



AFFIDAVIT

NON-DISCRIMINATION

Rise Recovery LLC will not discriminate or permit discrimination against any person or group of persons on grounds of race, color, religious creed, age, marital status, national origin, sex, mental disability or physical disability, complying with all state and federal requirements.

FAIR HOUSING RIGHTS

Rise Recovery LLC will abide with the fair housing rights of each resident and will not deny or terminate housing at any time without just cause.

CONFIDENTIALITY

The staff of **Rise Recovery LLC** will respect the privacy of residents and hold in confidence all information regarding residents as indicated in the Notice of Privacy Practices Statement.

Confidentiality may be broken without resident consent in situation in which the safety of the resident or other individuals are at risk, child or elderly abuse is suspected, or other compelling professional reasons exists.

Rise Recovery LLC will ensure the safety of resident records against loss, theft, defacement, tampering, or use by unauthorized persons. Any documents containing identifying information regarding residents will be locked at all times when unattended by staff.

Rise Recovery LLC will obtain informed voluntary consent from residents before any information or records are released to agencies or family members.

Rise Recovery residents also have a responsibility for keeping confidentiality of others in the program. This includes not confirming or denying another resident's participation in the program to outside persons or agencies via telephone, face to-face, or written requests.

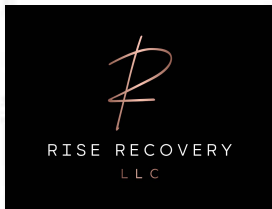
I, _____, have read and understand this Affidavit.

SIGNATURE OF STAFF AND/OR RESIDENT

DATE



AFFIDAVIT |



FINANCIAL RESPONSIBILITY

As part of Rise Recovery LLC's commitment to recovery and restoration, a principle we value is financial responsibility. The following procedures will help in understanding the responsibilities of both the resident and Rise Recovery.

RESPONSIBILITY OF THE RESIDENT

1. The cost for each resident that is a part of the program is \$130 a week. This includes a comprehensive plan and staff to ensure every opportunity is made available for each resident to experience a successful recovery and life transformation while enjoying room and board that exceeds expectations of most programs around the country.
2. Full payment will be due by the end of the day on Friday.
3. Weekly payments will be given to the House Manager.

LOANING OF MONEY AND MATERIALS

The loaning of money or any material item (cigarettes, electronics, etc.) is strictly prohibited for all residents of the Rise Recovery Program. This rule has been implemented to avoid any undo arguing or residents developing resentments due to the failure of the recipient to pay back the material item loaned. If a resident needs monetary/material assistance, said resident will address this with the house manager or the resident's case manager.

REFUNDS

1. When a resident is removed or asked to leave the program because of their negligence or insubordination, no refund will be provided regardless of the day of the week or time of the dismissal.
2. When refunds are executed, Rise Recovery will make the efforts to provide the refund upon departure of the program, but in extenuating circumstances, the refund will be provided no later than 10 days.

FINANCIAL INVOLVEMENT BY STAFF

Staff will not become involved in resident's personal financial affairs, including lending or borrowing money, or other transactions involving property or services, except that the operator may make agreements with residents with respect to payments of fees.

PAID WORK AGREEMENTS WITH RESIDENTS

Paid work agreements may be entered into between staff and residents. Any paid work agreement will have the following conditions:

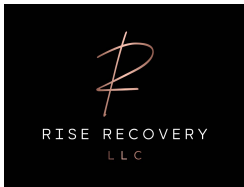
1. Paid work arrangements are completely voluntary.
2. Residents will not suffer consequences for declining work.
3. Residents who accept paid work will not be treated more favorably than residents who do not.
4. Paid work for Inspiration Ministries or staff will not impair participating residents' progress towards their recovery goals.
5. The paid work will be treated the same as any other employment situation.
6. Wages will be commensurate with marketplace value, and at least minimum wage. The arrangements will be sure to be viewed by the majority of the residents as fair.
7. Paid work will not confer special privileges on residents doing the work.
8. Work relationships will not negatively affect the recovery environment or morale of the home.
9. Unsatisfactory work relationships will be terminated without recriminations that can impair recovery.

Example: A resident may be eligible for a reduction in their cost in room and board by performing extra duties around the property outside their scope of weekly chores, such as painting, or an extra project specifically picked out by staff.

I, _____, have read and understand the financial responsibility communicated in this agreement.

Signature of Resident and/or Staff

Date



STAFF DEVELOPMENT PLAN

RESPONSIBILITY

Foremost, staff and volunteers must care for the residents in the **Rise Recovery Program** regarding their recovery, safety, productivity, and life transformation amidst a recovery-oriented environment. Staff and volunteers are expected to model genuineness, empathy, respect, support, and unconditional positive regard. 🐦

SUPPORT TEAM, SUPERVISION, & OVERSIGHT

Staff are highly encouraged to have a network of support. 🐦 Each staff member and volunteer will be assigned their own mentor/coach to help in their continuing of training and development. All staff and volunteers will follow this leadership hierarchy:

- Executive Director
- Director of Operations
- Case Manager
- House Manager
- Mentor

QUALIFICATION/CERTIFICATIONS

- As a Certified Recovery Residence and DMHA Addiction Services Provider, we require verification of specific licenses or certifications for our staff or volunteers as appropriate. 🐦
- College level classes or seminary preferred but not required
- Above average written and oral communication skills
- At least one year of successful recovery or one year of work in the field of recovery, transition, prison, or ministry

SOCIAL CARE RECOVERY MODEL

Rise Recovery LLC values acknowledgment of staff achievements and professional development. **Rise Recovery LLC** also commits to create a positive, productive work environment for staff. This is evidenced by our monthly staff meetings of training and camaraderie. 🐦

FORMAL & INFORMAL RESIDENT INTERACTION

It is important that all staff, volunteers, and peer staff can offer recovery support in both formal and informal settings. Though we put a great deal of emphasis on formally scheduled recovery-oriented



meetings, the scheduled times of social interaction, community gatherings, volunteering, and open house times are just as important to offer the same support in informal settings. Staff will always be supported in maintaining appropriate boundaries according to a code of conduct. 🐦

LIFE SKILLS DEVELOPMENT

During recovery, there is no “unimportant” meetings, conversations, or classes. Each staff member, volunteer, and peer staff must understand that this environment is recovery-oriented and that every skill being taught, formally and informally, are important to each resident’s recovery plan.

ONGOING SKILL DEVELOPMENT

Rise Recovery LLC is committed to the lifelong, ongoing skills development of our staff and employees as appropriate for staff roles and residence level. 🐦 Along with individual development once a month, staff and volunteers will be required to fulfill one training session a month through the **Rise Recovery Program** or one of our partner affiliates. Some examples of staff development are becoming a Certified Recovery Specialist or Recovery Coach, cultural responsiveness and competency training, and training in the social model of recovery. 🐦

STAFF SELF-CARE & WELLNESS

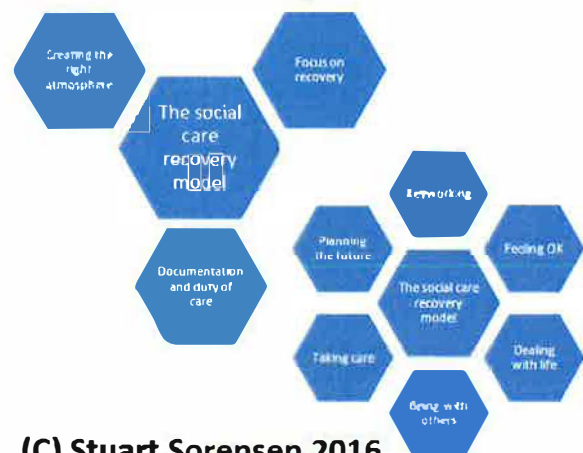
Rise Recovery LLC supports staff members and volunteers maintaining self-care. 🐦 Wellness is person driven and **Rise Recovery LLC** will provide time and support as needed.

I, _____, as a staff member or volunteer in the **Rise Program**, agree to the above staff development plan. Furthermore, I acknowledge that I have read and agree with all the policies and procedures set presented by **Rise Recovery LLC**.

Signature of Staff or Volunteer

Date

The social care recovery model





COLLECT & REPORT DATA

The Rise Program is committed to collecting, evaluating, and reporting accurate process and outcome data for continuous quality improvement.

The Rise Program shares information on all residents between staff through accurate client files which can only be accessed by appropriate personnel.

It is important that each resident takes ownership in their recovery, transition, and transformation.

THE RISE PROGRAM FOCUSES ON 5 KEY PRINCIPLES

- 1. Addiction & Life Recovery**
- 2. Family Reconciliation**
- 3. Career Building**
- 04. Financial Responsibility**
- 05. Driving Restoration**

The Rise Program is not limited to conversing and advising on other components of life, but the Rise Program makes a concerted effort to collect, evaluate, and report data pertaining to these six components.

Once an applicant has applied and been accepted, the following takes place:

1. A client file is created for the applicant. This client file will include a folder with the resident's signed application, signed conduct agreement, and signed orientation packet.
2. There will be a folder created to collect data weekly based on interaction and meetings with, but not limited to the resident's spiritual advisor, life mentor, recovery sponsor, and/ or life management coach. All staff will use the same document, Weekly Progress Report. The client file will include all Weekly Progress Reports.
3. Information collected from Weekly Progress Reports can be used for reporting for and to the Executive Director. Other sources of data will also be used such as resident recommendations, complaints, and personal conversations.

All resident information will be kept private and will only be seen or used by authorized personnel, complying with applicable confidentiality laws.





STANDARD INTAKE PROCEDURE

INTAKE

Candidate must complete Application & Conduct Agreement in the following ways:

1. Pick up the application & conduct agreement at Recovery Cafe Fort Wayne, IN. Complete and return when finished to staff.
2. Contact Ryan Marsden at rmarsden@recoverycafefw.org

The candidate will be contacted to schedule an appointment and interview. The applicant screening is important to establish the home's priority population and cultivate physically and emotionally safe environments for discussing the needs, feelings and sustaining recovery-supportive connections. This screening may or may not include a drug test.

After the interview, a call will be made to inform candidate if the decision.

BED AVAILABILITY

Residents coming into the residential program are contingent on bed availability. When beds are full, a waiting list will be established, and follow-up by the resident will be important.

INTAKE: INCARCERATION

After an inmate receives and submits the Application & Conduct Agreement, Rise Recovery will send a Certified Recovery Specialist to do an interview. Once approved, an Acceptance Letter will be mailed to the inmate advising that a bed is ready for them.

MOVE-IN

Coordination of the move-in will be facilitated by the House Managers/Supervisors. Regardless of the day of move-in, the house manager will be responsible to help the new resident get settled in and acquainted. As part of the move-in, the resident will complete a Urine Drug Screen and Resident Agreement.

ORIENTATION

All new residents will be taken through orientation facilitated by the House Manager. During this time, residents will review, sign, and initial the Resident Orientation Handbook. This will be a time to become familiar with the Rise Program, its staff, and its expectations.

RECOVERY PLAN COORDINATION

Each new resident will meet with Recovery Coordinator/Case Manager to start coordinating recovery by way of an **Individual Recovery Plan**.

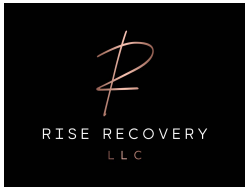
As part of the recovery coordination, the resident may also complete the following:

- Comprehensive Mental Health and Substance Use Disorder Assessment
- Adult Needs & Strengths Assessment
- Recovery Works Consultation
- Adverse Childhood Experiences Assessment

The final part of the recovery coordination will be identifying a Mentor/Sponsor to each resident. Resident will be required to meet with their mentor, case manager, and recovery specialist at least every two weeks.

Rise Recovery makes it a priority to provide the very best in the following services: 

- Trauma-Informed
- Resilience-Promoting
- Evidence-Based
- Faith-Based
- Community-Integrated
- Strength-Based



WAIVER OF LIABILITY & PARTICIPATION IN PROGRAM & ASSUMPTION OF RISK ASSESSMENT USE OF PREMISES

WAIVER

In consideration of my use of the premises and participation in the Rise Program _____, I for myself, my heirs, personal representative or assigns, do hereby release, waive, discharge, and covenant not to sue **Rise Recovery LLC**, its trustees, directors, officers, employees and agents from liability from any and all claims including negligence of **Rise Recovery LLC** resulting in personal injury, accidents, or illnesses (including death) and property loss arising from use of premises.

ASSUMPTION OF RISK

Use of premises and participation in the **Rise Program** carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I have read the previous paragraphs and I know and understand and appreciate these and other risks are inherent in the activity I am participating in. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

INDEMNIFICATION AND HOLD HARMLESS

I also agree to indemnify and hold harmless **Rise Recovery LLC** its trustees, directors, officers, employees and agents from any and all claims, actions, suits, costs, expenses, damages and liabilities including attorney fees as a result of this use of premises.

SEVERABILITY

The undersigned further expressly agrees that the forgoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of Indiana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

PHOTO USAGE & SOCIAL MEDIA PERMISSION

I hereby acknowledge that **Rise Recovery LLC** may take photographs or videos that I am included in for the purpose of documenting or advertising in print and/or on the internet. Such photographs may be digitized, reproduced, transmitted, and displayed in any other form or matter.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read this waiver of liability, assumption of risk, and indemnity agreement, and fully understand its terms. I acknowledge that I am signing the agreement freely and voluntarily, and I intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

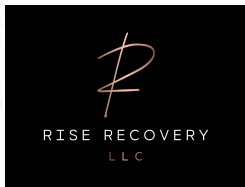
RESIDENT AND/OR STAFF PRINTED NAME

RESIDENT AND/OR STAFF SIGNATURE

DATE



LIABILITY WAIVER



RESIDENT BILL OF RIGHTS

1. Each resident has the right to be treated with respect and dignity. This shall be construed to protect an opportunity for the resident to improve his functioning.
2. Each resident has the right to a safe, sanitary, and humane living environment.
3. Each resident has the right to participate in the development of his recovery plan. Residents have the right to request family participation in recovery and dismissal planning.
4. Each resident, on admission, has the absolute right to communicate his change of address with a relative, friend, clergy, or attorney, by telephone or mail.
5. **Rise Recovery LLC** shall not deprive any resident of civil, political, or personal property rights.
6. Each resident shall have and retain the right to confidential communication with an attorney, personal physician, or clergy.
7. No resident shall ever be neglected or sexually, physically, verbally, or otherwise abused.
8. Each resident has the right to have his own clothing and personal possessions. This right may be forfeited, or limited, only if the personal property is determined to be potentially dangerous to the resident or others, or if the property is determined to be functionally unsafe.
9. Each resident has the right to manage his own financial affairs.
10. Each resident has the right, without fear of reprisal, to present grievances on behalf of himself to **Rise Recovery LLC**, staff, governing board of directors, government officials, or any other person in order to work for improved resident care. For additional information see Grievance Policy and Procedure.
11. Each resident has the right to access adequate medical care; however, **Rise Recovery LLC** does not accept responsibility for any debts incurred by residents.
12. Each resident has the right to receive a written statement of the services provided by **Rise Recovery LLC**. Every resident will have access to information about resident fees.
13. Each resident shall have an orientation to the Transitional Living Program during which time regulations, resident's responsibility to obey all reasonable regulations of the facility, and to respect personal rights and private property of other residents and staff are explained.
14. **Rise Recovery LLC** shall respect the privacy of residents and hold in confidence all information obtained during professional services. Only for compelling professional reasons may confidentiality be broken without consent. This involves situations in which safety of the resident or other individuals are at risk.





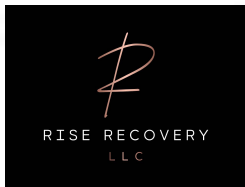
HOUSE RULES & RESPONSIBILITIES

Belonging to a transitional living program requires that each member do his/her part in the upkeep of the environment.

1. You are responsible for keeping your own room clean, doing your own laundry, and completing your assigned job responsibilities in the house. Being a member of the community also requires that you keep in mind both your needs and the needs of others.
2. You are responsible for treating peers and staff members with respect. This includes helping peers whenever possible.
3. You are encouraged to take responsibility for your own and other residents' safety and health. 
4. You are responsible for being at all meetings and other events for which you are scheduled on time and ready to participate.
5. You are responsible for getting what you need by:
 - a. Asking for help when you need it
 - b. Sharing your feelings with staff and peers
 - c. Staying away from initiating, engaging in, encouraging, and/or supporting the unhealthy behavior of others
 - d. Telling the truth and doing what you think is right (which include doing unto others as you would want them to do unto you)
 - e. Achieving your Recovery Plan goals
 - f. Helping others achieve their goals if possible

If you have any information that another client plans to do something to harm himself/herself or others, please report this immediately to a staff person. It is important that you understand that this should not be viewed as "snitching" but instead protects program clients and represents an act of responsible care and concern for others on your part.





PEER LEADERSHIP DEVELOPMENT

It is important to the **Rise Program** that leaders are grown from within for the following reasons:

- Residents can own their recovery and advance when their responsibilities increase with their length of stay or progress in their recovery.
- Taking responsibility in the recovery of another person can advance a resident's own recovery.
- Teaching and leading are great avenues to learning.
- Residents giving back what has been given to them is a recovery principle that both residents and alumni are able to take responsibility and pride in doing.
- Increase residents' sense of belonging and confer progressive status and increasing opportunities within the recovery living environment and community. 🌟

The **Rise Program** implements tiers into its leadership development:

AFTER 90 DAYS OF SUCCESSFUL RECOVERY

- Resident will take on the responsibility of leadership of their room. The resident will have the opportunity to communicate effectively with their roommate.
- The House Manager will take time to train and talk with the resident about effective communication.
- Residents take responsibility in recovery meetings such as set-up, information table, & serving food.

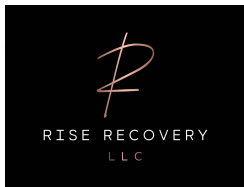
AFTER 180 DAYS (6 MONTHS)

- Resident will take on the responsibility of House Assistant. The responsibilities will include, but not be limited to helping with the chore list, reminding residents about payments, taking responsibility for house dinners and food stock in the kitchen, and being more responsible for the upkeep of the house and property.
- Resident will take on responsibility in recovery meetings such as being a greeter, sharing their experience, and encouraging participation of others.
- The House Manager will take time to train and talk with the resident about effective leadership.

AFTER 9 MONTHS

- Resident will be included in building community relationships.
Resident will start to prepare testimony at recovery meetings. Also will begin leadership training to lead parts of the recovery meetings such as small groups.
Resident will have the opportunity to be an approved accountability partner for another resident.
Resident will begin some one-on-one training with the Executive Director or Director of Operations
- about what it means to be effective and helpful to others outside of the **Rise Program**.
-





HOUSE MANAGER

JOB DESCRIPTION

RESIDENT REVIEW

- (01.) Review Application and Conduct agreement.
- (02.) Conduct phone interviews.
- (03.) Team discussions on prospective clients.

RESIDENT INTAKE

- (01.) Search personal property.
- (02.) See that clothing is clean and safe to enter home.
- (03.) Assign bunk, closet space, and dresser drawers.
- (04.) Issue towels, bedding, and personal hygiene products as needed.
- (05.) Learn prescriptions and schedules, and store prescriptions in the safe.

FIRST WEEK ORIENTATION

- (01.) Schedule orientation.
- (02.) Put any upcoming court date, doctor appointments, and other appointments onto the house calendar.
- (04.) Follow up after orientation has taken place.
- (05.) Intentional and intense fellowship with new resident(s).
- (06.) Follow up after 30 days with resident for mentor selection.
- (07.) Maintain weekly follow up of resident and mentor communication.

RESIDENT SPIRITUAL GROWTH AND DEVELOPMENT

- (01.) Lead by example
- (02.) Make sure residents are involved in spiritual growth
- (04.) Facilitate and encourage relationships with mentors.
- (05.) Lead devotions and/or other programming.
- (06.) Facilitate weekly house meetings.
- (07.) One-on-One time with the residents.



RESIDENT EMPLOYMENT

- (01.) Oversee vocational activities while unemployed.
- (02.) Evaluate resident's readiness for the workforce.
- (03.) Supervise and help residents obtain employment.
- (04.) Maintain relationships with temp services.
- (05.) Evaluate employment environment to make sure it is healthy.
- (06.) Monitor resident's attitude while at the job.
- (07.) Develop a relationship with the resident's employer.
- (08.) Coordinate rides to and from work.
- (09.) Give rides to and from work if available.

RESIDENT MENTAL HEALTH

- (01.) Consistently monitor levels of mental status.
- (02.) Provide regular touch points.
 - a.) In office
 - b.) On errands
 - c.) During daily activity
- (03.) Identify triggers for negative behaviors and potential relapse.
- (04.) Coordinate mental health visit schedule.
- (05.) Coordinate rides to and from mental health appointments.
- (06.) Give rides to and from mental health appointments if available.

RESIDENT PHYSICAL HEALTH AND DRUG SCREENING

- (01.) Coordinate doctor visits, dental appointments, vision screenings, and other health-related appointments.
- (02.) Dispense over-the-counter medications.
- (03.) Dispense prescription medications multiple times per day.
- (04.) Issue urinalysis or mouth swabs routinely.
- (05.) Observe testing as needed.

TEAM COMMUNICATION

- (01.) Weekly operations meeting.
- (02.) Weekly evaluation meeting.
- (03.) Consistent communication
- (04.) Utilize team members to help evaluate status of all the residents

VOLUNTEERS

- (01.) Evaluate potential volunteers for their fit in the ministry.
 - a.) When and how they can be utilized.
 - b.) Responsiveness to residents.
- (02.) Communicate objectives, activities, and needs.
- (03.) Supervise volunteer interactions with residents.
- (04.) Coordinate volunteer schedules.



(05.) Coordinate coverage for time-off and emergencies.

PURCHASING

- (01.) Groceries
- (02.) Cleaning supplies
- (03.) Maintenance supplies
- (04.) Home goods such as shower curtains, kitchen utensils
- (05.) Body care products
- (06.) Health care products such as OTC medications
- (07.) Keep van fueled

FACILITATE ORGANIZATION, MAINTENANCE, AND GROUNDS KEEPING

- (01.) Create chore assignments.
- (02.) Supervise daily house cleaning.
 - a.) Bedrooms/bathrooms
 - b.) Kitchen
 - c.) Hallways and living room
 - d.) Garage and outbuildings
- (03.) Facilitate delivery and drop-off of donations.
- (04.) Maintain good operating conditions for furnace, water system, and other household equipment.
- (05.) Fix minor problems, prevent minor problems.
- (06.) Coordinate professional help when needed.

RECREATIONAL SUPERVISION

(01.) Organize opportunities outside of the house for positive entertainment and socialization.

- a.) YMCA
 - b.) Recovery Cafe
 - c.) Outdoor recreation
 - d.) Recovery Concerts
 - e.) Movie Theater
 - f.) Bowling
- (02.) Facilitate activities within the residence.
- a.) Movies
 - b.) Game nights
 - c.) Bonfires/cookouts
 - d.) Family gatherings
 - e.) Holiday gatherings
- (03.) Coordinate volunteer work in the community.

DISCIPLINARY ACTIONS

(01.) Creating, setting, and enforcing restrictions for phone, TV, travel, work, etc..



HOUSE MANAGER |

- (02.) Monitoring compliance of expectations and restrictions.
- (03.) Issuing sanctions or writing up reports when necessary.
- (04.) Formulating exit plans with residents.
- (05.) Dismissal when necessary.

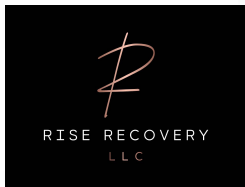
CASE MANAGEMENT

- (01.) Approve passes
- (02.) Help organize group programming and ensure resident participation.
- (03.) Help encourage positive family relationships.
- (04.) Develop exit strategies and re-entry into society.

RESIDENT RENT PAYMENTS

- (01.) Assess rent reductions.
- (02.) Receive weekly payments and place in the safe.
- (03.) Compile receipts and payments and give them to appropriate RR staff member for recording and deposit.





CASE MANAGER

JOB DESCRIPTION

GENERAL DESCRIPTION

The **Rise Program** Case Manager is responsible for providing comprehensive case management services to residents with a history of substance use disorder. They provide short-term continuity of care with the resident, their families, and the treatment team. They build a formal and informal support network necessary to support long-term recovery and community integration. They endorse the strength-based approach to recovery and allow the resident to create self-determined goals. They assess the resident's overall status in both addiction and behavioral health and develop a plan to recovery in conjunction with the treatment team with the long-term goal for each patient to successfully manage their conditions on their own.

DUTIES AND RESPONSIBILITIES

- Working with clients and their support network to reduce barriers to treatment linkage and provide psychological skill-building and motivational coaching to promote service engagement.
- Participate in treatment team meetings and make recommendations for client status changes.
- Maintain caseloads and utilization, by continuing regular contact with clients to monitor and assess progress.
- Providing individual assistance to persons in accessing needed substance use and mental health services including accompanying individuals to appointments to address needs and assist with resource acquisition
- Providing individual assistance to individuals in accessing a variety of public services including financial and medical assistance and housing, including assistance on an emergency basis, and directly helping to meet needs for food, shelter, and clothing.
- Providing individual and regular contact.
- Providing individual assistance in the creation of personal and self-driven, life/recovery goals. These goals are to be attainable, realistic, and strength based.
- Interceding on behalf of individuals within the community-at-large to assist the person in achieving and maintaining their community adjustment.
- May be required to provide crisis intervention, advocacy, medication monitoring, transportation assistance, financial assistance, ADL assistance, referral, and linkage to community resources.
- Develops and Maintains a network of community referrals
- Prepare progress, incident, or clinical reports and individualized service plans, utilizing **Rise Recovery LLC** standard procedures.
- Assure documentation follows contract, regulatory, agency requirements, and best clinical practices.
- Effectively work with a team, including participating in all required trainings or team meetings.



CASE MANAGER

REQUIREMENTS

- Experience in a social service setting with working knowledge of case management is preferred.
- Ability to be empathetic, show concern for the care and well-being of others, and practice non-judgmental leadership.
- Must have proficient computer skills especially in Word processing and spreadsheets.
- CRS/CHW or willing to obtain proper credentials within 6 months of starting with **Rise Recovery LLC**.



CONDUCT AGREEMENT

UPDATED 5.16.2020

The **Rise Program** is a certified recovery program whose purpose is to assist men and women in achieving their goals in transition and recovery while striving to attain the objectives set forth by this ministry. This agreement is made between **Rise Recovery LLC** and the undersigned resident in acknowledgment that the ministry operates under the highest standards of conduct and behavior, high moral principles, and therefore each resident shall reflect these standards.

NAME OF APPLICANT

DATE

Initial: _____ **Rise Recovery aka Rise Program** will always default to the rules of probation and parole enforced by a resident's officer. **You must know your rules and follow those rules above all else.**

To be accepted into the **Rise Program**, a person must be willing to:

- Be drug and alcohol free for 72 hours prior to admission
- Be medically clear if required
- Submit to a drug and alcohol screen or evaluation if requested

● **GENERAL RULES**

- The living arrangements for all residents are under the authority of **Rise Recovery LLC**. The day to day activities and care of **Rise Program** shall be the responsibility of the House Manager who shall implement the policies set forth herein with the assistance of all **Rise Recovery** staff.
- Resident must be working with a sponsor/mentor within 30 days of residency.
- Curfew is 10:00 pm on weeknights; 11:00 pm on Friday and Saturday, and 6:00 pm on Sunday. This is at the discretion of management. Resident shall remain on the premises until leaving the following day for work, re-entry services, or other prescribed activity. If resident has an earlier curfew enforced by parole or probation, then the resident must adhere to the earlier curfew.
- Residents must seek and obtain employment. You need to find **A JOB**, not the job. Residents are responsible to find their own transportation to and from work.



CONDUCT AGREEMENT |

5. Rent is due every Friday by 6:00 pm and paid to the House Manager. It is prepaid for the following 7 days and is non-refundable. No exceptions! Each resident is responsible to meet this obligation in a timely manner. We don't expect your families to pay your way.
6. Residents must inform House Manager if leaving the premises, where you're going & what time you will return.
7. If you have any active warrants, you must contact the proper authorities and take care of it immediately. You must provide proof that it is taken care of or we will call the proper authorities to pick you up. **Rise Recovery** works hard on their relationship with the judicial system and we will not harbor a fugitive.
8. Any resident who is terminated from residency for the use of alcohol and/or drugs and wishes to be readmitted into the **Rise House** must apply, wait 30 days, and get written approval from the director.
9. Any resident who has been at the **Rise Program** previously may be voted back into the residence by their peers. The house will abide by the decision made by the residents. No exceptions.
10. If Resident is subject to Department of Corrections, Parole Commission supervision, or Probation regulations a violation of any condition of such supervision shall constitute a violation of this Agreement.
11. The ministry may prescribe additional rules of conduct consistent with the purpose and vision of the ministry to which the Resident agrees to comply.
12. Resident agrees to sign necessary paperwork required by ministry to document its services provided for resident.
13. If the Resident leaves the premises for appointments, errands, or any other business, whether ministry related or personal, he will make use of the sign out sheet provided by the House Manager.

● **PROGRAMS AND ATTENDANCE**

1. All residents will attend a spiritual development group weekly.
2. All residents will attend all programs when not at work.
3. Residents are to attend all prepared meals unless specifically excused. With adequate notice and approval, a late plate will be prepared. Visitors may eat at the house upon approval of management.

● **RESPONSIBILITIES AND CHORES**

1. Each resident will complete items on the chore list to which they are assigned by the House Manager each day assigned. Non-compliance will be subject to the Disciplinary Procedures. In a spirit of cooperation and unity, each resident shall be responsible for the cleanliness and tidiness of the residence in general and the area where he/she sleeps.
2. Residents are responsible for their own laundry. Laundry facilities are furnished by **Rise Recovery** If you don't have a full load, please ask House Manager if any house laundry needs done. This saves the house money and water.
3. Residents must be up and dressed no later than 8:00 am on weekdays and 10:00 am on weekends. Lights out at 11:00 am on weekdays and Midnight on weekends.



4. In recognition of the availability of government programs to provide food items for residents who qualify to participate, each resident shall participate in the food stamp program supervised by the Indiana Department of Family & Children Services.

● **HOUSE, PROPERTY, AND SUBSTANCES**

1. Use of illicit drugs and/or alcohol, misuse of prescribed medication, and/or drug seeking is prohibited.  There shall be no smoking or use of tobacco products inside the residence. Use of incendiary (flame burning) devices, including but not limited to candles, incense, etc. is prohibited.
2. Any resident who uses alcohol or drugs, or knows of another resident who is using, and does not report it to management, will be dismissed from the program.
3. Possession or ownership of firearms or other weapons by resident is prohibited.
4. All prescription medications will be kept in the house safe not in your room or car. Management will make them available to you at the appropriate times; however, you are responsible for dispersing the proper amount of medication as it is prescribed. Violations will result in immediate dismissal.
5. **Rise Recovery** is not responsible for lost or stolen articles or the personal injury on or off the premises.
6. Any resident who leaves the residency program, voluntarily or not, has 30 days to retrieve their personal property, providing all fees due to the **Rise Program** are paid. After that time, personal property will be disposed of.
7. No house property will be taken from the premises without previous approval and signing items out.
8. It is every resident's responsibility to help manage utility costs. When a room is unoccupied, please turn lights off. Thermostats are to be operated by staff only. Room temperatures are to be kept at 65 degrees unless otherwise specified by **Rise Program** management.
9. Residents with vehicles must have a valid driver's license and proof of insurance. No exceptions! If you have a vehicle on the grounds and don't possess a driver's license, you must still have insurance on said vehicle.
10. The ministry is not responsible for the safe keeping of any items of personal property belonging to the residents.
11. There will be no pornographic/offensive materials in the residence or possession or use of any DVDs or VHS movies containing such language or materials. If there are questions, the movies in the house will be under the discretion of the House Manager.

● **VISITORS**

1. Visitors will only be allowed upon approval by management. Volunteers, mentors, sponsors, and program leaders will be allowed at the house at the discretion of the House Manager.
2. Visitors are responsible for their own children. If they are visiting you, it is your job to inform them of any and all rules that apply to them and you. Please do not let your children out of your view at any time. It is not the **Rise Program's** responsibility to watch your children!



3. Visitors are restricted to the common areas of houses and grounds. No visitors, including family members, are allowed inside resident rooms, without approval of management.
4. Any resident or visitor that is disruptive to the smooth operation of the house, for any reason deemed inappropriate by management, will result in expulsion from the property and may result in that person being banned from the property indefinitely. This includes fighting, bullying, spreading gossip, and pranks.
5. No guests in sleeping rooms. Overnight guests are NEVER permitted

● **CHARACTER AND ATTITUDE**

1. There will be no fraternization between the opposite sex unless married. Residents have no reason to be alone anywhere, anytime, with members of the opposite sex. Expulsion of all parties involved will result from any sexual activity on **Rise Program** property at any time.
2. Acts of violence, bullying, criminal activity, sexual activity on premises, willful failure to obtain and maintain employment, refusal to participate in program functions, or gambling is prohibited.
3. Residents are responsible for good personal hygiene. Please shower daily.
4. Residents are not to be in another person's room when they are not present.
5. Residents and guests are to be properly attired in the common areas of the house. This means shirts; pants or shorts; shoes or sandals. This is effective during the business hours of 8:00 am until 10:00 pm. Please wear a robe while going between the bathroom and your room.
6. Residents will report any illness to staff; however, the staff will not report your absence from work; that is the resident's responsibility. If you are sick more than 1 day, you must seek medical help. Missing work and losing a job due to illness will not be tolerated and you will be dismissed from the house.
7. **Rise Recovery** depends on the support and good will of our communities' citizens, agencies, organizations, and merchants. Your appearance, conduct, and manners may be the only measure of our program that many people will ever observe. Your free time (at or away from the **Rise Program** properties) is generally your own to spend as you see fit, providing your appearance, conduct, and manners do not negatively reflect on **Rise Recovery**. Two glaring examples of unacceptable public conduct are: visiting a bar (for any reason) and shopping at a liquor store. Residents whose appearance, conduct, and manners reflect negatively on **Rise Recovery** may be subject to disciplinary action, including expulsion from our program.

● **PASSES AND RESTRICTION**

1. Passes earned:
 - a. Must be taken in 24-hour increments
 - b. Not more than 48 consecutive hours in a week
 - c. Not more than 3 weekends in a month

This is at the discretion of management; no holiday passes except when approved by staff.

I, _____, have read the Conduct Agreement for admittance into the **Rise Program** and I agree to comply with all rules. By signing below, I understand that if I violate any of the above rules, I may be asked to leave the program. In the event of my termination from the program, I agree to vacate occupancy within 1 hour. Finally, I understand that the authorities will be called in the event of my refusal.

SIGNATURE

DATE



CONDUCT AGREEMENT |