

# Restoring Lives Expectations

**This list of common-sense guidelines will help all of us be aware of the need to respect each other. These guidelines are subject to being revised as circumstances arise.**

- 1. Spirituality is vital to recovery.** We believe in the body, mind and spirit concept, Practicing spirituality is the most efficient way to maintain long-term sobriety. Clients are encouraged to start each day in prayer and meditation.
- 2. Residents will be informed of their level of care at the time of intake.** Some residents may be put on orientation status for the first thirty days, if assessed there is a need. **On orientation status** the resident must be accompanied by a staff member or with a sober living resident. Special permission **may be granted** to go on **approved** family visits, if there are no rule violations and fees are current. New Participants already employed will be allowed to continue their schedule.
- 3.** Phone calls are restricted to **immediate family members, probation and probation parole officers**, job related calls or other agencies that pertain to your recovery **Personal calls are limited to 15 minutes** **Cell phones are not allowed until permission is granted to own or to purchase a phone.** Program fees must be current, there can be no rule violations. Cell phones are not allowed in the meetings and **must be turned off at 11:00 P.M.** RLP reserves the right to confiscate cell phones not used responsibly.
- 4. Participants are required to attend all programmatic activities according to the Phase requirements.** Only excused meetings are Work, Court, Probation Visits, Job Interview, Appointments with Case Managers and Counselors. Job searches will be conducted, around the required meetings. **Weekly House Meeting is required for (all) participants..**
- 5.** Restoring Lives requires that Residents make a Contribution Pledge of \$100.00 a week and a \$100.00 Non-Refundable Deposit. **Employment is required within 14 days, if physically able to work. Residents must submit a minimum of 4 applications each day and call twice a week to check status of those applications,** proof of your efforts will be required. If you lose your job by quitting or termination you have 7 days to obtain new employment. **Failure to maintain the ability to pay, you will have to exit the program.**
- 6. Residents who are unemployed and owe program fees must report to the RLP office at 9:00 A.M each day for Job coaching or Community Service, until employment is obtained.** Residents are required to perform give back hours when there is a project, if physically able to do so.
- 7.** Resident's must agree to RLP financial planning policy that is designed for management purposes. **Clients are required to cash pay checks with program manager for the first 60 days.** The levels of accountability with finances will be made on an individual basis. A Savings Account or a Rainy Day Account will be established for those, who are assessed there is a need.
- 8. Drug and alcohol use is strictly prohibited.** Resident(s) are subject to **random drug testing, as well as Search/Seizure. Prescribed medications must keep it in the program office and picked up on Sunday and Thursday evening. Medications that contain opiates, BZD's amphetamines or mouthwash containing alcohol are not allowed.** Do not share medications with anyone, over the counter medications must be approved by staff. **Residents are required to report the use/abuse of drugs or alcohol by others. Misuse of psytrophic medication is considered a relapse.** Night meds must be taken and go immediately to bed.
- 9.** Residents are required to **sign in and out of the log book when entering or exiting, except when attending RLP meetings, for the purpose of accountability. Clients are responsible for their whereabouts at all times and must leave a phone number where you can be reached. "Hanging out" at the Bus Station, Day Center or loitering downtown or unapproved places is not permitted.**
- 10. Curfew Sunday through Thursday is 9:00 P.M. Friday and Saturday 10:00 P.M. Lights out Sunday through Thursday at 11:00 P.M Friday and Saturday 12:00 A.M. Outside doors are in lock down mode after curfew hours. No entering and exiting after that time for smoking or any other reason.** (In the event of an emergency staff must be notified). **Clients in the court system must comply with the mandate established by the courts.**
- 11.** Visiting hours are Saturday 1:00 P.M. to 5:00 P.M. **Visits are reserved for family members only. Children must be well behaved and supervised at all times.** Family members of the opposite sex, visits must be made in the chapel. **No one is allowed on RLP property without prior approval.** Guests suspected of drug or alcohol use will not be allowed to visit.
- 12. Residents may have an overnight pass after the first (60) days, beginning 6:00 p.m. Friday and back to facility no later than 10:00 p.m. Saturday.** Passes are granted only if there are **no current rule violations and fees are current.** Request must be submitted 48 hours prior and **no more than two passes a month will be granted.** It is your responsibility to have someone to do your duty when you are away.
- 13.** Unemployed residents are required to apply for food stamps. **RL is an Authorized Provider for the Snap Program; Clients must agree to comply with the RL Policy concerning food stamps benefits.** Residents are responsible for their own Hygiene Products, and Laundry Soap. Those who do not qualify for food stamps must contribute \$25.00 for food each week. Female residents are required to reserve up to 75% of food stamps to purchase food for the house.
- 14. Fraternalizing will not be tolerated!** Recovery and transition should be the primary focus of participants in this program.
- 15. Regular meal times must be observed.** Kitchen is closed after each meal, snacks only between those times. Do not leave dishes in the sink, wash, dry and store them in their allocated space. Wipe countertops, stove, and microwave after use. Bottled water only allowed in sleeping areas.

- 16. Residents are responsible for household duties; a new duty sheet is posted each week, duties must be completed before lights out curfew. Personal areas, furniture, must be clean and free of clutter. Shoes, stored under beds. Home should be "Tour" ready at all times.** When a roommate exits please wash the bed linens for the next client.. Proper Hygiene is essential; products must be stored out of sight, do not leave in bathrooms. **Showers are required every day**, be courteous to the next person by cleaning the tub/ shower after use! Clothing and bedding must be laundered at least once a week. Everyone must be up and have duties completed and sleeping areas tidy by 9:00 A.M. each day. Saturday is allowed for sleeping
- 17.** There is a two bag limit of Clothing and Personal Items. This includes duffle bags, luggage, and plastic bags. This is a program house, storage is limited! RLP is not responsible for lost or stolen items!!
- 18. Modest attire is appropriate at all times. Clothing/hats with alcohol, beer symbols, skulls, Bandanas, Gang clothing or colors, sagging and (flagging) or other gang related activity is not permitted. Shorts must not be over three inches above the knee this includes skirts, dresses. Spaghetti straps or low cut tops are not allowed.** This is a Christian Home environment, our behavior should be exemplifying of the fact.
- 19. Respect is mandatory!** Residents are not allowed in other clients living quarters or designated area(s). **Gossiping, profanity, complaining, inappropriate joking, horseplay, loud boisterous behavior or bullying is not acceptable.**
- 20. No borrowing or bartering or inappropriate behavior among clients or staff will be allowed. Residents with a continuously poor attitude toward staff and other residents will be brought into conference and referrals will be made to correct the matter.**
- 21.** Show respect during meetings by refraining from unnecessary trips to the restroom. The use of MP3 players are allowed (if used responsibly). If you play music, headphones must be used. Music must not contain offensive words and lyrics. Movies must be approved by house manager before being viewed in the house! Pornographic material of any kind is grounds for dismissal. **Computers are not allowed until sober-living status.** T.V. viewing is not permitted before 8:00 A.M. each day. Volume must be kept down, please turn off radios and TV off when you are finished. There is a sign-up sheet for your favorite program.
- 22. Rule Violation is subject to extra duty and loss of visitation privileges.** Three Major Rule Violations or Five Minor Rule Violations, clients will be terminated from the Program.
- 23.** No smoking in program housing, cigarette butts must be disposed of properly.
- 25.** Decisions will be made on an individual basis as to the use of Motor Vehicles. Clients are expected to use **public transportation** if possible. If transportation is needed, discuss with staff. **Ownership of vehicles requires a current driver's license and insurance verification, and a meeting with staff to discuss approval and limitations.**
- 26. Any RLP property caused to be damaged by any resident shall be paid for by that same said resident and could result in immediate termination.** RLP is not responsible for lost or stolen items. **Do not remove anything from the house that is not your personal property.**
- 27.** When answering the phone; don't give information about other clients. Just tell the caller you will take a message.

**A staff meeting determines participant's eligibility to Phase up. Decisions will be made according to personal progress such as Character Development, Household Duty Responsibilities, Class Participation, Rule violations Employment and Fees are current. To insure your success in the program it is each Resident's responsibility to become familiar with these guidelines and make sure you are in compliance at all times**

**\* Phase I (30 days)**

First 30 days or until monitor device is removed

**\*Phase II (60)**

Employed, has Income or Fees current

Go out unsupervised (according to program guidelines) to required appointments.

Special permission may be granted to go out with approved individuals.

All meetings required (when not working or appointments)

**\*Phase III (90days)**

Employed or has an Income or Fees current

Saturday is a free days, please observe program rules concerning people, places, things and curfew hours.

All meetings required (when not working or appointments)

**\*Phase IV (120 days)**

Employed or has Income or Fees current

Church of your choice

Wed-Bible Study at Love Heals Church

Saturday is free day; please observe program rules concerning people, places things and curfew hours.

One Recovery Support Meeting a day of your choice.

**\*Phase V (150 days)**

Employed or has income or Fees current

Church of your choice

Wed-Bible Study at Love Heals Church

Friday & Saturday are free days; please observe program rules concerning people, places things and curfew hours.

Two Recovery Support Meeting a week of your choice.

**\*Sober Living (180 days)**

Employed or has income or Fees current

Church of your choice

Wed-Bible Study at Love Heals Church

Pease observe program rules concerning people, places and things and curfew hours.

One Recovery Support Meeting a week of your choice.

✠ Restoring Lives Program ✠

INTAKE FORM

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

Date: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Last 4 digits Social Security# \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Single: \_\_\_\_\_ Married: \_\_\_\_\_ Widowed: \_\_\_\_\_ Divorced: \_\_\_\_\_

**Emergency Contact Person(s):**

(1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Do you have contact with your family? Yes/No If yes, with whom? \_\_\_\_\_

Parent or spouse \_\_\_\_\_ Phone number \_\_\_\_\_

Drivers License/State ID Yes/No Social Security Card Yes/No Birth Certificate Yes/No

**Education:**

What is present Education level?

High School (year graduated) \_\_\_\_\_ Last year completed \_\_\_\_\_ GED/Diploma \_\_\_\_\_

College \_\_\_\_\_ Graduate \_\_\_\_\_ Technical School \_\_\_\_\_

**Medical/Mental Health:**

Do you have any chronic or mental illness? Yes / No

If yes to the previous question, please list the diagnosis \_\_\_\_\_

Do you take or are you on any medication? Yes / No

If yes to the previous question, please list those medications here: \_\_\_\_\_

Do you have, been diagnosed or tested positive for any of the following with any of the following?

HIV Yes/No TB Yes/No Hepatics Yes/No

If yes, please explain: \_\_\_\_\_

**Employment/Income:**

Employment (company) \_\_\_\_\_ Phone \_\_\_\_\_

Current Income: \$ \_\_\_\_\_ Disability \$ \_\_\_\_\_ Unemployment \$ \_\_\_\_\_ SSI/SSA \$ \_\_\_\_\_

Food Stamps \$ \_\_\_\_\_

Do you have a Representative Payee? Yes/No

If Yes, Name \_\_\_\_\_ Phone \_\_\_\_\_

Do you have the ability to pay \$100.00 each week? \_\_\_\_\_

Who will be responsible for your programmatic fees? \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone: \_\_\_\_\_

**Housing:**

Do you need assistance with housing? Yes/No

Do you have a place to live upon completion of program? Yes/No

Have you ever applied Section 8 or Tulsa Housing? Yes/No

If yes, When? \_\_\_\_\_

Have you been denied section 8? Yes/No

Do you owe any money to THA or Section 8? If so, how much? \_\_\_\_\_

**Substance Abuse:**

Are you court ordered: Yes/No Probation or Parole: Yes/No Self Help: Yes/No

What is your Drug of Choice? (See Below)

Alcohol \_\_\_\_\_ Meth \_\_\_\_\_ Cocaine \_\_\_\_\_ Marijuana \_\_\_\_\_ Gambling \_\_\_\_\_ Prescription Drugs \_\_\_\_\_

Have you had clinical substance abuse treatment? Ye/No If yes, where \_\_\_\_\_ How long? \_\_\_\_\_

Have you ever been arrested for DUI: Yes/No If Yes when? \_\_\_\_\_

List all charges, if any you have been arrested for: \_\_\_\_\_

Have you ever been arrested or convicted of: (Circle all that apply)

Violent Offense: Yes/No Arson: Yes/No Child Crime: Yes/No Sexual Offense: Yes/No

Do you have any pending charges? Yes/No

If yes, please explain Please Explain: \_\_\_\_\_

Probation/Parole Officer (Name): \_\_\_\_\_ Phone \_\_\_\_\_ Pager \_\_\_\_\_

Offense(s): \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Have you ever been convicted of a felony? Yes / No

If yes, please explain: \_\_\_\_\_

Do you have any outstanding warrants? Yes/No If yes, please explain: \_\_\_\_\_

Do you owe Fines and Cost? Yes/No

If so please explain: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Where: \_\_\_\_\_ Phone \_\_\_\_\_

Do you have a DOC Number? Yes/No If yes, what is that number? \_\_\_\_\_

**Incarcerated:**

What is unit manager's name? \_\_\_\_\_ Case Managers Name \_\_\_\_\_

Projected parole date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Will you have a picture ID when you are released? Yes/No

What is your DOC Number? \_\_\_\_\_

Do you have any active misconduct? Yes/No If yes, explain: \_\_\_\_\_

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



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