treatment for non-compliance, you will be discharged from GTL.
- Residents must sign a release of information for the GTL Program Coordinator and/or CRS and the treatment provider to be able to communicate.

## **8. 12-Step Meetings –**

- Residents start a 90-in-90 (90 recovery meetings in 90 days) upon intake date. After completion of 90-in-90 residents must attend no less than five 12-Step meetings per week. If attending OP or IOP, discuss schedule with Program Coordinator.
- Residents are expected to have the 12-Step verification form signed by the chairperson at each meeting. Completed verification forms are turned into the House Manager during house meeting. Lost, washed, forgotten, stolen, shredded or missing forms can result in starting the 90-in-90 from the beginning.
- While on Orientation, you must go to meetings with another resident from the House who is not on orientation. You must make the arrangements to get to meetings the night before the meeting.

## 9. House Meetings (mandatory) –

House Meetings are held every week unless otherwise noted. **All** residents must attend. Employment is **NOT** an excuse to miss the meeting. House meetings are opportunities for residents to air any complaints, discuss their weeks, talk a little about feelings, ‘clear the air’, hand in weekly work schedules and completed meeting verification forms.

## 10. Sponsorship/Home Group –

Residents are expected to obtain an approved 12-Step sponsor and Home Group within 30 days of admission. Sponsors must have a minimum of 1 year clean and sober.

## 11. Prescriptions–

Residents must contact the Program Coordinator **before** filling all new prescriptions and/or buying over the counter medications. Some medications are inappropriate for a recovery house, in this case you may be asked to find an alternative medication. It is each resident’s responsibility to keep **all** approved personal medications in a secure location. Medicine lockboxes are supplied to those that need them. Medications are **not** to be shared or left out where other residents can access them. GateHouse staff are not certified to dispense medication, however, arrangements can be made with the House Manager to lockup certain medications (\*\*See Medication Protocol). Use of Benzodiazepines and/or opiates/pain pills are not approved medications and cannot be used during residency at GateHouse.

- Mental Health meds - must be taken as prescribed unless the prescribing physician documents that you may stop. You may face eviction if you decide to stop taking your mental health medications on your own.
- The following OTC medications are prohibited: Nyquil, **ANY** PM medications, Sudafed, Delsym, **ANY** other OTC meds that contain DXM(dextromethorphan), Imodium, and Benadryl.
- No mouthwash with alcohol, no rubbing alcohol.
- If you need to go to the ER for any reason, try (if appropriate) to call the House Manager or the Program Coordinator first. If you are unable to do this, then notify them as soon as possible and explain what is happening. If there are any questions regarding treatment issues call the Program Coordinator for direction.
- The House Manager and/or Program Coordinator will perform random drug urine screens. See ZERO DRUG TOLERANCE.

\*\*In the event of an accident or surgical procedure where a resident is prescribed narcotics for pain, all cases will be reviewed on a case by case basis.

## **12. Curfew –**

Curfew is 11:00pm Sunday-Thursday and 12:00am Friday-Saturday.

## **13. Pass Requests (for extended curfews and overnights) –**

Approval is based on behavior and subject to denial. Requests must be filled out completely and received by the House Manager by 6 P.M. on Wednesday. Staff and the residents Probation/Parole Officer must be aware of your whereabouts during passes. You must follow the approved description that you outlined on your pass. Any deviation from the approved pass will result in a loss of privileges and/or discharge.

- After 30 days of residency is completed, deserving residents may be permitted overnight or weekend passes.
- Passes must be filled out completely with details of where you will be going, who you will be with and how you can be contacted.
- Approval is based on behavior, rental accounts and overall compliance and are subject to denial.
- A maximum of two (2) overnight or one (1) 2-night passes will be approved in any month after your first 30 days.
- After 3 months (90 days), residents will be eligible for four (4) overnight passes or two (2) 2-night passes per month. Resident cannot be away from house more than 2 nights in a row.

## **14. Off the floor –**

This means you are in your personal bedroom and not in the common areas or outside smoking/vaping.

- Sunday –Thursday 12 AM – 6 AM
- Friday and Saturday 1 AM – 6 AM

## **15. Visiting other residents –**

You are not permitted to visit other residents in their rooms. If you want to hang out, do so in the common areas.

## **16. Chores –**

Each resident is assigned a chore which must be completed within the assigned time frame.

- Chore areas are to be checked daily and maintained as needed.
- GI is to be done and completed by the house specific day/time

**17. Jumping the Chain of Command and or staff splitting will not be tolerated and will result in loss of privileges. Any delegation, assignment, or request that is made by the House Manager or staff member is not merely a suggestion; it is a directive that needs to be adhered to without argument immediately or within the period specified.**

## **18. Rooms –**

You are expected to keep your room in a neat and orderly manner at all times.

- Staff will be randomly inspecting rooms and have the right to search any room when needed without you being present or your permission.
- Residents are expected to make their bed in the morning.
- Personal property and clothing are to be stored neatly in dressers, closets or under the bed.
- Doing your laundry is expected to be completed on a weekly basis. This includes bed linens and towels.
- No eating or drinking in your rooms. You may however have water.
- No candles, incense, smoking/vaping, pets, change to furniture, walls, or any other part of the house.
- Property destruction or altering the physical construction of the premises, including interior walls is unacceptable. No nail holes.

## **19. Food –**

You are expected to purchase and cook your own food.

- Cooking is never to be left unattended.

- You are required to wash, dry and put away your dishes and cooking utensils immediately after use. Washing them and leaving them in the dish drain is not acceptable.
- All unused food must be in a sealed container or bag. No opened food may be left out on the counters or on top of the refrigerator. No open containers in the cupboards. This helps to not attract pests.
- Food is **NOT** permitted outside the kitchen/dining area.
- On occasion, GTL accepts food donations from outside organizations. This food is for all residents. Please be respectful and share. This is a privilege and a blessing and is not to be expected.

## **20. Smoking/Vaping –**

Smoking/vaping is to be done outside **ONLY**. Dispose of butts and trash in appropriate containers. Smoking is a privilege, do not abuse it. Smoking/vaping in the house or out of a window will result in a loss of privileges or discharge.

## **21. House Phone –**

- Residents may give out the house phone number to anyone.
- Phone time limit is 15 min.
- Take all incoming calls and take a message (if the phone rings, answer it).
- No incoming or outgoing calls after 11pm. Phone calls may begin at 7 A.M.
- Cordless phones must be returned to the charging station after each use. Do not leave the phone in your room.

## **22. Contacting Staff and House Manager-**

You are expected to have the Program Coordinator and your house managers' number with you at all times. You should contact the House Manager in the event that you will be late for curfew, and for general house issues (needing house supplies, maintenance issues, etc.). All other issues should go to the Program Coordinator.

- House Manager: \_\_\_\_\_
- Lori Fallon: (717) 471-0627
- Clarence Word: (717) 598-6468

**23. Visitors** – Visitors are not permitted at GTL.

**24. Vehicles-** After 30 days, residents may have the privilege of a vehicle, providing that rent is current and resident is otherwise compliant with GateHouse rules. Vehicles must have current insurance and registration. Drivers must have a valid driver's license. Copies of registration, insurance and license must be provided before a vehicle is permitted at the house. Vehicles are a privilege and that privilege can be revoked if not compliant with house rules. Residents must maintain compliance or they will have privilege revoked.

**25. Probation/Parole** – GateHouse staff regularly communicates with probation/parole officers. The communication will consist of your status and activities at the GateHouse. Residents must sign a release of information.

**26. Community Service-** The GateHouse believes that part of recovery is learning to give back to a community that supports us. We have chosen to participate in Lancaster's Adopt-A-Block program. Each recovery house resident is required to participate in their house's efforts to help keep our neighborhoods clean. The 2<sup>nd</sup> Saturday of every month from 10:00am-11:00am, all residents will participate in this effort. If you are unable to participate because of work, an alternate form of community service will be discussed with you by the Program Coordinator.

**27. House and Property-**

- Absolutely nothing can be hung on the walls, removed from the walls, damaged, changed or defaced in the residence. Damage to the residence, property, or its furnishings is unacceptable and can result in dismissal from the residence.
- Absolutely NO messaging (flags, banners, signs, posters, pictures, writing, decorations, etc.) of any kind can be posted, hung, or displayed on the outside of the residences or seen from a window of the residence without prior authorization.

**28. Discharge-**

- Successful – All goals on your recovery plan will be completed, all supplies will be washed and returned, room will be completely cleaned, all assigned chores completed, current and arrears rent paid, and at least a two-week notice must be given in writing to the Program Coordinator. Security deposits will be returned when prior conditions are met. **\*\*Will receive deposit back.**
- Unsuccessful – If you are evicted, you will have 7 days to remove your belongings. The Program Coordinator will notify probation/parole if this occurs. A GateHouse Staff or House Manager MUST be present with the resident when belongings are picked up. This must be pre-arranged and at the convenience of the staff person. Property not picked up within seven days will be donated.

- If you are incarcerated you will have 30 days to make written arrangements to have your belongings picked up by someone who can show identification of who they are and you have notified The GateHouse who will be coming, after 30 days your belongings will be donated.

**\*\*\*Any deviation from these policies will result in the resident being fined and/or put on restriction.**

- Fines will be paid by the next rent collection.
- Restriction- Resident will be “grounded”. When on Restriction, resident is only allowed to attend work, meetings, outpatient, and doctor appointments; and must be cleared with Program Coordinator.

**\*\*The GateHouse reserves the right to amend any of the policies above. Any amendments will be posted in the house and reviewed at first House meeting after the change is made.\*\***

The above policies and guidelines are set up to assist you in becoming successful in your recovery and to protect you, the other residents and the GateHouse. Remember that whatever you obtain in recovery can be lost in relapse.

By signing, I understand and agree to follow the Policies and Procedures:



## GateHouse Transitional Living- RESIDENCY AGREEMENT

This Agreement is between me, \_\_\_\_\_ (“Resident”), and GateHouse Transitional Living, a non-profit corporation, (“GTL”) and sets forth the terms under which I, the Resident, may continue to participate in services at and reside at the facility owned and operated by GTL (“Facility”):

- 830 Marietta Ave, Lancaster, PA 17603
- 832 Marietta Ave, Lancaster, PA 17603
- 634 E. Walnut St. Lancaster, PA 17602
- 632 E. Walnut St. Lancaster, PA 17602
- 324 North Lane, Lititz, PA 17543
- 326 E. New St., Lancaster, PA 17602

\_\_\_\_\_1. My residency at the Facility is day to day and will be for a maximum of 1 year if not terminated earlier. If I violate any house rule, do not pay any fee on time, or otherwise violate any requirements of this Agreement, as determined in the sole discretion of GTL, I understand and agree that I will be required to and I hereby agree to leave the Facility voluntarily as explained below. I agree to leave voluntarily on no more than eight (8) hours’ notice for violation of any house rule or this Agreement, or if I do not pay. I agree to leave immediately if I am under the influence of drugs or alcohol, I am found stealing, or I am violent. I understand that the determination of GTL in its sole discretion and judgment shall be the sole determiner of whether I will be required to leave.

\_\_\_\_\_2. I agree to abide by all house rules as they may from time to time change (with notice) and my signature below acknowledges that I have reviewed the house rules and had an opportunity to ask questions.

\_\_\_\_\_3. I understand that this Agreement grants no rights or privileges commonly associated with landlord/tenant relationships. I hereby expressly waive any such relationships. I relinquish any right or claim to residency based upon any type of tenancy other than expressly set forth in this Agreement. Specifically, I agree that this Agreement does not constitute a lease but merely an agreement to participate in services provided by GTL and to occupy a room with another Resident at the Facility during the time I receive services provided by GTL.

\_\_\_\_\_4. I agree to pay the following fees: \$\_\_\_\_\_ per week (Monday through Sunday), regardless of whether I am present the entire week. This will be paid in advance, by, or on Monday of each week to **GateHouse Transitional Living**. I understand that no refunds will be given for partial weeks if I pay in advance.

\_\_\_\_\_5. In addition, I agree to pay the deposit of \$\_\_\_\_\_ which is due prior to my moving into the Facility. I understand and agree that this will not be refunded to me if I violate the house rules or this Agreement, do not pay any fee on time, or damage any property on or in the Facility, all as determined in the sole discretion of GTL.

\_\_\_\_\_6. I understand that all fees and deposits must be paid on time by money order, made payable to **The GateHouse**.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_