

# THE GATEHOUSE

RESTORING THE HUMAN SPIRIT THROUGH RECOVERY

## *Residential Extended Care Handbook Overview*

### ***Guidelines:***

1. The use and/or possession of any illicit drugs, controlled substances, and/or alcoholic beverages is strictly forbidden and is grounds for immediate discharge.
2. Threats and/or intimidating behavior (both verbal and/or physical), or overt acts of disrespect towards staff and/or peers will not be tolerated; and is grounds for disciplinary action, such as behavior contracts or discharge. Gate House adheres to a zero tolerance for violence.
3. Gambling, stealing, selling personal items, hoarding food, or compulsive spending are prohibited.
4. Refrain from initiating romantic relationships while in treatment.
5. All medications must be submitted to staff; use must be monitored and documented by staff; all medications must be taken as prescribed; and unauthorized use and/or abuse is grounds for disciplinary action.

### ***Treatment Requirements:***

1. Remain chemically free.
2. Compliance with all mental health and medical recommendations.
3. Development of appropriate coping skills and compliance with prescribed medications.
4. Development of AA/NA fellowship network.
5. Daily attendance AA/NA meetings.
6. Satisfactory progress of individual treatment plan goals and objectives.
7. Active participation in treatment structure that includes treatment sessions, groups, chores, rules, guidelines, and completion of any individual interventions.
8. Pursuance of gainful employment and money management that supports financial independence.
9. Participation in the development of Aftercare Planning, to include appropriate housing.

### ***Phases & Privileges***

The Gate House Residential Extended Care programs follow a three-phase system. As clients move into the different phases, they are required to complete the following. Attend daily 12-step meetings, obtain a sponsor with regular contact, obtain a home group, attend all scheduled sessions with staff, attend two therapeutic groups weekly, complete treatment work, remain up to

date on community meeting discussions, complete assigned chores, participate in the Sunday house meeting, and must be present daily for dinner.

### ***First Phase (after 72-hour blackout)***

- May use house phone.
- May attend meeting with 12-step support with pass approval.
- Eligible for onsite visitation.
- Attends 12-step meetings with staff.
- Eligible to walk to designated local shopping stores during designated times, with senior peers or staff.
- May not leave the facility without a senior peer, or two peers on 1<sup>st</sup> phase, or with a recovery support person approved by counselor.
- Pass approval to go to meetings, court hearings, child visits, and emergent doctor appointments with recovery support, is required.
- Eligible for early job search, with completed early job search form and clinical approval.

### ***Second Phase:***

- Eligible for two 12-hour weekend passes.
- May attend meetings with sponsor/12-step support during house scheduled meeting times without submitting passes.
- Pass approval is needed in order to go out with sponsor/12-step support for coffee, meals, other activities, or meetings during unscheduled house meeting times.
- May seek employment and begin working.
- May leave house during the week to attend work, job-search and meetings, without staff or peers.
- Eligible for cell phone between the hours of morning medication time until 10:30pm, after submitting signed cell phone policy.

### ***Third Phase:***

- Eligible for two open weekend 23-hour or off-site passes.
- Increased independence regarding housing search and contact with sponsor/12-step support.
- Use sign out logbook for daily coming/going. Passes must be submitted for 23-hour overnight visits and any permission to attend recovery related activities.
- Eligible to have cell phone full-time with independent responsibility to follow phone rules the same as the house.
- Eligible to have a car used on the property for work and meetings, after submitting signed transportation policy.
- Closed/open weekend pass approval is required for leaving the facility for non-house scheduled meetings, shopping and any other activity.