

# **STEP TWO**

## **Transition Services**

### **Introduction**

**Step Two** is an alcohol and drug free residence owned and operated by Comprehensive Addiction Programs, Inc. (CAP) for individuals who desire a temporary sober living environment while they transition to independent living. Step Two offers recovery support, structure, safety, and opportunities to build the skills and resources needed for sober, stable, and useful community living. Applicants accepted into residency are expected to be totally committed to sobriety and recovery while they pursue the academic, vocational, and social activities that will help them achieve those goals.

Although Step Two is based on self-help and self-determination principles, peer support is an important part of recovery. The group approach helps residents become more proficient at problem solving and at improving their living skills while maintaining abstinence from addictive substances. Within the home-like atmosphere the group becomes responsible for itself, its individual members, and the environment. The physical facilities at Step Two offer both privacy and opportunities to experience sober community living. Residents are encouraged to work together to plan educational and recreational activities that demonstrate the value of sobriety in everyday living. All participants have equal voice in community decision-making and are expected to abide by the group process.

Each resident is responsible for development and management of his/her own transition plan, which must be presented to CAP management staff within ten days after acceptance. While the agency may have educational facilitators available from time to time, residents are expected to direct their own transition activities. They are also expected to be active participants in scheduling and directing regular facility meetings and onsite peer support group meetings.

You have expressed interest in transitional services at Step Two, and we welcome your inquiry. The materials that follow describe the admission criteria, standards and expectations, and what you can expect as a resident. Every effort has been made to assure that the requirements will establish an environment that is positive and supportive, in the context of a well-run household. After you review the Handbook please discuss any questions or concerns with the person conducting your initial interview. If it's agreed that you and the transition services are a compatible fit, welcome to Step Two!

**The management and staff at Comprehensive Addiction Programs, Inc.**

## **ADMISSION CRITERIA**

### **A. Non-discrimination policy**

CAP does not discriminate on the basis of race, color, age, handicap, religion, affiliation or preference, national origin or sexual orientation.

### **B. Eligibility**

Potential residents must:

- be 18 or older.
- be physically able to clothe, feed, and care for him/herself.
- have at least 30 days clean and sober (exceptions with CAP management approval only).
- have an active relationship with an AA/NA sponsor, a personal or professional mentor, or other person who is supportive of sober living.
- have completed residential treatment in the past 30 days or be currently be participating in outpatient addiction treatment.
- submit written certification of non-infective TB status prior to entry.
- be able to meet all financial standards.
- be willing and able to live cooperatively in a communal situation, to attend scheduled meetings, to perform housekeeping work assignments, and to abide by policies and procedures outlined in this handbook.

## **Policies and Procedures**

### **A. Length of Stay**

Residents will generally stay up to six months. Longer stays are determined on an individual basis at the discretion of CAP management staff.

### **B. Food**

Residents are expected to obtain meals from the CAP dining room, unless they are working or in school during meal times. Three meals daily are included in the cost of residency; a brown bag meal may replace a regular meal if requested in advance. However, light snacks and small individual meals may be prepared in the Step Two kitchen. Residents may store limited non-perishables and foods that require short-term refrigeration, but containers must be labeled unless they are for sharing with the group.

### **C. Housecleaning and Bedroom Access**

1. Residents are expected to keep the facility clean, neat, and safe. A list of chores will be posted weekly. Residents are expected to complete chores in a timely fashion.

Each resident is responsible for cleaning his/her own bedroom and bathroom. In addition, all residents are expected to help clean the day room, laundry, kitchen, and visitor lobby. Household chores are to be done as assigned. This includes cleaning, maintaining the grounds, watering and landscaping maintenance, trash disposal, etc.

2. Staff and/or designated maintenance persons may enter residents' bedrooms without prior notification to:
  - conduct cleaning and/or random room searches.
  - perform maintenance repair.
  - respond to emergency calls.

**D. Transportation**

Public transportation is available within walking distance. CAP does not provide transportation, although during working hours residents may sign up for transportation. All depends upon driver's schedule.

Residents may keep personal cars at CAP with verification of ownership, current registration, proof of good mechanical condition, and required auto insurance.

**E. Resident Hours**

Residents are expected to be up and dressed each weekday by 6:00 a.m. Individual work schedules and health issues will be taken into consideration and this policy may be modified on a case-by-case basis.

Curfew is 10 p.m., with the exception of verified work shifts. Curfew extension requests and overnight passes must be approved and logged by CAP management. Anyone out of the house for more than 24 hours will be required to drug test at his/her own cost and may not return until negative results are received. Anyone who will be late unexpectedly must call the assigned CAP staff person before curfew and may be subject to drug testing. All residents may be subject to random drug testing.

**F. Meetings**

1. Participation in the weekly Step Two facility meeting at the specified day and time is required, unless a resident is working or in school.
2. All residents must attend at least two NA, AA, or Twelve-Step meetings per week; meeting slips will be audited at facility meetings.

**G. Personal Property**

CAP is not responsible for the loss or damage of any personal property, including cash or other valuables, during residency and will not be held liable for personal injury and losses due to fire or theft encountered by residents or visitors.

**H. Medication Management**

Each resident taking prescription medications must have a medical clearance from the prescribing physician describing the medication, its purpose, dosage amount, and dosage times. Narcotic (opiate based) medications are not allowed on the premises. All medications, both prescription and over-the-counter products, must be kept in the designated locked cabinet. The only exception is rescue medications such as asthma or allergy inhalers. Medications will be monitored by assigned CAP staff for self-administration after each meal and at 9:30 p.m.

**I. Visitors**

Visitors are allowed between 10 a.m. and 8 p.m., including weekends. All visits must be conducted in the front lobby or outdoors. No visitors are allowed in resident rooms. Guests are expected to be clean and sober and courteous. Guests may not stay overnight.

**J. Smoking**

Residents and guests may only smoke in designated outdoor areas and are required to use ashtrays and disposal containers.

**K. Alcohol and Drugs**

Any alcohol, illegal substances, or drug paraphernalia will be confiscated and the involved person(s) will be exited immediately. This also applies to the misuse of prescription drugs. Any resident or visitors found to have used, under the influence, or in possession of prohibited substances, alcohol or illicit drugs will be immediately escorted off CAP property.

**L. Prohibitions**

The following are prohibited; violations may be cause for immediate eviction:

1. Possession of any kind of weapon (i.e. guns, knives, etc.);
2. Violence or threats of violence, to anyone, including animals and property;
3. Stealing;
4. Sexual harassment or inappropriate fraternization, foul or vulgar language, verbal abuse, racial slurs;
5. Deliberate damage to CAP property or other clients' personal property.

**M. Appeal Process**

Any resident evicted from Step Two may appeal that eviction by requesting, in writing, an interview with the CAP Program Manager. If satisfaction is not obtained by both parties, an interview with the Executive Director will be scheduled; the final decision regarding reinstatement lies with the Executive Director.

**N. Modifications**

This handbook, including its format, content, and any or all forms, may be subject to modification by CAP management staff at any time; tenants will be given written copies of modified content and/or addenda before or as soon as possible after changes are put into effect.