



THE ENDEAVOR HOUSE
a MWV SUPPORTS RECOVERY INITIATIVE

POLICY AND PROCEDURES MANUAL

The following document represents the Endeavor House Policy and Procedures Manual. Any changes to Endeavor House policies and/ or procedures will be immediately updated in the manual and on any form or document and posted promptly in the Endeavor House residences for viewing by residents and the Endeavor House Owner. All changes will also be communicated with the Endeavor House at the next monthly meeting.

CONTENTS

MISSION STATEMENT/PHILOSOPHY	4
ORGANIZATIONAL STRUCTURE	5
CODE OF ETHICS	6
RESIDENT RIGHTS AND RESPONSIBILITIES	8
CONFIDENTIALITY AND RESIDENT RECORDS	9
RESIDENT CONFIDENTIALITY AGREEMENT	10
AUTHORIZATION FOR RELEASE OF INFORMATION	11
GRIEVANCE PROCEDURE	12
ADMISSION CRITERIA AND INTAKE PROCEDURE	13
ENDEAVOR HOUSE RESIDENT APPLICATION	15
DOCUMENTATION OF RESIDENCE	21
ENDEAVOR HOUSE MEETING MINUTES	22
URINALYSIS SCREENING LOG	23
RESIDENTS ON PROBATION OR PAROLE	24
ATTENDANCE	25
12 STEP MEETING ATTENDANCE OR OTHER RECOVERY SUPPORT MEETINGS	26
RESIDENT RULES	27
DISCIPLINARY ACTION	30
DRESS CODE	31
EMERGENCIES	32
WHAT TO DO IN CASE OF AN EMERGENCY	33
INTERVENTION FOR THE AGITATED	36
INTERVENTION FOR THE INTOXICATED/IMPAIRED	38
MEDICAL CARE	38
MEDICATIONS	39
RANDOM URINE DRUG SCREENS	41

SEARCH FOR HAZARDOUS ITEMS	42
SUICIDE ASSESSMENT AND PRECAUTIONS	43
SMOKING	44
TYPES OF DISCHARGE	45
DISCHARGE CRITERIA	46
READMISSION CRITERIA	46
RESIDENT FINANCES	47
RECOVERY RESIDENCE FINANCIAL AGREEMENT	48
RESIDENT TRANSPORTATION	49
NON-DISCRIMINATION	50
CHART DATA COLLECTION FORM	51
RESIDENT'S RECOVERY RESIDENCE EVALUATION	52
DISCHARGE STUDY	53
VOLUNTEERS	54
VOLUNTEER CONFIDENTIALITY AGREEMENT	55

MISSION STATEMENT/PHILOSOPHY

MISSION STATEMENT

The Endeavor House is an initiative of MWV Supports Recovery and has adopted the same the mission statement.

Recovery is possible. Sigma can be erased through education. MWV Supports Recovery will “Echo” the sounds of recovery throughout the valley and region.

GUIDING PRINCIPLES

Areas of focus: Awareness, Treatment and Prevention

- Provides support services and access treatment avenues for individuals and families experiencing substance use disorder
- Educate the community on substance use disorder focusing on prevention, treatment, recovery and relapse prevention
- Collaborate with all community sectors on substance use disorder focusing on prevention, treatment, recovery and relapse prevention
- Support advocacy through education and training
- Participate, advocate, and lobby for recovery on a broader stage to regional, county, state and federal organizations

VALUES

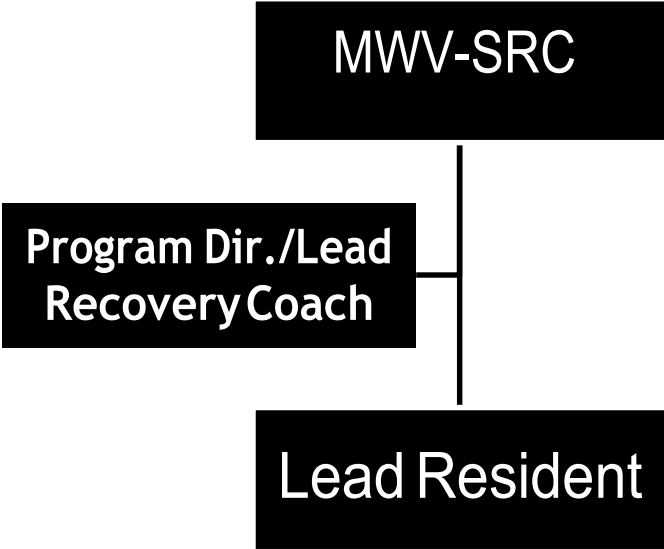
The values of MWV Supports Recovery are focused on Trust, Resilience, Friendship and Family

CORE COMPETENCIES

The Endeavor House core competencies include: Commitment to recovery and safety of our clients, emphasis on communication and influence and responsiveness to our client’s needs.

At the Endeavor House communication and responsiveness is prioritized and influence and mentorship is provided appropriately to aid in the client’s recovery through house managers, a skilled life skills counselor as well as peer mentorship.

ORGANIZATIONAL STRUCTURE



CODE OF ETHICS

POLICY

Interactions of The Endeavor House Owner and volunteers, with residents will be governed by ethical standards.

BASIS

Residents in a Recovery Residence Environment have the right to expect ethical behavior from The Endeavor House Owner and volunteers. Following ethical guidelines protects residents, The Endeavor House Owner and volunteers from inappropriate relationships and interactions.

CODE OF ETHICS

Endeavor House strives to maintain a respectful environment built on honesty and trust. Focusing on our resident's individual growth to include these core principles is important to us. Endeavor House members

1. Will conduct our business honestly and ethically.
2. Will treat all persons with dignity and respect
3. Will safeguard a person's privacy and confidentiality per state, federal and local requirements
4. Will not threaten or commit any act of physical or emotional abuse
5. Will not become romantically or sexually involved with persons currently served (or served in the recent past)
6. Will not engage in harassment
7. Will not discriminate due to race, religion, age, sexual orientation, disability, national ancestry or economic condition (Does have latitude to outline specialty population served)
8. Will strive for continued personal growth and self-improvement through education, training and consultations.

PROCEDURE

1. Contact with Residents
 - a. Male contact (The Endeavor House Owner, volunteers, workmen, etc.) with the female residents will be monitored always by a female The Endeavor House Owner and female contact
2. Reporting Unethical or Inappropriate Behavior
 - a. Anyone who observes or has substantial reason to believe The Endeavor House Owner or a volunteer has engaged in unethical behavior in violation of this Policy must report that behavior in confidence to the immediate supervisor of the Endeavor House Owner member.
 - b. Any the Endeavor House Owner or volunteer who believes a resident has behaved with her/him in such a way as to provoke or invite unethical behavior must report that interaction to their The Endeavor House Owner.

3. Consequences for Failed to Comply

- a. Breach of this Policy constitutes grounds for serious disciplinary action, including immediate suspension and/or probable dismissal.
- b. The Endeavor House Owner and volunteers will be oriented to this Policy and indicate understanding and agreement to comply.

RESIDENT RIGHTS AND RESPONSIBILITIES

POLICY

To safeguard the rights of persons who are residents at Endeavor House

BASIS

Each resident has certain rights and responsibilities to ensure the best experience possible.

PROCEDURES

1. Residents will be informed of their rights and responsibilities upon admission into the program and given a copy of the (Program *Description*) and House Rules.
2. Resident Rights
 - a. As a resident of Endeavor House, you have the right to:
 - Be treated with dignity and respect
 - Participate actively in your recovery
 - Be given information regarding informed consent prior to the start of your stay
 - Be seen by a private physician with the understanding that all costs will be the responsibility of the resident
 - Have all information pertaining to stay held in confidence
 - Receive information regarding cost
 - Be fully informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct
 - Initiate a complaint or grievance procedure and understand that you may begin the grievance procedure by contacting the House Manager or The Endeavor House Owner(s)
 - Request referral resources in the event of your dismissal from Endeavor House
 - Not to be required to perform services for Endeavor House, which are not included in the usual expectations of all residents
3. Resident Responsibilities - See Procedure "Resident Rules" in "Care of Residents"

CONFIDENTIALITY AND RESIDENT RECORDS

POLICY

The right to confidentiality of all residents regarding verbal and written information will be protected and compliance with federal and state laws will be met.

BASIS

To uphold the confidentiality and protect the right to privacy of residents.

PROCEDURES

1. All house managers, members and volunteers of Endeavor House will adhere to the confidentiality laws and procedures as set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
2. Residents will be informed upon admission of their rights to confidentiality and be given the opportunity to sign consent forms for the release of information. Residents may choose whether or not to sign and may revoke a release at any time (see attached forms).
3. Upon admission the Endeavor House Owner will explain, and residents will sign a "Resident Confidentiality Agreement" (see attached). This agreement is for the purpose of ensuring confidentiality among the residents and building trust.
4. Resident files (both current and past) will be kept in a locked filing cabinet(s) in one of the recovery residences' offices, which have the capability for the door to the office to be locked. These files will be under the direct maintenance and supervision of the Endeavor House Owner. The files will be utilized and viewed only by Endeavor House members unless:
 - a. The resident whose name appears on the file requests to view their file,
 - b. The resident has signed a release of information form for the specific person who has requested to view the file, or any parts thereof, in which case a statement forbidding further disclosure will be stamped on each page released;
 - c. A court order is furnished requesting the file, or any part thereof, and;
 - d. A situation in which the resident's life is in danger and the file or a portion thereof would aid in the treatment of the resident.

RESIDENT CONFIDENTIALITY AGREEMENT

The confidentiality of recovering persons living in a Recovery Residence is protected under Federal Law 42 CFR, which protects them from anyone outside of the residence having knowledge of their participation in the recovery residence without the resident's specific permission. No information regarding a resident of Endeavor House may be released to anyone outside of the program unless:

1. The resident has signed a consent form to that person/agency;
2. A court order is issued to Endeavor House regarding information on the resident,
3. Medical personnel require the information in a medical emergency or,
4. The resident threatens to harm him/herself or someone else.

Federal Law does not protect a resident if they commit a crime against anyone at Endeavor House. Also, Federal Law does not restrict sharing of information regarding reported child abuse/neglect to appropriate State and local authorities.

These laws apply not only to the Endeavor House Owner, member and volunteers of Endeavor House, but to the residents as well.

I agree to not reveal to anyone outside of the Endeavor House the name, identity, or description of another resident. I also agree to not discuss the content of conversations or groups with anyone outside of Endeavor House. This includes sharing at 12-Step meetings.

I agree to inform The Endeavor House Owner if any of my peers reveal any information about themselves or another resident that may be a cause for concern.

Name of Resident: _____

Signature: _____ Date: _____

The Endeavor House Owner Signature: _____ Date: _____

AUTHORIZATION TO RELEASE OF INFORMATION

Name of Resident: _____

I hereby request and authorize:

Endeavor House 1620 E. Main Street, Center Conway 03813 Phone 603-662-0669

To disclose to or obtain from: _____

the following type(s) of information from my records (and any specific portion thereof):

- History and Physical Alcohol and Drug Abuse Treatment Record Laboratory Reports
- AIDS related information including results of HIV testing Psychological Reports
- Other _____ for the purpose of _____

All information I hereby authorize to be obtained from this agency will be held strictly confidential and cannot be released by the recipient without my written consent. I understand that this authorization will remain in effect for:

- Ninety (90) days unless I specify an earlier expiration date here: _____
- One (1) year.
- The period necessary to complete all transactions on account related to services provided to me.

I understand that unless otherwise limited by state or federal regulation, and except to the extent that action has been taken which was based on my consent, I may withdraw this consent at any time.

Resident Signature: _____ Date: _____

Signature of Witness/Title: _____ Date: _____

The Endeavor House Owner Signature: _____ Date: _____

Use This Space Only If Resident Withdraws Consent

Resident Signature _____ Date _____

The information which is being disclosed is from records whose confidentiality is protected by federal law. Federal Regulations (42-CFR Part 2) prohibit disclosure without the specific consent of the person to whom it pertains. A general authorization is NOT sufficient for such release. The Federal rules restrict any use of this information to criminal investigation or prosecute any alcohol or drug abuse patients.

GREIEVENCE PROCEDURE

ADMISSION CRITERIA AND INTAKE PROCEDURE

POLICY

All Endeavor House Owner are to follow the procedure for admitting a resident into Endeavor House once criteria for admission (see below under Procedure) have been met.

BASIS

It is necessary to provide consistent and prompt care for residents entering the Endeavor House. Certain steps must be taken to ensure that the resident is appropriate.

PROCEDURE

Upon first contact with Endeavor House member, whether by phone or in person, The Endeavor House Owner will screen the potential resident to determine the potential resident's appropriateness for the Endeavor House by applying the following Admission and Exclusion Criteria. If the potential resident is determined as inappropriate, then suitable referrals will be provided.

1. Admission Criteria

The potential resident must:

- a. Be admitted voluntarily
- b. Be 18 years of age or older
- c. Be at least 28 days from the last use of alcohol and/or drugs
- d. Be medically stable. Any individual with ongoing medical problems, including dual diagnosis, may be accepted if they are addressing these problems with outside professional help, including medication management.
- e. Have adequate control over their behavior and assessed not to be imminently dangerous to self or others
- f. Express a desire to recover from addiction to drugs or alcohol
- g. Be assessed as medically appropriate and free of any illness that requires isolation from others
- h. Have the capacity for active participation in all phases of the program
- i. Be ambulatory and meet personal needs without assistance.
- j. Have adequate resources to pay for the program.

2. Exclusion Criteria

The potential resident cannot:

- a. Have clinical manifestations that meet criteria for a more intense level of care (e.g. acutely psychotic or a danger to self or others)

- b. Have severe permanent deficits in recent memory, attention, concentration, who cannot attend effectively to activities of daily living and whose cognitive impairment prevents them from understanding and participating in the program
 - c. Have ongoing medical issues, which require a more intensive level of monitoring and care than can be provided by EndeavorHouse.
3. If the potential resident is assessed as appropriate for the Endeavor House program then The Endeavor House Owner completes the initial screening and, if appropriate, the potential resident is invited to interview in the residence with potential roommates and the Endeavor House member.
4. During the initial screening, The Endeavor House Owner obtains assessment information from the resident and will verify the identity of the resident through identification. The Endeavor House Owner will have the resident complete and sign the Resident Information Form. The Endeavor House Owner will review the confidentiality Policy and obtain the resident's signature on the appropriate Confidentiality Agreements and Release Forms (see Confidentiality Policy). The Endeavor House Owner will also review the resident's rights and responsibilities, the rules, groups, emergencies and other general information found in the Rules and Program Description and obtain the resident's signature on the Rules. The Endeavor House Owner will provide the resident with a copy of the Resident Handbook. At this time The Endeavor House Owner will search the resident's belongings for inappropriate or hazardous items (see Search for Hazardous Items Policy). If the resident has not had a recent drug screen, then The Endeavor House Owner will administer a urine drug screen. If the resident has had a recent physical and lab work (including TB test) and has not brought them with him/her, then The Endeavor House Owner obtains a release from the resident for medical information from the referral source.
5. The resident will be informed of the fees for the recovery residence.
6. The resident will then be escorted to their residence and assigned a room.

ENDEAVOR HOUSE RESIDENT APPLICATION

APPLICANT INFORMATION		
Today's Date:	Desired date of move in :	Reason for move:
Name:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own or Rent	Monthly payment or rent:	How long?
Previous address:		
City:	State:	ZIP Code:
Own or Rent	Monthly payment or rent:	How long?
Marital Status: Married Separated Divorced Widowed Registered Partnership		
Level of education completed:		Veteran: Yes or No
Are you pregnant: Yes or No		
Who referred you to us?		
RECOVERY AND SUBSTANCE USE		
Do you think you have a problem with alcohol? Yes or No		Do you think you have a problem with drugs? Yes or No
List drugs/alcohol you used addictively:		
1 st _____	Route (smoke, IV, Ora etc.) _____	
Date of last use: _____	Age of 1 st use: _____	
2 nd _____	Route (smoke, IV, Ora etc.) _____	
Date of last use: _____	Age of 1 st use _____	
3 rd _____	Route (smoke, IV, Ora etc.) _____	
Date of last use: _____	Age of 1 st use: _____	

Other: _____

When did you attend your last AA or NA meeting:

How many meetings have you attended in the last 30 days:

Do you have any other recognized addictions or disorders? (i.e. Eating disorder, cutting, sex addict) Yes or No
Please describe:

Are you on any maintenance programs, and if so which?

Are you interested in a maintenance program, and if so which?

How much clean time do you currently have?

What is the longest you have gone substance free?

How many previous recovery attempts/relapses have you had?

LEGAL

Have you been arrested in the past 30 days: Yes or No

Are you currently on probation or parole: Yes or No

If yes, Probation Officer: _____ Phone: _____

Are you mandated: Yes or No

Do you have any legal problems (i.e. Court dates warrants

If yes please describe?

Do you have any active restraining orders against you or someone else? Yes or No

If yes please describe:

MEDICAL

Do you take any prescription medications? Yes or No

If yes please list

1. _____
2. _____
3. _____
4. _____

Do you have any medical conditions or allergies: Yes or No

If yes, please describe:

EMPLOYMENT

Current employer:

Employer address:

City

State

Phone:

Position:

Current work Schedule indicate Hours:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

List your last 3 employers:

Company Name:

Supervisor:

Contact Info:

If unemployed what are your plans for getting a job:

Please list your vocational skills/specialized training or certifications:

Are you receiving welfare or other non-job related income? Yes or No
If yes, indicate source:

What is your monthly gross income right now: \$

Do you have a valid driver's license? Yes or No
Do you have a car: Yes or No If yes, is it registered and insured? Yes or No

EMERGENCY CONTACT

1. Name of a person not residing with you:

Address:

City:	State:	ZIP Code:	Phone:
-------	--------	-----------	--------

Relationship:

2. Name of a person not residing with you:

Address:

City:	State:	ZIP Code:	Phone:
-------	--------	-----------	--------

Relationship:

3. Name of a person not residing with you:

Address:

City:	State:	ZIP Code:	Phone:
-------	--------	-----------	--------

Relationship:

OTHER INFO

Please list hobbies and special interests:

What would you say your best characteristics are:

Have you ever lived in a home shared with other people? Yes or No
Do you anticipate any problems with this? Yes or No

If yes, please list:

What is your main goal at this time?

Anything else you want to tell us?

REFERENCES

Name:	Address:	Phone:

I authorize the verification of the information provided on this form as to my legal and employment.

Signature of applicant:	Date:
-------------------------	-------

DOCUMENTATION OF RESIDENCE

POLICY

Each resident's stay at Endeavor House, from admission to discharge, will be documented in their individual file.

BASIS

Documentation reflects the status of the resident stay.

PROCEDURES

1. Documentation should: be written in ink, contain the resident name on every page, signature and title of the Endeavor House Owner member doing the documenting, contain date of entry, and identify the type of documentation.
 - a. Weekly House Meeting: Notes are written in narrative style and describe the proceedings of the weekly house meeting. This will include whether the resident was present or not at the meeting.
 - b. Other Documentation - This includes medical or legal documents and correspondence with resident's payroll/probation officer and urine drug screens.
2. Delayed entries should be avoided, but when necessary they are to be dated for the day entered into the chart and refer to the date when the meeting or incident occurred.
3. Corrections in documentation are made by crossing through the mistake with a single line, initialing at the mistake and then writing the correction.

ENDEAVOR HOUSE MEETING MINUTES

Date:

Meeting Facilitator

Note Taker:

Present:

Absent:

Announcements

[List all announcements made at the meeting. For example, new members, change of event, etc.]

Discussion

[Summarize the discussion for each existing issue, state the outcome, and assign any action item.]

DRUG SCREENING LOG

Resident Name: _____

Date	COC	M-AMP	THC	OPI	PCP	BZO	BUP

RESIDENTS ON PROBATION OR PAROLE

POLICY

Endeavor House will be in communication with residents' Probation or Parole officers.

BASIS

It is vital that Probation and/ or Parole Officers receive timely information on their clients who are residents of Endeavor House.

PROCEDURE

1. Residents who are on probation or parole must sign a Endeavor House Authorization for Release of Information form to allow the release of information on their status at Endeavor House to their Probation or Parole Officer.
2. A residents' Probation or Parole Officer will be notified by phone immediately or by the start of the next day of any positive drug screen results, serious rule violations and associated sanctions, arrests or law violations known by Endeavor House Owner.
3. A residents' Probation or Parole Officer will be notified by phone prior to discharge from Endeavor House.
4. A residents' Probation or Parole Officer will be notified by phone if the resident does not self-administer any medication as prescribed.

ATTENDANCE

POLICY

All residents of Endeavor House are expected to attend the weekly house meeting and other groups that are outlined in the intake packet.

BASIS

It is beneficial for residents to attend the weekly house meeting and other groups and activities which help provide peer support. Repeated absences and tardiness interrupts the process.

PROCEDURE

1. Residents are provided with Rules that outline their responsibility regarding attendance.
2. Residents must inform the Endeavor House Owner and community of possible absences/tardiness due to scheduled appointments, such as medical appointments, in the weekly house meeting, prior to the appointment. Also, if residents are going to be absent/tardy from their set schedule, they must inform a The Endeavor House Owner member of their whereabouts (where they will be, their expected time of return and their return).
3. Residents who have consistent or sporadic, non-consecutive absences and/or leaving early and repeated avoidable conflicts, will be assessed by the Endeavor House Owner to discuss issues regarding compliance with the Policy and request that the resident comply with the Policy. If this measure does not resolve the concern, then the resident will be discharged with an appropriate referral to another facility.

12 STEP MEETING ATTENDANCE OR OTHER RECOVERY SUPPORT MEETINGS

Residents Name: _____ Month/Year: _____

Week of: record date below	Meetings/Peer support/Self Help	Total # of meetings	Reviewed By/date
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			

Number of meetings this month: _____ Verified By: _____

Comments:

RESIDENT RULES

POLICY

Residents will receive a copy of the Endeavor House Rules and Program Description upon admission.

BASIS

The Endeavor House Rules and Program Description help residents understand the expectations and benefits of the program.

PROCEDURE

Upon admission, each resident will receive a copy of the Endeavor House Rules and Program Description (see attached). At the time of admission, the admitting The Endeavor House Owner will review the Endeavor House Rules and Program Description with the resident and the resident will sign a copy of the Rules that will indicate the review.

RULES & REGULATIONS

1. You are required to attend at least 5 12-Step meetings per week, have a program book, (Big Book, NA Text, etc.), and have your meeting slip signed by a member of the group, and not another resident, and attend on- premises "House Meetings" which are held once per week, 1-2 hours per meeting
2. House meeting attendance is mandatory, (which means you must arrange for employment that does not interfere with these meetings), there are no exceptions to this rule.
3. For the first 14 days you are to remain on premises unless given permission to leave, (during this time you are expected to be working on your steps or attending peer support).
4. You must let the house manager know when leaving the premises all overnight leaves must be pre-approved by the house manager in advance, and any inconsistencies in leave times are grounds for discharge.
5. Rent must be paid every Friday directly to the house manager and kept up to date without exception.
6. You must see the house manager at least 1 time per week to discuss your recovery program- it does not count as a visit to discuss program while paying rent, unless the house manager chooses to do so.
7. You must obtain a Home Group and a Sponsor, or you must be in a weekly program with a recovery coach. (You must provide a contact name and phone number), within the first week of residency, and this will be verified.
8. You must be working the 12 steps and working on a recovery path program a MWVSR or White Horse coach present these in the House Meeting by the 3rd week, along with a copy to the house manager.
9. You are required to be employed full time, and you are not permitted to quit a job without first

discussing it with the house manager, (employment status will be checked on periodically).

10. There are certain types of employment that are not allowed, and you must speak with the house manager prior to accepting employment with anyplace.
11. No cab driving, working in bars, clubs, or places that sell alcohol. Your room must be kept neat, with your bed made at all times, rugs vacuumed, toilet cleaned, kitchen area clean, which means absolutely no glasses, dishes, forks, knives, spoons, etc. left in the sink at any time, and any trash disposed of in a timely manner.
12. You will be assigned daily and weekend chores (these are mandatory as part of your stay).
13. All vehicles will have current tags and insurance, and this must be verifiable. Also, there will be no storage of vehicles, and no working on vehicles on the premises.
14. Bikes and other modes of transportation must be stored in the appropriate locations, and security for these are at your own cost.
15. Any situation that requires police involvement must be discussed with the house manager before the police are called, (any police involvement without house manager approval will be grounds for discharge).
16. There are absolutely no visitors allowed on premises without prior approval from the house manager.
17. There will be no congregating outside the front of the home, no loud music or discussions, or inappropriate dress allowed, and you are required to attend to daily hygiene needs.
18. No one is allowed in another resident's room- period.
19. There is no sharing of clothes, personal property, loaning money, borrowing vehicles, including bikes by either staff or residents.
20. You may be requested to submit to a U/A at any time, which may include either with cause or without. Also, another resident may request someone to be tested if a person's behavior warrants it.
21. Any resident who is aware of a rules infraction and does not notify the house manager immediately will be subject to discharge, which includes finding out later that you knew about it.
22. All rooms are subject to inspections at any given time, and any room that does not pass inspection may cause all residents in that room to be discharged.
23. Smoking is not allowed in rooms or in the house. Smoking is only allowed in designated areas.
24. Any cooking done by residents requires immediate clean-up.
25. Any delegation, directive, or request that is made by staff will then become a rule.
26. Any medical conditions and/or injuries must be brought to the attention of the house manager.
27. Calls to 911 for medical conditions, injuries, etc. must be approved by the house manager before calling.
28. If there is an emergency, call 911, and then notify the house manager immediately.

29. Any and all medications, including pain pills, psych. meds, aspirin, Advil, cold, flu, sinus, etc. must be locked up at all times. You must let the house manager know what medicines you are taking. Rx and Over the Counter medications that have an unreadable label will be disposed of. Also, failure to divulge any and all medications to the house manager will cause you to be discharged.
30. House shut downs will occur if chores are not done, the grounds and buildings are not cared for, rooms are not kept clean, or general attitudes are not in line with house etiquette. This will be done at the discretion of the house manager.
31. All rules and regulations are subject to additions and changes at the house manager's discretion.

IMMEDIATE DISCHARGE for any of the below violations

1. Being under the influence of alcohol and/or drugs
2. Possession of alcohol/drugs
3. Possession of weapons
4. Threats either verbal or physical, or acts of violence, fighting
5. Property destruction or altering the physical construction of the premises, including interior walls
6. Failure to submit a drug screen
7. Lies, either found on your intake paperwork or otherwise, stealing, unusual behavior, and any criminal activity
8. Failure to comply with rules and/or staff directions

DISCIPLINARY ACTION

POLICY

Residents of Endeavor House who fail to adhere to the rules agreed to on admission to the program will be subject to progressive disciplinary procedures.

BASIS

Endeavor House Operates on a basis of trust with each individual resident. Each resident enters Endeavor House With a 100% trustworthy status. If it comes the attention of The Endeavor House Owner that a resident is violating a Policy, disciplinary action will be taken, and that trust maybe lost.

PROCEDURE

The infractions that result in immediate discharge from Endeavor House are:

1. Using ANY type of mind altering substance
2. Drugs, alcohol or any related paraphernalia found in possession
3. Positive results from a random drug screening
4. ANY form of threats or physical assault toward self or others
5. Suicide attempts or verbal intent will be discharged and referred to a different facility

Other Infractions against Endeavor House policies such as violating curfew, not doing chores, etc., will work on a progressive re-directive model. Generally, residents will initially be given a verbal warning, followed by a written warning. Behavioral contract is the final opportunity for a resident to change the behavior of concern.

In the event of discharge, consequences are immediate. The Resident must make their own arrangement to find accommodations elsewhere. Thirty Days will be allowed to make arrangement for personal belongings to be retrieved. The Endeavor House Owner reserves the right, in special instances, to call a community meeting discuss possible reinstatement of the discharged resident.

DRESS CODE

POLICY

Residents and The Endeavor House Owner of Endeavor House will adhere to a dress code to ensure that they are attired and groomed in a manner that is appropriate.

BASIS

The image created by The Endeavor House Owner is important to the supportive living environment. Extremes in clothing and grooming are considered inappropriate for both The Endeavor House Owner and residents. Personal grooming is an important aspect of a resident's recovery.

PROCEDURE

All the Endeavor House Owner and residents shall adhere to the following:

1. Maintain high levels of personal standards of cleanliness regarding hair, nails, oral and body hygiene.
2. Clothing shall be neat, clean and conservative. No tight-fitting clothing and no seductive clothing, such as low cut or sheer styles or short dresses or short shorts.
3. Exceptions may be made when The Endeavor House Owner is participating in special events (e.g. yard work).
4. Residents must be fully dressed in the common areas always.

EMERGENCIES

POLICY

Residents are informed upon admission the procedure to follow during an emergency and the procedure is to be included in the Resident Rules.

BASIS

The safety of the residents in the event of an emergency is to be ensured.

PROCEDURE

1. Upon admission, The Endeavor House Owner will review the information in the Resident Rules regarding emergencies with the resident (see attached).
2. Fire Drills will be conducted two times yearly (in the spring and in the fall) that review the protocol for residents if the fire alarms sound in the houses. The drill reviews evacuation routes for each room in the houses, meeting places and fire safety rules.

WHAT TO DO IN CASE OF AN EMERGENCY

Call 911 in case of:

1. Fire
2. Violence or a threat of violence
3. Suspicious persons hanging around premises
4. Burglary
5. A life-threatening medical situation
6. Chest pain
7. Shortness of breath
8. Suicide attempt
9. Unconscious individual
10. Injury in which there is a broken bone or bleeding that cannot be stopped
11. Serious fall
12. Unable to wake someone
13. Ingestion of toxic chemicals or substances
14. Individual out of control
15. Individual hallucinating
16. Individual having an extreme allergic reaction
17. Extreme paranoid behavior

AFTER you call 911, call The Endeavor House Owner and inform them of the situation.

Then **move** to a **safe place** to wait the arrival of emergency assistance.

DO NOT try to move an injured person, give First Aid or CPR unless you are qualified.

Call the Endeavor House Owner in case of:

1. Drugs, alcohol, weapons on the premises
2. Suspicion or knowledge of someone using/having used drugs/alcohol
3. Plumbing problems or maintenance issues in the house
4. Power out for more than a half an hour
6. Individual who may be in withdrawal having difficulties
7. Curfew violations

INTERVENTION FOR THE AGITATED OR DANGEROUS RESIDENT

POLICY

The Endeavor House Owner must be able to effectively manage residents who have become agitated or a danger to themselves or others.

BASIS

Addicted residents may become agitated or dangerous to themselves or others. Therefore, The Endeavor House Owner must be trained to provide a safe and appropriate approach.

PROCEDURE

1. The following procedure should be implemented for residents who are assessed as being agitated or dangerous to themselves or others with threatening and/or violent behavior:
 - a. The Endeavor House Owner member will call out "help" in a loud voice. The Endeavor House Owner member will ask for aid from the residents who are present.
 - b. The Endeavor House Owner member will instruct a resident to call 911 and inform them that there is a resident who is a danger to themselves or others and is potentially violent. Then, the Endeavor House Owner member will approach the resident and attempt a verbal intervention. If the resident calms down then wait with the resident until the police arrive and apprise them of the situation. If the resident does not calm down, do your best to ensure the safety of those present and vacate the premises with other residents and wait for the police to arrive.
 - c. Place hands on the resident only if necessary and under the observation of other The Endeavor House Owner residents.
 - d. Once resident safety is insured have follow-up meetings immediately with other residents and The Endeavor House Owner who were involved in the incident.
 - e. Document the incident in the resident's file.

INTERVENTION FOR THE INTOXICATED/IMPAIRED RESIDENT

POLICY

The Endeavor House Owner of Endeavor House will effectively manage residents who are intoxicated or impaired by a substance.

BASIS

Addicted residents may relapse while in residence and become intoxicated or impaired by a substance. Therefore, The Endeavor House Owner must be able to manage residents in an appropriate manner.

PROCEDURE

1. The following procedure should be implemented for residents who are assessed as being intoxicated or impaired by a substance.
 - a. The Endeavor House Owner member who observes the behavior, or is informed of the possibility of the resident being intoxicated, should evaluate the situation by assessing the following:
 - Is the resident's behavior uncharacteristic of how they normally appear?
 - Does the resident have slurred speech or unsteady gait?
 - Does the resident have an odor of alcohol, pot, glue or some other substance?
 - b. If the resident is assessed to be intoxicated or impaired by a substance, The Endeavor House Owner will ask the resident if he/she has been drinking/using a substance. If the resident acknowledges use then they will not be allowed to participate in the recovery residence and will be referred to an appropriate level of care. The Endeavor House Owner, or someone of the resident's family or friends, will then transport the resident to the facility.
 - c. If the resident who is assessed to be intoxicated or impaired by a substance denies using alcohol or drugs then the Endeavor House Owner member should ask the resident's peers for supporting evidence that the resident was using, perform a urine screen (refer to the Policy on "Random Urine Drug Screens")- Also, a room search may be warranted to insure that no illegal or dangerous substances have been brought into the house (see the Policy on "Search for Hazardous Items"). If the urine screen test shows a positive reading or the search reveals alcohol or mood altering/illegal substances, then the procedure under "B" should be followed.
2. The Endeavor House Owner will document the incident in the resident file and discharge the resident.

MEDICAL CARE

POLICY

Residents at Endeavor House must have access to adequate medical care.

BASIS

Residents often enter Endeavor House with medical problems that require follow-up and medical problems may develop that require attention.

PROCEDURE

1. Residents must have a physical and TB test done prior to their admission to Endeavor House and bring those records with them when they come in. If this cannot be provided by the referral source or if the resident is unable to afford such medical care, then the resident will be referred to the County Health Department.
2. Direct medical care to the resident is provided either by the resident's personal physician or referrals to the local County Health Department, clinic or closest hospital.
3. If a resident becomes physically ill while in the recovery residence at Endeavor House, then the following procedure is to be followed:
 - a. Call 911 if the situation is an emergency and/or life threatening
 - b. Call the Endeavor House Owner and inform them of the situation.
 - c. The Endeavor House Owner will then make the appropriate medical referral.
 - d. **DONOT** try to move an injured/ill person or give First Aid or CPR unless you are qualified to provide this assistance.

MEDICATIONS

POLICY

Residents may take certain medications under the supervision of a qualified physician.

BASIS

A percentage of the residents who come to Endeavor House are on some type of medication either for a physical or psychiatric concern.

PROCEDURE

1. Residents may not take any mood-altering medications (e.g. opiate-based pain medications, benzodiazepines, barbiturates, sedatives-hypnotics, sleeping pills, diet pills).
2. In rare instances, a patient may have a medical procedure or pain that requires brief use of medicines that are not on the client 'safe drug list'. Clients at that time must submit to the Endeavor House Owner of Endeavor House physician documentation of the necessity of the medication. Only the Endeavor House Owner can authorize use of any medication at Endeavor House that is not on the safe drug list. Medications will be stored in a locked box.
3. Residents must inform The Endeavor House Owner of any prescriptions/medications they have when they are admitted to the Endeavor House and any prescriptions/medications they receive while a resident at Endeavor House. Failure to do so will result in disciplinary action and possible discharge.
4. Residents may only take over the counter medications that are approved by Endeavor House on the 'safe drug list'.
5. Residents who are on any medication must be able to self-administer their own medication without the aid of a health-care professional. If a resident is unable to do so, then they will be referred to a facility that can aid them.
6. Amphetamines and Benzodiazepines are not allowed at Endeavor House
7. Residents on MAT (medication assistance medications)-including buprenorphine derivatives we have their supply of prescription opiate antagonist placed in a lock box. Access to the lock box is once a day 5 day a week -supervised- to withdraw and sign out the daily dose. Weekend or pass doses are allowed. The goal of MAT therapy is to sustain a patient through recovery and TAPER when appropriate. The supports offered at MWV- SRC give woman an opportunity to use this time to become substance free. We support any and all efforts to taper MAT therapy.
8. Gabapentin is considered a drug of abuse and will be required to be stored in the lock box following the same guidelines as MAT medication

9. Residents who are on medication are responsible for the proper dosage of their medication. Medication must be stored, not accessible on counter tops or dressers. The preferred storage for any medication is a lock-box, which the Endeavor House Owner has a key to.
10. Any deviation from the proper medication dosage will be investigated by the Endeavor House Owner. Deliberate alteration of the dosage in an attempt to alter mood will result in disciplinary action and possible discharge.
11. Residents must not discontinue taking any prescribed medications without the written authorization of a medical doctor.

RANDOM DRUG SCREENS

POLICY

Residents with the diagnosis of alcohol and/or other substance dependence/abuse will be required to randomly submit urine for drug screens.

BASIS

Random urine drug screening is an effective means of monitoring resident alcohol/drug intake status.

PROCEDURE

1. The collection of urine for a drug screen test may be administered by the Endeavor House Owner member of Endeavor House, either randomly or with probable suspicion of the resident's use of drugs/alcohol during their stay at Endeavor House. The test will be administered and read by a The Endeavor House Owner member of EndeavorHouse.
2. Urine may be collected either using rapid on-site drug detection methods (commonly referred to as a "dipstick") or collected and sent to a lab for testing. If the sample is to be sent to a lab, it will be packaged and mailed according to the mailing instructions provided by the laboratory.
3. Results are noted in the resident's file.

SEARCH FOR HAZARDOUS ITEMS

POLICY

Endeavor House has the right and the responsibility to search residents' belongings and the residences for illegal substances and inappropriate/hazardous items.

BASIS

Endeavor House seeks to ensure the safety of all residents and to provide a safe environment conducive to recovery from addiction.

PROCEDURE

1. Upon admission, an Endeavor House Owner member will search the resident's personal belongings for illegal or inappropriate/hazardous items. The resident will be informed of Endeavor Houses' Policy regarding keeping of illegal substances or inappropriate/hazardous items in residence.
2. Periodic searches (timing is decided by the Endeavor House Owner) of the residences will be done by a The Endeavor House Owner member to look for illegal or inappropriate/hazardous items.
3. If a resident is found to be in possession of an illegal or inappropriate/hazardous item upon admission the item or substance will be confiscated by the Endeavor House Owner. If, during a residence search, it is discovered that a resident is keeping an illegal substance (e.g. drugs such as cocaine, heroin) or an inappropriate/hazardous item (e.g. a legal but mood-altering drug such as alcohol or a weapon) the item(s) will be confiscated and the resident will be subject to discipline and may be discharged.
4. Inappropriate/Hazardous Items
 - a. Illegal drugs - Cocaine, heroin, amphetamine, pot, syringes, pipes, straws, foil, cotton.
 - b. Legal drugs that are mood altering - alcohol and anything containing alcohol, prescription drugs, etc.
 - c. Weapons or anything heavy or sharp enough to be used as a weapon

SUICIDE ASSESSMENT AND PRECAUTIONS

POLICY

All suicidal expressions or gestures should be taken seriously

BASIS

Suicidal expressions and gestures indicate serious emotional problems and life-threatening actions.

PROCEDURE

Suicide Precautions

1. If a resident reports that they are experiencing suicidal ideations the Endeavor House Owner will contract the Access Center for a consult. The house manager may then advise the Access Center that the suicidal resident may be transported to the center.
2. Ensure that the resident is safe by remaining with the resident 1:1 until the resident is transported and safely at the Access Center and remove all potentially hazardous items that may be available to the resident.
3. The Endeavor House Owner will then transport the resident to the Access Center or call 911 and ask for aid in transporting a suicidal resident.

SMOKING

POLICY

Smoking is prohibited inside of the recovery residences of Endeavor House. Residents may only smoke on the outside designated areas.

BASIS

Smoking inside is against the Fire Codes and endangers personal safety.

PROCEDURE

1. Smoking is prohibited in all indoor locations at Endeavor House recovery residence. Smoking is restricted to the outside designated areas of the houses. Guidelines include:
 - a. Resident's must purchase and keep their own tobacco products. Borrowing tobacco products is discouraged.
 - b. Use of tobacco products is restricted to the outside designated areas of the houses.
 - c. Tobacco/smoking refuse shall be discarded in the appropriate receptacle.
 - d. No e-cigarettes or vaping allowed.
2. A resident who violates this Policy will be informed that she/he is in violation of Endeavor House Policy and will be told to stop smoking inside. Failure to comply with this Policy will result in disciplinary action and possible discharge from the recovery residence.
3. For the purposes of this Policy, smokeless tobacco (snuff, "dip", chewing tobacco, etc.) are to follow the same no- smoking guidelines.

TYPES OF DISCHARGE

POLICY

Endeavor House resident records will state the type of discharge for the resident.

BASIS

The resident record must accurately reflect the type of discharge that occurred when a resident leaves Endeavor House for accuracy, research and assessment if the resident reapplies for admission.

PROCEDURE

1. Upon discharge The Endeavor House Owner will assign one of the following designations for the type of discharge that the resident experienced.
 - a. **Discharge of Completion** - The resident has completed the requirements of the Endeavor House recovery residence in good standing and has processed his/her leaving with the community of The Endeavor House Owner and residents.
 - b. **Administrative** - The resident has violated a rule(s) that would endanger the community (e.g. using drugs or fighting). The resident leaves the premises and/or the program without permission and does not notify The Endeavor House Owner or peers, (e.g. If the resident is out past curfew leaves during the night). The resident chooses to leave the Endeavor House recovery residence prior to the length of stay that The Endeavor House Owner has recommended.
 - c. **Medical Leave** - The resident is no longer appropriate to remain at Endeavor House recovery residence because of a physical condition that cannot be adequately treated if the resident remains at Endeavor House or their condition warrants an increased level of structure and must enter the hospital.
2. The Endeavor House Owner documents in the resident file the type of discharge.

DISCHARGE CRITERIA

The indicators that a resident is ready for approved discharged are as follows:

1. The resident exhibits the capacity to apply a recovery program in their daily lives. The resident asks others for help as needed. The minimum standard being that president has and uses sponsor on a regular Basis.
2. The resident exhibits honesty and is appropriately open with his/her feelings both in individual and group settings.
3. The resident consistently demonstrates the motivation to remain in recovery.
4. The resident, with The Endeavor House Owner input, has developed an appropriate aftercare plan, and asks for feedback about that plan from peers and The Endeavor House Owner.

DISCHARGE PROCEDURE:

1. At completion of the program, The Endeavor House Owner will enter a discharge note into the resident's file, including a summary of the resident's participation in the recovery residence.
2. Resident's file will be removed from the active locked files and placed in a manila folder in the closed/inactive locked files.
3. If a resident "drops out" or withdraws from the recovery residence for other reason(s), this is recorded in the resident's file. If the resident has signed the appropriate Release of Information forms, then any and all of the referring agencies should be informed (i.e. Probation, parole, court services, pretrial, etc.).

READMISSION PROCEDURE:

Readmission to Endeavor House is considered a case by case Basis, depending on the reason for discharge. In general, residents who are asked to leave due to a relapse or referral to a higher level of care may be considered for readmission to the recovery residence. They may also be required to re-interview with their fellow residents before returning. Recommendations may be made for additional outpatient treatment, as well as other conditions within Endeavor House i.e. behavioral contract.

RESIDENT FINANCES

POLICY

Residents of Endeavor House are responsible for their personal finances.

BASIS

Residents in a recovery residence must learn to take responsibility for their needs, which includes appropriate handling of personal finances.

PROCEDURE

1. Residents may maintain bank accounts and have funds that they either bring with them or are supplied by a third party (e.g. family or friends).
2. Residents may access their funds at their discretion for personal use or to pay Endeavor House fees.
3. The Endeavor House Owner will use the form (see attached) to keep track of residents' fees. Fees must be paid on a weekly or monthly Basis, as determined by the Endeavor House Owner. **Fees are \$160 per week.**

RECOVERY RESIDENCE FINANCIAL AGREEMENT

Resident: _____

Admission Date: _____

Residence Address: _____

Recovery Residence fees are \$ _____

Fees include housing and utilities and 2 meals a day Mon-Thurs

Additional charges for excessive or additional utility cost may apply and will be prorated among residents.

I understand that there is a Security Deposit of **\$50.00**.

I understand that I can be refunded this deposit when I leave if:

- I am paid up to date
- on my own accord (not being discharged)
- with two (2) weeks notice,
- and with no damage to Endeavor House

I understand that I may pay fees on a weekly or a monthly Basis. Fees are due every Friday before 7:00 pm.

I understand that the period is Friday to Thursday, and that I must pay **a week ahead**.

I understand that there is a **10% late fee** for fees not paid on time.

In acceptance of the FINANCIAL AGREEMENT with Endeavor House I agree that to qualify for Recovery Residence I must adhere to the attached Rules and Regulations and make my scheduled payments when due. I further understand that failure to make payments when due may result in my discharge from Endeavor House Residence. Any unpaid account balance at the time of discharge is subject to the cost of collections and lawyers' fees if required.

PROMISE TO PAY ACCOUNT

For and in consideration of services to be rendered I promise to pay Endeavor House all its charges rendered to me from admission to discharge. I understand that the total of such charges are due and payable according to this Financial Agreement.

Resident Signature: _____ Date: _____

The Endeavor House Owner Signature: _____ Date: _____

RESIDENT TRANSPORTATION

POLICY

Residents of Endeavor House are responsible for their own transportation needs.

BASIS

Residents in a recovery residence must learn to take responsibility for their needs, which includes appropriate and adequate transportation.

PROCEDURE

1. Residents must provide for their own transportation needs. If own a vehicle, they may use it while living at Endeavor House. If they do not own a vehicle, they may use the bus for their transportation. Residents are responsible for purchasing bus tokens or cards.
2. If a resident is in a medical or psychiatric emergency, then peers or The Endeavor House Owner will call 911 immediately (see "Emergencies" section) and wait for the ambulance to arrive to transport the ill resident.
3. The Endeavor House Owner may, under certain circumstances, transport residents in their own vehicle. (The Endeavor House Owner must have proof of adequate insurance).
 - a. If the resident would be in greater danger riding the bus than receiving a ride from The Endeavor House Owner. For example, if the resident has been at a local hospital (or other such lengthy appointment) and it is late at night, then the Endeavor House Owner may make the decision to transport the resident back to their residence at Endeavor House.
 - b. If the resident is traveling somewhere that the bus does not go to or will not go to in a timely fashion.

NON-DISCRIMINATION

POLICY

Endeavor House does not discriminate against persons admitted to the program.

BASIS

Endeavor House believes that all persons should have the opportunity to live in a recovery residence and recover from addiction to drugs and alcohol.

PROCEDURE

1. Endeavor House does not discriminate on the Basis of race, religion, gender, national and ethnic origin, qualified disability (except for those who, by reason of their disability, would be unable to participate in the requirements of the program), sexual orientation, or HIV status.
- 2 This Policy also applies to hiring of The Endeavor House Owner and volunteers.

CHART DATA COLLECTION FORM

Name _____

- Signed "Confidentiality" form
- Signed "Resident Rules" forms
- Signed "Release" forms
- Medical Assessments/Information
- Legal Information
- Weekly Progress Notes
- Discharge Note

Comments:

Signature of reviewer _____ Date _____

RESIDENT'S RECOVERY RESIDENCE EVALUATION

In order to better serve those in recovery, the The Endeavor House Owner members of the Endeavor House would like to have your evaluation of the recovery residence and suggestions for improvement. We use this information to improve our services. Your answers will be treated confidentially. Thank you for taking the time to fill this out.

Date of Discharge: _____

Please rate how helpful each aspect of the Endeavor House recovery residence was to you in your recovery by checking one response for each recovery residence component.

Living Environment Very Helpful Helpful Somewhat Helpful Not at all Helpful

Weekly House Mtg Very Helpful Helpful Somewhat Helpful Not at all Helpful

House Mgr/owner Very Helpful Helpful Somewhat Helpful Not at all Helpful

Caring Very Helpful Helpful Somewhat Helpful Not at all Helpful

Courtesy Very Helpful Helpful Somewhat Helpful Not at all Helpful

Responsiveness Very Helpful Helpful Somewhat Helpful Not at all Helpful

What was the MOST helpful part of your stay?

What was the LEAST helpful part of your stay?

Do you have any suggestions you would like to offer us? What would you change?

Please submit your forwarding address:

DISCHARGE STUDY

Name: _____

Type of Discharge: D/C of Completion Administrative Medical Leave

Date of discharge: _____ Length of stay: _____ Age: _____

Race: American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White Other: _____

Diagnosis (*If known*):

Reason for Administrative Discharge:

Referral Source:

Referral Funding Source:

Evaluation of Participation: (*e.g. Non-active - Active*):

VOLUNTEERS

POLICY

Persons may volunteer to serve in the Endeavor House sites.

BASIS

Endeavor House may utilize volunteers to supply services that are necessary or would otherwise be financially prohibitive.

PROCEDURE

1. If a person wishes to volunteer at Endeavor House, they must first contact recovery residence owner to determine if there is a need for a volunteer and to set up a time to interview with him/her.
2. If a Volunteer is approved to work at Endeavor House they must sign a Confidentiality Agreement.
3. Volunteers having direct contact with residents will be under the supervision of a The Endeavor House Owner member.

VOLUNTEER CONFIDENTIALITY AGREEMENT

I understand that residents of Endeavor House, a Recovery Residence, have the right to privacy and confidentiality under Federal Law 42 CFR, which protects them from anyone outside of the program having knowledge of their participation without the resident's specific permission.

I agree to not reveal to anyone outside of the Endeavor House program the name, identity, description, or content of conversations with any of the residents of Endeavor House.

I agree to inform The Endeavor House Owner if any of the residents reveal any information about themselves or another resident that may be a cause for concern.

Volunteer Signature/Date

The Endeavor House Owner Signature/Date