

## **Resident Agreements February 2017**

### **1. Confidentiality**

Residential treatment clients of ADDS agree to keep totally confidential information about any and all residential treatment clients. Residential treatment clients will not disclose that a specific person is or has ever been living in this facility. However, residential treatment clients may acknowledge that another is present at the facility, if there is a phone call for that person on the resident's phone. If a resident does not want his or her presence in the facility acknowledged over the resident's phone, that person must post a sign near the phone to that effect.

### **2. Harassment and Discrimination**

No resident will exhibit behavior that offends, harasses or discriminates against another resident, staff member or visitor on the basis of sex, sexual orientation, religion, creed, race, color of skin, age, disability or national origin. Any resident who observes or experiences such behavior will report to ADDS staff that behavior. There will be no retaliation against anyone for raising a complaint or cooperating in the investigation. Investigations will occur with the greatest degree of confidentiality possible.

### **3. Dining**

- A. Meals are to be eaten in the dining room area only. All residential treatment clients are expected to be in the dining room area at meal times. Seconds on food will be allowed providing there is extra. Food or drink is not allowed in the dorms or living room area.
- B. Each person is responsible for his or her own dishes, and after each meal dishes will be put in the proper place for washing preparation.
- C. The established menu must be strictly adhered to unless a modified diet is ordered for legitimate medical or religious reasons.
- D. Milk may be drank only with meals unless required that milk be drank more frequently.
- E. You may request a sack lunch if gone during meal times or request a meal be saved for you.

### **4. Dress**

All residential treatment clients are expected to be appropriately dressed depending upon the circumstances. This includes having something on the feet anywhere in the building including the bathroom except when showering. "Appropriately dressed" will be defined by the staff member who is in charge of the facility.

- A. Tank top straps need to have a width of 4", no spaghetti straps or smaller straps.
- B. The midriff cannot be showing.
- C. Leggings are not allowed.
- D. No bathing suits.
- E. No holes in jeans above the knee, unless there is another layer under. Skin should not be visible through holes in jeans above the knee.

### **5. Drug Usage**

The use, or possession of, alcohol or other drugs on or off the premises is not allowed. Drugs prescribed by a physician and approved for use by ADDS staff will be kept in a locked medicine cabinet and used only with staff monitoring. Prescription drugs needed while on pass will be obtained prior to the pass with the proper staff documentation.

**6. Employment**

A resident will not have outside employment while in the Levels 3.7, 3.5, 3.3 of the residential program. When in Level 3.1 a resident will have incorporated in a treatment plan a clear and well defined outline for outside employment or an educational program as well as participation in all activities while on ADDS premises.

**7. Facility**

- A. Residential treatment clients are expected to turn off unnecessary lights.
- B. Building curfew is 10:00 p.m. throughout the week. All residential treatment clients, except those on overnight passes or at work, will be in the building by 10:00 p.m. Doors will be locked at curfew time. A resident may not leave, enter or assist another person to leave or enter the building after curfew without knowledge and permission of the staff on duty.
- C. Smoking cigarettes or using any other tobacco product including chewing tobacco is not allowed in any ADDS building, vehicle or on ADDS property.
- D. A resident will inform staff of any facility problem, when the resident becomes aware of the problem.
- E. Residential treatment clients are not to use the fire alarms or fire extinguishers except for an actual fire.
- F. When a resident is assigned a bed at the time of admission, the resident will keep that assigned bed unless changed by residential staff.
- G. Residential treatment clients are not allowed in their own dorm areas from 6:10 a.m. until scheduled personal time, and then not until after the last scheduled activity of the day except with permission from staff for personal needs or otherwise.
- H. Residential treatment clients are not allowed in any dorm area other than the one assigned for that person to sleep except for qualified room checks.
- I. Between 6:00 a.m. and until after the last scheduled activity of the day the doors of the dorm areas will be kept open.
- J. Leaving the facility is not permitted when the counselor aide is in the medication room. An exception can be made to this rule in case of an emergency or if otherwise instructed by staff.

**8. Gambling**

Gambling is not allowed on/off of ADDS property.

**9. Housekeeping**

Residential treatment clients are responsible for keeping their own sleeping area neat and clean and for handling their assigned chores. Residential treatment clients are also responsible for their own laundry on their assigned days and times.

**10. Language and Noise**

Residential treatment clients are asked to be considerate of the other residential treatment clients regarding objectionable or loud noise or language.

**11. Medical Care**

Except for the initial physical exam, residential treatment clients are responsible for their own medical expenses, and for their transportation to those appointments. If any medical or health problems arise, please notify staff.

**12. Medication**

All prescription and over-the-counter medication will be locked in the medicine cabinet. This medication will be resident self administered according to the prescribing physician's orders while monitored by staff.

The resident will purchase his or her own medication. Medication time unless otherwise directed by physician will be after breakfast, after lunch, after supper and between 8:30 p.m. and bedtime.

Medications will be delivered to the facility by the pharmacy unless special arrangements have been made for pick up. In the case of pick up, a staff member must be present with the resident when the medications are picked up.

All clients have the right to refuse medications but without the consent of the prescribing physician this may result in the client becoming inappropriate to continue in our residential program and discharge/referral to another program may result.

**13. Possessions**

- A. Residential treatment clients are discouraged from allowing others to use or borrow their possessions.
- B. ADDS is not responsible for property left by discharged residential treatment clients. After three days ADDS will dispose of any remaining possessions. Should the client request someone other than the client come and remove said possessions, ADDS requires written permission signed by the client that specifically names the individual(s) who will remove the items.
- C. Personal property will be kept at a minimum and be approved by the staff. No resident will have a personal automobile, motorcycle or moped on or near the ADDS premises, without permission from counseling and administrative staff. To be considered for this privilege the resident must be in 3.1 and submit in writing their request along with verification of drivers license, insurance and title of the vehicle to their counselor. This request will then be reviewed by staff. Bicycles are allowed for residential treatment clients in Level 3.1 and may be used on passes or on counselor approved appointments and errands.
- D. A resident's property within the facility is the responsibility of that resident. ADDS will accept no responsibility for such property.
- E. Turn in all razors and products with alcohol to be stored and checked out for use.
- F. Clients are subject to random room and possession searches at the discretion of ADDS staff.

**14. Recreational Therapy**

All residential treatment clients are expected to create recreational activities and to participate in planned program activities.

**15. Schedule**

All residential treatment clients are expected to participate in all activities designated on the daily schedule and be present at the start of the activity. Any exceptions to this will be clearly defined in an agreement between the resident and the resident's counselor and noted in the Treatment Plan. Group attendance or attendance at any other scheduled activity is mandatory when the resident is on ADDS premises regardless of whether the resident has signed out for a pass or is in Level 3.1.

**16. Sexual Relationships**

- A. A resident will not have any type of sexual contact with another resident, staff member or visitor while admitted to this program. A resident will not have sexual contact with an outpatient client unless the relationship existed prior to admission.
- B. Residential treatment clients are discouraged from developing a potentially sexual relationship while in treatment.

**17. Sleeping**

Everyone is expected to be in bed by the "lights out" time as posted in the daily schedule. Appropriate sleepwear, such as pajamas, sweat suits, shorts, will be worn while sleeping.

**18. Electronic Communication**

- A. A client may use an ADDS computer to access electronic communication within the context of a individual session with a counselor when it assists in reaching a treatment goal or is needed for medical purposes or a family emergency. This will be documented in the client's case file. Clients must have been in the residential treatment program for 7 full days before they can utilize electronic communication.
- B. Twice a week clients are transported to the local public library and may access electronic communication during that time. Clients can use electronic communication as long as they have been in the program for 7 full days.
- C. For legitimate clinical reasons staff may restrict a client's access to electronic communication. This restriction and the reasons necessitating the restriction will be evaluated by the Associate Director for Treatment Services and primary counselor every seven days and documented in the client's file.
- D. Wireless phones are not allowed within the facility and are to be secured in the residential office while the client is admitted to ADDS treatment services. Exceptions to this rule apply to clients in level 3.1 that are job searching and employed. These exceptions are detailed in the 3.1 Contract, and to be discussed with the counselor.

**19. Telephones**

The pay phones are for the resident's use (telephone numbers are on the pay phones). For those entering the program there is a waiting period of seven days before use of the resident's phone. Incoming and outgoing calls on these phones are allowed on Monday through Friday from 1:00 p.m. to 1:30 p.m., 4:00 p.m. to 5:00 p.m. and from 9:00 p.m. to 10:00 p.m. and there is no scheduled activity occurring including meals. On Saturdays and Sundays phone use is from 8:00 a.m. to 10:00 p.m. and there is no scheduled activity occurring including meals. Length of calls are to be limited to 10 minute increments. Any calls outside of these times are to be negotiated between the resident and the counselor. Calls for those in Level 3.1 are allowed as needed to fulfill established treatment goals. An answering machine connected to the resident's phone is available to receive messages for Level 3.1 residential treatment clients only. The phone use during "lights out" time is for emergency use only, with staff permission.

For legitimate clinical reasons staff may restrict a client's access to telephone communication. This restriction and the reasons necessitating the restriction will be evaluated by the Associate Director for Treatment Services and primary counselor every seven days and documented in the client's file.

Wireless phones are not allowed within the facility and are to be secured in the residential office while the client is admitted to ADDS treatment services.

**20. Television**

The television is available only during those times listed on the resident's daily schedule.

**21. Visitation**

1. All residential treatment clients are allowed no visitors during their first 7 days in The ADDS program.
2. Visitors are permitted on the grounds on Sunday from 1:00 p.m. to 3:00 p.m.
3. Visitors will remain in the dining room or outside grounds but within the view of the staff on duty.
4. No food or drinks are to be brought in by visitors for clients.
5. All items brought in for clients must be inspected by the aide on duty.
6. A brief kiss and hug are acceptable upon arrival and departure. No physical contact will be allowed otherwise.
7. No client will be allowed to go up to the parking lot to meet or see visitors off.
8. Clients and visitors are not permitted to go up to the volleyball or basketball area.
9. Clients MUST stay in view of the aide on duty – both inside and outside the facility.
10. Visitors are not allowed past the doorway to the group room – visitors must be either in dining room or outside.
11. All visitors are subject to search upon entering the facility.
12. Staff reserves the right to ask any visitor to leave the property at any time for any reason.
13. All visitors must sign in/out of the visitor log book.
14. Visitors must leave cell phones in their vehicles.
  
15. For legitimate clinical reasons staff may restrict a client's access to visitation. This restriction and the reasons necessitating the restriction will be evaluated by the Associate Director for Treatment Services and primary counselor every seven days and documented in the client's file.

**22. Contraband**

Certain items are not allowed in the possession of any resident. These would include, but are not limited to:

- A. Alcohol and other drugs and associated paraphenalia.
- B. Firearms and weapons perceived as dangerous.
- C. Pornographic books, pictures, video or audio tapes.
- D. Posters which fail to reflect community standards and sensitivities according to staff definition.
- E. All tobacco products and lighters.
- F. Wireless phones are not allowed within the facility and are to be secured in the residential office while the client is a resident of ADDS treatment services.

**23. Involuntary Discharge**

Residential treatment clients face disciplinary action which may include discharge from the ADDS residential program for:

- A. Threats of violence towards staff, clients, visitors and/or animals.
- B. Use/possession of drugs and/or alcohol off ADDS property.
- C. Bullying and/or intimidation towards staff, clients and/or visitors.

- D. Sexual activity with any other client.
- E. Out of Place of Assignment (OPA).
- F. Sexual harassment towards staff, clients and/or visitors.
- G. Use of nicotine products on/off ADDS property except for those that are FDA approved for nicotine replacement therapy.

Residential treatment clients will be discharged from ADDS Residential program for:

- A. Physical violence towards staff, clients, visitors or animals.
- B. Possession or use of alcohol and/or drugs on ADDS property.

**24. Video Surveillance**

I understand that video surveillance is used in the residential treatment facility for security purposes only.

**25. Passes/Home visits**

Clients become eligible for passes/home visits after 30 days in the residential program. Passes range from day passes, overnight or extended passes and are based on ASAM criteria, client need and progression in the program.

For legitimate clinical reasons staff may restrict a client's access to passes. This restriction and the reasons necessitating the restriction will be evaluated by the Associate Director for Treatment Services and primary counselor every seven days and documented in the client's file.