



**JORDAN MATTHEW HOUSE**  
**GUEST RESIDENT HANDBOOK**

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## **JORDAN MATTHEW HOUSE**

### **INTRODUCTION TO THE RESIDENT POLICY MANUAL**

Welcome to the Jordan Mathew House (JMH) a Resilient Homes, Limited Liability Company. We congratulate you for your continued effort and desire to further your recovery. We believe the Jordan Mathew House is able to meet your needs and support you in your transition back to the community.

The JMH is a monitored recovery residence that promotes recovery through self-efficacy and self-determination. Attending 12 step meetings is NOT a requirement. We encourage our guest residents to explore different pathways of recovery and find what works for them. Guest residents are held accountable to participate in their own recovery and are encouraged to meet with our case manager twice a month to follow-up with recovery goals.

There is a ZERO TOLERANCE policy in place concerning the use of drugs and alcohol, as a guest resident of this sober living community ALL guest residents are to remain abstinent from the use of illicit drugs, alcohol and non-prescribed medication, failure to do so will result in residential termination.

With an all-inclusive atmosphere our guest residents are given the opportunity to plan and participate in recreational outings that are held quarterly. Such outings will be discussed at our weekly house meetings. We encourage our guest residents to take advantage of all the opportunities offered here at the Jordan Matthew House.

### **DECLARATION OF NON-DISCRIMINATION**

The Jordan Matthew House for Women does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **MISSION**

It's the mission of the Jordan Matthew House to provide opportunities for guests to reach their goals by focusing on the needs of each individual and assisting them along the way.

## **VISION**

Jordan Matthew House strives to be a place where those in recovery can reach and sustain long-term stability by empowering its guests to take part in their recovery.

## **ELIGIBILITY REQUIREMENTS**

JMH makes every effort to ensure that guest residents meet the criteria for this level of care. In order to be accepted into this recovery residence applicants must identify as a male over the age of 18 who meets the DSM-V diagnostic criteria for a Substance Use Disorder and must pass a drug test. Applicants must also be medically stable and not at risk of acute withdrawal. In addition, all applicants must have a source of income or someone willing to pay on their behalf before being accepted to the JMH. JMH accommodates guest residents on Medication Assisted Treatment and ALL prescription medications, please refer to our medication policy.

## **POLICIES AND PROCEDURES**

We believe that providing a safe, structured environment with clear expectations will aid in your recovery process. We do not offer a daily program of activities or groups as all guest residents are required to work, go to school or be active in the community for a minimum of 30 hours per week. However, participating in weekly on-site house meetings and 12 step commitments are required and case management is strongly encouraged.

All guest residents are expected to follow the policies and procedures as laid out in this handbook and as directed by staff on duty or the owner/director. The JMH expectation is that you schedule all appointments around the house schedule. We expect that you will make a priority of and manage your life around your recovery throughout your stay with us.

## **ORIENTATION**

Guest residents are placed on a 14-day probationary period upon entrance. This period gives the guest resident an opportunity to acclimate to the JMH structure, policies and procedures. It allows the guest resident and the director a period of time to determine whether this is an appropriate fit for the resident and the resident's needs. Guest resident will have a curfew of 9:00 pm with the exception of work, in which case guest resident will be asked to provide a work schedule.

Guest residents may be outside on-premises from 9:00pm-curfew. Must sign-in first.

Guest residents are encouraged to meet with our case manager twice during the probationary period in effort to establish a relationship with our case manager and to build a weekly routine from 9a-3p for those who are not yet working or active in the community. During case management sessions guest residents are encouraged to identify needs, (identification needs, employment needs, mental health needs etc.) develop goals and create a recovery plan.

Guest residents automatically transition off of this probationary period upon completing their initial 14 days of residency.

## **MEDICATIONS**

With the exception of asthma inhalers, nitro glycerin heart tablets and other life sustaining medications, all medications for our guest residents living in one of our entry-level units (1<sup>st</sup> and 2<sup>nd</sup> floor) will be kept in the office under lock and key or combination code. All meds must be taken under supervision during medication pass (med pass). Med pass is Mon-Sun from 8:00am-9:00am and 6:45p-9:00p. Guest residents may pack their 12pm and 4pm medications the morning of or the night before the dose is to be taken. Guest residents that have turned in their weekly schedule may pack morning or evening meds if their schedule reflects that they are working or are enrolled in a structured day program during those med pass hours.

Each guest resident will be assigned a locked medication box and will be permitted to retain a 7-day supply of their medications in a separate pill container kept in their locked medication box. All 7-day planners must be refilled on Wednesdays after the house meeting. Guest resident will be responsible for the key or code to the lock box, there is a \$20 fee for a lost key or code in order to replace the box.

Medications that can be abused are placed on our watch list and those medications must be signed for and their quantity accounted for in front of a staff member each time it is taken.

Guest residents are not permitted to bring medications (including medication refills) into the residence outside of office hours, which are M-F 8:00a-4:00p Sat & Sun 8:00a-9:00a and Mon-Sun 6:45p-9:00p. Residents are required to turn in to the office any and all medications immediately upon returning with them.

## **DRUG/ALCOHOL URINE TESTS**

All guest residents are required to submit to two (or more) mandatory urine drug tests per week and random quick cup tests at any time when requested by an authorized staff member. Quick cups are not given upon request of a guest resident.

The following violations will result in **IMMEDIATE RESIDENTIAL TERMINATION**:

- Refusing to submit to a mandatory or random urine test will be considered as positive for alcohol and drugs.
- Refusing to allow an authorized staff member or lab technician to witness your peeing into the test sample cup will be deemed as a refusal. Guest residents must comply with tester instructions at all times.
- Using any substance in order to thwart or otherwise contaminate a urine sample such as but not limited to: Vaseline, wizards, bleach, etc...
- Using a device taped or inserted into the body or using a bottle of clean urine
- Using any drug not prescribed to you
- Testing for higher elevations of milligram dosages than instructed by prescribing doctor will be considered as actively using
- Displaying a negative attitude or combative behaviors when asked to follow the drug test protocol.

### DRUG TEST PROTOCOL

Scheduled urine testing is done between 4:30am-5:30am on Tuesdays and Fridays by Optimum Labs.

All guest residents must be escorted to the 3<sup>rd</sup> floor bathroom by the house manager when asked. Guest residents are not permitted to leave the house managers sight (this includes going outside to smoke) until after the guest resident's entire unit has provided the lab company with a urine sample. Cell phone use is NOT permitted. All residents must be sitting one arm's length apart from one another and there is no talking or walking out of the waiting area. Those who talk or make noise will be seated at the end of the line and will be the last to be tested as this can become distracting to the lab collector. Also, failure to wake up and be walked into the waiting area with the group will result in losing any overnight privilege for that week

JMH staff conducts supervised random drug testing outside of the normal scheduled test times conducted by Optimum Labs Inc. Any resident who fails to produce a random urine sample within 2-4 hours will be terminated. Blood work may be honored in place of the drug test upon consent from the director and must be provided within 3 hours from the end of the 2-4 hour window given.

Guest residents will be required to pay \$50 upon entrance and every three months to meet with our house provider for a drug screen assessment. Optimum Labs will bill each resident's health insurance for the drug screens.

### **BREATHALIZER**

A breathalyzer test will be administered periodically to all guest residents at JMH. Each resident has their own mouthpiece that is kept in their med lock box. Anyone refusing (or pretending to blow) to submit will be considered positive and terminated.

### **GUEST RESIDENT FEE**

All weekly guest fees are due on Friday no later than 9:00 pm unless otherwise approved by the director. If weekly guest fee is not received by 9:00pm on Friday the guest resident will be considered non-compliant and is subject to termination. For a first-time offense the guest resident will be given a 48 hour period of time to pay the guest fee and will serve a 48 hour restriction beginning at 9:00pm Friday. If guest resident fails to pay guest fee on time a second time, JMH will proceed with the termination for non-compliance.

### **REFUND POLICY**

Move-in costs are not refundable. If the Guest resident's tenancy is terminated by the director and/or house manager for any reason, the Guest resident forfeits any monies paid for that week. The guest resident may be reimbursed for weeks outside of that week that was paid in advance. If Guest resident is terminating his own residency a 30-day notice must be submitted in writing in order to receive a refund check for monies paid outside of the 30 days. All refund checks will be disbursed 7-10 business days from the day of departure. Guest residents must coordinate with a staff member the delivery of any refund check, JMH does not refund cash. Refund checks become void 30 days from the day of departure if not picked up in time.

## **CODED ENTRY**

Upon entrance to JMH, guest residents will be given a unique code specific to that resident. The code allows access into the building through the front door and will be deactivated upon termination of residency at the JMH. Residents are not allowed to let anyone into the building, this includes previous residents, visiting nurses, police officers, family members etc..

## **VIOLATIONS**

There are two levels of violations moderate and severe, both of which will be tracked on a daily basis. Three moderate violations (Tally's) in one week will result in a severe offense and loss of privileges. If a guest resident has violated a severe offense, tenancy may be terminated.

### Moderate violations:

1. Using confrontational, discriminatory or disrespectful language to staff, guests or visitors
2. Leaving dirty dishes in the sink
3. Not having bed made by 9:00am
4. Not completing chore's twice per week
5. Having any food or beverages other than water in the bedroom
6. Having another guest sign in or out on behalf of another guest resident also, signing another guest resident in or out or not signing in/out at all
7. Coming to the office for medication pass after 9:00am or after 9:00pm
8. Being more than 5 minutes late for curfew will result in a 9pm curfew the following day in addition to receiving a tally
9. Being in the residence anytime between 9a-3p unless a work schedule was turned in to the office that reflects the guest resident works or goes to school a minimum of 30 hours per week
10. Being in another guest resident's bedroom or unit unless reporting to the office during office hours
11. Having contraband on the unit (Please review list of contraband below)
12. Giving or exchanging with other residents this includes but not limited to (cigarettes, money, headphones etc.) Food can be shared if the resident is making enough for the entire unit.

### Severe violations:

1. Smoking anywhere but the designated smoking area

2. Physical or verbal altercation with staff, guest or visitors
3. Not paying the guest fee by Friday at 9:00 pm
4. Being out of the residence passed midnight without a work schedule in the office that reflects he is working. Code will automatically become deactivated at 12:01am. (If the resident's work schedule reflects that he departs from work after curfew he will have 45 minutes to sign back into the residence.)
5. Touching the thermostat or surveillance cameras on any unit
6. Bringing a visitor into the unit without consent.

### **CONTRABAND**

1. Drugs or drug paraphernalia
2. Energy drinks
3. Scratch tickets
4. Any medications on the unit (including over the counter meds)
5. Hand Sanitizer, Scope or anything else that has an alcohol content
6. Pocket knives or anything that can be used as a weapon

### **RESTRICTION**

If a guest resident is placed on a restriction by having a severe violation or three moderate violations (3 Tally's), that resident may not leave the residence outside of their normal work/IOP/volunteer etc. schedule, with 45 minutes of travel time there and back. No overnight privileges will be approved for that week or the week following a restriction. Resident may request going to a meeting with a sponsor if the restriction lasts longer than 3 days. A release must be signed in order for the director to confirm that the guest resident is going to a meeting with resident's sponsor. No visits in the recreational/community room during normal visiting hours (Sat & Sun 12-4) are allowed however, sponsor requests may still be approved.

### **HEALTH & SAFETY**

The safety and well-being of our guest residents is of utmost importance to us. In the event of a medical or any other emergency requiring outside assistance, please call 911 and then the director. We will not hesitate to press charges for any criminal actions that occur in the recovery residence.

- Inform staff immediately if you feel threatened or unsafe, or if you feel like you might harm yourself or someone else.

- Inform staff immediately if you observe or have knowledge of any unsafe situations or behaviors that could potentially cause harm to another resident.
- In the event of medical emergency please call 911.
- In the event of a suspected overdose, Narcan is located in the hallway of every unit.
- In the event of a fire, there are two exits on each unit, please follow the “EXIT” signs and exit the building. In the event of a fire there is a fire extinguisher located in the kitchen on each unit. Instructions can be found on the side of each extinguisher.

### **SIGN IN/OUT POLICY**

Guest residents must sign in/out on the resident log located near the door of each unit upon departure and arrival. Please know, that it is NOT necessary to sign out in the event that the guest resident is staying on the premises. Date, time and location must ALL be filled out prior to leaving and upon returning to the residence. If the staff cannot read residents writing, or resident fails to sign in/out resident will receive a tally. Guest resident must sign in no more than five minutes after returning and no more than 5 minutes of departing.

### **CHORE POLICY**

All guest residents will be assigned a chore which must be done on Sunday anytime between 9am-9pm and Wednesday from 5:30p-6:45p each week. It is the guest resident’s responsibility to inform the peer leader/house manager that their chore is ready for inspection after each time they complete their chore. Anyone failing chore inspections or refusing to do their chore will receive a tally. Chores will be reassigned on the first Wednesday of every month during the house meeting. Those assigned more time-consuming chores will be assigned an easier chore the following month.

### **CHORE DELEGATION CLAUSE**

Guest residents may delegate their chore obligation to a peer if they are physically unable to complete their chore or if they will be on an overnight privilege. A chore delegation pass must be filled out and signed by both parties and given to the house manager or director prior to the house meeting on Wednesday for approval.

The house manager may revoke this privilege if he feels in any way that a guest resident is manipulating, intimidating, “strong arming” blackmailing, coercing,

bullying or in any way pushing his agenda on another guest resident to accept his chore obligation.

The house manager does not need proof nor does he need to offer reasons or explanations to justify pulling a chore delegation pass. He may simply want to see the delegated individual do his own chore. The house manager may reinstate this privilege any time he deems.

### **CHORE DESCRIPTIONS**

Bathroom: Toilet, sink, tub, floor, clean mirror, empty bathroom trash.

Kitchen (A): Counters, breakfast nook, microwave, kitchen trash and recyclables to be taken outside, refrigerator, stove, window and sill, sweep and mop kitchen floor

Kitchen (B): Refrigerator, stove, window and sill, sweep and mop floor

Living room/Hallway: Sweep, vacuum and mop living room, toss any loose items in lost and found bin, windows and sills

Outside chore: Sweep outside porches, sweep in front of house, take trash to the street, empty cigarette butts

Entry way/hallway 1: vacuum stairway from first to second floor.

Entry way/hallway 2: vacuum stairway from second to third floor.

Basement: Sweep/vacuum stairs, wipe down laundry machines, toss any loose items in the lost and found bin, clean lint trap and throw away any loose lint or trash and sweep

### **BEDROOMS**

All Guest residents will be assigned a bedroom in a 4-person room upon entrance to the JMH. Residents essentially earn their way into a double occupancy room within 6-8 weeks depending on behavior, and level of engagement. Please note that residents are not permitted to stay in a double occupancy room for more than 4 months or single bedroom for more than six months.

Beds must be made every morning by 9:00 a.m. and whenever it is not being occupied.

Guest residents are not permitted to burn candles or incense nor to use hot plates, coffee makers, any device that could be used to cook food. Portable heaters are also not permitted.

All clothing (washed or dirty) may not be strewn about on the floor nor stored in plastic bags or boxes on the floor. Rooms are to be free of excess trash and kept free of cups, containers, bottles improvised as spittoons and other forms of cluttered trash.

Guest residents are not allowed in another guest resident's bedroom.

Guest residents are not allowed to have food or drinks in their room, with the exception of water. Food found in the bedroom will result in a tally.

Guest residents are required to keep their bedroom clean and free from foul odors.

To maintain safety at JMH, staff members are permitted to search the guest resident's belongings when there is probable cause to believe that there may be contraband in that guest resident's bedroom. Guest resident will be notified before the search and will be given the opportunity to be present during the search.

## **KITCHEN**

Kitchens are off limits and locked from 10:30p to 5:30a Sun-Thu and 11:30p to 5:30a on Fri. & Sat. (entry-level units only).

## **DIRTY DISHES**

All dishes must be washed immediately, every time dishes are left unattended for more than 5 minutes the guest resident will receive a tally. Please note: It makes no difference whether you own the dirty dish or it belongs to the house, the guest resident that dirties it will be the person responsible to wash it. Those assigned to the kitchen chore will not be washing dishes they did not dirty.

Dirty dishes found hidden in a bedroom will imply that a guest resident brought food into the bedroom, in which ALL guest residents in that bedroom will receive a tally unless there is a confession made.

Any guest resident observed on security cameras or seen placing dirty dishes in with clean dishes will receive a tally, as this behavior is disrespectful and unsanitary and repeated offenses will be subject to termination for non-compliance.

**Dishes are not allowed to be left or stored in refrigerators.** Guest residents are required to store leftover food in containers such as Tupperware's etc. with their

initials and date on it. Dishes belonging to the house are not allowed to be hoarded or stored or retained in the bedrooms.

### **REFRIGERATORS/CABINETS**

Guest residents will be assigned a space on the kitchen shelf or in a cabinet to store food. Guest residents are not permitted to go into any other cabinet space that was not assigned to them. \* No energy drinks are allowed at JMH.

Guest residents are required to initial all of their food products that are kept in the refrigerator. Every Wednesday during chores, refrigerators will have its contents evaluated for spoiled, rotten and unlabeled food which will be discarded at that time.

### **BATHROOMS**

Guest residents are not permitted to store any personal hygiene products or property in the bathroom, including but not limited to soap, shampoo, scrubbers etc. Anything left behind will be put in a box and stored in the office for 10 days. After that, unclaimed items will be discarded. If a guest resident believes that something was left behind and taken to the office, that guest resident will be responsible to ask office staff and retrieve during the evening med pass hours only.

No radios or other devices capable of producing noise or delivering music or television programs etc. into the bathroom.

### **VISITATION**

All guest residents including residents on orientation status are allowed visitation on Saturday and Sunday from 12:00p-4:00p. Approval by staff is not necessary. All visits are held in the recreational/community room. Guest residents may have up to two visitors at one time not including children. All visitors must sign in and write down the name of the person they will be visiting with as well as the time of departure. Guest residents may also request in- unit sponsor visits 72 hours in advance.

### **OVERNIGHT PRIVILEGES**

Guest residents will be eligible for a 24-hour overnight privilege weekly after residing at JMH for a minimum of 30 days. After 60 days, residents will be eligible for a 48-hour weekly overnight privilege.

An overnight privilege will not be approved if:

1. A guest resident receives more than two tallies in that week.
2. Not working toward recovery goals, not having a minimum of three 12 step meetings signed off on in that week.
3. Has an outstanding rent or toxicology screen balance
4. Has been on restriction in the past week.

Overnight privilege approval is at the discretion of the director and not confined to the rules stated above.

### **RECREATIONAL/COMMUNITY ROOM**

The JMH recreational/community room is located in the basement of the men's house located at 61 Covell Street, Fall River, MA. It is open from 9:00am-10:00pm from May 1<sup>st</sup> - November 1<sup>st</sup> and 4:00pm-10:00pm from Nov 2<sup>nd</sup> - April 30<sup>th</sup>. The community room is used to hold house meetings, 12 step commitments, event planning, exercise, games (Foosball, darts, cards etc.).

The JMH laundry facility and house linen/supply closet is also located in the recreational/community room. Guest residents are not allowed to go into the house linen/supply closet at any time.

### **STORAGE POLICY**

Guest residents with excessive belongings may store their additional items in a tote that is locked with lock and key and stored in a locked room in the community room for a fee of \$20/month to be paid the first Friday of every month. If the guest resident leaves JMH before the end of the paid month that money gets forfeited. Please note there are only 5 storage bins, and are used on a first come first serve basis.

Guest residents who have terminated from JMH or residents that go AWOL will have 10 days to retrieve their belongings or have someone retrieve them on their behalf including the belongings in storage bins. All property will be disposed of after 10 days.

### **CASE MANAGEMENT**

All guest residents at the Jordan Matthew House are highly encouraged to meet with the case manager a minimum of twice a week during orientation status and

two to four times per month thereafter. We encourage our guest residents to utilize this service.

### **HOUSE MEETING**

Guest residents are required to attend the on-site weekly house meeting every Wednesday night from 7pm-8pm. All residents must report to the recreational room at 6:45pm for attendance. Those that do not attend the house meeting or show up more than 30 minutes late will serve a 3-day restriction. This policy does not apply to guest residents who are at work and have submitted a work schedule that reflects that.

### **12 STEP COMMITMENTS/ GROUPS**

All guest residents are required to report to the recreational room every Friday at 6:45p for an on-site psycho-ed group or 12 step commitment held from 7p-8p, residents are not permitted to sign back out until 8:15pm. Guest residents are only allowed to take an overnight privilege after 8:15pm on Friday's however, if the resident is on a 48 hour overnight privilege from Thursday they will automatically be exempt from Friday nights group/commitment. Guest residents may only miss the commitment if the director approves in advance. Failure to attend will result in a 3-day restriction.

### **SECURITY CAMERAS**

Security cameras are mounted throughout all common areas except for bedrooms and bathrooms. They are also positioned around the exterior of the building. These measures were taken to maintain the goals and objectives of Resilient Homes and the Jordan Matthew House which is to provide a safe, structured, transitional living environment.

### **NIGHT STAFF**

Guest residents must follow the directions of the night staff/peer leader at all times and may not refuse to comply with his instructions regarding the JMH policies and procedures. Some examples include but are not limited to noise level, making bed, curfews, medications, urine tests, breathalyzer etc.

### **PROBATION/PAROLE**

Guest residents who are on probation or parole must provide all information to the director of the program. This should include the probation/parole officer's name

district, phone number, e-mail, office hours, address and court stipulations and reporting requirements.

Guest residents must sign an authorization to release information including urine screenings to the officer and consent for verbal communication between the program director and the officer.

Letters of continued residency, letters of compliance, copies of drug screens etc.. must be requested 72 hours prior to the date needed. Please fill out a **“House/Case Manager Request”** in the office and place in the director’s mailbox.

All guest residents on probation and/or parole will be required to attend three 12 step meetings weekly and must bring the sign in sheet to the office every Wednesday after the meeting. Failure to do so will be reported on the monthly progress reports that get sent out to the officers monthly.

### **SMOKING POLICY**

Guest residents are allowed to smoke from 5:30a until curfew in the designated smoking area only. Residents who smoke outside of smoking area or outside of smoking times will be given a tally. No chewing tobacco, vaping or smoking in the residence will be tolerated.

After completing 3 months in one of our entry level units, our Guest Residents may apply to become a Senior Peer and move into our Transitional Unit. Senior Peers have a midnight curfew and are therefore allowed to smoke outside until midnight.

### **SENIOR PEER PRIVILEGES**

1. Midnight curfew 7 days a week
2. 48 Hour passes every week, no approval necessary
3. No monitoring of behavior (No tally’s)
4. Medication self-management, other than controlled meds
5. Rent decreases by \$25/every month & caps out at \$550
6. 72-hour overnight privileges may be approved every other week after completing 3 months on Senior Peer status
7. 72-hour overnight privileges may be approved every week after completing 6 months on Senior Peer status

## **TRANSITIONAL UNIT PRIVILEGES**

1. Kitchen does not close
2. Your children can be with you in the TU from 8am-8pm any day of the week; they may be accompanied by their primary caretaker
3. T.V.'s in all the bedrooms
4. Maximum of 6 residents on the unit
5. Do Not have to Sign In/Out

## **HOUSE SCHEDULE**

All guest residents are required to leave residence from 9am-3pm with the exception of guest residents who work or go to school a minimum of 30 hours a week. All guest residents that are employed or go to school are expected to submit a copy of their work schedule prior to the beginning of their work week.

### **OFFICE HOURS**

**61 Covell Street, Fall River, MA 02723**

**M-F 8:00am-4:00pm & 7:00p-9:00p**

**Sat & Sun 8:00am-9:00am & 7:00p-9:00p**

Residents are not allowed to leave the premises before 5:30am without a work schedule reflecting that they must in order to make it to work on time.

### **Monday**

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day.

9a-3:00p School, work, volunteer, IOP etc.

6:45p-9p Medication monitoring

Curfew 10:30pm

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

### **Tuesday**

4:30am-5:30am alcohol/drug urine testing

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP, work on recovery goals/meet with case manger

6:45p-9p Medication monitoring

Curfew 10:30pm

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

## **Wednesday**

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP etc.

### **Curfew 5:30pm**

5:30p-6:30p House Meeting

6:45-8:00p Chores

8:00-9:00p Medication monitoring Pack meds for the week/laundry/finish chore

**All residents are required to remain in the residence after the house meeting unless the guest resident is on an overnight privilege.** (Residents are required to be in the residence from 5:30-8:00 on Wednesday's even if the resident is on an overnight privilege) Only exception for missing the house meeting is employment and needs to be documented on previously turned in work schedule.

New work schedules are to be turned in for the week.

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

All 24-48 hour overnight privilege requests must be submitted by 9:00p on Wednesday and are to be placed in the directors mailbox on the office door. (Please note, if you have three or more tally's in any given week beginning Thursday at 12:00 am through Wed at 9:00pm, a privilege request will not be approved.)

Privilege requests that have been submitted will be reviewed and marked as accepted or denied; such requests can be picked up by the resident on Thursday morning in the office.

Before using the overnight privilege, guest resident must hand his accepted privilege request into the office or give it to the Peer Leader or House Manager before leaving the residence. (Please note that it is the responsibility of the resident to pack medications during office hours prior to using an overnight privilege).

### **Thursday**

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP etc.

6:45p-9p Medication monitoring

Work on recovery goals/meet with case manger

Curfew 10:30pm

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

### **Friday**

4:30-5:30 am alcohol/drug urine testing

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP etc.

6:45p-9p Medication monitoring

Work on recovery goals/meet with case manger

**7:00 MANDATORY 12 STEP COMMITMENT or PSYCHO-EDUATIONAL GROUP (unless the guest is at work or on a 48-hour overnight privilege from the day before).**

Curfew 11:30pm

Lights out/In your bedrooms at 12:00a

All electronic devices in bedroom off at 12:00a

### **Saturday**

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

**12p-4p Guests may have up to two visitors at one time, all visits must be held in our recreational/community room and do not need prior approval. However, all guests must sign in and out upon arrival and departure.**

6:45p-9p Medication monitoring

Curfew is 11:30pm

Lights out/In your bedrooms at 12:00a

All electronic devices in bedroom off at 12:00a

### **Sunday**

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

**12p-4p may have up to two visitors at one time, all visits must be held in our recreational room and do not need prior approval. However, all guests must sign in and out upon arrival and departure.**

6:45p-9p Medication monitoring

Curfew is 10:30pm

I \_\_\_\_\_ HAVE READ AND AGREE TO THE TERMS OF THIS POLICY HANDBOOK AND UNDERSTAND THAT FAILURE TO ABIDE BY SUCH POLICES AND PROCEDURES MAY RESULT IN IMMEDIATE EVICTION FROM THE JORDAN MATTHEW HOUSE.

I ALSO UNDERSTAND THAT THE POLICIES IN THIS HANDBOOK MAY BE SUBJECT TO CHANGE UPON THE DISCRETION OF THE FOUNER OF RESILIENT HOMES, LLC.

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date