

GOLIATH HOUSE Transitional Living



Welcome to Goliath House's House. This facility is the transitional housing component of Goliath House's Recovery Support Services Program. We wish you every success in your stay here. While you are here, you will encounter a caring team of staff and volunteers and will obtain all the assistance you may need to prepare you for the success that you can achieve. Our policies and guidelines are designed to meet the requirements of Goliath House's Recovery Support Program. As circumstances arise there may be a need to change a guideline that applies to a particular situation for the overall good of the program. In such cases you will be notified in a timely fashion as to the change.

Goliath House is designed to assist you with your recovery and become a productive citizen. We do that by providing you the tools you need to succeed.

Phase One:

Thirty Days –
Beginning the date of
Program Orientation

Primarily individual work
with coach and counselor and
stabilization support

Phase Two:

Six Months

Eight Wellness Dimensions:
Occupational; Physical;
Intellectual; Environmental;
Emotional; Financial; Social;
Spiritual

Phase Three:

Thirty Days

Up to 3 additional thirty day
extensions to complete a year
program/exit planning

Built on the Eight Wellness Dimensions:

	<p>Emotional Coping effectively with life and creating satisfying relationships</p> <p>Financial Satisfaction with current and future financial situations</p> <p>Social Developing a sense of connectedness, belonging, and a well-developed support system</p> <p>Spiritual Expanding our sense of purpose and meaning in life</p>		<p>Occupational Personal satisfaction and enrichment derived from one's work</p> <p>Physical Recognizing the need for physical activity, diet, sleep, and nutrition</p> <p>Intellectual Recognizing creative abilities and finding ways to expand knowledge and skills</p> <p>Environmental Good health by occupying pleasant, stimulating environments that support well being</p>

Our program is described in detail in the remainder of this manual, however, this is a brief summary of the **primary guidelines** for understanding:

1. **Fees** for housing and food are due each month. **Failure to pay fees will result in discharge.**
2. **Violence** of any type will not be tolerated and will result in your **immediate discharge** with no chance to reapply.
3. **Use of illegal drugs, prescription drugs used illegally, or alcohol** will result in consequences determined by the Recovery Support Team and may include residential treatment, intensive outpatient treatment, restrictions, transfer to another Recovery Support provider, or discharge.
4. **Selling illegal drugs, prescription drugs used illegally, or alcohol on the property or in the House of Liberty will result in immediate discharge.**
5. **IF AT ANY TIME YOU FEEL YOU ARE STRUGGLING WITH YOUR SUBSTANCE USE DISORDER AND BELIEVE YOU ARE IN DANGER OF RELAPSE, IMMEDIATELY TALK TO YOUR COACH, COUNSELOR, OR OTHER STAFF IN ORDER TO PREVENT REUSE.**
6. Goliath House's residential program is a "**community**" of individuals seeking and sustaining recovery. Because we are a community or family setting, you will be assigned a **daily house chore**. You will also be expected to **exhibit behaviors that are aligned with recovery, with good citizenship, and with healthy relationships.**

Please read the following carefully and thoroughly so that you understand the expectations of becoming a Goliath House Member:

General Rules

House members will have access to the Goliath House washer, dryer, TV programs such as Netflix, Hulu, etc, and internet. Utilities are included in the monthly program fees. Goliath House provides hamper, reading light, bedding, towels, & washcloths. Each house member will be responsible for purchasing their own food. Please only bring clothes, toiletries and small personal items. The house is fully furnished, so please do not bring any furniture—it will not be able to be kept at the house. At time of intake, all personal belongings will be inspected.

In addition, each member is expected to behave as a responsible adult. This means working for a living, paying program fees on time, following all house rules, getting along well with others and generally taking care of your responsibilities.

New Residents

It is strongly recommended that anyone new in recovery avoids any unnecessary life changes (other than seeking employment) during their first year of sobriety. This means focusing on recovery and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc.

Every new house member is required to have a full-time job (30+ hours/week) within 30 days after moving into the house, unless he is a full-time student or is in full-time day treatment. Full-time students must work part-time (15+ hours/week). You are expected to be actively searching for a job every day until you are employed. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week. Failure to comply with this rule is grounds for eviction. House members are expected to exit the house at 8:00 AM for their employment or volunteer job. House members are expected to return to the house at 5:00 PM.

Each new resident will be given a 30-day probation period to get adjusted and become accustomed to the rules and procedures of the house. During this time the new resident will not be allowed to spend any nights out and no fines will be collected (see fines listed at end of handbook).

House members are not permitted to work in any of the following situations:

- ☐ Bars, liquor stores or serving drinks
- ☐ Casinos/gambling establishments
- ☐ Sex shops, strip joints, pornography stores
- ☐ Any place that sells drug paraphernalia
- ☐ When in doubt, ask the house manager.

Program Fees

1. A *non-refundable* fee of \$500.00 is required to move in and will pay for a house members first month and reserving a bed date.
2. After the first month, program fees are \$350 per month and is due no later than the first day of the month by 10:00 PM.
3. Failure to pay monthly program fees will result in discharge from the house.
4. Money orders, cashier's checks and credit/debit cards are accepted.

Attendance of recovery programs

This house is a recovery community, not just a place to abstain from drugs. Since active participation in a 12-step program has proven so valuable to those recovering from addiction, each house member must attend at least 3 meetings per week in the 12-step program of his choice. An attendance sheet must be signed by the chairperson of each meeting attended and brought to each weekly house meeting so that the house manager and other house members can see it.

Sign-in

All house members are required to sign-in and out when leaving and arriving home. The time(s) and reason for leaving must be documented on the log.

Curfew, Guests and Overnights

After the 30 day probationary period, every resident must spend at least 5 nights per week in the house (from curfew until 5:00 am). House member must inform the house manager and house member's roommates in advance that house members are spending the night out. Residents cannot stay out more than 2 nights consecutively, except under special circumstances, and with prior permission.

Every resident must be home by curfew. Curfew is 10:00 pm Sunday-Thursday and midnight Friday & Saturday. If house members are unable to make it home by curfew due to work or some other legitimate reason, house members must notify the house manager in advance. Residents who work evenings/nights can speak to the house manager to have their curfew adjusted accordingly.

House members are responsible for house member's guests and their actions. Do not leave guests unattended in the house. Any individual with a history of addiction or treatment must be clean and sober 30 days to be allowed on the property. No alcohol, drugs or paraphernalia are allowed on the property at any time. Failure to abide by any of these rules is grounds for eviction.

- ☐ Guests must leave by curfew. No overnight guests.
- ☐ Guests are allowed on the 1st floor only.
- ☐ Guests are not to be left unattended for more than 15 minutes.
- ☐ When house members guest arrives you should meet them at the door.

- ☐ The house washer & dryer are for house use only, not for guest use.
- ☐ Guests must abide by all house rules
- ☐ Quiet hours are 9:00pm to 9:00am.
- ☐ Family visiting hours are held every Sunday from 12:30 pm to 5:00 PM (after a resident's initial 30 days of residency).
- ☐ Family is allowed to visit only in upstairs living room, kitchen and outside in the backyard. No guests are allowed in the bedrooms or basement.
- ☐ Sitting in parked cars in the driveway is not allowed.
- ☐ Visiting hours is a privilege and may be revoked if the privilege is abused.
- ☐ Family members need to abide by house rules.

If working past curfew, house members must be in 30 minutes after work. If house members are unable to make it home by curfew due to work or some other legitimate reason, they must notify the house manager in advance.

☐ House members who work evenings/nights can speak to the house manager to have their curfew adjusted accordingly.

- ☐ House members cannot leave for the night without an approved pass from house manager.
- ☐ Permission to stay out late may be requested for special events at house manager discretion.
- ☐ Breaking curfew without prior approval from house manager will **result in discharge**.
- ☐ Passes may be given to house members after 60 days if they have complied with all GOLIATH HOUSE rules. 2 overnight passes may be requested monthly.

Cleanliness and Chores

Each house member is expected to clean up after himself, to always leave a room as he found it, and to do his fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc) after preparing food or eating, rinsing dirty dishes and loading them into the dishwasher, putting things away after use, moving furniture back the way house members found it, and throwing away all trash. House members have one hour to clean the kitchen after use.

The following examples are not acceptable:

- ☐ Leaving dirty dishes in the sink
- ☐ Leaving shoes, coat, or other personal items in a public area of the house or yard

- ☐ Leaving clothes, towels, etc on the bathroom floor
- ☐ Leaving the stove dirty after cooking
- ☐ Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty
- ☐ Littering the yard with cigarette butts or other trash
- ☐ Placing trash on the floor next to a full trash can. If it's full, take it out.
- ☐ Anything the House Manager deems unclean or unsanitary

The following examples are acceptable:

- ☐ Leaving a few items in the bathroom cabinets
- ☐ Storing DVDs in the living room (if housemates approve)
- ☐ Storing personal dishes/food in the kitchen (use a reasonable amount of space)

Room inspections by staff will be conducted daily; failure to complete house duties or maintain rooms will be grounds for a violation with appropriate consequences imposed by the Recovery Support Team.

Chores

Each resident will be assigned chores on a rotating monthly schedule. All house members are required to complete their assigned chores on time.

- ☐ Daily and weekly chores must be checked and signed every night and will be subject to inspection by the house manager.
- ☐ Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 9:00 am and 9:00 pm).
- ☐ The house manager will inspect the apartments on Monday before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given a 24-hour notice to complete it. Failure to complete the chore within that time will result in a fine.
- ☐ If the house manager asks house members to redo house membersr chore, house members must do it. Failure to do so will result in a fine.
- ☐ If house members know house members will be unable to complete house membersr chore, house members may ask another house member to complete it for house members.
- ☐ Beds must be made each morning. Nothing on the floors but shoes & nothing on the beds but linens. Clothes must be folded in dresser drawers, hung up in closet, or in a laundry basket to be washed.

Daily Kitchen Detail

House members will take turns doing daily kitchen detail on a rotating basis. This involves sweeping the kitchen floor, mopping if necessary, and taking out the trash (including bathroom trash when full). Kitchen detail must be completed between 7:00 am and 11:00 pm.

☐ Mops and buckets should be rinsed after use, and all cleaning supplies should be left in a clean and usable condition for the next person.

☐ Appliances such as stove, coffee maker, etc should be turned off when not in use to reduce fire hazard.

☐ After preparing food or eating, a house member must clean the kitchen (counter, sink, table, stove, etc). They must clean and put away dishes and put furniture back in order. If food falls on the floor, it must be cleaned. **Do not pour cooking oils or grease down the drains.**

☐ Each house member will be assigned a cabinet for food storage and will be asked to write their name on their food items. Refrigerator and freezer space will be shared. Do not take anyone else's food.

☐ Eating and drinking is not allowed in the bedrooms and is only allowed in the kitchen unless for a special occasion, and only when approved by the house manager. Water is allowed in bedrooms at night but must be properly disposed of in the morning.

☐ The following items will be removed if found in a room:

Cooking appliances (warmers, stingers, etc.)

Refrigerators

Microwaves

Heaters

Fans

Crock pots

Alcohol-based products (mouthwashes, cologne, etc.) and unauthorized medications (no over the counter cough medications containing alcohol)

Aerosol cans such as "duster" products

Hand Sanitizer

Tattoo equipment

Weapons

Washer and Dryer

☐ Laundry must not be left in the washer/dryer. House residents must be mindful of laundry usage and time by keeping wash loads within reason. Laundry is to be done during the appropriate hours determined by house manager and members. All clothes and any trash should be completely out of the laundry area when done.

☐ Do not leave personal items laying around the house.

Maintenance issues

All maintenance issues or damages to the house must be reported to the house manager as soon as possible. No changes, improvements, decorating or repairs are to be done to any part of the property without staff approval. This includes appliances, moving and/or adding furniture, moving and/or adding pictures, photos and posters on the walls.

Save energy! Turn off lights and appliances when leaving a room. Do not leave windows or doors open that will cause heat or air to be wasted.

The thermostat should be kept in a reasonable range (65-72).

Noise

House members should be quiet if others are sleeping. No loud noises. Be sensitive of the volume on the TV and other devices. Use headphones when possible. Be sensitive of house member's roommates' work and sleep schedule.

☐ Lights out and cell phones off no later than midnight.

☐ TV off by midnight.

Phone calls

Electronic Devices:

Residents may not have their cell phones during the first 30 days of residency.

☐ House members can make phone calls on the house phone between 6:00 AM and 9:00 AM (for employment and work purposes only) with a 5 minute time limit.

☐ House members can make personal phone calls on the house phone between 4:00 PM-11:00 PM with a 10 minute time limit per call. Do not monopolize, and be sensitive to other house members who need to use the phone.

☐ Please answer the house phone by saying, "Hello." Do not give out personal information about other house members.

☐ If a house member receives a phone call but is not home, take a message. The message should include the date, time, who the call was for, and the caller's name and phone number.

Deliveries and mail

Mail can be received at PO Box 484 West Plains Missouri 65775. Mail is subject to inspection by the house manager.

You are allowed to receive packages and letters from friends, relatives, and businesses. All packages and letters brought inside the building are subject to inspection, regardless of who brings it in (i.e. family, friends, house members, postal carrier, or staff). Unless it is an emergency situation, residents are encouraged to wait until visitation to accept items from visitors.

Under no circumstances are House members allowed to accept gifts or to purchase items from staff or relatives of the staff. Staff members are not allowed to accept gifts from the House members or family or friends of the guest. Exceptions may apply for holidays or birthdays if being celebrated as a House activity.

Vehicles

One personal vehicle may be permitted, depending on the availability of spaces, and according to need if the house member has a valid driver's license, valid license plates, tags and insurance.

- ☐ A copy of valid driver's license must be provided by the house member.
- ☐ A copy of proof of insurance must be provided regularly, including copies of renewals.
- ☐ Any person who does not have a valid driver's license or whose vehicle is not legal will not be allowed on GOLIATH HOUSE property and will be towed at house member's expense.
- ☐ Vehicles are not allowed to be stored on GOLIATH HOUSE property if not being used on a regular basis.

Eviction

If a house member is found to be under the influence, he will be given 60 minutes to pack his belongings, call his current counselor, sponsor, call for a ride, etc. and leave the premises. An individual who is disruptive will be asked to leave immediately and return at a later time to pack his belongings. In addition:

- ☐ The house manager will ask for the resident's car keys, and will assist in calling a cab if necessary. If the individual attempts to drive while under the influence, or if the house manager feels he might be a danger to himself or others, the house manager is required to notify the police.
- ☐ Depending on the severity of the individual's intoxication, the house manager may call paramedics for medical evaluation.
- ☐ The individual's emergency contact person will be notified.
- ☐ The house manager will provide the individual with a list of contacts for housing, treatment, etc.
- ☐ Any personal belongings left behind will be kept for 30 days and then donated to charity.

Misconduct

Any misconduct that interferes with the normal flow of the house or creates an atmosphere which is not conducive to recovery y **result in discharge**. Some examples include:

- ☐ Behavior that is threatening, violent, and/or aggressive.
- ☐ Repetitive conflicts or uncooperative behavior.
- ☐ Lying, stealing, manipulating.
- ☐ Being in another person's room (or space) without permission.
- ☐ Eating someone else's food or using their personal items without permission.
- ☐ Aggression, intimidation, name calling, threats of physical harm or physically striking another house member, etc.
- ☐ Not doing chores, not attending house meetings, breaking house rules.
- ☐ Arguing and fighting with each other and/or the house manager.
- ☐ Not actively participating in recovery.

- ☐ House members, staff members, or volunteers must not cover up for one another. Failure to report inappropriate behavior will result in disciplinary action for both parties. House members may report behaviors that concern house members for the wellbeing of the House and its Guests to the Recovery Support Team. The team will follow through with investigating house membersr concerns.

Conflicts

Any conflict which cannot be resolved between the parties involved should be brought to the weekly house meeting for discussion. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.

Weapons, smoking, flammables, general information

Possession or use of weapons is strictly prohibited.

Smoking, vaping, & chewing tobacco is not allowed in the house, and is only permitted in designated outside areas. There is zero tolerance for in-house use and any violation will result in a house member being discharged. Tobacco products must be disposed of appropriately and not thrown on the ground.

Incense, candles or anything flammable is not allowed anywhere in or near the house at any time.

The house manager may enter any room at any time, and may conduct a search if he feels there is good reason to do so.

All of the following are prohibited on the premises: gambling, prostitution, buying/possessing/selling stolen property, operating a business, giving receiving tattoos/piercings, pets, viewing pornography in a public room or house TV.

No house member will enter someone else's bedroom without permission, unless accompanied by another house member or the house manager, and there must be a good reason, such as preventing a hazard. The house member must be informed as soon as possible. Any proof of theft of property or food will result in automatic eviction.

Lending money between house members is discouraged. Many close relationships between friends and even family members have been ruined by lending money.

Pornography

Viewing pornography and/or any sexual misconduct is grounds for immediate discharge.

Profanity

Profanity will prohibited and not tolerated.

Lost or stolen property

Lost and stolen property of a house member is not the responsibility of GOLIATH HOUSE.

Loans

If money is loaned from one resident to another, there is a chance that house members will not be paid back. Goliath House is not responsible for money house members loaned and were not paid back. It is not recommended that house members loan money while staying at Goliath House.

Medical

House members are responsible for any medical or dental care needs they may require. If house members do not have a physician or dentist, we can refer house members to Southern Missouri Community Health Center which operates on a sliding scale fee. If house members require mental, behavioral or emotional needs we can also refer house members to Behavioral Healthcare.

House members may receive transportation to these facilities, provided house members give at least 24-hours notice to the Recovery staff. We realize there may be some emergencies, which may not allow house members to give notice. In this event notify the staff on duty to assist house members in making arrangements for proper medical attention. **An ambulance will be called if necessary and house members will be transported to Ozarks Medical Center in West Plains.**

Drug Testing

All house members will be asked to provide a urine sample at time of intake into Goliath House and must be free of all illegal substances.

Random Drug Testing is mandatory and will be required of all house members. Any house member who tests positive for or is determined to be under the influence of alcohol or drugs **will be immediately discharged** and the House Member Agreement terminated.

Program fees is nonrefundable if a house member violates any of the following policies:

- ☐ When a house member is asked by program staff to provide a urine or breathalyzer, he will be expected to provide a supervised urine sample and/or breath test at the time of the request. A refusal is considered the same as a positive.
- ☐ If a house member cannot immediately produce a specimen, he will be required to provide a sample within two hours from the time the request was initially requested.
- ☐ The house member is *not allowed to leave the house* until the sample is provided.
- ☐ If the house member is contacted by telephone to submit a UA test, the house member will have two hours from the time of the call to get to the house to provide a sample. Arriving later than two hours (or not at all) shall be considered a positive.

Medications

All medications will be kept in a lock box and only accessible by the house manager. Diabetics should never handle syringes in front of other residents. House manager will assist client in self-administering their medication as prescribed.

U/A Procedure

- ☐ House members shall be required to remove any coats or jackets prior to testing. In addition, any long sleeve shirts, blouses, or sweaters must be pushed or rolled up. Pockets must be emptied.
- ☐ All house members are required to wash their hands and thoroughly dry them immediately prior to testing.
- ☐ Collections shall be observed. If there are any signs of tampering, the test will be considered positive.
- ☐ Program staff shall conduct an on-site drug screen immediately after collection and in the presence of the house member. The house member shall be told the results before leaving the office.
- ☐ If staff deems necessary, house members room and personal belongings may be searched at any time for alcohol, drugs, or other contraband.

It is critical to the success of any recovery house that each member remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay here. Any relapse will result in automatic eviction (a drug test is not required).

All prescription medications must be reported to the house manager as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. All medications will be kept in a lock box and only accessible by the house manager. Diabetics should never handle syringes in front of other residents. If house members doctor changes house members medication, or prescribes new medication, the house manager must be informed. Anyone who receives mood altering or addictive medication and does not inform the house manager immediately will be evicted.

Drug tests will be conducted frequently and randomly. In order to live in this house members must be able to take urine drug tests in the presence of the house manager. When a drug test is requested, the resident must remain under observation and cannot leave the house until the test is complete. Failure to comply with drug testing will be considered relapse and will result in eviction.

Any suspicion that another house member is under the influence or has relapsed must be brought to the house manager's attention. A resident who fails to report another resident's drug use will be evicted.

House Meeting

Each resident is required to attend a weekly house business meeting. The day and time of the meeting will be determined by the house manager.

A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The house manager must be informed in advance.

Fines and Behavior Contract

Fines and behavior contracts are intended as tools for growth and to correct problems that interrupt the normal flow of the house.

A house member may be fined for the any of the following:

- ☐ Not doing assigned chore
- ☐ Late or absent from house meeting
- ☐ Leaving personal items in common area
- ☐ Doors left unlocked
- ☐ Unexcused absence at any mandatory meeting
- ☐ Dishes left in sink, common areas, or bedrooms

☐ Not cleaning up behind house members self

A house member may be placed on a behavior contract for a repetitive issue, non-compliance with house rules, too many fines, etc. Once the terms of a behavior contract are set, the person must adhere to the terms of the contract or be evicted.

Compliant

If house members have a program complaint, house members need to document house members concern in writing. All complaints are forwarded to the Executive Director. Complaints are generally less serious than submission of a formal grievance (see section on Grievance Procedures). All complaints are taken seriously and may address issues unknown to staff. House members are encouraged to document concerns for staff attention.

Grievance Policy

House members have a copy of house members Client Rights in house members House member binder. If house members rights have been violated while a participant in the treatment program, house members may file a grievance. The forms are available from the Residential Director. All grievance reports will be directed to:

Executive Director, Goliath House **PO Box 484** West Plains Missouri 65775

Goliath House endorses and utilizes the “open door” policy. The policy encourages House members to discuss problems with the Executive Director, COO and Recovery Team and to be open about their feelings. House members should be able to express their thoughts without fear of recrimination from staff.

Unfortunately, problems do occur no matter how hard we strive to avoid them. For this reason, Goliath House has a grievance procedure to provide an orderly and fair process by which such differences can be resolved.

A House member may process a grievance on almost any issue. However, **WRITTEN POLICIES** are not subject to the grievance procedure. A House member will not jeopardize his residency or be subject to recrimination because of his use of the grievance procedure.

Disabled persons may obtain needed assistance with the Grievance Procedure by contacting the Executive Director and/or COO.

The grievance procedure is as follows:

STEP 1: The House member should talk to the Recovery Support staff on duty first about his problem.

STEP 2: If the Recovery Support staff is unable to make an adjustment satisfactory to the House member within seven (7) days; the problem should be taken to the Executive Director and/or COO to request problem resolution.

STEP 3: If for any reason the House member is uncomfortable utilizing Step 1 and/or Step 2, or if either or both were utilized and the House member is not satisfied, the problem should be taken through the grievance procedure. The Executive Director will explain how the grievance procedure works, and may assist the House member in writing the grievance. However, the House member may elect to write his own grievance. The House member should file the grievance within 30 days of the incident or occurrence with which he disagrees unless that was not possible for good reason. The Executive Director will have seven (7) calendar days after receipt of the written grievance to respond in writing to the grievance.

STEP 4: If the House member is not satisfied with the answer at Step 3, he may advance the grievance to Step 4. This must be done in writing, within fifteen calendar days of receiving the Step 3 answer unless it was not possible to do so for good reason. Step 4 consists of a grievance committee as follows:

1. Executive Director – Regular Member
2. COO – Regular Member
3. Executive Board Member
4. Recovery Support Staff
5. House member
6. 4 people, either employees or House members

The Executive Director and COO will act as moderators. The remaining members shall be chosen by the grievance from a list of employees/House members supplied by administration. None of the individuals on the grievance committee will have been involved in the incident or occurrence, which caused the grievance. An Executive Board member shall also set on the grievance committee.

A fourth step meeting will be arranged shortly after the grievance committee has been selected. The staff member responsible for the management of the grieving House member will present the organization's position. The grievance's position will be presented by the grievance or by a Goliath House representative if so requested by the grievance.

At the hearing the time for presentation of both the organization's and grievance's case will be limited to 30 minutes each. The grievance committee will have the opportunity to question and clarify the position of both parties. Following the presentation of each position, the grievance committee will deliberate until it is able to reach a recommendation. Final recommendation of the grievance committee will be given to Recovery Support staff and the grievance in writing. The Executive Director and the President of Goliath House, who will then make the final decision, will review the recommendation of the grievance committee.

If house members have a complaint regarding abuse, neglect, or violation of house members rights, house members may contact:

Client Rights Monitor

Department of Mental Health

2022 Missouri Boulevard, PO Box 687, Jefferson City, Missouri 65102

573-751-4122 or 800-364-9687

Recovery Housing Grievance Procedure if local resolution cannot be obtained is available through obtaining a form at www.mcrsp.org.

Schedule of Fines

Late to house meeting

10.00

Absent from house meeting (without prior permission)

20.00

Late for curfew

20.00

Failure to pay program fees or program fees extension on time

20.00

Failure to pay fine on time

10.00

Weekly chore not completed

20.00

Kitchen detail not completed

10.00

Leaving house with clothes left in washer/dryer

10.00

Dryer lint filter not cleaned after use

10.00

Leaving an exterior door unlocked when house members are not present

20.00

Creating a fire or security hazard

20.00

Three fines accumulated within 30-days

20.00

Meeting Sheet missing or incomplete

10.00

All fines collected will go back into the house. Items purchased are determined by the members of the house and will remain as part of the house.

AT END OF 30-DAY SUCCESSFUL STAY

1. Off of probation
2. Change in curfew times
3. Allowed cell phone
4. End of non-contact rule
5. Member may have his own transportation for work only

AT END OF 90-DAY SUCCESSFUL STAY

1. Member allowed over nights
2. Member may have his own transportation for all uses

AT END OF 1 YEAR SUCCESSFUL STAY

1. Certificate of Achievement awarded for successful completion
2. May apply to become a home coordinator for Goliath House

Client copy

CLIENT GUIDELINE ACKNOWLEDGEMENT FORM

Release from liability

House member understands by signing this handbook agreement form that they release from liability and to indemnify and hold harmless Goliath House and any employees and agents representing or related to Goliath House. This release is any and all liability for personal injuries (including death), property losses or damages, occasioned by or in connection with the person or the entity being released.

The resident handbook describes important information about the Goliath House Recovery House transitional living program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that Goliath House may supersede, modify, add to, or eliminate existing guidelines. I have received these guidelines and reviewed them with the house manager. I acknowledge that I understand them, and that it is my responsibility to comply with the guidelines contained in this handbook, including any revisions made to it.

I also acknowledge that my inventory sheet has been completed and it is accurate.

House inventory:

I acknowledge that I received the following items and will return them upon my departure. I understand that if I don't return these items, I could be charged for them.

_____ 2 pillows (\$10)	_____ 1 flat sheet (\$10)	_____ 1 fitted sheet (\$10)
_____ 1 comforter (\$20)	_____ 1 blanket	_____ 2 pillowcases (\$10)
_____ 1 bed light (\$20)	_____ 2 towels (\$10)	_____ 2 hand towels (\$10)
_____ 2 washcloths (\$10)	_____ 1 hamper (\$10)	_____ 2 grey baskets (\$10)

Client's name (printed): _____

Client's signature: _____

Witness (House Manager): _____

Date: _____

Client's name (printed): _____

Client's signature: _____

Witness (House Manager): _____

Date: _____

Goliath House copy

CLIENT GUIDELINE ACKNOWLEDGEMENT FORM

House member understands by signing this handbook agreement form that they release from liability and to indemnify and hold harmless Goliath House and any employees and agents representing or related to Goliath House. This release is any and all liability for personal injuries (including death), property losses or damages, occasioned by or in connection with the person or the entity being released.

The resident handbook describes important information about the Goliath House Recovery House transitional living program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that Goliath House may supersede, modify, add to, or eliminate existing guidelines. I have received these guidelines and reviewed them with the house manager. I acknowledge that I understand them, and that it is my responsibility to comply with the guidelines contained in this handbook, including any revisions made to it.

I also acknowledge that my inventory sheet has been completed and it is accurate.

House inventory:

I acknowledge that I received the following items and will return them upon my departure. I understand that if I don't return these items, I could be charged for them.

_____ 2 pillows (\$10)	_____ 1 flat sheet (\$10)	_____ 1 fitted sheet (\$10)
_____ 1 comforter (\$20)	_____ 1 blanket	_____ 2 pillowcases (\$10)
_____ 1 bed light (\$20)	_____ 2 towels (\$10)	_____ 2 hand towels (\$10)
_____ 2 washcloths (\$10)	_____ 1 hamper (\$10)	_____ 2 grey baskets (\$10)

Client's name (printed): _____

Client's signature: _____

Witness (House Manager): _____

Date: _____