

# HANNAH HOUSE POLICIES AND PROCEDURES

Our hope is to equip each of our women to have the relationships, skills, and mindset that will empower them to live purposeful, healthy lives. As a home that exists to serve women and honor Jesus Christ, all residents will be expected to comply with the house structure and expectations.

The Hannah House campus includes 109 S. 32<sup>nd</sup> St., 109 1/2 S. 32<sup>nd</sup> St., 113 S. 32<sup>nd</sup> St., and 121 S. 32<sup>nd</sup> St. When mentioned throughout the document, the term "Hannah House" refers to all residences within the campus.

Hannah House staff are considered mandatory reporters and must follow Montana law of reporting to proper authorities regarding knowledge of or reasonable suspicion of past, ongoing, or planned abuse, neglect, or harm to themselves or others.

## SECTION 1 – PROSPECTIVE HOUSE MEMBERS:

**1.1 Qualifications** – To be considered for admittance, prospective house members shall possess the following: a desire to pursue recovery, ability to get along with others, agree to abide by all house rules, ability to function within house demands and requirements, sober for a minimum of 30 days, a willingness to work their program, and the ability to meet financial requirements.

**1.2 Application Process** – Applicants will fill out the Hannah House application form, submit it to Hannah House Staff, and complete a follow-up call followed by a full interview with the Hannah House Supervisor and support staff. Staff will use discretion in selecting whether an applicant is a good fit for the program.

A copy of the completed and signed application form, the signed house agreement, the release of information, and a copy of the house member's photo identification will be placed in their file.

**1.3 Initial Fees, Payment, and Minimum Length of Stay** – Rent is \$425 per month, \$50 of which is used as a recurring savings deposit. Rent is due by the 5th of each month. An income-based scale is available for women attending full-time treatment for the first three months of the program. New residents must commit to 6-9 months at the Hannah House. The length of stay for each resident will be determined individually based on their commitment to growth in recovery.

- After 12 months, residents will be moved to a graduated rent payment. Rent will go up \$25 every 2 months.

## **TRANSITIONAL UNITS**

Note: Residents who have been a Hannah House member for at least six months and have started The Genesis Process can be considered for a transitional unit based on availability.

1.4 Hannah House Transitional Unit 113 and 109 ½ Initial Fees, Payment, and Minimum Length of Stay – Rent will begin at \$550, \$50 of which is used as a recurring savings deposit. To be eligible to live in the transitional unit, a resident must be current on rent, in good standing, and able to pay rent immediately for the full month. Rent is due on the 1<sup>st</sup> day of each month. The length of stay for each resident will be determined individually.

## **SECTION 2- PROGRAM PHASES**

*Note: During each phase, residents are required to attend the weekly house meeting & Bible Study on Thursday nights from 6-8 p.m., attend a weekly case management meeting, and comply with all house expectations stated in Section 3. Active participation in the life of the house is important during each phase.*

### **Phase One- Orientation**

In this phase, we are looking for willingness. If you are not willing to do the hard work of recovery (meetings, homework, accountability, teach-ability, participation, job-searching), and if you're living a "double life" (one foot in recovery, one foot out), the Hannah House is not the right place for you. This is considered a probationary phase, which means at any point a resident can be asked to leave.

#### **Expectations for Phase One:**

- Are required to attend at least one meeting per day until a home group is established. Must turn in meeting slips.
- Attend all weekly Hannah House meetings (Case management, bible study, house meeting, mom meetings)
- Start building a support network outside of the home (sponsor, mentor, meetings, faith community, bible studies, sober activities, etc.)
- Invest in personal health (counseling, physical check-ups, dental, meal planning/ nutrition, self-care, sleep schedule)
- Job search including resume building, Dress for Success, and interview practice. Must turn in a weekly job search log to staff.
- Residents must make plans in advance for necessary rides. Staff must be asked at least 24 hours ahead of time.
- If working towards reunification, children cannot visit the home during this phase.
- Residents will make personal goals based on life skills assessment, including attitude,

sobriety, treatment plan, parenting, legal, transportation, spiritual, and housing.

- Resident must sign up for Section 8
- Must obtain employment within the first 30 days.
- Individual treatment plans will be made with the house case manager.
- Additional expectations may be added at any point by HH staff.

### **Phase Two- Stability**

The focus of this phase is to find sustainable employment and move towards financial stability in their recovery.

#### **Expectations for Phase Two:**

- All expectations for past phases continue to apply.
- Minimum of two meetings a week. Meeting slips are to be turned in to case management weekly.
- Residents will start budgeting and keeping track of receipts in this phase.
- If working towards reunification, children may start overnight visits based on the CPS worker's discretion.
- Must find a sponsor/mentor.
- Be working towards Hiset (if needed)
- Be working at least 25 hours a week at minimum.
- Resident will be expected to start The Genesis Process.
- Additional expectations may be added at any point by HH staff.

### **Phase Three- Transition**

Each resident's weekly routines should be well established by this phase. This phases focus on learning to manage and thrive in one's routine. The 'survival mode' mentality from life before may start to lessen during this phase and move towards healing and restoration.

#### **Expectations for Phase Three:**

- All expectations for past phases continue to apply.
- Resident may be referred to agencies, groups, or classes to encourage further healing from trauma and drug use.
- Resident will complete bi-annual assessments and make new goals with the case manager.
- Resident will continue to budget with less monitoring and start a savings account.
- If working towards reunification, children may be reunified full-time based on the CPS worker's discretion.
  - Residents with children will make goals based on each child's needs and complete a safety plan.

- Resident will meet with staff and other mothers in the home to discuss communal parenting expectations.
- Resident will need to complete The Genesis Process.
- Additional expectations may be added at any point by HH staff.

#### **Phase Four- Exit Phase**

Residents have fulfilled their minimum length requirement and may plan to move out to a healthy next step supported by their treatment team and Hannah House staff. Residents may also choose to stay at the Hannah House and continue to work on new goals. We are a transitional home that encourages growth; it is very important that each resident continues to pursue healthy growth in recovery, work, education, parenting, and personal life with new goals to prevent becoming stagnant or too comfortable.

- All expectations for past phases continue to apply.
- Resident will complete bi-annual assessments and make new goals with the case manager.
- Resident must continue to actively participate in the home and pursue personal growth.
- Rent will be due at the full amount at this phase: \$550/mo. Graduated rent will also apply in this phase as long as the resident has resided in the home for 12 months.

### **SECTION 3 – HOUSE EXPECTATIONS**

*Note: Each resident is required to follow all expectations regardless of what phase she is in. Hannah House staff reserves the right to change or make additions to the house rules at any time.*

3.1 Policy Prohibiting Alcohol and Non-Prescribed Drugs – Alcohol, illegal drugs, or non-prescribed drug use or possession are strictly prohibited. ALL HOUSE MEMBERS WILL BE SUBJECT TO RANDOM DRUG SCREENS and/or ROOM SEARCHES. Refusal to take a drug test will be considered a positive. **Residents are responsible for the chemicals and food they ingest. If it causes a false positive on urine analysis, it will be treated like a positive. See Relapse Repair Policy.**

3.2 Prescription Drug Policy – All prescription and over-the-counter drugs being taken must be disclosed to Hannah House staff prior to admissions and/or taking it (if received after being admitted to house). It is the house member's responsibility to notify HH staff when there is a change to medications. If a house member is prescribed psychotropic medications, the house member must continue taking them to stay in the house. Prescription medications must be taken in the dosage and frequency as prescribed and must be kept in a lockbox. Abuse of medication can be considered a relapse. Prescribed stimulants of any form, including adderall, ritalin, concerta,

and dexedrine, are not allowed. Methadone is also not permitted. Prescribed anxiety medication such as clonazepam, xanax, and klonopin are also not allowed. Taking or possessing prescription drugs that are prescribed to someone else is prohibited. House residents are to attend all medical and mental health appointments. Staff reserves the right to randomly check and perform pill counts.

If a resident undergoes a procedure that results in a prescription of pain medications of any kind, staff will fill the prescription for the resident and administer the medication as needed.

3.2a Long Term Opioid Taper Policy -All residents utilizing Medicated assisted treatment are required to establish a medically supervised taper plan in coordination with a qualified healthcare provider, with the provision that Hannah House restricts the maximum allowable dose to up to 12 mg. Residents are expected to taper over the course of 4 months and are expected to be completely tapered by the 6 month of living at the Hannah House. If a resident is unable to meet these requirements Hannah House will initiate a 2 month exit plan with the resident to help them find other sober living accommodations. Residents will be allowed to hold 2 to 3 days worth of medication on them at a time. They are expected to keep all medication locked in their assigned lockbox. The remainder of the medication will be locked up in a safe in the Hannah House office. Compliance with this policy is mandatory and contributes to the safety and well-being of the Hannah House community.

3.3 Violence – Violence or threats of violence can result in immediate eviction. Arguments between house members are also prohibited. Yelling, cursing, and disruptive behavior is prohibited. If there is a dispute between house members each member is asked to use “the floor” technique and “I feel, when you, and I need” technique to resolve conflict. If residents are unable to settle disputes between themselves, HH staff will help mediate. Aggressive behavior that results in someone getting in another resident's personal space will result in automatic eviction from the house.

3.4 Curfew – Curfews must be followed unless other arrangements are made in advance with staff. During the first phase, house members are required to be home by 10pm. Starting in the second phase residents curfew will be 10 pm Sunday through Thursday and 12 am on Friday and Saturday. If a resident is placed on probation, curfew will be set by the house supervisor.

3.5 Self-Help Programs - Residents are required to find a home group (AA, NA, CR, PAR), attend at *least* twice a week, and find a sponsor/mentor while in the second phase of the program. Attending meets more frequently is highly encouraged. In the case of a relapse a resident will be expected to attend meetings daily per our relapse policy.

3.6 Meetings – Participation in individual program treatment groups, one on ones with the case manager, and weekly house dinners and meetings are mandatory. After Phase 1, meetings with the Genesis Coach are required.

3.7 Cleanliness - House members are expected to complete assigned chores by Wednesday evenings at 9pm. If chores are not completed, resident must complete an additional assigned chore and pay a \$10 fine per chore. Second offense: resident must complete an additional chore and will receive a write up form. Third offense: resident will be put on disciplinary probation and handled on an individual basis. Residents also must keep up with personal and personal space hygiene, including regular showers, washing hands, and laundry as needed.

Residents must always clean up after themselves as messes occur. Do not leave a mess to clean up for later. Each resident is assigned a sanitation day where they are required to sanitize, take the trash out, empty the dishwasher and sweep the floor at the end of each day. Food may only be consumed in the kitchen or dining room, and not in other common areas such as the living rooms or basement. Failure to comply with these expectations will result in the same offense process as missing a chore stated above.

3.8 Bedrooms – House members are expected to keep their bedrooms clean and neat at all times. HH staff have the right to enter any room at any time. Consuming and storing food in bedrooms is discouraged due to potential issues with spiders, mice, ants, and other bugs.

Each bedroom will contain a comforter and sheets that are expected to remain in the room unless residents supply their own. If a resident damages bedding and/or furniture, they are expected to replace it.

3.9 Behavior – House members are expected to act in a respectable and honorable way. No pornography or sexual activity on premises; this includes sex toys, masturbation, things of a pornographic nature, etc. No fighting, no stealing, no lying, and no behavior that is not conducive to recovery. Intimate relations between House members are **NOT** allowed. All areas on the main floor of the Hannah House are considered “common areas” and expected to be kept picked up. The yard is also considered a common area. Rules of common courtesy, respect, cleanliness, and cooperation are in order. No sleeping/napping in common areas. House members are expected to be good neighbors, not just “non-disturbing” neighbors. Each house member will respect each other and each other’s property.

NOISE LEVEL: Be courteous to all including your roommates. Keep the volume of TVs and stereos in rooms at a reasonable level. TV and stereo in common areas are to be kept at a minimum to be

courteous to other residents that may be resting. If the volume can be heard outside of the common area, then it is too loud. Quiet hours are from 9 pm to 7 am.

3.10a Visitation – Visitors require prior approval and must meet with house staff. Once approved, resident must inform housemates of visitors prior to arrival. Visiting hours are between 9am and 9pm. Visitors must abide by all house rules and are expected to be clean, courteous, and sober at all times. Guests may not stay overnight and must be escorted by the host house member, who is responsible for the guest while in the house. Guests are not allowed in any bedroom and will be required to vacate the property for any violation of house rules or procedures. Male visitors and significant others are not allowed in the house. Exceptions may be made for male guests/family members at special events with prior approval of House staff.

Visitors (male and female) are allowed on the front porch between 9am and 9pm. No prior notification required. PDA is not allowed on the premises.

3.10b Transitional Visitation Policy – Visitors (male and female) require prior approval and must meet with house staff. Regular visiting hours are between 9am and 9pm. Resident must inform staff of any visitors during regular visiting hours, and must get approval for any visitors staying past 9pm. Visitors may not be under the influence of drugs or alcohol, and must remain in common areas at all times.

3.11 Smoking – Smoking and vaping are not allowed inside the house at any time. Both are allowed outside in designated areas provided that the ashes and butts are disposed of in the proper containers.

3.12 Eviction – House members can be asked to vacate premises without notice at any time. Personal items are expected to be removed immediately upon eviction. Hannah House is not responsible for storing personal items after a member has been exited from the home. Personal items left on premises will be donated to a charity of our choice upon seven days after exiting the program.

3.13 Working – All House members are required to work and must be working or have employment within 45 days of move in date. Hannah House staff are able and willing to assist residents in developing a resume and job hunting.

3.14 Following the Law – All House members are required to abide by the law, as well as by conditions of Probation & Parole.

3.15 Babysitting - Mothers involved with CPS must follow the guidelines of CPS and may not babysit other children while CPS has temporary legal custody of children. No resident is allowed to babysit other residents' children overnight.

3.16 Pets – Pets are not allowed inside the home. Residents may not own pets while living in the home.

## **SECTION 4 – POLICY/GUIDELINES/PROCEDURES**

4.1 Chain-of-Command – All house member questions, concerns and comments are to be directed to the Case Manager and Hannah House Supervisor. All conflicts are expected to be brought to the Supervisor’s attention immediately. Staff will guide house members on how to take ownership in reflecting and resolving the conflict. Conflicts are to be expected in sober living from time to time, and learning to deal with conflict is part of recovery. However, confrontations will not be tolerated. Physical confrontations will result in immediate eviction.

4.2 Disciplinary action and probation – The Hannah House Supervisor will individually address any concerns and all situations in which residents are not abiding by house expectations. The house resident will receive disciplinary write-ups referencing noncompliant behavior. Staff will discuss the issue with the resident and make a plan to correct the behavior/concern. If negative behavior continues, based on the discretion of staff, the resident will be asked to “correct or vacate” Three write-ups within the duration of a residents stay will result in the resident being asked to exit. Each write up will result in being placed on a 30 day probationary phase.

Disciplinary probation includes:

- Resident must turn in all paychecks to staff for monitored spending.
- Resident’s curfew is set by the house supervisor.
- Residents must turn in a weekly schedule to be approved by staff and check in with staff daily within business hours.
- More regulations may be added based on a case-by-case staff discretion.
- If negative behavior is not corrected within 30 days then the resident is choosing to leave and will be given 24 hours to vacate. If personal belongings are left in the home for 7 days or more, staff must donate belongings.

4.3 Extended Curfew/Overnights – Overnight/weekend passes may be granted at the discretion of HH staff if the following criteria are met:



- The House member has completed the probationary period of 30 days and is in good-standing with the house (this includes employment).
- The House member must have completed chores by designated time, be current on rent, and have a clean room.
- The overnight pass slip has been filled out in its entirety and signed approval by staff 48 hours in advance.
- It is the House member's responsibility to inform staff if their work schedule does not allow for compliance with curfew and provide copies of work schedule.
- Breaking curfew by more than 1 hour is considered an unexcused absence and will be asked to leave.

#### Overnight Policy for Parenting Mothers:

Mothers and children living at the Hannah House are there for the purpose of reunification and/or developing vital parenting skills. We desire for our moms to be fully invested in their children at all times. We require that any time a mother has an approved overnight absence, her child is either with her or in the care of a responsible party outside of the Hannah House. Housemates may not care for other people's children overnight.

#### 4.4 Children – Code of Conduct

At the Hannah House, we take the responsibility of raising and caring for children very seriously. That being said, our highest priority is to ensure the safety of children at all times. While we recognize that parents are responsible for their children, we also recognize that each house member is responsible for their own behavior and the way in which that may impact a child. There are four areas in which we desire to specifically address safety:

- Parental Involvement
  - Parents are responsible for knowing where their children are at all times. Parents must practice mindfulness to ensure that children are not engaging in activities that are harmful to themselves or others. Parents shall be informed of all planned activities regarding their child.
  - As a member of the Hannah House family, we ask each house member to be alert and aware regarding child safety. This ranges from removing or keeping a child from a physically, emotionally, or mentally harmful situation. This requires each parent/house member to be mindful of the words they are using, their actions, and entertainment they are engaging in, as well as to hold one another accountable in these areas.
  - Children under the age of 5 should not be left unattended. Children should never be left alone with another child without supervision (especially upstairs or in the basement).

- Children must be fully dressed at all times when outside their bedrooms. Dressing and changing diapers and clothing must happen in a bedroom/bathroom with a closed door. Bathroom doors must be closed when adults and children are showering/taking baths.
- Sexual or pornographic activity is not allowed at the Hannah House in part to protect children. This includes sex toys, masturbation, things of pornographic nature, etc.; exposure to these can cause harm to the child.
- Breastfeeding in common areas: breastfeeding mothers must be fully covered at all times.
- Verbal Interaction
  - Words can be used to support and encourage a child, such as praise, positive reinforcement, and appropriate jokes.
  - Inappropriate verbal interaction includes the following: shaming, belittling, humiliating, name calling, using harsh language that may frighten, threaten or humiliate a child, cursing, or making derogatory remarks about the child. Adults should avoid favoring or showing differential treatment to particular children or youth to the exclusion of others.
  - Inappropriate verbal interaction also includes telling off-color or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or inappropriately discussing sexual encounters or desires with or around children.
- Touch
  - Because healthy, caring touch is valuable to children but unhealthy touch is abusive, the following guidelines apply. Touch shall be open rather than secretive. **Touch should be in response to the need of the child and not the need of the adult.** It should be with the child's permission and any resistance from the child should be respected (unless doing so would expose the child or another person to the risk of injury). Touch should always communicate respect for the child.
  - Adults should avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, bathing, etc. Adults and other youth or children should not hit, slap, pinch, push, or otherwise assault children.
  - The following behaviors between adults and children are inappropriate or may be perceived as inappropriate and shall not be engaged in: touching buttocks, chests, genital areas, or thighs; showing affection in isolated areas or when alone with a child; sleeping in bed with a child (that is not your own); inappropriate comments that relate to physique or body development; flirtatious or seductive looks; any form of affection that is unwanted by the child; showing sexually suggestive videos or playing sexually suggestive games with any child; any behavior that could be interpreted as sexual in nature.
- Technology

- Technology should be used appropriately to protect children or youth from abuse and exploitation; for example, to prevent downloading pornographic material from the Internet, access to inappropriate emails, chat rooms, or movies. To prevent this please refrain from allowing children access from technology that would have this present on it or would make it accessible. Monitor children's interaction with technology.
- Please refrain from listening to music with sexually inappropriate or violent lyrics and from watching TV/movies with inappropriate language, violence, or sexual scenes, etc. when children are around. This also protects the child from triggers.
- Personal Property/Child Toys
  - House expectations are that as a parent you are responsible for making sure your children are picking up after themselves. We view this as an opportunity to teach your children how to manage their own toys and take care of their personal property. Staff has provided bins for house toys and expectations are that parents will be enforcing their children personally. If not, staff will step in and ask that the responsible party and their children clean up after themselves.
  - In the event that adults are babysitting/watching another's child in the house, they must ensure that children pick up play areas and that the kitchen and other parts of the house are kept clean.
- Sick children
  - We recognize that children will get sick from time to time. Life at Hannah House is community living and we want to avoid the spread of germs and sickness as much as possible. Above all, we ask that each resident be conscious of others when their children are ill. If kids are too sick to go to school or daycare, here are the appropriate steps to take:
    - Keep kids at home if:
      - They have a temperature higher than 100 degrees even after taking medicine.
      - They are throwing up or have diarrhea.
      - Their eyes are pink and crusty.
      - They have a severe croup cough and runny nose.
    - Contact your pediatrician if:
      - They have a temperature higher than 100 degrees for more than two days.
      - They have been throwing up or have diarrhea for more than two days.
      - They have had the sniffles for more than a week, and they aren't getting better.
      - They are feverish, lethargic, and not behaving normally.

- They still have asthma symptoms after using their asthma medicine (and call 911 if they are having trouble breathing after using an inhaler).
- What channels to go through when the kids are sick:
  - **Contact your pediatrician first** - Most likely you will be able to be seen, it may not be by your pediatrician, but you will receive care more quickly than if you go anywhere else.
  - Contact Same Day Care if a pediatrician cannot get them in within the same day.
  - Always call your pediatrician to tell them what's going on and ask them if you should go to the ER. Generally, your pediatrician should have an after-hours number. If the sickness/emergency cannot wait for a call back, proceed directly to the ER if your child has the following symptoms:
    - Severe reaction to medication (hives, swelling, troubled breathing)
    - Broken bones
    - If your child has had a fever over 104 degrees with medication for over 7 days
- We ask that when a child is sick, moms do their best to do the following:
  - Avoid common areas as much as possible. Please stay in bedrooms with children.
  - When present in common areas (especially the kitchen), please sanitize everything after use (countertops, chairs, sink, light switch, door knobs, fridge door, high chairs, etc.). Sanitize bathrooms thoroughly after kids use the toilet, tub, or sink.
  - If kids are sick and have played with any toys, please sanitize the toys (spray them down with provided Clean Smart child-safe disinfectant spray).
  - Take care of yourself so you don't get sick as well!
  - Sanitize, sanitize, sanitize.

#### 4.5 Reunification of Children

At Hannah House, we believe that it is vital for each mother to establish a firm foundation prior to being fully reunified with her children. Because of this, we do not rush reunification. We take time to get to know each resident of the House, holding them accountable in setting goals and making healthy decisions. As a mother works to meet the requirements of her treatment plan, we provide support. While each case is different, and decisions regarding each reunification are ultimately up to the discretion of House staff, reunifications typically follow the following timeline:

##### 4.5a Reunification Plan

1-3 months: Mother works to meet treatment plan, begins employment, completes treatment groups, meets regularly with the care team (DFS worker, PO, counselors, HH staff, etc.) and begins parenting class. Mother continues regular supervised visits with child(ren). Mother and House staff regularly update DFS worker.

2-4 months: Mother begins supervised visits with child at Hannah House. Unsupervised visits begin at the discretion of staff, DFS worker, and other relevant members of the care team. Mother in conjunction with staff will identify goals for each visit based on identified needs of the child. Staff and mother will regularly work on identifying areas of personal growth in parenting.

3-6 months: Following regularly established visits at Hannah House and in tandem with DFS worker's approval, child/children begin to have overnights with mother. Staff and mother will prepare for each overnight visit, continuing to identify goals. Single overnight visits will transition to multi-night visits as staff determines appropriate, and finally, to full time placement with mother at the house. Full time placement is based on approval of staff and determination of DFS.

We expect that children are assessed and receiving age-appropriate counseling services as they transition/have transitioned into their mother's care.

#### 4.5b Child Visitation

State custody: In circumstances in which a child is under custody of the state, House staff will coordinate visits with a mother and her DFS worker. Visits will initially be supervised by staff. Staff, in tandem with DFS, will graduate mothers to unsupervised visits when appropriate.

#### Supervised visits at HH:

- Staff and client will create schedules a month in advance.
- Initial supervised visits: 2 hours.
- Staff and resident will assess the needs of the child and set goals to meet those needs during the visit.
- A signed medical release is required for supervised visits.
- Per agreement with DFS worker, visits will increase to unsupervised. Visitation frequency and schedule will be determined on an individual basis by staff and resident.
  
- Non-state custody: In circumstances in which a child is under the custody of another adult (DFS is not involved), House staff will meet the child and supervise initial visit to the House. Depending on initial assessment and needs identified, staff may continue to supervise and create visitation plans with residents.

- 4.6 Moving – House members may move to a different room, when a room opens up and will be based on the needs of the resident. House supervisor must approve the move. Resident must return to their previous room to move in condition; specifically, remove all trash, vacuum, clean all surfaces and other dirty areas, and put clean sheets on the bed. Failure to clean the room within 48 hours of moving rooms will result in a \$20 fine.
- 4.7 Valuables – We discourage house members from lending or borrowing other residents' belongings or money. If you do lend or borrow anything, you do so at your own risk. Hannah House is not responsible for house members' personal property. Bringing valuables into the house is at the house member's own risk.
- 4.8 Emergencies – The police should be called first in the case of real emergencies. Call 911 for medical emergencies. The house staff member that is on call must be notified of any emergency or serious incident. If you observe suspicious or concerning activity around the premises, call the non-emergency number listed on the phone list on the fridge. Always notify the staff person on-call when an emergency call is made.
- \*Typical staff hours are from 8am-5pm, Mon-Fri. Outside of these hours, any emergencies must be reported to the on-call staff person. If you need to notify staff of something that is NOT an emergency, wait to contact staff until staff hours. You can also reach out to the Residential Assistant for extra support.
- 4.9 Computer Etiquette – Rules of common courtesy apply. No house member shall monopolize the computer. The computer shall not be used for pornography, gambling or any illegal activities.
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- 4.10 Phone Etiquette – Rules of common courtesy apply. No house member shall monopolize the house phone. The house phone shall not be used for any inappropriate or illegal activities. House members are asked to take messages for other house members.
- 4.11 Laundry Etiquette – Use appliances at your own risk. Hannah House provides laundry facilities as a convenience and does not assume responsibility for any damage to clothing or loss. Please do not overload machines. Irons must be unplugged when not in use. All house members must be attentive to their laundry and must complete laundry in a timely manner. Laundry should be washed, dried, and put away within the same day. Laundry room is only to be used by and for house residents; no outside laundry allowed. Laundry hours are from 9:00am to 9:00pm and residents are required to sign up to do laundry in 4 hour time blocks.

- 4.12 Rent & Savings Deposit – House rent is due at the beginning of each month. It is the House members' responsibility to contact the staff to make payment or to make arrangements for payment.
- Rent payments are to be made between the 1st and 5th day of each month. If a resident is unable to pay for rent in a single payment, they must create and adhere to a payment plan with their case manager, with the expectation that payments are made bi-weekly. The resident must make it a goal to work up to a point at which all rent is paid by the beginning of the month. Rent is paid in the form of a money order.
- Prorated rent will be determined by calculating \$14/day for the total number of days of a partial month a resident is living at the main house, either for moving in or moving out (in good standing with 30 day notice). Residents of 113 will pay a pro-rate of \$18/day.
- The resident's savings is given upon move-out, providing the resident does not owe rent and the room and its original conditions are intact and in good condition. In the event that a resident is asked to move out, they will have 48 hours to pack their belongings and clean the room. Must be completed during regular work hours. A minimum of \$200 of the savings will be held if a resident requires her room to be packed and cleaned upon leaving the house.

A resident moving out of the house in good standing will receive matching funds of their savings deposit up to \$500.

- 4.13 Relapse – A House member who relapses (uses alcohol or drugs) may be asked to leave. In the case of a relapse and the resident is not asked to leave. These are the relapse repair steps to be taken by the resident...
- Isolation is required for the first 72 hours after a relapse with minimal exposure to other housemates and children.
  - In the event the resident has an open CPS case, staff is required to notify resident's social worker within 24 hours of residents relapse
- Resident must attend at least 1 meeting a day for 2 weeks. These can be a mix of virtual and in person. The resident must attend at least 2 in person meetings a week. In the case that no meeting is possible, residents will be required to call and talk to one of the Hannah House staff to check in to see how they are doing. **MEETING SLIPS WILL BE REQUIRED FOR ALL MEETINGS, INCLUDING PHONE CALLS.**
- Resident will have a curfew of 9 pm for 30 days.

- 4.14 Fire Safety - Fire prevention is everyone's concern and responsibility. Practice safe habits, smoke only in designated areas, and be aware of the fire extinguisher locations and how to use them for small fires only. Know how and when to call 911. Please do not have or burn candles or wax burners in rooms.
- 4.15 Overdose and Narcan - Hannah House will thoroughly train and equip staff and residents to prepare for opioid overdose emergencies. It is the policy of Hannah House for trained staff to administer, in accordance with state law, to persons suffering from opioid overdose at the earliest possible time to minimize chances of a fatality. Narcan is visibly located and marked in all residential homes within the Hannah House campus so that staff and residents can administer in the case of an overdose.
- 4.16 Driving/Automobiles on the Property - Drivers must be licensed and insured. Cars must have current registration to be parked on the property. No exceptions. Operating any vehicle without a valid driver's license is considered breaking the law and will not be tolerated.
- 4.17 Large Purchases - All purchases over \$300 must be approved by the case manager and/or house supervisor. A budget must be filled out ahead of time and gone over with the case manager before this purchase will be approved. If approval is needed through probation and parole that will be required also before the resident will receive approval from the Hannah House staff.
- 4.18 Confidentiality – Hannah House Staff keep all personal information confidential. We require a release of information to be signed with counselors, case workers, parole and probation officers, and other individuals/agencies who are part of each House member's treatment team. Staff abide by strict confidentiality policy.
- **Staff are considered mandatory reporters, and in the event of having knowledge of or reasonable suspicion of past, ongoing, or planned abuse, neglect, or harm of residents, children, or others. Staff is required to report to proper authorities. When moving into the Hannah House, residents are committing to full transparency with the Hannah House staff, P&P, court, and treatment teams.**
- 4.19 Pantry – The Hannah House provides pantry items for use for all members of the house. Meals cooked with pantry items are for residents only. If a resident makes a meal for someone else, they are to use their own ingredients.



- 4.20 Open Door Policy - The staff at Hannah House Ministries are always on hand to offer support and advice to you as a resident. If you are ever experiencing difficulties or have any issues or concerns regarding the house or a resident please speak to a member of our staff.
- The House staff will be happy to meet with you confidentially should you wish to discuss any aspect of your personal experiences while living at the house. As a Hannah House resident, you may and will have a unique perspective on the daily activities of the Hannah House and it is our policy to be accessible to you to express any/all concerns regarding staff, community residents, children or volunteers involved in the house. If you have any observations, issues or notice anything that you think could be better managed or implemented, please let a staff member know.
- Our focus is to continually evolve and improve our services and care at the Hannah House and so we welcome your views and comments. While we may not be able to implement all suggestions, we will certainly listen and give thought to your concerns.
- You understand and acknowledge that Hannah House is a ministry of Community Leadership and Development, Inc. You understand that you will reside at Hannah House as a lodger and not a tenant with rights of possession or exclusive use of space. Residents of Hannah House are not considered tenants and as such are not protected under tenant's rights laws. A resident can be asked to move out immediately without the due process of eviction procedures.
- By signing below I acknowledge that I have read and understand all of the rules, requirements and policies listed above and understand that **NON-ADHERENCE TO THESE RULES AND RESPONSIBILITIES CAN BE CAUSE FOR IMMEDIATE EVICTION.**

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HH Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_