

Supportive Living Program Guiding Principles and Agreements

The CARS supportive living program is designed with one goal in mind: to help an individual develop and maintain a recovery oriented lifestyle and reenter the community with the skills to maintain that lifestyle. The program's guiding principles are the methods by which residents can achieve that goal. Supportive living residents make agreements to abide by those guiding principles and demonstrate their compliance with the program goal. In other words, keeping the agreements helps residents build their internal accountability for creating and maintaining their recovery oriented lifestyle.

RESIDENT ACTIVITIES / TIME MANAGEMENT

Guiding Principle: Recovery oriented activities help residents gain interpersonal skills and increase self awareness around making healthy choices in recovery. Residents will commit to and engage in up to 35 hours of program and/or recovery related activities (including outpatient appointments, supportive living meetings, community support meetings, and education / volunteer work). Residents demonstrate their compliance with this principle through their weekly schedules.

Agreements:

_____ I agree to keep a weekly schedule, following the instructions of CARS staff, and hand in that schedule on Mondays (or Wednesdays if there is no morning meeting on Monday due to a holiday). Note: Handing in a schedule late is considered breaking this agreement.

_____ I agree to comply with all outpatient treatment recommendations (including chemical dependence treatment recommendations, mental health recommendations, and medical orders).

_____ I agree to build my sober support network through community based support meetings (such as AA, NA, Alanon, etc.) according to my individual service plan.

_____ I agree to attend the supportive living morning meeting on Monday, Wednesday and Friday from 9 – 10 a.m. I agree to contact the supportive living coordinator ahead of time if I need to miss the meeting. I agree to avoid making commitments that conflict with attending morning meeting.

OVERNIGHT PASSES AND VISITORS

Guiding Principle: Residents use overnight passes as a way to practice maintaining a recovery oriented lifestyle outside the structured environment of the program. Residents must be in compliance with program principles to be eligible for an overnight pass.

Agreement:

_____ I agree to follow the overnight pass policy at all times. I understand an overnight pass requires prior approval and is requested through the use of the pass request form. This form must be fully completed and handed in on Monday prior to the requested time (or Wednesday if there is no morning meeting due to a holiday). After two weeks in the program I may request an overnight pass (one night only). After one month I may request a two night pass. I understand that extended passes can be allowed if the activity is directly related to my service plan.

Guiding Principle: Being able to demonstrate appropriate decision making to preserve the safety of one's living space is an important skill in a recovery oriented lifestyle. Residents practice these skills when they have visitors in the apartment.

Agreements:

_____ I agree to follow the visitor policy at all times. I understand that visitors are defined as anyone who is not assigned to the apartment (including other CARS supportive living residents). I may have visitors between the hours of 9:00 a.m. and 10:00 p.m. without prior permission. I know I must be with my visitor at all times. I understand that visitors are not permitted on the 2nd floor of the apartment (with the exception of moving in or out and with CARS staff present). I agree that extended visitor hours must have prior approval of the supportive living coordinator.

_____ I agree that overnight visitors require an overnight visitor pass and the request must be submitted to the coordinator on the Monday prior to the overnight visit.

Note: The outside areas are considered a part of the apartment. No person is permitted to be on the property without someone from the apartment taking responsibility. If an unwanted person is on the property the residents should ask the person to leave. If the resident feels unsafe he/she should call the police.

CURFEW / QUIET HOURS

Guiding Principle: A healthy recovery oriented lifestyle involves having a regular routine. Residents keep a regular daytime schedule and strive to get adequate rest at night. Residents are also expected to be respectful of the others in the apartment who are trying to rest as part of their routine.

Agreements:

_____ I agree to follow the curfew policy. Night curfew is 10:00 p.m. Sunday – Thursday and Midnight on Friday, Saturday and approved holidays. Morning curfew is 6:00 a.m. (residents do not leave the apartments earlier than 6:00 a.m.). I understand that an extended curfew needs prior approval and is at the discretion of the supportive living coordinator.

_____ I agree to demonstrate my compliance with this principle by using the curfew call-in line (273-5500 x48) from the phone in my apartment (not a cell phone). When I call I will provide my name and the time of my call. I understand that calling in late is not keeping this agreement.

_____ I agree to keep quiet hours between 10:00 p.m. and 9:00 a.m. I understand that loud stereos, musical instruments, or television volume that disturbs my room mates is not allowed at any time. I agree to use headphones for stereo use after 10:00 p.m.

HOUSEKEEPING & APARTMENT RULES / MAINTENANCE

Guiding Principle: Building and maintaining healthy and respectful social relationships with housemates, landlords, employers, and neighbors are important in a recovery oriented lifestyle. Residents demonstrate these skills by following agreed upon rules & policies.

Agreements:

_____ I agree to maintain my room in a clean and sanitary state at all times. I will contribute towards keeping the common areas of the apartment clean and neat by keeping my agreements with my housemates regarding household chores.

_____ I agree to abide by the regulations of the Ithaca Housing Authority and Cayuga Addiction Recovery Services. These include: no pets of any kind; no alterations to the program site (including painting); no use of space heaters, kerosene heaters, or electric heaters; no use of air conditioners; windows and doors must be closed during the winter months (residents may be fined by IHA for breaking this rule); apartment doors must be kept locked at all times, even when clients are on the premises; no tampering with fire safety equipment (IHA fines may apply), telephone lines, or cable lines. No long distance calls may be made from the apartment without the use of a phone card. An unauthorized charge to the CARS telephone account may be charged to the resident.

_____ I agree to report all accidents and injuries (including visits to the ER via ambulance or personal transport) while in the supportive living apartments, at the outpatient building, or while on pass. Reports are made to the supportive living coordinator or other CARS staff by calling the outpatient clinic during regular business hours, or using the emergency on-call number during the evening and on weekends and holidays.

CARS outpatient telephone#: (607) 273-5500; CARS Supportive Living on-call telephone: 275-6471. (Always leave a voice mail message if staff does not answer telephone immediately).

DISCHARGE AND MOVING OUT

Guiding Principle: It is important to leave the program in a way that demonstrates the skills and abilities that were gained and practiced while here.

Agreements:

_____ I agree to follow the discharge and move out procedures. All residents must have a discharge plan in place, a discharge agreement, and complete an exit interview to receive a successful completion.

_____ I agree that moving out must be done in coordination with CARS staff and/or another authorized person (such as the resident assistant). Moving out must take place during business hours Monday thru Friday 9 a.m. – 4 p.m. Residents must make their own moving arrangements prior to their discharge date. The room must be left clean (all personal belongings removed, trash taken to the dumpster, furniture dusted, and floor mopped). The resident may remove personal belongings from the room prior to the move out inspection. The resident may not remove any CARS property from the premises. All keys (including personal door lock if applicable) must be returned to CARS staff on the day of discharge.

Note: With prior approval of CARS, there may be circumstances when a resident may leave belongings in the supportive living apartment after discharge. CARS is not responsible or liable for any loss or damage to the items left, and after 30 (thirty) days, the items will be disposed of at the discretion of CARS staff.

Client

Date

Witness

Date