

Important information about Willow Grove and Jack's House

Admission Criteria

You must meet the following requirements:

- 1) Be one of the following:
 - a) Upper Valley resident living in the community with at least 30 consecutive days since your last use of a substance.
 - b) A person in an inpatient treatment setting expecting successful completion of your treatment soon and able to transfer from facility to recovery housing directly.
 - c) A person in a correctional facility with at least 30 consecutive days since your last use of a substance and able to transfer from facility to recovery housing directly.
- 2) Be 18 years of age or older
- 3) Have a stated desire to:
 - a) Be active in recovery from substance use disorder
 - b) Become employed or engage in appropriate volunteer work if on disability and become financially independent
 - c) Address all pertinent health issues
 - d) Resolve all legal entanglements
 - e) Be responsible in relation to others (children, spouse, partner, other family & friends)
 - f) Gain or regain skills needed to function at one's highest capacity
 - g) Collaborate on formulation of a recovery plan and execute it once established.
- 4) Be a cooperative member of Willow Grove or Jack's House using group living skills
- 5) Maintain a positive attitude toward recovery
- 6) Respect the rights of housemates, neighbors, and the community

Admission Priorities

1. Pregnant women.
2. People without safe housing.
3. People from the Upper Valley region of Vermont.
4. People from Vermont.
5. People from the Upper Valley region of New Hampshire.
6. People from New Hampshire.
7. People from other states.

House Rules and Resident Responsibilities

- Prior to admission to Willow Grove or Jack's House (WG or JH), residents must read and sign "House Rules Contract," including consent for observed urine and/or breath testing.
- All residents are subject to all house rules and will have the benefit of all resident privileges and services.
- All residents must attend house meeting each week, failure to do so may be cause for discharge.

- Residents must be out of bed and dressed each weekday by 8AM, unless working till 11PM (out of bed and dressed by 10AM in that case).
- Each person must post his/her work and planned meeting schedule on the bulletin board and must post approved overnights on the calendar.
- Curfew is 10 PM (unless working till 11 PM). Anyone who expects to be out past 10 PM must call and get permission from the staff member on duty. Failure to make curfew may result in an earlier curfew or in some cases termination of your residency.
- Residents may not have pets at Willow Grove or Jack's House.

Sobriety and Health Care

- Each resident will remain abstinent from substances other than prescriptions prescribed and approved by staff. Use of alcohol, mood altering drugs (non-prescription or prescription if not authorized by staff), or chemicals is cause for discharge and treatment facility referral.
- Bringing alcohol, mood altering drugs (non-prescription or unauthorized prescription), chemicals, or weapons (including BB guns, knives, etc.) into the house is cause for immediate discharge. Staff has the right to do room searches if contraband is believed to be present.
- Random observed urine and/or breath tests may be requested at any time during residency at WG/JH. If the test is positive or if the resident refuses testing, he/she will be discharged and/or referred to treatment. Refusal to submit to a urine/breath test is considered admission of use and the resident will be discharged.
- Staff may at any time check the residents' lockboxes to validate the correct prescription drugs and the correct amount of medicine, when taken according to directions, remains.
- Residents will attend a minimum of one 12-Step meeting each day (or an approved alternative). Exceptions may be made with the permission of CM/Staff.
- Residents will have a local 12-Step sponsor outside of WG or JH by the second week of residency.

Recovery Plan

- Residents will follow their individualized care plan which will emphasize the time limited nature of WG/JH residence. The recovery plan will focus on such areas as a plan for building a recovery network, securing employment, medical care, counseling, etc.
- Residents will attend an individual meeting with Case Manager (CM) at least once per week discussing progress on their recovery plan.
- Residents must apply for state assistance programs as appropriate by the second week of their stay.
- Residents may be discharged from WG or JH if they cannot demonstrate consistent progress with their recovery plan.

Employment

- Each resident must be employed by the third week of their stay.
- If unemployed, each resident must document efforts of job search to CM for 5 hours per day and may not be at Willow Grove during the hours of 10:00 am until 2:00 pm. The resident must present a job search strategy to the CM.
- Appropriate employment is up to full-time between the hours of 5AM and 11PM.
- Residents may not work more than 45 hours per week.
- Residents may not quit a job unless they have obtained another one and have discussed their plan with the CM/Staff. If a resident is unable to work due to a disability, they are expected to obtain volunteer work or suitable activity in the same time frame.

Rooms and Personal Possessions

- Residents are not to enter other residents' rooms without their permission and without being accompanied by them.
- Residents are not to borrow or use any items that do not belong to them without express permission. This includes items that are stored in the garage by the landlord or previous residents.
- Residents are responsible for their own belongings. While WG or JH will make every effort to keep the facility secure, it is not responsible for lost or stolen property. Residents are advised not to bring valuables with them.
- All residents must keep their personal areas neat and clean. This includes making the bed and picking up clothes on a daily basis.
- Staff may decide to alter room assignments. No room changes will be made without the permission of the staff.
- No food is to be stored or eaten in bedrooms.
- No burning of candles in bedrooms. Lighted candles are permissible for the dining area and living room only under adult supervision. Do not leave candles unattended.

Visitors

- Pre-approved men (for Jack's House) and women (for Willow Grove) who are known to staff and are stable in their recovery may visit for sponsorship meetings, support and fellowship.
- All visitors must remain in the common areas (kitchen, living room, and dining room) and sign in and out on each visit.
- Pets are not permitted in the house.
- Family members may visit occasionally if there are no issues that would be cause for concern. These visits must be cleared with staff. Every attempt must be made to inform housemates before the visit occurs.
- Support people of your own gender may pick you up or drop you off at WG/JH but may not come inside.

(visitors, cont'd)

- There will be an appointed pick up/drop off for those not allowed on the property.
- Two weekends per month (or in some cases an alternative) will be allowed for overnight visits of children under the age of 12.
- Children must sleep in the resident's room or with you in the living room if it is an issue for your roommate. (See Overnights Policy and Procedure)
- Resident is responsible for full-time supervision and care of his/her children.
- Children are not to be left alone at any time.

Telephone Use and Quiet Hours

- Use of the household phone is limited to ten minutes, unless it is a critical call. Please be courteous of your housemates and share. We do not have long distance capability and we do not accept long distant collect calls.
- No incoming phone calls between 10 pm and 8 am.
- Activities ie: washing machine/dryer, loud tv, loud conversations, loud physical activities are not allowed during the hours of 10 pm and 8 am to allow all residents to get a good night sleep.

Food and Chores

- Household food received by community donations is for all residents and staff members. In particular it is important to make sure new residents or those without income or food stamps have access to these items.
- Residents are responsible to purchase any other food items that are not received by donation. Any purchased items should be marked with your name and stored appropriately in the kitchen area only.
- Each resident will be encouraged to apply for VT 3 Squares "food stamps" the 1st week of their stay if they foresee barriers to employment.
- All residents will assume the household cleaning tasks. Dividing the chores is up to the residents. If residents cannot agree, staff may assign cleaning duties.
- When preparing meals, residents must clean up after themselves, including putting away all food and washing dishes. Dirty dishes are not to be left in the sink. You are responsible for your own clean up.
- Any cooking or activity done as a household is to be cleaned up by the entire household.

Confidentiality and Safety

- To keep WG and JH safe and confidential, residents are asked to limit outside activities to more private locations.
- At WG the kitchen deck can be enjoyed but never smoked on. Smoking is allowed only on the bricked area between the garage and shed. The front porch is not to be used at any time.
- At JH no smoking is allowed on the deck. If you are outside please be considerate of neighbors. As time passes an assigned station will be designated for smoking.

- Residents must respect confidentiality and not talk about or name other residents to non-residents. This rule applies to visitors as well. Resident is responsible for explaining this rule to his/her guests.
- Residents observing or suspecting rule violations by another resident should report the incident to the staff member on duty. WG and JH staff will take appropriate action as deemed necessary. Confidentiality will be honored.

Medications

- WG and JH accept residents taking medications for physical or psychological conditions if the resident is capable of taking full responsibility for administering and managing the medications independently. All prescribed medications are to be kept in provided locked boxes.
- **Benzodiazepines and opiates and other drugs that have the potential for abuse (with the exception of prescribed buprenorphine) are not permitted.**
- Documentation from the provider prescribing the medication must be on file for the resident upon admission or upon initiating the medication if this occurs after admission. Documentation will include name, date of prescription, name of medication, dose, frequency, duration, number dispensed, refills, indication, warning signs and symptoms, and who to call if there are concerns. CM/Staff must be notified of and approve any medication change.

Smoking

- Smoking is not permitted inside Willow Grove or Jack's House at any time.
- Smoking inside the house may be cause for discharge.
- Smoking is limited to "designated smoking areas" ONLY. This area is designated by staff and residents will be made aware of that upon admission.
- Butt cans are provided. Cigarettes are not to be discarded on the lawn or driveway. All smokers are expected to keep WG and JH property butt free. If you see it, pick it up.
- Smoking is discouraged. Cessation programs are available locally. Please ask for resources when you are ready.

Relationships with Others

- Physically intimate behavior, such as kissing and petting, are not permitted anywhere on the premises.
- Sexual encounters between residents are not permitted.
- Name-calling and violence are cause for discharge.
- Disputes will be settled among residents themselves. If a stalemate occurs, residents will seek HM/CM assistance.

~If, after thoughtful consideration of the resident rules and regulations you would like to apply for residence at Willow Grove or Jack's house please submit an application as soon as possible, you may find it online or request a copy.

INTERVIEW:

What to expect:

1. If there **are** beds available at WG/JH you will receive an interview date/time. Please allow 72 hours after submission of application to receive a phone call.
2. If there are beds available at WG/JH please be prepared for this interview like you would be prepared for a Job interview over the phone. Sometimes we are able to perform an in person/face to face interview. If you are local please prepare for this to be requested.
3. You will receive a list of things to accomplish/provide before a move in date will be given. Unique circumstances will be applied at Managers request.
4. You will be given 1 week to submit the things on the list given to you on the day or your interview. Once that has been submitted your move in date, time, location and other important information regarding your move in day will be given.

ON ADMISSION DAY:

You will meet staff at WG, JH, or the Upper Valley Turning Point. You will get settled into the house and if other residents are available they will have a meal with you. Expect to go to a peer support meeting that evening as one is required every day. Due to the differing schedules of each resident there is no way of knowing how many people will be there when you arrive, but we make every effort to have a meal and a time to welcome you as soon as possible.

Upon admission each resident is assigned a case manager who will assist them in developing and executing a care plan (if not already in place) which typically includes:

1. Recovery coaching
2. Peer support programs
3. Counseling and psychiatric services
4. Vocational planning
5. Domestic violence support
6. Medical, dental and legal services
7. Educational services
8. Parenting and other skills
9. Aftercare planning

If you have any questions that are not covered in the rules and regulations please call and ask (arrival time, what to expect, what to bring, what not to bring, etc.....)

To inquire about admission: contact Sarah Mekos, Transitional Housing Director
Smekos@Secondwindfound.org or (802) 295-5206.

Second Wind Foundation-Willow Grove and Jack's House

Admission is based on availability and is without bias due to race, creed, ethnicity, religion, marital status or sexual preference.

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