

Keep it Green – Contract and Rules

ADMISSION:

Residents will transfer directly to Keep it Green from treatment facility. Upon arrival residents will start a 30 day probation period and must:

- Complete intake form and sign consent form
- Read and sign house rules
- Pay a processing fee of \$150 (non-refundable), and a \$50 deposit for linens/key (refundable with 2 week notice)
- Pay one week's rent of \$130 (rent includes meals)
- Advance payments will be accepted, receipts will be given

REQUIREMENTS:

- All residents must attend weekly house meetings Sunday @ 7pm – NO EXCEPTIONS!
- Each new resident must attend 90 meetings in 90 days. This is non-negotiable and failure to complete a 90/90 may result in expulsion. After your 90/90 is completed, you will be required to attend at least 4 meetings per week in addition to the weekly house meeting.
- Resident's expenses must be paid in a timely fashion. If a resident owes two or more weeks of expenses the house manager will develop a payment schedule. This places you on probationary status until you become financially current. If the resident fails to honor this agreement, he will likely be expelled.
- **USE OF DRUGS OR ALCOHOL WILL RESULT IN EXPULSION**
Residents suspected of substance abuse will be subject to a urine and/or breathalyzer test. If asked to supply a sample the resident will have 2 hours to comply. If unable, or unwilling to supply urine sample, you will be asked to leave. If resident is away from the house for 2 or more days for any reason, a urine sample must be obtained before re-entry to the house. Before going on a 48-hour pass a fee of \$10 must be paid for your test upon returning to the house.

EMPLOYMENT IS REQUIRED BY KEEP IT GREEN

Employment is a tool of recovery. It is required that each resident is employed a minimum of 35 hours per week. From the time of your arrival you will have 7 days to obtain a job. If at this time employment has not been found, you will have to supply the house manager with proof of your job search. If after 2 weeks you still have not found employment, you will be required to report to a daily employment service. **JOB SEARCH IS FROM 9AM TO 3PM.** You may return early if you secure a job starting the next day.

HOUSE RULES:

Residents must respect the anonymity of all residents. Residents and/or house business is confidential and must not be discussed outside the house meeting. Personal problems should be discussed with a counselor, your support group, and/or your sponsor. Each resident must complete any aftercare as required by referring rehabilitation counselor or parole officer. Release of information consent form must be completed and signed. Residents taking medications are required to have all prescriptions cleared by intake coordinator. Resident may not discontinue any medication without approval of physician's orders. NO NARCOTICS – INCLUDING BENZO'S, METHODONE, OR SUBOXIN AND NARCOTIC PAIN MEDICATION. THIS IS NON-NEGOTIABLE.

DISRUPTIVE BEHAVIOR

- Threats of physical violence
- Physical violence
- Destruction of house property
- Verbal abuse and/or loud arguments
- Not abiding by house rules
- Stealing or gambling
- Loud music, television, or radio

THESE ARE GROUNDS FOR IMMEDIATE EXPULSION-All decisions regarding expulsions will be made at the house manager's discretion.

The house manager must approve all overnight stays off the premises. Plans for an overnight visit should be discussed at the weekly house meeting. Clients who have not completed the 90/90 will be permitted a 48 hour pass every other week. Clients who have completed their 90/90 are eligible for a 48 hour pass weekly if they so desire. All residents are required to stay a minimum of 5 nights per week in house after their 90/90 is complete. Overnights are at the house manager's discretion. While on an overnight it is the resident's responsibility to make sure that their chore is done while they are gone. \$10 fee for urine test upon return must be paid.

HOUSE CURFEW-For residents on probation curfew is 10pm Sunday through Saturday. For residents off probation curfew is 10am Sunday through Thursday. On Friday and Saturday curfew is 2am. Visiting hours are from 10am to 10pm.

The house manager, chore coordinator, and management may complete room inspections at any time without notice.

Residents are required to give a 2 week written notice before leaving. Anyone asked to leave or expelled will not be permitted to return to the premises for a minimum of 60 days, with the exception of picking up personal belongings. When picking up personal belongings, a house member must be present. This must also occur within 3 days of being asked to leave. If this takes longer than 3 days items in question will become the property of Keep it Green. All keys must be returned the day you leave. All linens must be washed and left at the house. If linens and/or keys are not returned, \$50 deposit is forfeited. ANY OUTSTANDING BALANCE OWED TO KEEP IT GREEN MUST BE PAID WITHIN 30 DAYS OF DEPARTURE, OR KEEP IT GREEN WILL BEGIN COLLECTION PROCEEDINGS.

Do not eat food of any kind containing poppy seeds. This is extremely important because if given a urine test you will test positive. If this should occur it will be construed as a positive test result. At this point you will be asked to leave, no exceptions. Also, do not use anything (cough syrup, mouthwash, etc) containing alcohol. Use of such products will also show positive results, and the penalties will be the same.

Keep it Green is not responsible for lost or stolen items. Keep it Green shall not be held liable for injuries or damage to any resident or the property of such resident, or be subject to any claims, demands, injury, or damage whatsoever, including - without limitations, those damages resulting from acts of active or passive negligence on the part of Keep it Green, it's successors or assigns, as well as its officers and agents, for all such claims, demands, injuries, damages, actions, or causes of action. It is also agreed that any damages to Keep it Green facilities or property of a resident of Keep it Green will be subject to the law.

ADDITIONAL HOUSE RULES

1. Respect all residents
2. Attend weekly house meetings. This is mandatory. A late fee of \$1.00 per minute will be charged if you are late. If this happens again you may be asked to leave.
3. All newcomers must complete 90 meetings in 90 days.
4. All residents must sign in and out with location, time of departure, time of return, and whom they are with until their 90/90 is complete.
5. After 30 days all residents must have a sponsor and a home group.
6. No physical contact with members of the opposite sex for the first 30 days or while on probation.
7. No leaving the house while on probation, unless you are accompanied by a member that is off probation.
8. While on probation curfew is 10pm and you must be in the house.
9. If after 30 days you are not financially current you will be considered on probationary status until you become current.
10. For clients on probation, chores must be done before going to meetings.
11. Complete assigned chores daily. Negligence to perform chore will result in privilege suspension and/or expulsion from the house.
12. Clean up after yourself! If you dirty a dish, wash it, dry it, and put it away.
13. No lying on the furniture. No putting feet up on tables as footstools.
14. Getting caught sleeping on the couch will result in a \$10 fine.
15. Bedrooms must be kept clean at all times, beds made, dressers organized, and floors free of debris.

16. You must be properly dressed while downstairs, shirt and shoes.
17. Residents on job search cannot use meetings during the daytime as part of their 90/90.
18. No cell phones or pagers unless needed for work (employment verification needed). You are permitted to have a cell phone only after your 30 day probation period is complete. If you are not financially current you must surrender your cell phone.
19. Phone limit is 15 minutes. Call waiting is on the phone and you must answer all incoming calls. All calls not for you and the individual is not home need to be written down in the call log book.
20. Observe the set times for television, radio, and recreational activities. All are subject to manager's discretion.
21. When listening to music in your room please respect others.
22. No sleeping past 10am on Saturday or Sunday without the house manager's approval.
23. Attend all aftercare appointments such as doctor, therapist, and probation and parole officers.
24. If you are not financially current you must give your paycheck to the house manager to cash. On a full time check you will receive \$50.
25. If you miss work for any reason you must obtain a doctor's excuse.

ANY RESIDENT NOT FOLLOWING HOUSE RULES WILL BE SUBJECT TO RESTRICTION AND/OR EXPULSION.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS CONTRACT/RULES AND AGREE TO ABIDE BY THEM.

Signature	Date	Witness	Date
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*Resident acknowledges that if he departs from Keep It Green with an outstanding balance, he agrees to pay balance in full within 30 days. If balance is not paid within 30 days, the account will go into collections and client will be charged any additional collection fees.

Resident	Date
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KEEP IT GREEN – CONTRACT AND RULES

Date_____

Name_____

SS#_____

DOB_____

Clean Date_____

Marital Status_____

Driver's License #_____State_____

Emergency Contact:

Name:_____

Address:_____

I, _____ the undersigned, have one week to obtain employment. If I have not found employment within the specified time period I will supply proof of my job search. If after 2 weeks, I will report to an employment agency.

Name_____Date:_____

Witness:_____Date:_____

DRUG/ALCOHOL HISTORY

Age of first use: _____

Regular User: _____

Substances Used: _____

Frequency of Use: _____

Length of Use: _____

Abuse of Prescription Medication: _____

What Types: _____

At what age did you take your first drink: _____

Drink of Choice: _____

Black Outs: _____ How Often: _____

Inpatient Treatment Programs:

Where: _____

When: _____

Do you have children: _____

Paying Child Support? _____

How much monthly? _____

Are you currently in the criminal justice system:

Parole/Probation YES or NO

Where: _____

Name of Probation/Parole Officer: _____

Phone: _____

Costs & Fines Monthly Amount: _____

Pending Charges: _____

Current Medical Conditions: _____

Prescription Medication: _____

KEEP IT GREEN
Consent for the Release of Confidential Information
Probation and Insurance

I, _____ authorize Keep It Green to disclose to
_____ the following information:

- (1) Whether or not the resident is in treatment
- (2) Prognosis of the resident

- (3) A brief discussion of progress of the resident
- (4) Short statement as to whether or not there has been a relapse into drug or alcohol abuse and frequency of such relapse.

For the purpose of:

- _____ Determination of treatment needs
- _____ Continuity of care
- _____ Coordination of services
- _____ Compliance with probation/parole regulations
- _____ Obtaining assessment/evaluation information
- _____ Other _____

For those on Probation and Parole, the Pennsylvania Department of Health, ODAP Policy as of October, 1992, mandates the above-restricted release of information.

I understand that my records are protected under the Federal Confidentiality regulations and cannot be disclosed without my express written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, e.g., probation/ parole, etc. In addition, that in any event this consent automatically expires three (3) months following discharge from treatment.

Date Resident

Date Witness

I have been offered a copy of this consent form and
___ Yes, I accepted the offer and received a copy; or
___ No, I declined the offer.

Resident
