



**New Foundations**  
Community Housing

# HOUSE RULES

For Program Participants

New Foundations Transitional Living  
[www.nftl.org](http://www.nftl.org)

# House Rules

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## House Rules

### Welcome Home

NFTL, Inc. (New Foundations Transitional Living) is a spiritually based, non-denominational, safe place designed to help assist you transition from a life of substance abuse to a life in recovery. You are encouraged to work cooperatively to maintain a clean, safe-haven while starting their journey of recovery.

NFTL, Inc is not a medical facility, low-income housing, nor a shelter. We are an organization providing you a safe place to reside - with structure, observation and assignments - to begin and maintain your journey in recovery. As such, we have rules and discipline in place to help you progress and build a new way of life. Our program works if you work it. We have rules because we care about your development and refuse to let you cheat yourself. We will work with you daily to help achieve your goals. Please read through the following pages outlining our most important house rules for all New Foundation homes.

Do what we do and prepare to be challenged, excited and recovering. NFTL, Inc. stands out from the rest due to our approach to recovery. When you enter our doors, you become a part of the largest transitional housing organization in the Cincinnati area! The time to change is right now, right here with us! WELCOME HOME!

# House Rules

## 1. APPLICATION/INTAKE

- A. Prospective program participants will complete a pre-screen after calling our intake line, (513) 814-2787. We have an application that can be completed online or over the phone in which we go through an interview process. If you've been a program participant previously, we will review your previous stays and reasons for leaving or address any outstanding issues. All balances must be taken care of prior to re-entrance. We will work with individuals on a case by case basis regarding past due balances.
- B. Intake fees are \$100 (NO CASH PLEASE), plus the drug test fee which must be paid prior to taking the drug test. If you're re-entering our program, you may be charged a re-entry fee of \$35. Rates are subject to change at any time, for any reason. We hold monthly specials so be sure to ask your intake coordinator or management.
- C. Program fees may be paid online via [WWW.NFTL.ORG/Program Participant/Program Fees](http://WWW.NFTL.ORG/Program Participant/Program Fees), via Tenant Web Account (TWA), Money Order, Check, but please no Cash.
- D. Program participant's personal belongings will be searched for everyone's safety, including yours. Program participant's clothes and linens will be put through the dryer in order to prevent the /used bedding only need to be dried for 15 minutes each, so you have plenty of time to dry multiple loads.
- E. We ask you provide your own linens for a twin mattress, personal hygiene items, and food. We often have donations for those unable to provide these items. Please ask your intake coordinator or house manager.
- F. Bed bug covers must ALWAYS remain on the bed and box spring. Every Friday all the houses spray for bed bugs. If this isn't happening, please call (513) 813-2787 and let us know.
- G. If you're on probation or parole, we must have your officer's contact info before you will be allowed entry. If unknown, county and court info.
- H. All participants must have a ROI (Release of Information) on file for case management, probation, emergency contact, etc.
- I. Recovery Goals will be completed either by Intake Coordinator or Assistant/House Manager, or Phase 4 Senior Program Participant.

## 2. GRIEVANCE PROCESS

Contact information (organizational chart) for house managers, supervisors and upper management will be posted with contact numbers in each home. We ask everyone to follow the chain of command. However, if you feel it is something more severe, you may call the main number and ask to speak to the Director. If you have an issue within the house, report to your HOUSE MANAGER, including maintenance issues. If you have an issue with your House Manager, call Operations Supervisor.

You may also submit a Grievance Form online, anonymously, if you'd like by visiting [www.NFTL.org/Program Participants/Grievance Form](http://www.NFTL.org/Program Participants/Grievance Form).

## House Rules

### 3. AFTERCARE PROGRAM INSTRUCTIONS

Coming from an institution such as jail, treatment center, drug court, or other programs, please provide us with your discharge instructions during the intake process, not after. We closely work with providers like CCAT, Drug Court, Talbert House, Kenton County Jail, Hamilton County Jail, Life Learning Center, BrightView, and others to ensure their discharge criteria are met. If an institution has advised you to attend Aftercare, please do so. We must always have your Probation or Parole officer's number and a signed ROI.

### 4. ZERO TOLERANCE

We have a zero-tolerance policy concerning alcohol and drug use. All program participants must remain alcohol and drug free. Violations will result in immediate removal from your home and discharge from the program. Random drug and alcohol screens will be performed.

If you are living in a sober living home, you may want to pack up your things and be ready to go at any time. Management is not allowed to have you linger around the home, unescorted, unsupervised for safety/liability reasons. You must immediately leave and schedule a time to return to get your items. Management will either pack up for you or you may be escorted into the home to pack up if it's supervised.

We understand relapses happen, for many it's part of their recovery process until the benefits or recovery outweigh the consequences of addiction, which is different for everyone. **WE DO NOT GIVE UP ON YOU!** We want you back home, if that's where you're safest and most secure. Our typical policy is below. Not all situations allow for this. Please remember your actions may affect those around you; don't drag others with you:

- A. Bed will be held for 72 hours (if fees are current), or until Friday, whichever occurs first. Someone else could need your bed while you have no intentions of returning.
- B. If you want to return, you must complete an [EXIT FORM](#) with house manager to help us better serve you.
- C. Drug screens are negative for all illegal substances.
- D. We must report positive drug screens/exits from our home to any aftercare programs enrolled.

### 5. DRUG SCREENS/ URINE ANALYSIS

All UAs will be signed by the management and you, the program participant, then sent to [admin@nftl.org](mailto:admin@nftl.org) where it becomes a part of your permanent file. We conduct UAs (urine analysis) with the utmost respect and privacy allowable. Observed urinalysis may be necessary in which a member of management, of the same sex, is required to physically watch the specimen exit the body.

- A. Any participant who knows another participant is using or is under the influence and does not bring it to the attention of management, is our ZERO TOLERANCE policy and may be asked to leave.  
**Knowing someone is using hurts the user and may also affect your recovery.**

## House Rules

- B. NFTL uses a specific panel of urine analysis and alcohol strips to detect use of drugs and/or alcohol. There may arise a time when a further, more in-depth, analysis of either is required. This will occur at the expense of the participant. This includes sending specimen off to lab or having it done by a professional
- C. immediately (hospital, doctor's office, etc.). You'll be given a written deadline to furnish an unadulterated alternate analysis to the House Manager to test with or decide to be independently tested elsewhere. Non-compliance for any reason will result in immediate removal from the home and will follow the same ZERO TOLERANCE POLICY (4) above.

### 5. WORKING A PROGRAM

Although we are not affiliated with Alcoholics Anonymous/Narcotics Anonymous, all program participants must work a recovery program, in a recovery community, have a sponsor of the same sex, (or to whom you are not attracted), and attend a minimum of 4 outside meetings a week (please see manager what is defined as "outside recovery meeting"). This will be a part of your successful recovery process. Non-compliance will result in termination from your home and NFTL, Inc's program. We help you by holding you accountable. You may not like our policies, but this is a small period, in the grand scheme of things, for you to get it right so you can move on to a life full of meaning, happiness, peace, and without signing in and out each time you come and go.

**Required: Weekly Schedule (Phases O-II)** of your planned activities, including **Visitor Request (Phases II-III)** and **Overnight Pass Request (Phases II-III)**, which increase as you progress.

We have programs for you to attend that deal with different types of topics, including training for various job skills, resume writing, dressing for success, budgeting, opening bank accounts, legal assistance, etc. Some outside training programs are required depending on your **Recovery Program and Goals**.

Occasionally, NFTL, Inc. conducts events, fundraisers, and requires service/volunteer work. None of these events will override your work or legal obligations. Those obligations notwithstanding, all program participants will be required to attend these events in support of NFTL, Inc. and the community.

### 6. NO SMOKING INSIDE OF HOMES

Designated areas will be provided. Violation of this strict policy will result in immediate termination from our fellowship. Vaping is allowed if other house members are agreeable.

### 7. SIGNING IN AND OUT

You are required to sign in every time you enter the home and sign out every time you exit the home. House Managers need to know where you are always in the event of a fire or other type of emergency as well verify weekly schedule. This includes Managers and Assistant Managers. Management will be conducting drills, which the **Sign In/Out** sheet will be used to see if managers are maintaining the proper sign in/out sheet. Phase I participants are not permitted to leave unless it's on their **Weekly Schedule**, submitted on Sundays.

## House Rules

### 8. FOOD

All program participants will provide their own food. If you are unable to purchase your own food, you must apply for food stamps TODAY! In the meantime, do not take another participant's food. Advise your House Manager that you cannot supply food upon entry, and they will coordinate with staff to MAKE SURE you are fed. We will not let you go hungry - but again - do not eat another's food.

### 9. PASSES

Passes are a privilege and not a right. Passes must be approved, and you must be in Phase II or above. Fill out a **PASS REQUEST FORM**, indicating name, address and telephone number of where you are going, the recovery benefits and your activities. The pass request must be submitted on **Sunday** with your **Weekly Schedule**. Any participant who does not return to the property by the time designated on the pass is in violation of "curfew" and will be placed on restriction or removal from the program.

#### ELIGIBILITY REQUIREMENTS:

- A. Successfully progressed to Phase II. This typically lasts 30 days, but not automatic.
- B. Not on restriction for rule violations or **Financial Restriction**. If all program fees aren't paid, special privileges are not extended. Responsibility and accountability are part of recovery. If you can't afford needs, you can't afford wants.
- C. Are consistently working a recovery program, working on your recovery goals, maintaining a positive attitude, completing chores, maintaining **Weekly Schedule**, (Phases II-III) and your commitment to the home and community.

### 10. CURFEW

PHASE 1-Work, school, IOP, and recovery meetings ONLY.

PHASE 2-Week Days 8:30 PM, Weekends 10:30 PM

PHASE 3-Week Days 10:30 PM, Weekends 1:30 AM

PHASE 4-Week Days 12:30 AM, Weekends 1:30 AM

If you work 2<sup>nd</sup> or 3<sup>rd</sup> shift, exceptions may be given.

### 11. FRATERNIZATION

Due to our strict focus on real recovery, fraternization is discouraged.

New Foundations is only your home for a very short period of time in the grand scheme of things. Use this time to focus on you and love yourself, before trying to get into relationships.

Management may become involved if fraternization occurs and causes issues with program participants. Any problems arising out of a fraternization may result in consequences resulting in removal from program. Male and female participants are not allowed in each other's house.

## House Rules

### 12. VISITORS

PHASE I-Visitation is not allowed with the exception of children under the age of 18.

Phases II - III-Visitors are welcome at the following times:

Friday 4:00 PM to 9:00 PM

Saturday 12:00 PM to 10:30 PM

Sunday 12:00 AM to 6:00 PM,

Visitors must always:

- i. Sign In and Out
- ii. Stay with participant in common areas ONLY. Participant must accompany visitor everywhere.
- iii. You must complete a [Visitors Request Form](#) (submitted with your Weekly Schedule on Sunday).
- iv. Visitor must wear a Visitors Badge or some other item identifying them as a visitor.

### 13. EMPLOYMENT/VOLUNTEER/SCHOOL REQUIRED

All program participants must have a consistent job or verifiable legitimate income. Program participants who are unemployed and seeking employment have a variety of options. You can go to the library and complete online applications, taking the bus (if no transportation) to apply for jobs in person, going to the unemployment office, etc. We also work closely with companies that will hire our program participants. Again, these activities must be listed on your [Weekly Schedule](#) submitted on Sunday so we can help you obtain your recovery goals.

Those on disability are required to do community service work or volunteer at New Foundations or another organization. [See Operations Manager for more details.](#)

### 14. PERSONAL PROPERTY/MEDICATIONS

NFTL, Inc. is not responsible for lost or stolen articles. Please take responsibility to secure your own valuables. While NFTL, Inc does not have a problem with theft - always know your surroundings.

- A. Program participants will respect each other and personal space. This means staying out of other participant's rooms. This means cleaning up after yourself as you go.
- B. Additionally, while you stay at NFTL, Inc., other program participants will leave and move on - you are not to, in any circumstance, touch their belongings while we allow them the 7 days to retrieve their items. **NO EXCEPTIONS. This is a general rule for life: if it is not yours, do not touch it.**
- C. Certain medications must be locked in a cabinet/safe and each participant has their own locked bag to which they hold the key. [Medication Form](#) must always be current.
- D. If you have anything locked, including doors to bedrooms, management must have a key (not including medication locked bags). If not, locks will be cut and if maintenance gets involved, you will be charged for his time.

## House Rules

### 15. NEIGHBORS-Good Neighbor Policy

We should all respect our neighbors. We are recovering in a community and want to contribute to the peace and cleanliness of the neighborhoods. Any issues with a neighbor must be brought to the attention of the House Manager immediately. Please read and sign off on the [Good Neighbor Policy](#).

### 16. HOUSE RULES, MANDATORY MEETING, HOUSE CONTRIBUTION

The following rules apply to everyone:

- A. Mandatory weekly house meetings are required. \$5-\$10 contributions are provided by each member for items such as toilet paper, cleaning supplies, copy paper, etc. Managers are to keep a financial log of how funds are spent (and keep receipts). **This is an inspectable document which upper management checks weekly. All homes should have a House Money Log Sheet.**
- B. There are other situations that will arise in the context of your personal progress in recovery that will require management involvement. You understand, as a participant, that we will "be in your business". NFTL, Inc. reserves the right to search through your personal belongings in the event it deemed necessary. This will be done respectfully, in front of you and another witness.
- C. Please help us keep your homes' cost low by always turning off the lights, keeping windows closed when heat or air is on, not letting the water run and other courteous acts. Start the process of feeling good about the decisions you make verses feeling like you're getting over or getting something for nothing. If you have an issue in your home, please don't let it build up. Contact staff so we can work through it with you and not let resentment build.
- D. Program participants will be given weekly assignments to correspond with their progress in recovery. Assignments should be completed by the due date. Non-compliance may result in reduction in Phase level, restriction, or even removal from the program. It's your responsibility to have your chores covered while away on pass.
- E. Chores are an important part of being a member in your home. Everyone participants in chores, including management. If chores aren't complete, we consider this a violation, therefore there are consequences.
- F. You are responsible to maintain the cleanliness of your home. A chore list will be assigned. No dishes are to be left in the sink. Beds are to be made every day by 9:00 AM. **No food in bedrooms.** If food is discovered, you could lose privileges and be dropped a Phase.
- G. No incense of any kind. Candles are allowed in designated areas only- NOT in rooms.
- H. NO SMOKING inside. Immediate dismissal from program.
- I. Gambling and other illegal activities are not permitted. Also, no physical or verbal threats - EVER. Immediate dismissal will follow.

17. **VEHICLES** If you have a valid driver's license and an automobile-please provide proof of insurance before you can park your vehicle on or near NFTL, Inc property. Others should not ride with you (other participants living in your home) without proof of insurance. You may NOT leave a broken-down vehicle parked on the street or on property of NFTL. Do not block drive ways of your house or your neighbors.

## House Rules

**18. STATE ISSUED IDs** Everyone must obtain a state issued ID within one week (7 days) of being admitted into program. We have resources to help you obtain ANYTHING and EVERYTHING. Ask!

**19. NO WEAPONS EVER.** If found, immediate dismissal.

### **20. HEALTH CARE/MEDICATIONS**

Hospital and Doctor Visits: If a participant is ever required to obtain a prescription from a physician or a physician's assistant, the participant will provide full, related discharge and treatment instructions from the office of the doctor. Narcotic prescriptions of any kind are not allowed. We do accept MAT participants with the standard shots. Only certain homes are full MAT. Upon Intake, you must complete a **Medication Form**. This form should always be up-to- date. Medications must be presented when requested and counted in front of management or locked away according to our **Medication Policy**.

### **21. PROGRESS**

- A. As you progress in our house you will be allowed to move up in your room status. A **Change Form** must be completed and not completed until it's gone through the proper procedures.
- B. If you must work hours outside of the established curfew, a written statement of employment may be required to remain in the house. New Foundations staff works as a team. Any member of staff can address your progress or violation of rules at any time. This Includes Directors, Operations Supervisors, House Managers, Assistant House Managers Admins, etc.
- C. Everyone should submit their **Weekly Schedules** to house managers by Sunday evening and get approval for any visitors and **Overnight Pass Requests** as mentioned previously.

### **22. MANAGERS, ASSISTANT MANAGERS, SENIOR PROGRAM PARTICIPANT (PHASE IIII)**

- A. We love to reward those who work very hard on their recovery. When promoted to management, you will receive free or discounted program fees.
- B. Managers will be required to go through a training and on-boarding process.
- C. Being asked to become a member of management for your sober living home is a huge honor and responsibility. Trust is hard to obtain but is easily taken away. Trust and reliability are key when becoming part of management.
- D. Assistant managers will be assigned once the bed count reaches a certain threshold. If that threshold is not met for a period, the assistant manager will be placed on hold until the number of beds increase.
- E. All management should continue to budget for program fees in the event circumstances change.
- F. If you reach Phase IIII, it is expected you're in a place to give back some of what you've learned along your journey. Phase IIII, or senior participant, comes with more privileges but also more responsibility. To be in Phase IIII, you must mentor new participants in lower phases, work with them on their recovery goals, help guide them through the process. You may be assigned specific participants in other phases for various reasons.

## House Rules

### 23. EXIT

- A. Any participant leaving NFTL for any reason must be supervised when they pack their belongings to leave and when they return to collect anything they left behind.
- B. Any participant terminated, or voluntarily leaving NFTL, INC. will have no more than 7 days to remove all personal property from the house. We simply cannot store it.
- C. If you plan on returning to NFTL, Inc., please complete an [Exit Form](#).
- D. Anything left after that time becomes house property or goes to trash. NO EXCEPTIONS.

### 24. REFUNDS

- A. Any participant TERMINATED from NFTL, Inc. for a violation of any of these rules will forfeit any monies already paid. NO REFUNDS/NO EXCEPTIONS.
- B. In addition, if a participant decides they would like to return to NFTL, Inc. they will be subject to the same entrance procedures, as well as, being required to pay any back fees owed when they left NFTL, Inc. Back fees will be due **BEFORE access is granted into NFTL**. There is a \$35 re-entry fee for "terminated" program participants.
- C. Drug Test are not refundable if FAILED.
- D. Again, program participants terminated from the NFTL program will forfeit all pre-paid monies. Initial at the end of this document that you understand neither you NOR YOUR FAMILY/FRIENDS who may have paid for you will receive a refund. When you pre-pay, we hold and reserve that bed, turning other people away. As a result, we cannot refund money prepaid.

### 25. THEFT

We prosecute for the following:

- A. No one can get into the rent box EXCEPT operations supervisors or other approved personnel. If you try to reach in the box to get your, or another person's money order, it is considered THEFT and will be prosecuted.
- B. If you were asked to leave and you come back to the premises through windows, breaking locks and doors, or by sneaking in. If you are asked to leave, you are not allowed back unless approved by management.

### 26. FINANCES & PAYMENTS

- A. All program participants must **PAY TO STAY**, just like at any other living arrangement with rent or mortgage, even hotels. NO EXCEPTIONS PLEASE.
- B. [Payment Plans](#) must be signed by finance Dept and program participant.
- C. Any Payment Plan of any kind, must be approved by the **Finance Department** and signed off on, honored and followed. If not, program participants may be dropped a Phase level, placed on restriction, or asked to leave the program.

## House Rules

- D. During the admission process, you must be able to state your plans for weekly fees. You will be required to turn in a **Weekly Schedule** on Sunday along with **Pass Requests & Visitor Requests**.
- E. Everyone is required to have the correct amount of money to move in. Only exception is if it's approved by Finance Department.
- F. Program participants may not be behind in their rent or owe a balance week to week. We understand sometimes things happen in our lives and adjustments need to be made. If you must carry a balance, there is a **\$10 WEEKLY LATE FEE** that will continue to be added to your balance, even if you have a \$5 balance.
- G. If you get paid bi-weekly, you may not carry a \$200 balance until paid. It must be paid in advance
- H. Fees are due every Friday by 8:00 PM. We allow a grace period of 48 hours if payment is received by finance dept personally. Once fees are collected, anything after is considered late & will be assessed a \$10 LATE FEE.
- I. Monthly payers must pay by the 1st of each month. If you receive disability payments or SSI, you have until the 3<sup>rd</sup>.
- J. If you want to move from weekly payments to monthly payments, you must complete a **CHANGE FORM** 1 week prior. If you decide in the middle of the month or beginning of the current month, it will not take effect until the next month. We will pro-rate at \$15/day.

### **27. LATE FEES**

Late fees are assessed for any payments received after:

- A. 1<sup>st</sup> of the Month for Monthly Payers
- B. 1<sup>st</sup> of the Monthly for Divisibility/Social Security Payers
- C. Late fees will be assessed for program participant carrying a balance week to week.
- D. If you're on a **Payment Plan**, YOU ARE AUTOMATICALLY ON RESTRICTION UNTIL BALANCE IS PAID OFF. You will not be charged a late fee while on a Payment Plan.
- E. We typically do not allow anyone to carry a balance over \$100 without being on a **Payment Plan**. Only 1 payment plan per 3 months.

## House Rules

- F. Program fees are due on Friday for weekly payers. However, you have a grace period of 48 hours. As soon as payments are picked up, that ends your grace period and you will be charged a late fee. If you get your payment to the office prior to funds being deposited, you may or may not get a late fee depending on where AR is in the process. If you put money in box after Friday, it will not be picked up, therefore counted as late.

\*\*\*\*So, paying your balance in full is the most cost-effective way to stay\*\*\*\*

### 28. COMPLYING WITH RULES

All program participants will comply with these rules. House Managers will give verbal warnings whenever possible. The House Manager may put a participant on restriction after a second offense. A third offense may result in removal from program. This rule does NOT override any broken rules which call for immediate dismissal. We are here to hold you accountable and help you become the best you yet. We do this to help you help yourself. We are always here for support. We have resources if needed. Please call the office **513.813.2787 ANYTIME**. Even if you just need someone to talk to. We will listen and help you in any way possible.

We know this seems like a lot, and it is but WE are fighting for YOUR life. We WILL make mistakes and we WILL move on. Try to minimize some mistakes by asking questions NOW. Stay informed. Keep us informed. Understand WHY we do what we do - and why it works! We got your back. If you work hard for your new foundation in recovery, we will work hard for you, too.

By signing below, you, the Program Participant, are stating you have read, understand & agree to abide by EVERYTHING in this manual. This agreement is immediately effective by signing below along with a House Manager or representative of New Foundations, pages I through II and any addendums attached.

### PROGRAM PARTICIPANT'S ACKNOWLEDGEMENT

By signing below, I am acknowledging I have read, understand, asked questions regarding New Foundation's House Rules, Policies, Procedures, and Program in general. I understand I am a Program Participant and NOT a tenant nor do I have any expectations of housing rights under the Fair Housing Act and can be removed from the property at any time, for any reason, as deemed necessary by management for any violation or misconduct.

Printed Name:

Date:

Signature:

# House Rules

# House Rules-FILE COPY-Send to Office

**X** \_\_\_\_\_

Program Participant's Signature      Date

**X** \_\_\_\_\_

Program Participant's Printed Name

## MANAGER'S ACKNOWLEDGEMENT

I, \_\_\_\_\_, have gone through, answered all questions and confident program participant above has a full and complete understanding regarding the House Rules.

**X** \_\_\_\_\_

Manager's Signature      Date

**X** \_\_\_\_\_

Manager's Printed Name

### INTAKE IS NOT COMPLETE UNLESS THE FOLLOWING HAS BEEN DONE by MANAGEMENT:

- Upload/Email Intake Form to [Admin@NFTL.org](mailto:Admin@NFTL.org)
- Upload/Email Drug Test Results, ID, Photo of Money Order or PayPal Slip
- Upload/Email Release of Information, Financial Agreement, Signed House Rules (this sheet)
- Parole/Probation Officer Name & Number
- Put Name and Date in Slack's Intake and Exits Channel
- Update Bed Count on Slack
- Medication List Completed
- Give Participant Handbook to read
- Explain Weekly Schedule, Phases, Pass Request, Visitor Request, Work/Meeting Requirement,
- Clothes in Dryer 15 min, Bed Bug Cover on Bed & Explain the Weekly Spray Process
- House Meeting-Mandatory, House Funds, Weekly Recovery Goals Sheet, Chores, Kids, Smoking
- Go over Recovery Goals Worksheets
- Introduce to House Mates, Meeting Schedules, etc.
- Introduce Senior Program Participant to their Battle Buddy
- Phase O-III