SOBER LIVING 757
SERVING
COASTAL VIRGINIA

RESIDENT INTAKE PACKET

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PREVIEW

Sober Living 757
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WELCOME TO SOBER LIVING 757!

We are happy to serve the community of Coastal Virginia by providing a sober living environment for people transitioning from addiction to sobriety.

Our residences follow the *Social Model of Recovery*, which believes that "recovery involves a human need for positive, productive, engaging social interactions" (Ron Luce, "The Social Model of Recovery"). By following this model through peer support, shared governance, and active engagement in recovery, we hope to help you thrive in your recovery process and beyond.

At the same time, recovery residences rely on respect and accountability of each resident to maintain a clean, safe, healthy, and comfortable environment. With that in mind, this Resident Intake Packet provides a set of standards of conduct that contribute to everyone's success and well-being.

The Resident Intake Packet must be reviewed and signed by both the resident and staff prior to the individual moving into the recovery house.

If you meet the criteria listed below, follow the house rules, and are willing to go to any length to achieve sobriety, you are welcome to join our recovery residences!

Resident Criteria

Applicants must:

- Complete a pre-residence interview to be deemed appropriate for residency by the owner of Sober Living 757.
- Be 18 years of age or older.
- Be sober for 30+ days prior to moving into the recovery house.
- Participate actively in the AA or NA program daily and be willing to go to any length to achieve sobriety.
- Be willing to participate in a drug screen test at intake and sign a drug screen release.
- Be willing to sign a release for a criminal background check.
- Must not have a criminal history that would pose a safety risk to others.
- Must be mentally and physically able to live in a shared recovery environment.
- Agree in writing to abide by Sober Living 757 rules and regulations as stated in this Resident Intake Packet.

NON-DISCRIMINATION POLICY

Sober Living 757 does not discriminate against any applicant or resident on the basis of race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, military status, or disability. For additional information about protected classes, visit the Virginia DPOR Resources or read the complete Virginia Fair Housing Law.

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RESIDENTS RIGHTS & RESPONSIBILITIES

Resident Rights

Residents have the right to:

- Live in a home free of alcohol and drugs.
- Be treated with compassion, care, and respect.
- Be their authentic selves in a home free of judgement.
- Work a recovery program that reflects their preferences and strengths.
- Have privacy and dignity in their personal space and belongings.
- Be free from mental, emotional, and physical abuse.
- Expect that resident records and personal information are kept confidential, unless the release of such records is authorized by the resident. The following exceptions apply:
    - Court order.
    - If a resident has a medical emergency, the next of kin will be notified.
    - If a resident dies, notice and/or records will be provided to the next of kin.
    - If a resident is suspected of child neglect or abuse, they will be reported to the appropriate agency.
    - If threats are made by a resident toward themselves and/or others.
- Be given a written copy of these rights for review and signature.

Resident Responsibilities

Sober Living 757 is a NARR Level II sober home. Level II homes offer a monitored and structured environment with specific house rules and a House Leader/Lead Resident. To learn more about the different types of recovery residences, see the NARR Standards [https://narronline.org/standards].

Residents agree to:

- Remain clean and sober; have an AA or NA sponsor **within 7 days** of entering a Sober Living 757 residence; contact their sponsor daily and attend at least 3 AA or NA meetings per week.
- Have guests (including children) pre-approved by the Lead Resident or House Director at least 24 hours before they are allowed to visit the house. Guests are allowed only in the common areas of the house and only during daytime hours that do not interfere with house chores and meetings. Guests who do not follow the house rules will be asked to leave.
- Respect the shared space of the common areas. No sleeping or public displays of affection are permitted.
- **No smoking or vaping** anywhere in the house, including the back porch. Smoking and vaping are allowed in the backyard at least 50 feet away from the house. Cigarette butts must be completely out and disposed of in the trash, **never on the ground**.
- No candles or any open flames (including incense) allowed in the house.
- No abusive behavior (verbal, physical, or digital), threats of violence, obscene gestures, or weapons of any kind.

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- No sexual activity or harassment of any kind. Sexual harassment can be any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature. If you are subjected to sexual harassment or are a witness to sexual harassment you are encouraged to report it immediately.
- No pets are allowed on the premises. See exception for Assistance Animals on p. 14.
- By 8:00 a.m., all residents are to be up, out of bed, with rooms clean and blinds open. Exceptions are made for residents who work late. In this case, the resident is to be up 10 hours after work shift ends.
- Clean up after themselves and keep their room clean.
- Attend daily morning reflections, weekly house dinner, and weekly house meeting.
- Participate in the weekly house deep cleaning.
- No eating or drinking in bedrooms. Water is allowed.
- No modification to the electronics or the house allowed.
- If you are not employed or in school, you must be looking for work every morning/day. If on disability, you must participate in activities that enhance your growth as a person.
- Failure to follow any rules listed in the Resident Intake Packet may result in immediate dismissal (within 15 minutes) from Sober Living 757 premises.
- In case of dismissal, any belongings that are left at the residence will be stored for a maximum of 7 days, after which they will be donated to charity or disposed of.
- Failure to leave the property when asked to do so will result in having the police contacted and in possible criminal charges.
- ***Please note: Residents in state-certified recovery homes are <u>not</u> considered "tenants" under the Virginia Residential Landlord and Tenant Act (VRLTA), therefore standard eviction processes and tenant rights <u>do not apply</u> (Va. Code § 55.1-1201 and Va. Code § 37.2-431.1).***

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Resident Signature Date

_____ _____

Staff Signature Date

FINANCIAL FEES POLICY

As a guest at Sober Living 757, it is important that you know your financial responsibilities prior to entering into the agreement to stay with us:

- There is a $200 **non-refundable** processing fee due upon intake. This fee covers the use of bed linens, medication lock box, and drug screening kits throughout your stay.
- Bed fees are $196 per week (prorated at $28/night in case of an initial partial week) and are due in advance by 11:59 p.m. on Friday before the upcoming week.
- Residents will receive an invoice via email each Wednesday before their bed fees are due.
- Once payments are made, residents will receive a receipt of payment.
- Acceptable forms of payment: Cash, Venmo, Cashapp, and Zelle.
- Any payments in addition to the ongoing weekly payments will be placed in the resident's account. The resident will inform the House Director when to use these funds.
- Bed fees include all utilities, Wi-Fi, use of the common areas of the house, any drug or alcohol screening materials, and communal household items (such as cleaning supplies).
- Bed fees DO NOT include food or toiletries.

Additional Fees:

- Payments made after 11:59 p.m. on the due date will be considered late and will incur a late fee of $25.
- Habitual late fees or delinquent accounts could result in dismissal from the house.
- Additional drug testing: per resident's request.
- Sober Living 757 aims to provide a positive recovery environment. We will work with residents to find alternative ways to make amends when the house rules are broken.

Third Party Payers

Sober Living 757 will not sign contracts or set up agreements with third party payers. Any arrangements with third party payers will be between the resident and those organizations. It is the responsibility of the resident to ensure that they meet the obligations of the third party organization in order to receive payment towards their bed fees. **Residents will be notified of payments made on their behalf by a third party. Any fees not paid by the third party will become the responsibility of the resident and will be due in accordance with the fee schedule.**

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Resident Signature	Date
Staff Signature	Date

REFUND POLICY

Sober Living 757 **will** issue refunds:

i. Only for complete weeks that were paid in advance and were not used.
ii. To the original payer (resident or third-party).

Sober Living 757 **will <u>not</u>** issue refunds for partial weeks in case of:

i. Early leave by resident choice.
ii. Dismissal from the residence due to noncompliance with the rules and policies stated in this Resident Intake Packet.

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_____ _____

Resident Signature Date

_____ _____

Staff Signature Date

INDIGENT BED FUNDING POLICY

Sober Living 757 aims to provide equitable access to safe, recovery-oriented housing for individuals with limited or no financial resources. The purpose of this policy is to establish guidelines for the allocation and management of indigent bed funding at Sober Living 757. This funding is offered through the Indigent Bed Funding Grant offered by DBHDS (*Virginia Department of Behavioral Health and Developmental Services*). The Grant provides temporary housing assistance to residents who demonstrate financial hardship while maintaining active participation in their recovery.

Eligibility Criteria

The following criteria will be used to establish eligibility for indigent bed funding:

Financial Eligibility

Applicants must meet one or more of the following:

- Earn less than **150% of the Federal Poverty Level (FPL)** or equivalent local standard.
- Have no current employment or limited income insufficient to cover sober living fees.
- Provide documentation of financial hardship, including:
    - Two most recent pay stubs (if applicable).
    - Proof of unemployment, disability, or benefits (if applicable).
    - Bank statement from the last 30 days or self-declaration of hardship.

Recovery & Program Commitment

Applicants must:

- Maintain at least **30 days of sobriety** or provide verification of recent detox completion.
- Must be a resident (or intended resident) of Sober Living 757.
- Commit to **complete abstinence** and compliance with all house rules as provided in the **Resident Intake Packet**.
- Participate in **recovery activities** (e.g., 12-step meetings, therapy, in-house activities, etc.).

Prioritization Guidelines

Since resources are limited, priority will be given to applicants who:

- Do **not have a residence** or are **at imminent risk of losing a residence**.
- Have been **recently discharged** from inpatient treatment, detox, or incarceration.
- Have **no family or social support network**.
- Show strong engagement and motivation in their recovery process.

Funding Coverage and Duration

Indigent bed funding offers temporary assistance to residents with the goal of helping residents build self-sufficiency and financial independence. Therefore, the following limitations apply:

- **Coverage:** Indigent Bed Funding applies to ***bed fees only*** and does ***not*** apply to processing fees or late fees.
- **Funding Period:** 30 days with an additional 15 days in case of extenuating circumstances. Both initial and extended funding must be approved by DBHDS.

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Accountability & Documentation

Residents approved for indigent funding must attend **weekly progress check-ins** with program staff. Staff must maintain a record including:

- Application and supporting financial documents.
- Dates and amounts of funding provided.
- Notes on compliance and participation.
- Review and termination decisions.

Termination of Funding

The DBHDS Indigent Bed Funding Grant covers indigent bed fees retroactively based on the report for the previous month's bed occupancy. Therefore, funding will be discontinued with the date of discharge regardless of the expected coverage.

Funding may be discontinued at any time if the resident:

- Uses alcohol or drugs in violation of program rules.
- Fails to participate in mandatory recovery or case management sessions.
- Engages in violence, theft, or other conduct violations.
- Gains employment or income but refuses to contribute toward housing costs.

Termination decisions will be documented in writing and communicated to the resident with a minimum of **24 hours' notice**, except in cases of discharge (whether planned or immediate) when the funding automatically ends.

Appeals Process

Residents may submit a written appeal within **5 business days** of funding termination. Appeals will be reviewed by Sober Living 757 Staff or designated review panel within **7 business days** of receipt. All appeal decisions are final.

Policy Review and Updates

This policy shall be reviewed annually by Sober Living 757 to ensure compliance with funding requirements and best practices in recovery housing.

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SERVICES PROVIDED POLICY

Residents in state-certified recovery homes are <u>not</u> considered "tenants" under the Virginia Residential Landlord and Tenant Act (VRLTA), therefore standard eviction processes and tenant rights <u>do not apply</u> (Va. Code § 55.1-1201 and Va. Code § 37.2-431.1).

Sober Living 757 residents will sign a "Resident as a Guest" agreement and will thus be considered **guests** and **not tenants**. Hence, the terms "guest" and "resident" may be used interchangeably throughout the Resident Intake Packet and any other documents.

Our recovery residences provide various resources through peer support; however, we do **not** provide any in-house clinical services.

Service provided by Sober Living 757:

- Housing
  - Semi-private furnished rooms.
  - Bed linens and towels
  - Welcome packet w/toiletries.
  - Paid amenities (water, electricity, gas, sewage, internet).
  - Shared supplies (detergents, cleaning supplies, toilet paper).
  - Individual food storage and closet space.
  - Common areas w/TV, games, and other entertainment.
  - On-site washer/dryer.

- Recovery
  - Continued recovery planning.
  - Employment resources.
  - Community & Peer Support.
  - Alcohol & Drug screening.
  - Guest lectures on financial planning, housing assistance, etc.

- Safety
  - Smart locks.
  - Security cameras.
  - Smoke detectors.
  - Fire extinguishers.
  - Narcan stations.

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Resident Signature	Date
_____	_____
Staff Signature	Date

CHORE POLICY

While staying at Sober Living 757, we want you to feel at home. As in any home, all residents must maintain a respectable living environment. Therefore, while staying at Sober Living 757, you are expected to maintain the property (both inside and outside) by completing daily chores, participating in regular deep cleanings, and maintaining your personal living space.

All residents are expected to check the posted job list for their daily chores and complete their chores daily.

To maintain a clean personal environment, residents must:

- Make their bed each morning.
- Keep clothing and other personal items put away.
- Keep their laundry clean and put away.
- Partake in daily hygiene habits such as showering and brushing of teeth.
- Clean the bathroom after using it.
- **Not** bring any food or drinks (other than water) to the bedrooms. These items must be stored in the kitchen and consumed in the common areas.

To maintain clean common areas (living room, dining room, kitchen, bathrooms, stairs, etc.), residents must:

- Keep areas clean and clutter free.
- Claim items within 24 hours or they will be disposed of.
- **Not** move or rearrange furniture without permission from the House Director.
- Engage in Deep Cleaning on Saturdays.
    - It is expected that all residents will participate in Deep Cleaning, so avoid making plans for this time.
    - If a resident's work schedule interferes, they should notify the Lead Resident or House Director immediately upon receiving their work schedule for the week to make alternate arrangements.

During the weekly Deep Cleaning, each resident's personal living space will be inspected by the Lead Resident or House Director to check that the resident has:

- Freshly laundered clothing, sheets, and towels.
- Made the bed.
- Neatly stored all clothing and personal items.
- Removed any personal items from common spaces.
- Disposed of any personal food items that are no longer good.
- Cleaned and stored personal kitchen items.
- Cleaned and stored bathroom toiletries.
- Contributed to the overall cleanliness of the house.

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ROOM MODIFICATION POLICY

Once a bed has been assigned, guests are not allowed to switch beds.

Furniture in bedrooms or any common rooms may not be moved at any time. The furniture has been arranged for maximum comfort for all guests.

Holes may not be put in any furniture and/or walls.

Residents must notify the Lead Resident or House Director as soon as possible to inform them of the repairs that needs to be made in case of accidents or broken things.

If a resident would like a modification to their personal living space, they may reach out to the Lead Resident who will then submit the request to the House Director.

No tape, Command Strips, or other sticky material may be used on the walls or furniture without prior approval from the House Director.

RESIDENT DRESS CODE POLICY

Sober Living 757 offers a shared living space for individuals in recovery. The nature of a shared living space requires certain guidelines to create a comfortable space for all.

Residents are expected to:

- Maintain high levels of personal standards of cleanliness regarding hair, nails, oral and body hygiene.
- Clothing shall be neat, clean, in good condition (not torn) and should always cover appropriate areas.
- Clothing should be modest and not excessively revealing (for sleeping attire, make sure that you have a cover-up available if needed)

Prohibited:

- Body markings that are considered offensive in nature must be always covered.
- Clothing with offensive language, symbols, or images.
- Clothing featuring crude or inappropriate images.
- Clothing with offensive language or slogans.
- Clothing that displays or encourages the use of drugs or alcohol.
- Clothing related to gang affiliation or weapons.

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LAUNDRY POLICY

Sober Living 757 provides washers and dryers for our residents free of charge.

Residents are expected to:

- Wash their clothing, bed linens, and towels **at least once a week**.
- **Not** overload the machine with too many clothes or too much detergent.
- Remove their laundry from the washer and dryer promptly.
- Be patient and give others 15 minutes after their cycle has finished to remove their clothing from the washer or dryer. If the owner has not returned after 15 minutes, place finished laundry in a basket or neatly on top of the machine. Do not throw someone's laundry on the floor!
- Keep the laundry room neat and clean. Wipe up any spills.
- Clean the lint trap after each dryer use. Dryer lint causes fires.
- Familiarize yourself with the fire extinguisher in the laundry room in case of fire.

All laundry must be done between the hours of 8 a.m. and 9 p.m.

Upon leaving Sober Living 757, all supplied items must be washed, dried, and returned prior to departure or may result in additional cleaning fees.

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PET POLICY

Sober Living 757 does not offer any houses that accept pets. Residents and/or their guests are ***strictly prohibited*** from bringing any pets or animals onto the property or the surrounding grounds.

If a resident or their guests bring any pets or animals to the property or surrounding grounds, the resident will be:

1. Required to promptly remove the pet/animal from the property/surrounding grounds.
2. Responsible for any costs related to damages, cleaning, and/or de-fleaing in order to protect other residents from possible health hazards.
3. Placed on a behavioral contract.

Assistance Animals

Virginia Fair Housing Law demands that housing providers make individual exceptions to policies if those policies would otherwise have a discriminatory effect on an individual with a disability. Therefore, assistance animals are excluded from the above Pet Policy.

Highlights of the "Rights and responsibilities with respect to the use of an assistance animal in a dwelling" as defined by the Virginia Fair Housing Law:

- An assistance animal is ***not a pet***. An assistance animal works, assists, or performs tasks for a person with a disability.
- *If a person's disability-related need is **not readily apparent**, the requester must provide verification of disability-related need (without disclosing the details of the disability or medical history) from a person with whom the requester has or has had a therapeutic relationship (see section § 36-96.3:1 for definitions of "therapeutic relationship").*
- Providing fraudulent verification of a disability-related need constitutes prohibited practice under the provisions of § 59.1-200 and shall be subject to the provisions of the Virginia Consumer Protection Act (§ 59.1-196 et seq.).
- The requester must also provide current vaccination records and license records from the city where the dwelling is located (e.g., City of Chesapeake).
- Service animal certification or registration documents ***do not convey any rights*** under the ADA, and the Department of Justice does not recognize them as proof that the dog is a service or assistance animal.
- No additional fees (such as pet fees, deposits, or rents) are allowed to be charged for an assistance animal in a dwelling. *However, the assistance animal handler is responsible for any physical damage to the dwelling if the assistance animal is responsible for damages.*
- The animal must not be a threat or disruption to other residents or property.
- The handler must have control of the animal ***at all times***, must keep the animal groomed and flea-free, and must clean up after the animal regularly.

Failure to follow any of these rules may result in immediate dismissal (within 15 minutes) from Sober Living 757 premises.

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DAILY SCHEDULE

Sober Living 757 offers a supportive environment for rebuilding your life through recovery. A structured daily schedule is crucial in this process because it provides a strong foundation for your well-being. All residents are expected to adhere to the following guidelines to ensure that our home runs smoothly and to allow time for residents to be active in their recovery.

Every Day (including Saturday and Sunday)

- Make your bed and clean personal areas.
- Complete individual house chores (see house sign-up sheet).
- Work on your recovery (Big Book study, talk to sponsor, AA/NA meetings, etc.).
- Look for a job, apply for school, etc.

Monday to Friday

- House morning reflections and affirmations.
- House dinner (once a week).

Saturday 9 a.m. – until completion

- House Meeting.
- House Deep Cleaning (see sign-up sheet).

Do not schedule guest visits during the hours dedicated to Deep Cleaning and House Meetings.

Curfew: 10 p.m.

Quiet Hours: 10:30 p.m. to 6:30 a.m.

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OVERNIGHT PASS POLICY

As a resident of Sober Living 757, your priority is to continue to grow in your recovery journey. The best way to do this is to surround yourself with others on this same path. Therefore, overnight passes will **not be issued within a resident's first 30 days**.

After you have successfully completed your first 30 days at Sober Living 757, you may be allowed an overnight pass if you have demonstrated progress in your recovery efforts.

How to obtain an overnight pass:

1. A request must be made at least 48 hours in advance to the Lead Resident or House Director and a response will be returned within 24 hours.
2. In addition to obtaining permission from the Lead Resident or House Director, you must also show approval from your probation/parole officer (if applicable) for the date of the pass.
3. The resident must complete all necessary chores and tasks prior to leaving overnight.
4. All bed fees must be paid before earning an overnight pass.

Overnight passes are a privilege, not a right. An overnight pass is taken very seriously due to the increased risk of relapses. Sober Living 757 reserves the right to refuse issuing an overnight pass if it is felt that a relapse is likely to occur.

Upon return after an overnight pass:
You will be given a (visual) drug/alcohol test immediately upon returning to Sober Living 757. If the drug/alcohol screening is failed, you will be referred to the **Recurrence of Use Policy** for the next steps in your recovery plan.

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RESIDENT WORK POLICY

Sober Living 757 may enter into work agreements with residents. In such cases, NARR Standard 3.0 (2018) will be applied as follows:

Domain 1, principle A., standard 2. g.:

- Paid work arrangements are completely voluntary.
- Residents do not suffer consequences for declining work.
- Residents who accept paid work are not treated more favorably than residents who do not.
- All qualified residents are given equal opportunity for available work.
- Paid work for the operator or staff does not impair participating residents' progress towards their recovery goals.
- The paid work is treated the same as any other employment situation.
- Wages are commensurate with marketplace value and at least minimum wage.
- The arrangements are viewed by a majority of the residents as fair.
- Paid work does not confer special privileges on residents doing the work.
- Work relationships do not negatively affect the recovery environment or morale of the home.
- Unsatisfactory work relationships are terminated without recriminations that can impair recovery.

Domain 1, principle A., standard 2. h.:

Staff must never become involved in residents' 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 payment of fees.

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Resident Signature Date

_____ _____

Staff Signature Date

GOOD NEIGHBOR POLICY

It is crucial to the long-term success of any person in recovering to adopt new skills when dealing with difficult people, especially those who may not understand recovery. One of the most important parts of being in our recovery homes is adopting certain pro-neighbor attitudes and behaviors—along the lines of, "love thy neighbor as thyself"—even if those same behaviors and attitudes are not returned.

Sober Living 757 takes our Good Neighbor Policy seriously, in part to combat NIMBY (not in my back yard). We can show our neighbors that we are assets to the community. We are not "drug houses" or "trap houses", but rather look at us as good neighbors, and contributing members to society.

All residents will adhere to the Good Neighbor Policy while living in the home as follows:

- Park legally in the spaces assigned to the recovery house.
- Drive slowly and according to the speed limit through the neighborhood.
- Not make U-turns illegally. Either turn around in our driveway or go to the opposite end of the street.
- Keep music turned down while driving in the neighborhood.
- Inform all people picking you up from the house or dropping me off these policies. Anyone picking up or dropping off people will pull over into a parking spot while they wait and not stop in the middle of the street.
- Not go on any of the neighbor's property without permission by the neighbor who owns that property.
- Keep your voice down while having personal/private conversations outside anytime during the day or night.
- Keep the noise level down after 10 p.m. inside and outside the home.
- Notify housing staff immediately if you are approached by any neighbor in a disrespectful way. For example, yelling, arguing, or asking private information about the residents or the home, which would cause you to violate the confidentiality agreement signed during admission.
- **No smoking or vaping** anywhere in the house, including the back porch. Smoking and vaping are allowed in the backyard at least 50 feet away from the house. Cigarette butts must be completely out and disposed of in the trash, **never on the ground**.

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Resident Signature Date

_____ _____

Staff Signature Date

SOCIAL MEDIA POLICY

Residents of Sober Living 757 should keep in mind the importance of **anonymity in recovery**, especially when using various social media platforms. Posting videos and/or pictures of the house, staff, or residents, sharing documents, or discussing house business must be conducted in a manner that preserves the aspect of anonymity.

Sober Living 757 residents can expect that their records and personal information are kept confidential, unless the release of such records is authorized by the resident.

No information regarding a resident of Sober Living 757 may be disclosed to anyone outside of the program unless:

- Court order.
- If a resident has a medical emergency, the next of kin will be notified.
- If a resident dies, notice and/or records will be provided to the next of kin.
- If a resident is suspected of child neglect or abuse, they will be reported to the appropriate agency.
- If threats are made by a resident toward themselves and/or others.

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Resident Signature Date

_____ _____

Staff Signature Date

GRIEVANCE POLICY

As a resident of Sober Living 757, you have certain rights and responsibilities. You are responsible for abiding by the rules, regulations and policies of Sober Living 757, and likewise, Sober Living 757 is responsible for providing you with a safe and supportive recovery environment for you to grow and find a new way of life.

Should you ever find that Sober Living 757 is not fulfilling our agreed-upon terms, you have the right to hold us accountable.

To file a grievance at Sober Living 757, the following steps must be followed:

- Residents shall be informed of the Resident Rights and Responsibilities during intake, have knowledge of the grievance procedure, be assured that they are able to file grievances at any time, and be knowledgeable of where the Grievance Forms are located in the house.
- Upon filing grievance, a structured three-tiered approach to resolution will be implemented as necessary:

1. **Level 1: Open Communication with Residential Peer Leaders**
   At Level 1, residents are encouraged to address any concerns by engaging in open communication with the Residential Peer Leaders (Lead Resident or House Director). Collaboratively, both the resident and the Residential Peer Leaders will work to identify and implement a satisfactory resolution to the issue.

2. **Level 2: Grievance Form Submission to Sober Living 757**
   In the event the resident remains dissatisfied after Level 1, a written complaint should be submitted to Sober Living 757 by completing the Grievance Form (available in the Policies & Procedures binder placed on the bookshelf). An appointment will be scheduled within 72 hours to discuss the matter. Decisions reached at this stage will be considered final and will be conveyed to the resident in writing within 48 hours.

3. **Level 3: Grievance Form Submission to VARR**
   Should the resident remain dissatisfied, they have the right to escalate the matter by submitting a grievance to The Virginia Association of Recovery Residences at https://varronline.org/.

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_____ _____
Resident Signature Date

_____ _____
Staff Signature Date

DATA COLLECTION POLICY

Sober Living 757 will utilize a local system to collect data for the purpose of the intake of its residents. Information such as the resident's name, date of birth, and medical information will be collected. This information is solely for the purpose of understanding each person's health and recovery status and will not be shared with anyone else without prior authorization from the resident.

It is the policy of Sober Living 757 that any data collected from residents will be regularly reviewed by staff for continuous quality improvement and resident's identity shall be protected.

To protect resident privacy and confidentiality, resident records will be stored in a locked cabinet at Sober Living 757 office. Any digital records will be stored in password-protected computers and folders.

In compliance with applicable confidentiality laws, the following exceptions apply:

- Court order.
- If a resident has a medical emergency, the next of kin will be notified.
- If a resident dies, notice and/or records will be provided to the next of kin.
- If a resident is suspected of child neglect or abuse, they will be reported to the appropriate agency.
- If threats are made by a resident toward themselves and/or others.

If resident personal information and/or records are breached, leaked, or compromised, the resident will be notified within 72 hours of the data breach through the most effective way to reach out to affected individuals, taking into consideration the urgency of the situation and number of individuals affected (e.g., text messaging, SMS, e-mails, telephone calls).

The notification will include the following information, if available:

- Extent of the data breach
- Type and volume of personal data involved
- Cause or suspected cause of the breach
- Whether the breach has been rectified
- Measures and processes that the organization had put in place at the time of the breach
- Information on whether affected individuals of the data breach were notified and if not, when the organization intends to do so
- Contact details of Sober Living 757 staff with whom the supervisory authority can liaise for further information or clarification

PREVIEW

_____	_____
Resident Signature	Date
_____	_____
Staff Signature	Date

PERSONAL PROPERTY POLICY

Sober Living 757 offers a shared living space for individuals in recovery, which means that storage space is limited. Therefore, there are restrictions on what can be brought into the house.

THE FOLLOWING ITEMS ARE ALLOWED:

- ✓ **Clothing:** at least 10 days' worth of clothing. If residents have more clothing, it must be able to be contained in the allotted space provided in their room at Sober Living 757.
- ✓ **Personal toiletries** (soap, haircare products, toothbrush, toothpaste, etc.) will be stored in a personal caddy that can be transported to and from the bathroom.
- ✓ **Recovery support:** books, personal photos, small journal, and pens.
- ✓ **Food and drink:** Residents will be given space in the kitchen to store their items. The kitchen will be monitored by camera to ensure that these items are only consumed by the resident to whom they belong. **Food and drink (other than water) may only be consumed in the common areas and must be disposed of immediately to avoid insects and rodents.**
- ✓ **Documents:** ID, insurance card.
- ✓ **Gadgets:** Phone, personal electronics, chargers, earbuds.
- ✓ **Emergency contact list:** name, address, phone numbers.
- ✓ **Medical:** Current medication list and medications in their original bottles; any medical devices needed (e.g., CPAP, nebulizer, cane, etc.). **Remember it is your responsibility to keep the Lead Resident or House Director informed of new medications.**

Note: Residents may be asked to store some belongings elsewhere (off-site) if they are not able to be stored in the space allotted.

THE FOLLOWING ITEMS ARE PROHIBITED:

- × Candles or any open flames (e.g., incense)
- × Furniture
- × Large Electronics: TVs, speakers, large computers, or TV gaming consoles, etc.
- × Contraband: drugs, alcohol, drug paraphernalia, weapons of any kind (guns, knives, pocketknives, bows, etc.), pornographic material (pictures, magazines, videos), sexually explicit or drug-related material (clothing, pictures, etc.), any material that is rude or offensive, and food items that include poppy seeds or THC.

Note: During the intake process, the House Director may identify items that do not meet the criteria for the safety of all residents. If so, you will be asked to store these items elsewhere or return them to the person of your choice.

[Continued on next page.]

PREVIEW

ANY BELONGINGS LEFT BY A FORMER RESIDENT AT A SOBER LIVING 757 HOME WILL BE:

- Stored for a maximum of 7 days.
- After 7 days, the belongings will be donated to charity or disposed of.
- Personal belongings will **not** be donated to other residents.
- Personal belongings will **not** be mailed to a forwarding address.
- A resident's belongings will only be released to the resident or to a person listed in their contacts of the Intake Form.

Sober Living 757 is not responsible for lost or stolen property. If you have anything of significant value do not keep it in the residence or on the premises (electronics, jewelry, excess cash, etc.). It is your responsibility to find a safe alternative to store your items while you are a guest at Sober Living 757.

PREVIEW

_____ _____

Resident Signature Date

_____ _____

Staff Signature Date

INDIVIDUAL RECOVERY PLAN POLICY

Success in recovery is tied to one's active and committed participation in the recovery process. At Sober Living 757, we believe that genuine progress emerges when residents are dedicated and engaged in their recovery. All residents are required to **actively** participate in a recovery program of their choice, such as Alcoholics Anonymous (AA) or Narcotics Anonymous (NA). If a resident needs assistance in finding a recovery program, the staff of Sober Living 757 is available to assist them.

All residents must participate in their recovery in the following ways:

- Get a sponsor, home group, and service position.
- Participate in recovery work through the resident's designed program of choice.
- Attend at least 3 meetings per week if employed, more if unemployed.
- Talk to the sponsor, Lead Resident, House Director, and housemates if you feel like using.
- Maintain an atmosphere of recovery in their personal life as well as within the residence.
- Attend the weekly house meeting at the residence.
- Meet with our House Director upon admission and develop and update their individual recovery plan (short- and long-term goals, any needs to aid in recovery (i.e. psychiatrist, dietitian, therapist), and a relapse prevention plan).

PREVIEW

RECURRENCE OF USE (RELAPSE) POLICY

In the spirit of recovery, Sober Living 757 believes in forgiveness & second chances and will allow the resident who relapsed to return to the recovery house after **72 hours**. However, to respect all residents' recovery and sobriety, certain conditions apply to all residents who relapse.

At first relapse, the resident must:

i. Have an early curfew for the first 30 days after the relapse.
ii. Meet with the Lead Resident and House Director within 24 hours following the return to the recovery house to discuss the triggers involved in the recent event.
iii. Attend 30 AA or NA meetings in 30 days.
iv. Continue checking-in with their sponsor once a day.

At second relapse, the resident must:

i. Leave the house and be at least 30 days sober prior to returning to Sober Living 757.
ii. Test clean before re-entering the home.
iii. The Lead Resident, House Director, and current residents will hold a discussion to decide whether to allow the resident in question to return to the house or be dismissed. The reasons for dismissal must be documented and given to the resident.
iv. Meet with the Lead Resident and House Director within 24 hours following the return to the recovery house to develop a plan for avoiding future recurrences.
v. Problem-solve what went wrong and how to correct it with the help of peers during a house meeting.

If you suspect a resident has relapsed:

- Quietly speak with the resident about your suspicion; be mindful of your words so as to not accuse or shame.
- Offer support and reassurance.
- Perform a UA/BA.
- Search the residence, including pill counts.
- Report your findings to the Lead Resident or House Director.
- Seek medical attention, if necessary.
- Notify authorities immediately if the resident attempts to drive.

Remember that a relapse doesn't represent failure. It's a learning opportunity that reveals missing recovery skills. Re-engaging in therapy immediately will help you address ways in which to strengthen your sobriety moving forward.

_____ _____
Resident Signature Date

_____ _____
Staff Signature Date

PREVIEW

MEDICATION POLICY

Upon intake, each new resident must provide a complete list of current medications (both prescription and non-prescription) they are currently taking.

All medications are subject to search/count at any time if the staff feels that it is necessary.

All prescribed medications should have a current doctor's prescription and must be in their current prescription bottles.

All medications will be stored in the resident's personal Medication Safe Case with Combination Lock. The Medication Safe Case will be issued to each resident upon intake and should be returned upon dismissal of the house. Failure to return could result in additional charges or fees.

The only exception to storing medications in the Safe Box would be emergency medication such as an inhaler, which should be on the resident's person at all times.

At no time should a resident share their medication or the combination to their Safe Case with another resident. This is considered misuse of medication and will result in immediate dismissal from the house and possible criminal charges.

Residents are expected to take their medications **as prescribed by their doctor**. Medication checks will occur at random times and will be conducted by the Lead Resident or House Director and the resident. The resident will be asked to confirm each medication and the pill count.

It is the responsibility of the resident to **promptly (same day)** inform the Lead Resident or House Director of any new medications they have been prescribed, as well as any medications they are no longer taking. Any medication that has been discontinued will need to be disposed of properly.

Sober Living 757 does not currently have the capacity to care for patients undergoing long term pain management. However, if a resident should need this service, the staff will assist in helping the resident find a recovery home in which their needs can be met.

Sober Living 757 reserves the right to refuse admittance to the home due to medical concerns that are beyond what our recovery residence can offer. We consider the current residents, the layout of the house, and the overall well-being of all residents in making such a decision.

Any person who observes another resident displaying drug-seeking behaviors is required to promptly report it to the Lead Resident or House Director. Residents who enable (for example give medication or money) such behavior jeopardize their own residency and may be dismissed from the house.

Reporting is important for maintaining a safe and supportive environment for all residents.
Upon a dismissal from the house, whether voluntary or not, residents are required to promptly return their medication box to the Lead Resident or House Director. Residents should take all

PREVIEW

medications with them when they leave the house. If a resident leaves their medications behind, the following procedures are in place:

- Any medication left behind will be collected and stored in a lock box by the Lead Resident or House Director for a maximum of 7 days.
- Medications will only be released to the resident or a person listed on their contact list.
- If the medications are not retrieved within 7 days, they will be taken to one of the locations listed by the Virginia Department of Public Health for proper disposal.

List Of Resident's Current Medications

As a resident of Sober Living 757, you must provide a complete list of current medications (both prescription and non-prescription) you are currently taking. All prescribed medications should have a current doctor's prescription and must be in their current prescription bottles.

Please list all your current medications or enter N/A if none:

MEDICATION	PRESCRIPTION	NON-PRESCRIPTION	N/A
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐

_____ _____

Resident Signature Date

_____ _____

Staff Signature Date

PREVIEW

MAT POLICY

Residents who participate in a Medication Assisted Treatment (Suboxone, Methadone, Subutex, Zubsolv, Butrans, Vivitrol) protocol for treatment of opioid abuse and dependence must sign an agreement upon intake to ensure their understanding of the policies of Sober Living 757. Refusal to sign this agreement will deny entry to a Sober Living 757 facility if this treatment is required as part of their recovery plan and/or doctor's orders. Furthermore, if such treatment becomes necessary at any point during the resident's stay at Sober Living 757, the resident must sign the agreement in order to continue to reside in a Sober Living 757 facility.

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Resident Signature	Date
Staff Signature	Date

DRUG TESTING POLICY

Sober Living 757 prohibits the use of alcohol and/or illicit drug use or drug-seeking behaviors.

- UA (urine analysis) will be used to conduct drug testing.
- BA (breath analysis/breathalyzer) will be used to conduct alcohol levels.
- Drug and alcohol testing **will be conducted at intake, as well as randomly during residents' stay**. The timing frequency, and selection of residents will be at the discretion of the staff at Sober Living 757.
- Missing curfew (without prior notification/authorization) will result in a drug/alcohol screening.
- The staff of Sober Living 757 reserves the right to conduct visual/observed (same sex only) drug screening at any time. If you refuse to be tested or if the specimen has been tampered with, guests will be refused admission to Sober Living 757 and/or their stay will be terminated.
- Refusal of a visual drug screener will be considered as "refusal."
- Once notified of the drug screener, the guest will have 90 minutes to produce/comply with the staff. Failure to do so will be considered a "refusal."
- The following staff will be trained to perform drug/alcohol screenings: House Director and Lead Resident.

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_____ _____

Resident Signature Date

_____ _____

Staff Signature Date

SEARCH POLICY

To provide a safe environment that promotes recovery, Sober Living 757 reserves the right to conduct a search of personal property upon admittance to the residence. Further, to maintain that safety, searches of individuals and personal property may be conducted if circumstances that there is a threat to resident/community safety. Examples of these circumstances include but are not limited to:

- A suspected relapse involving drugs and/or alcohol.
- Failing to pass a drug/alcohol screening.
- Accidents or injuries that could be caused by being under the influence.
- Suspected drugs, alcohol or banned substances in a residence's possession.
- Any scenario where another resident and/or the safety of the residence as a whole is in jeopardy.

In the event a search is deemed necessary, the following procedures will take place:

- The resident in question, the Lead Resident or House Director, and one other person within the residence will conduct the search of the person's personal space.
- All other house residents will meet and stay in the common area together.

The following items are considered prohibited:

- × Drugs that are not logged on the resident's medication log and/or locked in resident's personal medication lock box.
- × Drugs belonging to another person.
- × Alcohol.
- × Drug paraphernalia.
- × Weapons of any kind (guns, knives, pocketknives, bows, etc.).
- × Pornographic material (pictures, magazines, videos).
- × Sexually explicit or drug-related material
- × Gang-related paraphernalia.
- × Any items/materials that could be used to skew a drug screening (i.e., Synthetic Urine).
- × Items that include poppy seeds or THC.

Any refusal to have a search conducted where the above guidelines are being enforced will result in the immediate dismissal of the resident from the residence.

PREVIEW

Resident Signature	Date
Staff Signature	Date

CONTAGIOUS DISEASE POLICY

At Sober Living 757, residents will be living together with others in recovery. People in recovery have the right to keep their personal health conditions private. Therefore, residents, staff, or visitors may not know if someone residing in the home has a serious communicable disease. It is recommended that anyone in the home always follow precautions to avoid the transmission of communicable diseases. **Persons with communicable diseases will not be excluded from Sober Living 757 solely on the basis of having a communicable disease. They will, however, be required to act in a manner that both protects themselves and prevents the spread of said disease to others.**

Communicable diseases include, but are not limited to: COVID, measles, influenza, viral hepatitis A and B, HIV, AIDS, AIDS Related Complex, leprosy, Severe Acute Respiratory Syndrome and tuberculosis. The definition may be broadened by staff if it is within its best interest and in accordance with information received through the Centers for Disease Control and Prevention.

First aid kits will be available in Sober Living 757 facilities. The kits will be checked quarterly and will include instructions on standard precautions to provide instructions on basic care.

It is the policy of Sober Living 757 that standard precautions be utilized when handling and disposing of hazardous materials and infection control. General sanitation procedures will be conducted in compliance with accepted standard precaution standards. Latex gloves will be available at the house to be used by staff, residents and visitors for safety precautions.

Any resident who discloses to Sober Living 757staff (whether during intake or after) that they may have a communicable disease will be connected to a health care provider or the local health department, as deemed appropriate. Sober Living 757 will maintain privacy in such matters, per our confidentiality policy.

EMERGENCY CONTACT INFORMATION

A resident's emergency contact information will be collected during the intake process. This information will include name, relationship to resident, and contact information. A resident must have at least one emergency contact, but at least two would be preferrable:

NAME	RELATIONSHIP	CONTACT INFORMATION

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RELEASE OF INFORMATION

I, _____, hereby authorize Sober Living 757 to release the following information about my treatment (check **Yes or No** as applicable):

Admission date and discharge date from Sober Living 757.	☐Yes	☐No
Diagnosis and treatment plan.	☐Yes	☐No
Progress reports & updates regarding sobriety, including accountability and behavioral updates.	☐Yes	☐No
Any incidents related to potential relapses or policy violations.	☐Yes	☐No
Current medications and relevant medical history (as applicable).	☐Yes	☐No

To the recipients below (enter N/A **if declining** the release of information):

Recipient Name	Recipient Organization	Contact Information

Purpose of Disclosure:

- To facilitate communication and coordinated care with my treatment team
- To provide updates on my progress in the sober living program
- To address any concerns related to my sobriety and well-being

Limitations:

- This authorization is valid for 1 year from the date signed.
- I understand that I can revoke this authorization at any time by providing written notice to Sober Living 757.
- I acknowledge that the information released under this authorization may be subject to further disclosure by the recipient in accordance with applicable laws and regulations.

_____ _____

Resident Signature Date

_____ _____

Staff Signature Date

PREVIEW

WAIVER OF LIABILITY

Resident hereby acknowledges and affirmatively states:

1. I am currently of sound mind and not under the influence of any drugs or alcohol.
2. I understand that I will be living in shared housing and am solely responsible for the safekeeping of my property.
3. Resident hereby releases, waives, and discharges Sober Living 757, its owners, officers, employees, advisors, and assigns (collectively, "Released Parties") from all liability to Resident for any and all injury, loss or damage to Resident on account of injury to Resident or Resident's personal property, including injury resulting in the death of Resident, while Resident is living at a Sober Living 757 facility. This release includes, but is not limited to, any injury that may result from any first aid, medical treatment, or service rendered to Resident in the event of any injury or medical emergency relating to Resident.
4. Resident hereby assumes full responsibility for the risk of injuries to Resident and Resident's property, whether due to the negligence of the Released Parties or otherwise and agrees to indemnify (compensate) the Released Parties for any loss, liability, damage, or cost the Released Parties may incur due to the injuries suffered by Resident. Resident agrees to never institute suit or action against the Released Parties for damages, cost, expenses, or loss of services resulting from injuries arising from living at a Sober Living 757 facility.

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_____ _____

Resident Signature Date

_____ _____

Staff Signature Date

RESIDENT AGREEMENT

After reading this Resident Intake Packet, please initial each item below:

_____ I have read and agree to follow the rules of Sober Living 757.

_____ I have read and signed the Resident Rights and Responsibilities Policy.

_____ I have read and signed the Financial Fees Policy and the Refund Policy.

_____ I have read and signed the Services Provided Policy.

_____ I have read and signed the Grievance Policy.

_____ I have read and signed the Recurrence of Use (Relapse) Policy.

_____ I have read and signed the Medication/MAT Policy.

_____ I have read and signed the Drug Testing Policy.

_____ I have read and signed the Search Policy.

_____ To become a resident of Sober Living 757, I agree to pay:

1. The processing fee of $200.00 (non-refundable).
2. The first week's bed fee of $196.00/week (prorated at $28/night in case of an initial partial week)that will be paid
   ☐ by myself (or third party) ☐ through Indigent Bed Funding.

The total amount I will pay today is $_____.

I, _____, have read, understood, and I agree to the rules and policies of Sober Living 757.

_____ _____

Resident Signature Date

_____ _____

PREVIEW

Staff Signature Date

PREVIEW