



# Handbook and House Rules

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## **WELCOME**

The staff and community of the Butte SPIRIT Home (herein referred to as BSH) would like to welcome you to the next step in your recovery journey. Entering new levels of treatment within the ongoing process of recovery is always a big and difficult decision. We are glad that you have chosen Butte SPIRIT Homes to help with your next step. Our recovery team is here to help and support you as you lay the foundation for your recovery within the community. We have put this handbook together to both orient you to our program, and to answer questions that might arise regarding your rights and responsibilities as a Resident of our Home.

Moving into the BSH is your opportunity to learn and practice the skills that will carry you into a new way of life. It's your chance to build lasting and supportive relationships, shake off old habit patterns that have been holding you back, and to open up to the world of opportunity that awaits you in a life of recovery. As you step into this new way of living, BSH presents you with three keys to making this step of your journey a success:

1. Practice Rigorous Honesty
2. Do the Uncomfortable Work
3. Surrender the Outcome

## **BUTTE SPIRIT MISSION STATEMENT**

*Our mission is to provide supportive housing and services to those recovering from substance use disorders by creating an accessible, drug and alcohol-free environment, supporting fellowship and building partnerships among the recovery community. We seek to build connections with those that are invested in their own inner transformation, and to help them transition into a healthy peer supported network.*

Butte Silver Bow Persons Invested in Recovery and Inner Transformation, or the Butte SPIRIT Homes is a 501(c)3 non-profit organization operating as a community-based peer support organization to create transitional living environments for people recovering from substance use disorder.

## **ZERO TOLERANCE**

It is crucial to the success of this recovery house that each member remains clean and sober. 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 two options;

1. You will be placed on blackout status (you will not be allowed to leave the property without being accompanied by staff), and an updated Chemical Dependency Evaluation will be completed, and you will be referred for admissions to a 3.5 Level of Care (Intensive Inpatient).
2. Immediate discharge from the Butte SPIRIT Home.

Because the SPIRIT Homes' goal is to maintain a safe environment, some elements of the program have been developed with that in mind. For example, room searches, collections for Urinalysis, and Breathalyzer checks will occur at random times for all residents regardless of their phase in the program. The SPIRIT Home will cooperate with any administrative or criminal investigation regarding any resident.

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.

All Residents must read this handbook and refer to it when in doubt about an issue. Any further questions should be discussed with the Residence Manager or brought up during the next house business meeting.

## **ORIENTATION**

**During the first three days of residence at BSH, you may only leave the house for reasons approved by the Residence Manager including treatment groups, counseling sessions, medical appointments, and 12- step meetings. In this time, the Treatment Team will set up an appointment to work with you to create your personal Treatment Plan.**

Resident Acknowledgement Initials \_\_\_\_\_

## FINANCIAL COMMITMENT

Work toward becoming self-supporting, we provide “transitional” housing. The goal is to help you establish a foundation in recovery and transition into independent living.

The Butte SPIRIT Home rental fee is \$550 per month, with an additional admission fee of \$200 for the first month. The first month's fees are \$750 total, due upon admission and are the sole responsibility of the new resident, unless a 3rd party payee is involved, or the resident has applied for financial assistance for the first month through Butte SPIRIT Homes. Contact the Residence Manager if you need help applying for assistance. The first month's rent will be prorated from the date the resident moves in until the first of the following month. Then the rent is due in full for the next month in accordance with the set schedule as outlined in the handbook.

House fees will continue to be due one week in advance of the end of the month (applied to the upcoming month). Residents who cannot cover their living expenses because they are unemployed or there is an issue with a third-party payee are to bring this to the attention of the Residence Manager immediately so that we can create a repayment plan for you. No lending or borrowing of money between transitional housing residents is permitted. It is understood that changes in Employment may take place. Our responsibility is to assist you with your Recovery, and financial challenges may arise during your time as a resident of the Butte SPIRIT Home. We are here to help you if this situation arises, but it is important that you notify Staff as soon as possible. Any form of fee assistance (3rd Party) is to be approved by the Residence Manager. A \$200 discharge incentive is offered for Residents completing all Three Phases at the Butte SPIRIT Home. Three weeks' notice must be given before moving out of the Butte SPIRIT Home or the discharge incentive will be forfeited. **If you are asked to leave the residence/discharged due to noncompliance with house guidelines, or elect to leave without completing Phase Three, the discharge incentive will be forfeited.**

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Your place of employment MUST BE APPROVED by the Residence Manager. 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 discharge from the home.

## **PERSONAL FINANCES & PROGRAM FEES**

Managing fees and money is one of the most stressful things for many people in their first weeks and months in housing. For example, if you move in on January 1st, and get financial assistance with the first month you still owe the admission fee of \$200 for the month of January on the day you move in. If you still have not made a payment on February 1st, you will then owe \$750.

If you need to establish a repayment schedule for a balance owed, consult with the Residence Manager for a copy of the appropriate form.

## **BASIC NEEDS UNTIL FINANCIALLY SELF SUFFICIENT**

We have care packages of food and toiletries that we can provide until you start getting paychecks. Additionally, basic home food staples and clothing are typically stocked at the Butte SPIRIT Home, just ask the Residence Manager to learn more about the resources available.

## **BANKING**

Once you start receiving a paycheck, you are strongly encouraged to open a bank account. A lot of people avoid this out of fears of credit rejection, debt collection, etc.

We have a relationship with Glacier Bank in Butte located at 1880 Harrison Avenue. Our contact there is Simon, and he can be reached at 406-497-7024 for a private consultation to set up an account.

For residents who have no financial experience or bad financial experiences, this can be an important step toward a lifestyle of recovery.

Please feel free to discuss your questions or concerns with the Residence Manager, Clinical Director, or Executive Director.

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## **BSH DISASTER PLAN**

BSH staff will conduct quarterly fire/evacuation drills, in which all residents will be required to attend. Evacuation routes are posted throughout the house and primary or secondary routes shall be followed as appropriate. Upon evacuation due to fire, all BSH residents will meet directly across from BSH on Galena St. to be accounted for and await proper authorities. In the event the BSH is not habitable due to natural or human-caused disasters, BSH shall find appropriate emergency housing for all residents.

### **Fire Suppression**

Upon discovery of a beginning-stage fire, the resident shall obtain the fire extinguisher closest to their location and attempt to suppress the fire and contact the local fire department (911) by phone to advise them of the situation. Even if a beginning stage fire was successfully suppressed the Fire Department should inspect the area and perform any additional suppression activities. Residents will not be allowed to return to an area where a fire has burned until the Fire Department has declared it suppressed. Before residents return, staff will have been notified, inspected the area, debris removed and/or cleaned.

If a non-beginning stage fire is discovered the person discovering the blaze should call 911 immediately.

If a smoke alarm sounds or you are instructed to evacuate the building, evacuate immediately!!! DO NOT stop and gather personal belongings!

### **Earthquake Protection Procedure**

In an earthquake, protect yourself in a doorway or under a sturdy piece of furniture until shaking stops. Upon evacuation, ensure you do not stand under any power lines and stay clear of trees or other hazards.

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## WHAT DO I BRING?

- Clothing- Bring one and a half weeks' worth of clothing (9 days); clothing should be comfortable for exercise, movement, and be appropriate for multi-seasonal weather.
- Shoes- At least one pair of comfortable tennis shoe type shoes that will be acceptable for hiking, walking and exercise. It is recommended Residents also bring a pair of slippers as well.
- Personal Hygiene Items- Remembering you will be in the program at least 90 days please bring liquid soap, shampoo, conditioners, self-care items, and other hygiene items as appropriate. If you do not have these products, trial-size hygiene products will be provided until you can afford your own.
- Personal Medications- Residents must bring all currently prescribed medications with them; all medications must be properly documented in the application process. Residents must also indicate all supplements or over-the-counter medications on the Personal Medication List. All medications and supplements must be provided in their original labeled containers. These medications will be held in a locked container with access provided at the appropriate time by the Residence Manager.
- Weather Specific Clothing- If you will be attending treatment during the winter season, please ensure you have a warm winter coat, gloves, and winter boots. In the summer, please ensure you have a light jacket.
- One Large Suitcase or Duffle Bag. Residents will not be permitted to bring more than one large suitcase or Duffle Bag to contain all their personal items. Residents will only be allowed to have enough clothing for one week, clothing beyond this will be stored or sent home.

## WHAT DO I LEAVE AT HOME?

- |   |                          |
|---|--------------------------|
| • Personal Bedding- Sheets, Blankets, and Pillows | • Adult Material Media   |
| • Aerosol spray deodorants and body sprays        | • Inappropriate clothing |
| • Products containing alcohol                     | • Contraband items       |
| • Towels and washcloths                           | • Furniture Items        |
| • Stuffed Animals                                 | • Television             |
|   | • Bar soap               |
|   | • Colognes               |

Resident Acknowledgement Initials \_\_\_\_\_

## PHASE STRUCTURE

### Phase 1: Orientation/Adjustment/Education

#### Duration – Approximately, 1-8 Weeks

Entering Phase 1, you will receive the Resident Handbook containing information on rules, infractions, privileges, consequences, grievances, and services provided by the Butte SPIRIT Home.

- Active participation and progress will be assessed by the treatment team. Determining factors for phase progression include but are not limited to the following criteria:
  - Displayed behaviors indicating a progression in motivation for change, from Pre-contemplation or Contemplation Stages to Preparation for Action, or Action Stage of Change.
  - Endorsement by most of the BSH treatment team, indicating recognition of recovery skills.
  - Completion of the required number of meetings outlined by the outpatient chemical dependency program.
    - Which are 4 community-based support meetings, outside the house;
    - 2 therapeutic/clinical groups provided within the house; and
    - 1 individual session provided within the house.
  - Consistent attendance of appointments with community providers such as various medical providers, physicians, or any required external services.
  - Consistent attendance/participating in BSH group activities.
  - Consistent in arranging a monthly treatment team meeting to discuss progress in the program.
  - Comply with the requirement of looking for work by completing 14 applications a week while in this Phase.
  - While unemployed the resident has done other things to give back to the program and community (such as maintenance services at BSH and community volunteer services).
  - Recognized the need to utilize newly acquired social/coping skills.
  - Completed all necessary assessments recommended during this Phase.

#### Phase 1 Privileges:

1. Able to have visitors on the weekends (Friday and Saturday from 5:00 pm to 9:00 pm) and Sunday from 6:00 pm to 8:00 pm.
2. Curfew is 8:30 pm Sunday through Thursday and 9:00 pm Friday and Saturday.



## **Phase 2: Utilization and Integration of Recovery Concepts and Skills**

### Duration – Approximately, 1-6 months

Upon satisfactory completion of Phase 1, you will progress to Phase 2 of the Butte SPIRIT Home. Staff will re-evaluate your progress, assessed by the following criteria:

- Active participation and progress made (as determined by the Treatment Team) in the appropriate Level of Chemical Dependency and/or Mental Health treatment.
- Demonstrated behaviors indicating progression through the stages of change.
- Completed recommended number of weekly meetings outlined by the BSH guidelines.
  - This includes a **minimum** of 2 community-based recovery meetings;
  - 2 therapeutic/clinical groups provided within the house; and
  - 1 individual session provided within the house.
- Continued to schedule monthly treatment team meetings to discuss progress.
- Maintained stable employment of at least 35-40 hours a week.
- Completed the following tasks:
  - Resident has accepted responsibility for their behavior, problems, and solutions – Honesty, Accountability, and Integrity
  - Resident has participated consistently in daily activities- Willingness
  - Resident has developed a positive social network of peers - Hope
  - Resident has earned increasingly more privileges - Discipline
  - Resident has become an established role model and provides leadership in the community - Service
  - Resident utilizes the therapeutic community outline and leans into the group process to identify feelings, address issues, confront fears, lift peers with gentle challenges, and learn about differences and similarities - Open Mindedness
  - Resident practices sociable confrontation skills with house members as outlined by the therapeutic community structure - Courage
  - Program may develop additional criteria specific to Resident's needs
- Maintained a zero balance on rent at the BSH
- Complied treatment recommendations (mental health, medical needs, dental needs, Vocational Rehabilitation, GED, etc.) - Integrity
- Took a more active role in the house meeting, discussing more openly their progress in recovery and any concerns they may have - Humility
- Developed an initial plan and has begun to implement regarding stable housing/return to the community.

### **Phase 2 Privileges:**

1. Able to have visitors on the weekends (Friday and Saturday 4:00 pm to 9:00 pm) and on the weekdays (Sunday through Thursday 5:00 pm to 8:00 pm)
2. Curfew is 9:00 pm (Sunday through Thursday) and 9:30 pm (Friday and Saturday)
3. Able to request 3 overnight trips a month with return by noon of the last day.

### **Phase 3: Relapse Prevention and Community Transition**

#### **Duration – Approximately 2-8 weeks**

Upon satisfactory completion of phase 2, you will progress to Phase 3 of the Butte SPIRIT Home. If you wish to move out of the home during Phase 2, please speak to the Residence Manager. You must provide notice at least 4 weeks prior to the time about the possibility of early transition to Phase 3. During Phase 3, you will prepare for transition from the Butte SPIRIT Home back into the community. Phase 3 residents are viewed as the leaders and role models for other Residents. Progress will be assessed by the following criteria:

- Active participation and progress made (as determined by the Treatment Team) in the appropriate Level of Chemical Dependency and/or Mental Health treatment.
- Completed the recommended number of meetings outlined by this handbook.
  - This includes a **minimum** of 2 community-based recovery meetings;
  - 2 therapeutic/clinical groups provided within the house; and
  - 1 individual session provided within the house.
- Continued to schedule monthly treatment team meetings to discuss progress and ultimate transition from the program.
- Maintained stable employment of 35-40 hours a week or attended school on a full-time basis and did volunteer work.
- Completed of the following tasks:
  - You have focused on strengthening their psychological and social skills to prevent relapse after they leave the home.
  - Resident has identified and addressed work and relationship difficulties and developed a positive social network outside the home.
  - You can manage recreation, leisure time, and perform daily living skills.
  - You can maintain abstinence outside the home and cope with social situations that could trigger use.
- Maintained a zero balance on rent at the BSH.
- Maintained a savings account with a minimum \$500.00 balance upon discharge.
- Obtained affordable housing in the community or community they wish to reside in.
- Utilized resources in the community effectively in their recovery.
- Participated in discussion in the house groups and has provided feedback and support.
- Demonstrated skills for pro social thinking or behaviors with minimal prompting.
- Demonstrated the skills of mentor/leader for newer residents.
- The resident has been a positive role model regarding their ability to follow rules.
- Presented and discussed the feelings and issues experienced in preparing for a return to the community necessary coping skills.

**Phase 3 Privileges:**

1. Able to have visitors on the weekends (Friday and Saturday) from 2:00 pm to 9:00 pm and on the weekdays (Sunday through Thursday) from 4:00 pm to 8:00 pm.
2. Curfew is 10:00 pm (Sunday through Saturday)
3. Able to request 4 overnight trips a month with return by curfew

**Successful Phase 3 Discharge**

Upon completion of Phase 3, during the week of your planned move-out, Butte SPIRIT Home will celebrate your success and commit to supporting you in the following ways:

- Graduation Dinner
- Gift of Custom Butte SPIRIT Home Pocketknife
- Gift of \$200 Discharge Incentive
- Certificate of Program Completion
- Provide Positive References for Jobs, School, Landlord, etc.

**Unsuccessful Discharge & Transfer**

Unsuccessful discharges may occur under the following circumstances:

- Billing authorization is denied, with no resolution.
- You require a higher level of care or more intensive services not offered by BSH.
- You choose to use drugs or alcohol and deny referral to a higher level of care.
- Your Recovery Team agrees that your needs would better be met in a different placement.
- You choose to leave AMA (Against Medical Advice).
- You fail to maintain adherence to the rules, assignments and goals of the program\*

*\*If you do not take responsibility for completing assignments/goals and progressing from phase to phase you will face consequences. Criteria for program failure will be progressive, with residents having opportunities to address concerns and take appropriate action. After the staff has made every reasonable effort, residents who do not make positive changes may be discharged from the program. Breaking any of the cardinal rules will result in discharge from the program. Also, repeated violation of the other rules may result in program failure.*

Resident Acknowledgement Initials \_\_\_\_\_

## VISITATION POLICY

1. All visitors must fill out a “Request for Approved Visitor Form” that can be requested from BSH staff. This form must be completed and returned to staff for appropriate approval. All visitors must be approved prior to visiting the resident.
2. Visitation is a privilege. Staff may deny visitation to anyone deemed a threat to the safety or security of the program. This includes but is not limited to its participants, other staff, or other visitors.
3. Background checks may be done on potential visitors. Staff have the right to request a check be done should a concern arise. Visitors who arrive without prior authorization will be turned away. No exceptions.
4. Visitors may be subject to searches (this includes all visitors).
5. Visitors may bring packages during visitation.
6. Visitors must remain in common areas and are not permitted in the resident quarters at any time.
7. No drug or alcohol consumption prior to attending a BSH visitation. If there is suspicion that a visitor might be under the influence, it will be at the staff’s discretion to ask them to leave the property.
8. Physical contact with visitors is to be limited to a brief embrace and /or kiss at the times of both arrival and departure. Hand holding is permitted if hands and arms remain within plain view. No fondling or sexually motivated touching will be tolerated to include, but not limited to, straddling, or intertwining of the legs or arms. No one may lie down on the couches, chairs, tables, or floor during visits.
9. Visitors must be dressed appropriately.
10. Visitors may not arrive before visiting hours begin and are expected to leave promptly at the end of visiting hours.
11. The BSH is a non-smoking facility.
12. The BSH will establish visitation hours and location of visits. Residents will adhere to the number of hours they are approved for regarding visitation based on their current phase in the program.

**Residents or visitors who fail to adhere to the visiting rules may have their visiting privileges suspended or terminated.**

Resident Acknowledgement Initials \_\_\_\_\_

## **BSH RESIDENT RULES**

For the BSH to maintain a safe, clean, and responsible environment for residents, there are rules to be followed. Rules are important as they establish healthy boundaries and allow residents the opportunity to learn to maintain a physically and psychologically safe community.

We expect you to comply with the rules and expectations so as not to put your residency in jeopardy. If you have any questions or concerns as you progress through the program, please discuss them with the BSH staff.

Prospective Residents need to understand they will be interviewed by BSH staff prior to acceptance and placement into the BSH.

### **Cardinal Rules:**

These rules are necessary for the recovery process and to protect the physical and psychological safety of the community. The first step in addressing a major rules infraction is to conduct an intervention. If a Cardinal rule is broken more than once or several rules are broken only once the resident may be discharged. Cardinal rules include but are not limited to

- No physical violence (includes threats and any forms of aggression or intimidation)
- No stealing or other criminal activity
- No drug, alcohol and/or trafficking
- No sexual acting out, including romantic or sexual physical contact
- No weapons
- No contraband
- No arson or attempted arson
- No walking out of groups
- No disrespectful behavior
- No lying
- No racial, ethnic, or sexual slurs
- No gambling on or off the premises
- No profanity or profane gestures
- No gang representations
- No destruction of property
- No threats of violence
- No non-verbal forms of aggression/intimidation
- No verbal forms of aggression/intimidation
- No violation of community, county, state, or federal laws.

**Community Rules:**

These rules are intended to protect the physical and psychological safety of the community. They are strictly enforced and breaking one of these rules may result in being discharged from the BSH. Community rules include, but are not limited to:

- No physical violence
- No drugs, alcohol use or trafficking
- No going into bars or casinos for any reason

**House Rules:**

These rules align with society's expectations/ House rules include but are not limited to:

- No pets unless the pet is a registered service animal and certification papers are submitted for approval.
- Residents need to maintain proper hygiene. Hand washing is required before handling any food products and after using the restroom.
- If you are ill, please remain in your room except eating and utilizing the restroom so as not to spread germs throughout the rest of the residence. Wash hands regularly.
- Quiet hours must be respected in the home, out of respect for the other residents who are resting through the night: 9pm-8am on Weekdays and 10pm-8am on Weekends

**Cleaning and House Chores:**

Each house member is expected to clean up after themselves, to always leave any room as they finds it, and to do their 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 you found it, and throwing away all trash. You have one hour to clean the kitchen after use.

- 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 is full, take it out

Chores will be assigned on a rotating monthly schedule. All household members are required to complete their assigned chores on time.

Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 9:00 am and 9:00 pm).

- The BHS staff will inspect the rooms before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given 24-hour notice to complete it. Failure to complete the chore within that time will result in consequences.

- If the BHS staff asks you to redo your chore, you must do it. Failure to do so will result in consequences.
- If you know you will be unable to complete your chore, you may ask another house member to complete it for you.

**Weekly House Meetings:**

- Each resident is required to attend one Therapeutic Community Meeting each week. The day and time of the meeting will be determined by the Residence Manager.
- A house member can miss no more than one house meeting per calendar month due to work or unusual circumstances. The house manager must be informed in advance.

**Clinical Program Meetings:**

- Each resident is required to attend the following each week:
  - One individual session with your BSH Licensed Addictions Counselor (LAC). The day and time of the meeting will be determined by the LAC.
  - Two therapeutic groups led by the BSH LAC, Peer Support, or other staff/community partners. The day and time of the meeting will be determined by the LAC.
  - One individual care management session with the Residence Manager. The day and time of the meeting will be determined by the Residence Manager.
- A house member can miss no more than one clinical program meeting per calendar month due to work or unusual circumstances. The LAC must be informed in advance.

**Smoking, Vaping and Nicotine Use:**

- Smoking and vaping is NOT permissible in the BSH
- Use is permitted outside the BSH if you are at least 25' away from the home in a designated smoking/nicotine use area.
- Cigarette butts must be extinguished and placed in appropriate receptacles placed on the property.

**Laundry:**

- A washer and dryer are provided for your use. Residents are responsible for washing their personal laundry at least once a week and to be respectful of others who need to use the laundry facility.
- Residents are expected to wash their bedding and towels weekly.
- Laundry area must be maintained and cleaned after each use including lint being removed from the dryer after each use.
- BSH staff may request that excessively dirty, oily, or soiled garments be cleaned at a commercial laundromat.

**Moving:**

- Residents must provide a four-week notice in writing to staff with their intent to move out.
- Residents must provide a forwarding address upon discharge.
- If no forwarding address is provided all mail will be returned to the sender.
- Prorated rent reimbursement will be provided to the resident if the four-week notice is provided and the rent for the current month is current.

**Room Assignments:**

- Room assignments are determined by the BSH manager.
- Room changes are made at the sole discretion of the BSH Residence Manager.
- Residents are permitted in their assigned room only.
- Residence room doors must be open during the day when the room is not occupied.
- Residents must not isolate themselves in their rooms.

**Room Searches:**

- Random room searches can be conducted at any time by BSH staff to search for contraband.
- While it is preferable that the resident is present, searches can occur at any time. Residents will be provided with a written notice by BSH staff if their room has been searched when they are not present.
- Staff may enter rooms at their own discretion at any time to ensure the safety of the residents.

**Wall hangings, furniture etc.:**

- Each resident is provided with a bulletin board in their room to post reminders, pictures, or any other material for their personal use. All material must be consistent with house rules and may not be considered contraband in other parts of this manual.
- You may maintain pictures in frames that are placed on your furniture.
- Nothing may be hung on the walls in your room.

**Spiritual Practices:**

- BSH staff supports residents in exploring their spiritual / religious practices.
- Rituals and practices within the home itself must be limited to practices that maintain the safety and security of the home as listed elsewhere in this manual.
- Residents are not required to attend or participate in religious / spiritual services or discussions.



**Cell Phones:**

- Cell phones are permitted in the BSH, and each resident is responsible for their own phone.
- BSH is not responsible for any misuse or theft of cell phones.
- Residents must register their cell phone numbers with the BSH staff and advise them of any change to the numbers immediately.
- BSH will maintain a landline for use by the residents. When answered by a resident it will be answered by a "hello" to protect the confidentiality of the residents, do not state over the phone that you are in the "Butte SPIRIT Home", "sober living", "recovery residence", etc.
- Cell phones are NOT ALLOWED during group meetings, all phones must be kept in Resident rooms during group sessions.

**Transportation:**

- With very few exceptions, personal vehicle privileges will be granted to Residents upon completion of Phase 1.
- Driving privileges may be extended to residents. In that case proof of license, registration and insurance must be provided to the BSH staff so a copy may be maintained in the resident file.
- Any resident transported to or being picked up at the BSH must present for the BSH staff the license, registration and current insurance certificate for the driver and vehicle they are being transported by.
- When residents gain the privilege of having a vehicle while in residence it must be kept in good working order, properly registered, and insured and parked in the front of the BSH. While parking is limited, residents must be respectful of other community residents and may not park in the driveway of the BSH to the rear of the residence.
- While residents are encouraged to use public transportation in Butte, they may possess and use their own bicycle, or use one provided by BSH, and are encouraged to wear helmets when riding.
- BSH will waive the requirement for copy of vehicle registration, insurance card and license for commercial forms of transportation such as taxi, uber etc.

Resident Acknowledgement Initials \_\_\_\_\_

## **RESIDENT RIGHTS**

1. Residents have the right to a safe and humane psychological and physical environment.
2. No Resident in the Program shall be subjected to verbal abuse, harassment, sexual abuse, neglect, physical abuse, or financial exploitation by staff members or other Residents.
3. No Resident in the Program shall be subjected to unusual, severe, cruel, humiliating, or unnecessary punishment.
4. Residents have a right to dignity, confidentiality, and privacy, when it is not contrary to the Resident's treatment plan and safety of the Resident. This includes recognition and respect in the delivery of all services.
5. Residents have the right to receive treatment without regard to race, color, creed, national origin, religion, sex, sexual orientation, age, or disability, except for bona fide program criteria.
6. Residents have the right to be treated in a manner sensitive to individual needs and which promote dignity and self-respect
7. Residents have the right to not be punished or suffer retaliation for making a grievance.
8. Residents have the right to be fully informed of all fees charged including fees for copying records to verify treatment and methods of payment available.
9. Residents have a right to opinions and recommendations when developing their individualized case plan/treatment plan. A Resident's signature on the case plan/treatment plan shall indicate that input from them has been heard.
10. Residents have a right to develop their own recovery plan, with the assistance of a Certified Behavioral Health Peer Support Specialist (CBHPSS)
11. Residents have a right to receive educational services in accordance with Montana law.
12. Residents have rights to family contact and may not be denied communication with family in emergency situations. The placing authority, Probation & Parole, and/or the Court may put special restrictions on such contact in writing to Butte SPIRIT Center.
13. Residents have the right to religious worship and spiritual beliefs. No individual shall be required to engage in any religious activities or be dissuaded from spiritual beliefs.
14. Residents have the right to seek adequate medical treatment for physical ailments.
15. Residents have a right to clearly defined and well supervised sleeping quarters and bathroom accommodations.
16. Residents have the right to receive reasonable accommodations, consistent with federal and state law.

17. Residents have the right to receive treatment in the least restrictive environment, consistent with law, in a manner sensitive to individual needs and which promotes dignity and self-respect.
18. Residents have the right to have clinical and personal information treated in accordance with state and federal statutes and regulations.
19. Residents have the right to the opportunity to review their own treatment records in the presence of the administrator or designee, consistent with 45 CFR 164.524 and other state and federal confidentiality statutes and regulations.
20. Residents have the right to have grievances considered in a fair and timely manner, with respect to infringements of rights described in this rule.
21. Residents have the right to client orientation to Butte SPIRIT Home rules, responsibilities, and any sanctions that may be imposed for failure to comply with the Butte SPIRIT Home rules.
22. Residents have the right to reasonable visitation and access to telephone communication within inpatient/residential settings.
23. Residents have the right to send and receive mail within inpatient/residential settings.
24. Residents have the right to regular physical exercise several times per week within inpatient/residential settings.
25. Residents have the right to be given a 30-day notice in the event of closure of the Butte SPIRIT Home or treatment service cancellation.
26. Residents have the right to provided assistance with relocation into similar treatment services, if available.
27. Residents have has the right to be given refunds to which the client is entitled; and
28. Residents have the right to be advised how to access records to which the client is entitled.

Residential Initial \_\_\_\_\_

## **GRIEVANCES**

The BSH has an established protocol for any resident that wishes to file a grievance against the home or staff related to any incident they deem egregious. Grievance forms are available in your resident packet. The form must outline in detail the nature of the grievance including a proposed solution. BSH staff or board will review grievance forms promptly, and an outcome or solution will be forthcoming within 5 business days. In the event the grievance is determined to need additional review beyond 5 business days you will be notified.

Resident Acknowledgement Initials \_\_\_\_\_

**I agree to abide by all the, rules and regulations of the BSH. Further, my character will reflect the following attitudes while I remain a resident:**

- HONESTY – Fairness and straightforwardness of conduct: adherence to the facts.
- HOPE – To expect with desire; something on which hopes are centered.
- FAITH – Complete confidence; belief and trust.
- COURAGE – Firmness of mind, in the face of extreme difficulty; Demonstrate mental or moral strength to withstand fear.
- INTEGRITY – The quality or state of being complete or undivided; soundness.
- WILLINGNESS – Prompt to act or respond; accepted and done of choice or without reluctance.
- HUMILITY – Not proud or haughty; not arrogant or assertive; a clear and concise understanding of what we are, followed by a sincere desire to become what we can be.
- LOVE – Unselfish concern that freely accepts another in loyalty and seeks their good to hold dear.
- DISCIPLINE – Training that corrects, molds, or perfects the mental faculties or moral character; to bring under control; to train or develop by instruction.
- PATIENCE/PERSEVERANCE – Steadfast despite opposition or adversity; able or willing to bear; to persist in compassion and desire to understand despite other influences.
- AWARENESS – Alive and alert; vigilance in observing.
- SERVICE – A helpful act; Contribution to the welfare of others; useful labor that does not produce a tangible commodity.

I, \_\_\_\_\_, received a copy of the BSH Handbook and House Rules. I have read the document and had a chance to discuss any questions with the BSH staff.

I agree to abide by the BSH Handbook and House Rules. I understand that an infraction of the BSH Handbook and House Rules will lead to consequences that may include loss of privileges, sanctions, and in some cases formal disciplinary actions that may include removal from the BSH. I also understand that if I commit any crime while at the BSH I may be turned into law enforcement officials.

I also acknowledge that the BSH cannot be held liable for loss or damage to any of my personal belongings due to fire or other damage producing events or theft. I understand that any personal belongings left at the BSH beyond 7 days after my release or departure from the home becomes the property of the BSH. I also understand that neither the organization or any of its agents, members, or staff shall be liable for any loss and/or injuries to persons or property suffered by me while in or about the premises of the BSH.

I also understand that if I relapse while I am living at the BSH I am not to return to the house until I have spoken with staff about the situation and have come to some type of resolution. I understand I cannot pick up my belongings until I have met with the staff. If I have not met with staff within 7 days following my relapse that my belongings will become the property of the BSH.

I understand that the BSH Handbook and House Rules were established to provide structure and outline the Program's expectations. The staff of the BSH can make exceptions, as needed to any of the expectations outlined in the BSH Handbook and House rules. If there are any changes to the rules, residents will be notified in writing within 5 business days of the changes.

\_\_\_\_\_  
Resident Name (Printed)

\_\_\_\_\_  
BSH Staff Witness

\_\_\_\_\_  
Resident (Signature)

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Date