

GateHouse Transitional Living (GTL) Resident Handbook

Updated 02/05/2020

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 any GateHouse facility 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.

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, among other reasons. 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 (Program Coordinator will inform you when you are off). 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 (unless Ok'd by Program Coordinator). 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 \$125.00 security deposit (\$130.00 Lititz) and one week's rent. Rent is paid in advance and put in the rent box by Sunday night. Rent is \$125.00 per week (Lititz \$130.00), 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 1st day on the job. You cannot assume that a job is secured until you punch in the 1st day.
- Work (and meeting) 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.
- 1st and 2nd shifts (6am-11pm) 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, emotions and decisions 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 Recovery Support Services (RSS) 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, clothing and employment resources are available upon request.

7. Drug and Alcohol Treatment –

- **ALL** residents must be assessed for drug and alcohol outpatient treatment, and **ALL** treatment recommendations must be followed/completed. 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/Recovery meetings per week. If attending OP, IOP or PHP, discuss schedule with Program Coordinator.
- Residents are expected to have the meeting 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 (unless prior authorization is obtained). 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 discuss their weeks, talk a little about feelings, ‘clear the air’, air any complaints, turn in weekly work/meeting 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. Individuals without a home group AND sponsor after 30 days will be placed on Orientation. Sponsors must have a minimum of 1 year clean and sober and be approved by the Program Coordinator.

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 (PARR regulations mandate that medications be kept in residents’ drawer at a minimum). GateHouse staff are not certified to dispense medication, however, arrangements will be made to monitor certain medications. Use of Benzodiazepines and/or opiates/pain pills are not approved medications and cannot be used during residency at GateHouse. ****See Medication Protocol for monitoring medications.****

- 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. Orientation Phase- 5:00pm.

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.

- **No** passes will be approved until resident has attended one (1) GateHouse Alumni & Friends meeting. Ask Program Coordinator for details.
- 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, how you can be contacted, and what meetings will be attended.
- 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. In the event that a room requires a search, the staff will include the resident, or notify them in their absence. If the resident is not readily available during the time of the search, the staff person will search the room with the House Manager, or another staff person.
- 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, out a window, or in undesignated areas 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: _____
- Program Coordinator: (717) 471-0627
- James Severson: (717) 250-8582

23. Visitors – Absolutely **NO** visitors are permitted at GTL.

24. Vehicles - 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 2nd 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, recovery meetings, outpatient, church 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 the **GateHouse Transitional Living- RESIDENCY AGREEMENT**, I understand and agree to follow the Policies and Procedures.