

Connect The Dots Recovery, LLC Sober Living Resident Handout



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Mission Statement

We Exist For Those Lost and Addicted. There are 500,000 individuals who suffer from substance abuse in the Greater Philadelphia Area and we feel as though we are called on this mission. At Connect The Dots Recovery, we believe that through dependence upon Jesus, active participation in the 12 steps and active participation in service to others that we can attack that number significantly. We have found through personal experience a true PASSION and HEART for those 500,000 that are lost and addicted.

About The Connect The Dots Recovery, LLC

Connect The Dots Recovery sober living program is a network of recovery homes based in Montgomery County, Pennsylvania. We currently have 3 male residences with more opening soon. Our current locations are all based in Norristown, PA. Our houses are conveniently located in an area with good employment opportunities, access to public transportation and a safe neighborhood. We also attempt to help new residents get on their feet by providing rides when possible, essentials needs items and creation of a resume. There are also many 12 Step meetings within close proximity as well as outpatient treatment services.

Our 9-12 month program is a structured environment geared toward introducing our clients to a new design for living through dependence upon Jesus, taking the actions of the 12 Steps and service to others which are a solution for recovery from alcoholism and drug addiction.

Connect The Dots Recovery Rent procedures

As a resident of **Connect The Dots Recovery** rent is collected by every Friday evening, no later than 8:00 PM. If you are not going to be able to pay the full amount of your weekly rent by this time you must communicate this to the house manager **24 hours** in advance so they can notify the owners of C.T.D.R. The payment procedure is to give the rent to the house coordinator. Receipts will be given for the transactions upon request. We prefer if you pay by debit card through the Venmo online/mobile payment or by check, made payable to: Connect The Dots Recovery. We can make exceptions by accepting cash if you have no other means to obtain a check or use Venmo online/mobile payment.

Rent is currently **\$175 per week** (due Friday evening). The entrance/intake fee is **\$270 for all drug test during residency and linen fee (non-refundable)**. This makes the total coming through our door for the first week and intake fee **\$445** and is expected upon arrival to **Connect The Dots Recovery** unless you have made prior arrangements with one of our owners.

Once rent is collected, all transactions are final. **NO EXCEPTIONS TO THIS RULE.** We record it in our accounting books and physical receipts are given upon request to the resident for their own record keeping.

NAME of RESIDENT MEMBER: _____ (Please Print)

SIGNATURE: _____ DATE: _____

SIGNATURE of HOUSE MGR: _____ DATE: _____

Orientation Phase for New Residents

Day 1 (ARRIVAL DATE)

(YOU ARE NOT ABLE TO LEAVE FIRST LEVEL UNTIL THIS IS COMPLETED DAY 1)

1. Drug Urine Screening / Alcohol Test
2. All resident clothing & linens must go directly into the dryer when first arriving to Connect The Dots Recovery
3. Housing paperwork, rules and regulations, contract, etc.
4. Sign release and file away
5. Inspect new resident belongings, dispose of any non-approved medications
6. Collect all membership fees
7. Acclimate new resident with the house, chore list, sign in/out sheet, meeting sheet, employment search sheet, how things work as a unit etc.

Day 2.

1. Complete initial recovery plan – Life Goals, Job goals, Expectations
2. Begin employment search – 5 applications per day
(We have internet and a computer in each house to assist with this as well as information about the local resources available)
3. Find local meetings you can attend, picking a home group and getting in service (making coffee, greeter, setup, cleanup, etc.

Day3 (unless a weekend, start Monday)

1. Resident should actively be seeking employment. Filling out applications and making follow up calls. During the first two weeks the owners and house manager can assist with this.
2. By day 3 the House Manager will discuss how the new resident will pay rent and provide feedback on how they have been getting adjusted to life in recovery.

Ongoing Recovery Support

1. Weekly meetings with resident which focus on their recovery plan.
2. Resident is required to attend Church on Sundays, House Meeting to follow & Big Book Study (Check with house manager for day and time). These are mandatory meetings and you must schedule work and other activities around these required meetings.

Connect The Dots Recovery, LLC Complaints and Grievance

Connect The Dots Recovery organization wants you to receive the best possible services. We want you to be provided with a safe and secure place of residence. If you have any ideas or suggestions to make our houses or services better, please share your ideas with us. If you have any questions please call: CEO: Charles Kappe **484-685-1925** We will keep you updated as to the progress of your request or complaint.

Complaints - **Connect The Dots Recovery** wants to know if you have a problem with any of the services we provide. The easiest way to report an issue is to bring it to the attention of the House Manager. His number is posted on the whiteboard that is hanging on the wall in each house. You can also contact the **Connect The Dots Recovery** Housing Coordinator whose number is also posted on the board.

A friend or family member can make a complaint in writing. If assistance is needed in making this complaint, the Senior House Member is available for assistance in such matters.

Connect The Dots Recovery Rules and Regulations

The following is prohibited at **Connect The Dots Recovery** and you will be asked to leave:

1. Being under the influence of drugs or alcohol. Drug & Alcohol tests will be administered at random. Failure to submit a test is treated as a positive result and you will be asked to leave. This includes abusing your prescribed medications and not taking them as directed.
2. Possession of weapons of any kind are not allowed
3. Threats of violence, either verbal or physical or fighting of any kind
4. Property destruction or altering the physical construction of premises or surrounding neighborhood
5. Stealing or any other criminal activity

Not obeying the following Rules are also grounds for dismissal and consequences:

1. Unaccountable or discrepancies in time off premises. **If at any point there are multiple discrepancies on time off premises. You will be given a chance to be discharged or be asked to install an application called Life360 family locator. This is a verification to your location by GPS. You will be asked to voluntarily install and keep this application on at all times during your stay in the house if you choose to stay within our program.**
2. Lies, either found on paperwork or otherwise
3. Failure to comply with rules or directions given by management
4. You are required to make 12 Step Meetings in accordance with your phase in the "house phase system". Have your meeting sheet signed by a group member and should not be signed by another resident of **Connect The Dots Recovery**
5. House meeting attendance is mandatory. Other mandatory meetings may be required but it is our responsibility to give you proper notification in advance to any changes in time or date of mandatory meetings. Journey Church, House Meeting and Big Book Study are all **MANDATORY**.
6. For the Orientation period you are to remain on the premises unless you are out looking for work or attending medical and/or probation services. Proof of your job hunting is also required. During time spent in the house you are expected to be working on your steps or your personal recovery plan. You must arrange 12 step meeting attendance with a house member who is not on orientation phase.
7. Parking at Connect The Dots Recovery is decided by the number of available spaces and the seniority of those in the house. Parking at C.T.D.R. is not guaranteed upon arrival to all residence.
8. There are no overnight visitors allowed at the house and visitations must be pre-approved.
9. You are required to sign out when leaving the premises and sign back in when you return. All departures when in orientation phase and phase one must be approved by a house manager (senior resident). Any inconsistencies in time off premises will prolong your orientation phase or put you on restriction if not currently on orientation phase.
10. You must see the house manager at least one time per week to discuss your recovery program.
11. You must obtain a sponsor, home group, commitment in that home group then provide your sponsor's contact info to management within the first two weeks of residency. This will be verified. You will not be phased up until you do.
12. You **must** have the first three steps completed with your sponsor within your first 30 days. You will have to discuss your experience with this to the house during the mandatory house meeting.
13. You are required to have full time employment and you are **not permitted** to quit a job without first discussing it with the house management. We do understand that you may not have a job immediately; you are expected to steadily search for employment until a full time job is acquired. Therefore we have a job search sheet that must be filled out each day with a minimum of 5 jobs applications daily during the work week.
14. Your room must be kept neat & clean, with your bed made at all times, rug vacuumed, kitchen area cleaned, which means nothing left in the sink at any time. Any trash needs to be disposed of in a timely manner. Any cooking must be cleaned up immediately afterwards.
15. You will be assigned a daily chore and a weekend chore **(these are mandatory as part of your stay.)** We will a chore is completed you must let management know by checking off the appropriate box on the chore check sheet

so that they are able to verify your chore is complete (failure to mark it on the chore sheet mean the chore is **NOT** complete)

16. All vehicles must have current tags and registration. Also, there will be no storage of non-working vehicles on premises.
17. No females are allowed inside the house or hanging around outside the house. If family comes to see the house you must have supervision by a senior resident prior to their arrival.
18. You cannot associate with any former resident of C.T.D.R. who has been discharged on a disciplinary basis except if at an 12 Step meeting, outpatient service or church.
19. If on probation or attending outpatient services you **must** work to fulfill all requirements that are asked of you
20. Bikes and other forms of transportation must be stored in appropriate locations; Security for these items will be at your own cost.
21. There are no visitors allowed on premises without prior approval from the house manager.
22. No congregating in front of the house
23. No loud music, TV, etc. When coming home past 9:00pm. You must be respectful of tile neighbors and house members. Noise is expected to be minimal at later hours.
24. There is no smoking allowed inside the house. Smoking must be done in the designated areas. All butts must be put in a can and emptied when the can is full.
25. No resident is allowed in another resident's room without prior approval from the senior resident
26. Any resident that is aware of a rule infraction and does not report it to the house manager right away, depending on the circumstance may be subject to discharge
27. All rooms are subject to inspections at any time; searches are also permitted at any point. These can be done with or without reason
28. Any delegation of the house coordinator will become a rule.
29. All medications will be locked up and only the person who is prescribe that medication will have the key with exception of the house coordinator will have access to all lockers for medication disposal. There are certain medications that are NOT APPROVED including but not limited to any and all sleep medication, cold medicine, gabapentin, Wellbutrin etc. Please ask management for details. We are not a psychiatric household, we do not have nurses on staff, and we do not have techs on staff. We do not dispense medications. If you are on any medications, you **MUST** be in outpatient services including group sessions, a 1 on 1 and seeing a psychiatrist. We ask that while in the household that you work to the best of your ability within the first 90 days to become completely abstinent of all psych medications and become God and 12 step reliant.
30. House shut down will occur if chores are not being done, the grounds and building not being cared for, or general attitudes are not in line with the house standards. This is done by discretion of tile house coordinator with assistance from the senior resident.
31. All rules and regulations are subject to additions and changes at the house coordinator discretion, house manager will have input on these issues

NAME of RESIDENT MEMBER: _____ **(Please Print)**

SIGNATURE: _____ **DATE:** _____

SIGNATURE of HOUSE MGR: _____ **DATE:** _____

Orientation Phase Rules and Requirements

1. Must be home by 10:00pm on weeknights and 11:00 on weekends.
2. Must attend **7 meetings a week**. Must have meeting sheet signed by chair of the meeting. While on orientation must go to meetings with house members or approved persons. House Big Book Study and Journey Church attendance are counted as a meeting. Must make arrangement with any job to be available for the weekly house meetings and church on Sunday mornings, check with the house manager for date and time.
3. Must make sure that room is tidy, clothes put away and bed made before leaving the house for any reason.
4. If you don't have a job you must spend 9-3 out looking for employment, list of job that have been applied to and interviewed with must be given to the house manager.
5. Must obtain a sponsor and provide the house manager with their contact information and have started your step work with completion of your first 3 steps and working on your 4th step within 30 days of residency.
6. If on probation or in IOP you must provide the house manager with their information and fulfil all requirements to completion.
7. All daily chores should be completed and the house manager informed at time of completion so chore can be checked.
8. All time off premises for any reason must be approved and you must sign out and back in when you return. You must be with a senior resident to leave home outside of work, probation requirements or intensive outpatient.
9. When work is obtained you must provide the house manager with you schedule. If your schedule changes you must provide on a weekly basis.
10. Within your first 30 days, you must attend Welcome to Church at Journey Church and get a commitment for Sunday services. This will be verified and you will be on Orientation phase until this is completed.

In order to move on to Phase 1 you **must** have a sponsor, home group, commitment in that home group and have started your step work within your **FIRST TWO WEEKS**. You **must** have no back rent balance and a job. Your attitude must be in line with house standards and you must have maintained no infractions in the past two weeks.

Phase One Rules and Regulations

1. Curfew is 11:00 PM on weekdays and 12:00 AM on weekends. When coming into the house, do so quietly to be respectful of the other house members and the Neighbors.
2. When leaving the house you must sign out, make sure that the house manager has information on where you will be.
3. You are required to make **5 meetings a week** and provide a signed meeting sheet, the house meeting and Journey Church attendance counts each as one meeting.
4. You must provide the house manager with your work schedule, if you work schedule changes weekly then it must be provided on a weekly basis.
5. All normal house rules apply; room must be kept neat, bed made before leaving for work. You are expected to do your daily chore.
6. You are expected to be a mentor to any residents on orientation phase checking up on them and showing them the ropes with the program.
7. You are required to be working with a sponsor in the 12 step program and must be completed your 5th step during this phase.
8. After 30 days in the household, you will have a performance review to see if you are a fit for our residency.

In order to move on to phase two you must show signs of being a role model in the house setting and maintain a positive attitude. You **MUST** be through your fifth step and be actively working your program. Have no back rent balance. House members are eligible for phase two 60 days from the date that they completed orientation phase and full completion of above requirements.

Phase Two Rules and Regulations

- 1: Required to make **5 meetings a week**, at this point you no longer need to get a meeting sheet signed. If it is suspected that you are not making meetings you can get put back on a meeting sheet.
- 2: You are expected to be home by 12 AM on weeknights and 1:00 AM on weekend. Please be respectful when coming in at later hours.
3. You are required to keep a neat room and make sure bed is made and tidied before leaving for work
4. At this point you are allowed to have one overnight bi-weekly or stay out for a weekend on a monthly basis. Information on where you will be staying and contact information will need to be provided before your departure.
5. Once on phase two you will be considered for certain managerial positions at the house.
6. When leaving the house, you still must sign out so that other house members can find you if they need you for any reason.
7. Attendance at weekly house meeting is still required.
8. You are expected to stay in communication with and mentor those on a lesser phase to show them the ropes and pull them up in areas that they might be struggling.

To move on to phase three you must have a positive attitude and be actively working your steps. By this point you **must** be working on your amends and **must be through all 12 steps** in total, staying in the maintenance steps (10, 11, 12) as well as actively looking up people to sponsor. You **must** be up to date as far as rent. Phase 3 is available after 120 days (4 months) from date of completing the orientation phase and completion of above requirements.

Phase Three Rules and Regulations

1. You are now eligible to move into a sober house with very little to no set structure with others who are in the same phase of their recovery.
2. Once on phase three we no longer are actively checking if you are making meeting, by this point you should see the importance of it and be going because you want to. The house meeting and Journey Church attendance is still expected.
3. There is not set curfew for this phase, but if you are still staying at a recovery house you need to follow the rules of the house that you are staying as far as cleaning and coming in very late
4. You are required to stay sober and though drug testing is infrequent at this point it is still something we can do if drug use is suspected
5. We hope at this point you will have grown to have a full life full of responsibility, friendships and meaning. We also hope that you continue to help the new members of our program by attending meetings with them and being a positive influence on them.

To be eligible for Graduation of the program you **must** have completed the 12 steps and be actively sponsoring others, actively participating in service to others and in the church community have a positive attitude and be actively working a program. You must be up to date as far as rent. This is available after the completion of 9-12 months from date of completion of the orientation phase. You will also be eligible for manager positions as they become available.

Connect The Dots Recovery Legal Agreement

I agree to follow all the rules and regulations that I received and was read on the date listed below. I read and understand all the rules that have been given to me and realize that infractions of these rules may result in my discharge from the residence. I read and understand that I have voluntarily installed the Life360 family locator application on my mobile device and give permission to Connect The Dots Recovery management and owners to use the GPS tracking application during my residency at C.T.D.R I waive my right to any and all legal action as a result of discharge due to rule infraction. I also agree to pay the \$175 per week for membership fees that is asked of me. I understand that if I cannot pay the rent due that this is also grounds for discharge and legal action may be taken for Connect The Dots Recovery to collect any unpaid balance. I also understand that any and all membership fees are final and non-refundable.

NAME of RESIDENT MEMBER: _____ (Please Print)

SIGNATURE: _____ DATE: _____

SIGNATURE of HOUSE MGR: _____ DATE: _____