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The Four Agreements Applied In Our Recovery Home

1. Be Impeccable With Your Word

Speak with integrity. Mean what you say, say what you mean. Avoid using the word to speak against yourself or to gossip about others. (No gossiping or negative self-talk!) Always speak in the direction of truth and love. No pointing your finger at others or rationalizing and justifying poor behavior based on good performance in other areas. Keep your commitments!

2. Don't Take Anything Personally

Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering. Write ups and chore corrections do not exist to punish you. They exist to teach you integrity and how to be accountable to a standard. Allow yourself understanding that mistakes will be made. We are all here to learn and grow and the HEM system helps us achieve that. Progress cannot be made without awareness first. Regarding MAT: there is a difference between secrecy and discretion. "Most people" do not publicly announce they are on anti-anxiety or sleep meds, etc. It is not "a secret", but it sure isn't anybody's business what meds you are on. Use discretion around it. If it comes out and you experience stigma in the recovery community because of your status on MAT, remember that this is simply their opinion, their reality and they do not have a right to project that onto you!!!! Say: "Thanks for sharing your thoughts, have a good day!!!"

3. Don't Make Assumptions

Communicate with others to avoid misunderstandings, conflicts, sadness, and drama. With just this one agreement, you can completely transform your life. Ask questions and make sure plans are solid rather than assume which meetings people are attending, who you can ride with or getting dinner cleanup duties covered. Better to ask questions than assume. Don't assume a write-up or a chore correction is a personal attack. Don't assume that you know better than HEM management how a recovery home should be run. "The story you make up in your head" ISN'T necessarily REAL. Reflect on that a moment.

4. Always Do Your Best

Your best is going to change from moment to moment. It will be different when you are healthy as opposed to when you are spiritually ill. Under any circumstances, simply do your best and you can avoid self-judgement, self-abuse and regret. There will be moments in your sobriety when you struggle. We are here to love and support one another along our journey. Tell someone where you're at so we can help you. Sometimes doing your best means leaning on us and letting us love you until you can love yourself.

1. Understanding HEM

The recovery goals that measure successful residency outcomes for our high-structure, high-accountability home are: completing the 12 steps and being connected to the recovery community; having an income; practicing personal finance management and ability to fund one’s own basic life needs; self-management of medications; applying essential life skills including boundary-setting, communication and meal planning & preparation; and generally performing adequately in the life task areas of work, social functioning, and primary relationships. Once these goals are achieved residents are then ready to take the next step out of our home to continue working toward independence and continued growth in recovery. We encourage everyone to pursue their recovery in a less structured recovery home that provides fellowship and support while also being economical and provides an opportunity to build savings. Studies have proven that six months residency in a recovery home vastly improves long-term recovery outcomes.

Internalize these Principles

- 1 – Honesty & Surrender
- 2 – Hope
- 3 – Faith & Commitment
- 4 – Courage & Diligence
- 5 – Truth & Integrity
- 6 – Willingness & Acceptance
- 7 – Humility
- 8 – Brotherly Love
- 9 – Justice & Forgiveness
- 10 – Perseverance & Vigilance
- 11 – Spiritual Growth
- 12 – Gratitude & Service

Internalize The Four Agreements

- Make No Assumptions
- Take Nothing Personal
- Be Impeccable With Your Word
- Always Do Your Best

Realize the SAMHSA definition of recovery:
Recovery is a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.

The system of write-ups and accountability is designed to achieve specific results:

The problem is never the person. The problem is the strategies the person utilizes to meet their needs.

Resistance / defiance to rules satisfies the basic human needs of “choice” and “independence” and security in one’s own autonomy and beliefs. However, resistance / defiance is in direct opposition to all the principles, Agreements, the recovery process and the bigger picture need

of “true freedom of choice”. REAL independence, stability, and a variety of other benefits can be achieved when we follow some simple rules. Compliance is a strategy to success!

If we pick & choose which laws to follow we wind up in legal trouble; which company policies to follow we wind up fired; which rules in a recovery home to follow we wind up with write ups and consequences or expelled. How this applies to recovery is we also pick & choose which principles to practice, which results in an incomplete recovery and we wind up **LOADED**. We need to be intentional about being compliant and respectful of what we are responsible for rather than being unintentionally non-compliant and disrespectful. Reflect on that a moment.

If you do not understand or believe any of this...doesn't mean it isn't true!

If at any time you feel that HEM style or structure is not ideal for you, you are encouraged to contact the UHealth Project Coordinator for possible transfer to a Project HOMES house in another city that may be a better fit for your desired style of recovery. Contact information will be provided to you upon request.

If you have not done the “Orientation of House Operations” please do so at this time and you should also have the “Standards Self-Test” to complete and return to the house manager after this orientation. Residents can take a 12-step meeting bye (or two) in order to complete the full orientation asap.

New resident’s clothing and linens must be run through the dryer on high heat for 10 minutes to kill any bed bugs or eggs. Bags and suitcases should be stored in the garage, storage closet or other place that is not in proximity to bedrooms.

2. Mornings

Wake up Monday to Friday is 8:30am. If you are home at 9:00 AM, you must attend meditation or depart before 9:00am so as to not disturb meditation. You can sleep in 2 days per week total (Sunday to Saturday). If you work weekends, your chosen weekday(s) to sleep in must be noted on the house calendar. You must work a weekend day before taking a morning bye. You should be ready for the day and beds made by 9am weekdays (showered, dressed, hair/make-up, etc). Beds are to be made within 30 minutes of getting up on weekends.

3. Week Days

You should be productively occupied from 9:00AM to 4:30PM every weekday unless you are off from a full-time job (32+ hours, or 20 hours plus IOP during IOP). See section 8 for our detailed description of “productive activity”. No television, sleeping or hanging out in bedrooms from 9:00 to 4:30, except for zoom IOP, zoom therapy, zoom aftercare, a day off

from work, or sick. Daytime naps in bedrooms during weekdays are only allowed if you have a day off from a full-time job, are verified as sick or have a written diagnosis that requires a daytime nap. Otherwise, cases of “I don’t feel well” can nap on the sofa. If you are sick to the point of needing to be in bed during the day twice in a row or if you develop a pattern of daytime naps, you will need to go to the doctor. If you do not opt for your own volunteer work or productive activity, management can assign volunteer work. Quiet time is 9:45pm every day. Sunday to Thursday everyone must be in private areas by midnight and lights out at 1am. On Friday and Saturday nights everyone must be in private areas by 1:00 AM and lights out at 2:00 AM. Remain in private areas; no returning to common areas overnight. Turn off the TV, bedroom & common area lights, ceiling fans and other appliances when not in use (apply common sense). All residents must sign out and in on the house board. Text/call with any major changes to schedule.

4. Curfew

Curfew is 9:45 PM Sunday-Thursday. When you reach 90 days in the house, have a job and are on or past step 10, weekday curfew is 11:00pm if your job requires (service job) and you can miss wrap up only once every two weeks if your job requires. After 6 months, weekday curfew on Monday and Wednesday ONLY is 11:00pm. We need you at wrap ups!

<u>On Step</u>	<u>Weekday Curfew</u>	<u>Weekend Curfew</u>	<u>Number of required meetings</u>	
1-5	9:45pm	12:00am	7	One in-person every day.
6-9	9:45pm	1:00am	6	Must have 60 days in the house.
10-12	11:00pm	1:00am	5	Curfew per stipulations above.
At 6 months:	11pm Mon & Wed	1:00am	5	HEM programming required

5. Nights out

Written overnight pass requests must be turned in by 9am Thursday and if approved, further discussed and **voted on** by the peer group at Thursday night wrap up. No nights out within the first 14 days if coming from treatment or 30 days if coming from detox or other situation. Nights out are on weekends only excepting that a night out during the week will be granted for legal, business or family trip, family emergency, Thanksgiving and Christmas. Passes are reserved for immediate family (parents, grandparents, aunts, uncles, safe siblings) and only 1 night if local and no kids involved, 2 nights if local and kids are involved, and multiple nights for out of town trips. There will be no passes granted to spend the night with “a friend”. **An overnight pass can be granted by the house manager ONLY. The peer group has veto power over passes but can NOT grant a pass.** If a resident stays the night out, they must speak to the RA or leave a voice mail by noon the next day and send a text to both the manager and RA that they checked in. Not calling in by noon will be counted as a “late for meeting” event. If a resident is unreachable within a common-sense period of time they will be expelled.

6. Guests & Pets

Same sex guests (not including significant others) are allowed until 9:30 PM weekdays and midnight on weekends. Opposite sex guests and significant others are allowed in the common

areas downstairs only on weekends from 10:00 AM to 6:00 PM Saturday and 10:00 AM to 4:00 PM Sunday. Otherwise, family members are allowed “brief visits” to drop off belongings. Alumni in good standing are welcome and encouraged at all times including any house meetings, wrap-up and house activities. Pets can visit with prior approval by staff and **vote** by the peer group and may stay a maximum of 2 nights per week. Pets are not allowed in any house meetings. Children 12 & under are welcome to visit anytime and must be monitored, cleaned up after, and noise levels kept to a minimum. No babysitting by other residents. May stay a maximum of 2 nights with approval. Only pets, parents and children can be overnight guests with management approval and peer group **vote**.

7. Relation-Slips!

No romantic relationships, sexual activity or inappropriate sexual conduct is allowed within the house between same house residents or between residents of any of The Houses of Extra Measures. We will house only one partner at a time, not both at the same time. Recovery requires that we “focus on self”. Residents are heavily encouraged to abstain from sex, dating or otherwise pursuing an emotionally bonding relationship with a significant other until developing a strong recovery foundation. Residents in a previously committed relationship (vs a rehab romance) are asked to practice healthy boundaries with their partner as a matter of allowing space to bond with peers in recovery. If it becomes apparent that a resident is engaging in excessive fraternization or is otherwise distracted from their recovery, HEM staff reserves the right to enact more rigid boundaries around the issue on a case-by-case basis. This may include the resident losing the use of their vehicle for a period of time if the distraction results in tardiness or missing meetings/curfew. Your housemates care about you and will bring to your awareness excessive or inappropriate fraternization. The Houses of Extra Measures encourage residents to build healthy recovery-oriented relationships with same-sex peers to support their long-term recovery. A male cannot teach a female how to be a woman; a female cannot teach a male how to be a man.

8. IOP, Aftercare, Recovery Meetings and Employment

We have planned events every 1st Tuesday and 2nd, 3rd & 4th Wednesdays at 7pm:
1st Tuesday: MARA meeting. 2nd Wednesday: Alumni Speaker Night. 3rd Wednesday: House Choice Activity Night. 4th Wednesday: Community Birthday Night

A clinical state licensed IOP program is required regardless if you are enrolled with HEROES or a support program through your MAT provider. HEM does not operate an IOP; you have your choice of IOP providers in the community. State funded options are suitable. You must secure an IOP start date within 2 weeks of entering the house. Aftercare is required if it is in your treatment discharge plan. Any absences from PHP/IOP or aftercare attendance must be approved by the house manager (not just your treatment counselor). During IOP, a combined 12 hours of volunteer work and other productive activity is acceptable if you are not working. Productive activity includes medical/dental/clinical appointments, resume building, job searching, volunteering, arts & crafts, exercise, step work, recovery meetings, etc. Doing

leisure activities only and cruising social media is not considered productive activity! The point is to be busy building self esteem, self-respect and self-confidence. About 2 weeks before IOP ends you should be looking ahead to next goals. If getting a job is your goal, job search must be your top priority. At this stage the gym or other productive activities as defined above must come second. This is not a flop house. If you have not found a job working 24 hours or 24 hours volunteer work by two weeks after IOP ends, you should be out of the house between 9:30 AM and 4:30 PM. If you are on disability or otherwise do not intend to obtain full time employment your volunteer requirement is 32 hours per week or you have to be out of the house from 9:30 AM to 4:30 PM. Full time students (12 hours plus) are exempt from jobs or volunteering. Part time students are required to obtain part time employment or volunteer part time. Night jobs are heavily discouraged as they frequently conflict with the house and development of your recovery community. You can have a night job that does not conflict with the house schedule and requirements. If you choose to take a night job that conflicts with the house you are also choosing to exit the house. One in-person recovery meeting is required every day. If you are not working/volunteering 24 hours, an evening meeting (starts 6pm or after) is required on weekdays, including during PHP and IOP. If you work evenings, a daytime meeting is required. If you attend night IOP, a daytime meeting is required unless you have a full-time job. Aftercare is considered a recovery meeting but church and step-work with sponsor are not. The Sunday recovery meeting is assigned and is mandatory unless you are on a trip impossible to return from OR all 3 of the following are met: 1) you are eligible for a bye, 2) you are traveling 50+ miles from Houston and 3) the trip is with or for family.

9. Medication

It is important to take medication as prescribed and ensure timely refills, so you don't run out. Adjusting or changing your own medication is "self-medicating". Any changes to your meds including starting, type, dosage, quantity, titrate up, or titrate down must be by doctor's orders and must be reported to the house manager **before** you begin the medication, and the change must be recorded on your med sheet. Controlled medications are allowed in the house with prior approval on a case by case basis. See list of prohibited meds in this handbook. You will be required to obtain a letter from your doctor that any questionable medication is "medically necessary". Duplicate hidden prescriptions / over-dosaging of any psychoactive medications will result in expulsion. "Days of the week" pill cases are to be used for non-controlled meds and pill bottles are to be stored in lockers. Pill counts can be performed at any time for any reason. Over the counter meds must be approved by the house manager. Do not attempt to diagnose your own or anyone else's condition or offer advice on changes to medications, regardless if you have a medical background. No Pseudoephedrine, mouthwash or extracts containing alcohol and no Kombucha. Cold & flu meds that are OK to take are Advil or similar without psychoactive ingredients, powder pack cold & flu products, Mucinex Plain and Tessalon Perles. Other OTC may be allowed, according to management.

A brief grace period can be given to residents adversely affected as early MAT inductees or those titrating or changing MAT medications. Daily recovery meetings are necessary for your recovery so zoom meetings are an option during this period. Write-up "freebies"

schedule applies, unchanged, for new residents. Culinary activities and chores will not be assigned during this period if you are very ill, but all in-house in-person meetings are required. The grace period ends when you display that you have returned to stability.

Control of Prescriptions

- a. All MAT and psych prescriptions must be dispensed only at the physician's office or in the lockbox held by Extra Measures staff. Residents are not permitted to take MAT or psych prescriptions on their own except for weekends. A **Medication Observation Record** sheet will be utilized for each prescription.
- b. Absolutely no MAT or other controlled substance medication may be kept on the client's person or in their room.
- c. All controlled substance prescriptions must be brought to house staff for placement in the lockbox. Extra Measures staff will hold lockboxes, residents will hold key/code.
- d. If a resident misuses, abuses, sells, trades, or does not follow the prescription instructions accurately, resident will be expelled from the house.

Handling protocol

- e. Lockboxes will be available once per day. On Friday evening residents will sign out the doses they need until Sunday night (Monday night if a holiday weekend) and place them in a Ziploc bag(s) to be kept in their locker and self-managed.
- f. Resident will gain access to lockboxes one at a time, dispense meds to themselves with house staff as witness, and initial for each dose taken. Drinking water should be brought for pills to be taken in the presence of staff.
- g. Each resident will be required to verify the taking of pills and that sublingual strips are properly placed. Once the dose is placed under the tongue, resident is not permitted to talk, drink, chew or swallow their dose.
- h. Each resident **MUST** store their weekend doses in their private locker at all times. Neglect to store meds in private lockers may result in zero-tolerance contract, expulsion or other outcome deemed appropriate for the situation.
- i. If taking an overnight pass, getting doses from lockers should be the last task.

Residents who display responsibility and stability e.g. regularity with meds, gainful step work, overall conduct and manageability, etc. can, after 6 months in the house, manage their own MAT and non-narcotic medications. Meds are to be kept exclusively in resident's locker at all times and all meds are subject to random med counts by management.

10. Expulsion

Behavior that will result in a zero-tolerance contract on the 1st occurrence and expulsion on the 2nd occurrence: Heated verbal aggression with staff or other residents.

A zero-tolerance contract will be implemented on the 3rd discussion of any serious nature. Examples are not working, not attending or signed up for IOP, not volunteering, not busy taking care of life or legal business AND/OR do not have a sponsor / mentor AND/OR ARE ALSO not observing house standards of conduct, do an excessive amount of verbal sparring with staff AND/OR YOU ALSO have unusually prolonged absences from the house for trivial reasons or are spending excessive time with significant other / parents / at your or their home, AND/OR are caught lying about your whereabouts outside the house. This recovery home and all its' components are designed to help you become part of a recovery community, practice becoming self-aware and self-disciplined and to be your launch pad into a lifestyle of recovery; it is not a flop house or a house to continue practicing unhealthy attitudes and behaviors.

We will practice empathy and compassion in all situations. In all except the most serious circumstances, residents can expect to be placed on a zero-tolerance contract prior to expulsion.

Any resident who is discovered to have returned to substance use while a resident of the house will be expelled. Other grounds for expulsion include:

- a) Theft or criminal activity in or out of the house. This includes internet gambling.
- b) Conditions in the medication policy.
- c) Using over-the-counter herbs or compounds that may be mind or mood altering.
- d) Physical violence of any kind or destruction of house or personal property.
- e) Giving your keypad door code to anyone.
- f) Extended unexplained absence / unknown whereabouts including after a night out.
- g) Any member who knows about but does not report any of the above behaviors can be expelled for compromising and endangering the integrity of the house.

Any member who is expelled or leaves voluntarily should take their belongings or they will need to schedule an appointment to pick up their belongings during normal business hours. Remaining articles can be donated to a local charity after a reasonable time period. A resident expelled for behavioral reasons can petition with management for re-admission after 30 days. After a return to substance use, either after 30 days OR after completing a detox/stabilization. If the resident has returned to treatment and wishes to return within 30 days, management will make that decision. Otherwise, all other expelled residents must be **voted** back in by the peer group after management approves their petition. Please do not take any food or property that belongs to another resident if they are missing in action or expelled. Treat them with the same respect you would like to receive. Pantry items ultimately abandoned should be placed on the counter and fridge/freezer items should go in the main house fridge/freezer for all residents to choose from. Mail or packages received after departure will be marked "Return To Sender" and returned to the postal carrier.

11. Culinary Curricula

House food is available for breakfast and lunch. Coffee is provided but unlike Denny's endless pot of coffee our house coffee ends at 10:00am. Dinner is served between 6:00-

6:30pm Sunday through Thursday. Tenured residents are encouraged to help new residents prepare their first couple of meals. Dinner served late = 1 week clean up duties. Chef and cleaning responsibilities are to be adhered to (no switching of days) except for an extremely urgent reason and manager must give approval. No cellphones at the dining table during dinner. No TV during dinner until 7pm. No new house culinary food is to be prepared after dinner; ample leftovers are available. Chefs will prepare late plates for residents in night IOP or working. Food must be put away by 7:30pm and clean-up should be done by 9:45pm; **no stove/oven cooking past 9:45pm**. Refrigerator and pantry space are provided for your personal food. House stock items are in the stock refrigerator. No food/drinks allowed in bedrooms, except drinks with a twist on lid or non-spill container. Rinse recycles & use recycling bins.

Residents who do not have food responsibilities beyond the house (i.e. children) are not permitted to obtain food stamps for their own use while a resident.

12. House Meetings

All house meetings are mandatory: morning meditation, Tuesday + Thursday 9:45pm wrap-up, the Sunday 4pm Literature Study (or Education meeting) and the weekly house business meeting on Sunday at 7:30 pm (**:01 is considered late. Be on time!**). Weekly activity schedules are due from non-workers before the meeting starts or you will be considered late to the meeting. Follow all confidentiality protocol. House officers are **voted** for a three-month term and cannot succeed themselves. During meetings there is no lying down, no blankets, no physically leaning on each other, no eating and no cell phones visible OR audible in the room. No leaving meetings except to use the restroom. Don't speak up to defend others; allow them to speak for themselves.

House Secretary- Responsible for recording minutes of regular and special house meetings.

Chore Coordinator- Assigns chores and verifies that house chores have been done. Reports status to house.

Any resident can call an emergency meeting. A majority of the house residents **OR** the house manager must be present. The full peer group and manager must be present if the meeting pertains to a **vote** for expulsion. 51% majority rules and all residents have 1 vote. In the case of a tie, the house manager casts the tie-breaking vote.

13. Drug Testing Protocol

If you are asked for a **UA** or alcohol test you are to remain in the direct presence of house staff and you will be “open door” observed when you submit your sample. Remain with staff until results are confirmed. A sample **MUST** be submitted when asked, not “tomorrow”. Test results will be recorded. In the event of a “positive”, you may be asked to leave the house if the specimen is sent to a lab or you will be asked to go to a local lab. We will randomly test 25% of the house every week. Don't take it personally! You will be tested if you are late for

curfew or miss a required meeting and upon return from an overnight pass. Refusal to test will be considered the equivalent of a positive test and you will be expelled.

14. Goals Coaching, Recovery Coaching & UT Data Collection

Goals coaching is a weekly meeting where you and house staff will work together to help you develop goals and action items that support your recovery plan. Complete and bring the weekly goals coaching sheet (located in living room literature rack). Staff will also help you develop a mock budget to gain perspective on finance management. Goals meetings are a part of the house service model and are not optional. Goals sessions should be scheduled throughout the week to avoid rushed sessions on the weekends. The average length of a session is about 30-45 minutes. If you live in one of the houses that has a recovery coach, you are required to meet with your coach on the required basis. The recovery coaches have an exclusive relationship with residents and do not communicate private coaching information to house staff. All residents voluntarily agree to meetings with UTHHealth staff for data collection purposes. Researchers may visit to observe house operations and the recovery culture within the house.

15. Chores

Chores are assigned and checked by the chore coordinator and should be posted by Tuesday. Regular chores may be done anytime Friday to Sunday and extra chores for the current week can be done anytime during the week. Sign off on the chore sheet and notify the chore coordinator when you are done (by 6:30 Sunday). You will have an opportunity to correct the chore, if necessary, up to HEM quality standards until 7PM. Please do not dispute our standards. We have no quarrel with your standards, nor do we question your abilities. We simply ask that you perform chores to HEM standards. The house trash and recycles are everyone's responsibility; your dishes are your responsibility. Clean tub/sink of hair/soap/dirt/splatter. Bedrooms / dressers / nightstands should be kept "tidy".

Chore not being done up to standard after correction or an extra chore not completed or a writing assignment not done will result in an extra chore and surrender of your cell phone while you are on property until the chore or writing is completed.

Extra chores for the current week can be done anytime during the week.

16. Disruptive Behavior

Disruptive behavior includes but is not limited to: verbal aggression, repeated infractions of house rules; "old behavior" such as stealing or lying; being in another residents' room without permission; not performing chores; making noise to the point of bothering others; or excessive negativity. Generally, disruptive behavior is "conduct inconsistent with a recovery-oriented lifestyle for themselves or others", or that which disrupts the harmony of

the house. Disruptive behavior is grounds for a behavior contract and, ultimately, after opportunities to self-correct, expulsion. Contract terms will be decided by management with peer group input or peer group **vote**. Terms can include the member being placed on early curfew, no nights out, increased meetings, specific meetings (i.e. SLAA) or any other special conditions deemed appropriate according to the circumstances. A written behavior contract is a final, “zero-tolerance” agreement that the resident will comply with the conditions stated therein or face expulsion.

17. Buddy System

The buddy system is an accountability tool we use on a case-by-case basis, depending on the level of need to keep someone close or as a result of a behavioral issue. It is designed to help you focus on your recovery, practice asking for help, observe boundaries, and develop positive, healthy, recovery-oriented relationships with peers in the house. There are 2 types of buddy system: protective and consequence.

The **protective buddy system** is designed to help keep a resident safe. New residents who are coming from an incarceration setting will automatically be on this buddy system for 2 weeks and if coming from a setting other than treatment, 1 week. This initial period can be extended case-by-case. You must be with another house member, an alumnus in good standing, your vetted sponsor or a safe immediate family member when you leave the house. You must check in with staff and introduce the person you are going with before leaving the premises. Breaking the protective buddy system will result in switching to consequence buddy system.

The **consequence buddy system** is utilized as a matter of consequence for behavioral reasons, either earned through excessive write-ups or imposed for other severe behavioral issues. Leaving with alumni, sponsor or immediate family is not allowed. On either buddy system you are allowed to go alone to work, school, individual therapy, PHP/IOP or a doctor’s appointment or attending to any legal business. If you are going alone to any of the above activities, you are expected to leave the house and go directly to the appointment and return directly from the appointment with no stops either way. You may be picked up by your family to go to appointments and IOP/PHP but leisure time with family is not allowed while on the consequence buddy system. **Breaking the consequence buddy system may result in expulsion.**

18. Affirmations and Rule Violations Sheet

Affirmations and rule violations are recorded on the house sheet. The write up sheet is a tool, not a weapon. Any resident can write anyone up, including themselves. If you get a write up, don’t take it personally! Men get 10 freebies in the first week and 5 in the second week; women get 10 freebies in the first and second weeks and 5 in the third week. Whodunnits are reviewed at the Tuesday & Thursday wrap-up and any unclaimed remain on there to be discussed when the entire sheet is reviewed at the house business meeting. Excessive or

recurring unclaimed whodunnits will result in a “house consequence”. It is inappropriate to confront someone about a write-up. If you disagree with a write-up, simply write “Discuss” to discuss at the house meeting (not wrap-up). Consequences are assigned according to an established schedule EXCEPT early curfew or buddy system are instituted immediately when the event occurs that triggers those. The write up desk is the “safe zone” where you can put items found being written up or your own things temporarily. Residents are typically consulted when major changes to the house rules or structure are being considered and are welcome to share their ideas. Residents cannot alter house rules or create rules by disregarding the established house rules. Lates and misses are cumulative starting upon move-in, can be removed per below and fall off after 3 months. Ensure to write affirmations!

19. Accountability and Outcomes

Late for curfew: 1st: Warning 2nd: 9:45pm curfew 1 week 3rd: 9:45pm curfew 1 week & buddy system 4th: 9:45pm curfew 2 weeks & buddy system & contract 5th: Expulsion.

Late for any type required meeting, includes PHP/IOP:

1st: FNG 2nd: Warning 3rd: Extra chore. 4th: Extra chore & 9:45pm curfew 1 week 5th: Extra chore & 9:45 curfew 2 weeks & zero tolerance contract. 6th: Expulsion.

Missing the Sunday business meeting (unexcused): 1st: 9:45pm curfew 4 weeks. 2nd: Expulsion.

Missing any required meeting (unexcused); this includes meditation, wrap-up, recovery meetings, PHP/IOP and your goals coaching without 24-hour notice and rescheduling: 1st: FNG 2nd: Warning 3rd: 9:45pm curfew 1 week 4th: 9:45pm curfew 2 weeks 5th: 9:45 curfew for 4 weeks & zero tolerance contract 6th: Expulsion.

Late or miss FNG’s apply only during the FNG period.

Med time is typically 6PM but each house sets the time independently. Managers can accommodate requests to witness meds earlier than med time, during work hours, for good cause (6pm recovery meeting, step work with sponsor, etc.).

One minute after the 15 minute window is considered late. Six minutes after the window is considered a miss. **You can still get your meds, but the late or miss is counted.**

Late for meds: 1st: FNG 2nd: Warning 3rd: Extra chore 4th: Extra chore and 9:45pm curfew 1 week 5th: Extra chore and 9:45 curfew for 2 weeks and zero tolerance contract 6th: Expulsion.

Missed meds: 1st: FNG 2nd: Warning 3rd: 9:45pm curfew 1 week and zero tolerance contract 4th: Expulsion

Lates and misses fall off when they become 3 months old. Residents can earn the removal of a late by documented chairing of a meeting and earn removal of a miss with 8 hours of documented volunteer work in addition to any required volunteering.

9:45 pm curfew as a consequence = no nights out during the consequence period.

Leaving entryway doors unlocked or open: counts as 2 write ups.

Smoking or vaping in the house: 1st: 9:45pm curfew for 4 weeks. 2nd: Expulsion.

Getting piercings or a tattoo: 1st: 9:45pm curfew for 4 weeks. 2nd: Expulsion.

Lending / borrowing of a vehicle without proof of insurance covering the borrower: Two weeks surrender of keys by the driver and two weeks buddy system for the borrower. If the car owner has a job, doctor or legal appointment or court ordered child visitation the vehicle may be used for these obligations ONLY and keys are to be surrendered upon return to the house.

Infractions for the write up sheet include but are not limited to the following:

Chore not done by 6:30 Sunday	Lights or fans left on	Items left in common area
Not signing out or in	Bedroom not maintained	Egregious disrespect
Food or open drinks in the bedroom	Not putting cigarette ashes in the ashtrays	Not calling in by noon after an overnight pass
Not cleaning up behind yourself in the kitchen, dining or bathroom	Not washing dishes thoroughly	Leaving clothes (or lint) in washer/dryer

20. Healthy Confrontation

It is important to learn to discuss our feelings and concerns. You should approach that person either individually or at wrap-up or the house meeting. The basis should always be to help that person to the next level of recovery as opposed to bashing them for the level they are at. Never try to work someone's program for them, but do not allow their behavior to be disruptive to the house. Gossip is toxic. If a resident brings an issue to you about someone, help them process their feelings rather than jump on their bandwagon, then refer them back to the person they're concerned about or suggest they bring it to staff or the group.

21. House Staff Roles & Ethical Guidelines

The House Manager is the primary point of accountability and responsible for ALL executive decisions. They are certified PRS or are trained and working toward certification and have lived experience in recovery from substance use disorders. They have the authority to make executive decisions regarding clients within the scope of The House of Extra Measures operational protocols. House managers must consult with house ownership on matters that concern exceptions to house procedures and any issues surrounding purchasing, repairs, or receiving, handling or refunding money or imposing major consequences that may result in expulsion or departure of a resident. Their official hours are Monday to Friday 9-6

with flex time during the week because they facilitate the Sunday night house business meeting.

The Resident Advisor is a less-than-part-time support position with limited house responsibilities and therefore has limited authority which is confined to “the house”, not the residents’ bigger picture around their outside activities ie IOP, volunteering, job search, etc. They should be available more often than not during evenings and weekends. The RA’s monitor and guide; they do not dominate or make executive decisions regarding house rules or operations. All matters outside the scope of established house protocols (including deviations to rules or consequences) are to be referred to the house manager during the manager’s work hours. The RA’s first response to a resident asking, “Can I...”, “Is it OK if I...” is “What do the rules say?” RA’s do not deviate from the house rules based on their relationship with a resident or their belief that a particular rule shouldn’t apply to a particular resident in a particular situation. To promote a wide base of recovery support for the residents to benefit their long-term recovery, the RA should first refer residents to their sponsor, therapist or family member for emotional support for issues that do not involve the house. Sharing experience, strength and hope in a general way and discussing residents’ frustration around our accountability model or with the house manager is OK; being the go-to “emotional support human” for a house full of residents because the RA is readily available is not appropriate. Residents need to connect to recovery supports for sustainable recovery.

Peer leaders will emerge within the residence. We encourage residents to assume an active role of helping others and leading by example. Peer leaders will be nominated for house officer positions and may be asked to lead the Sunday in-house recovery meeting, conduct tours for prospective residents or do rules-reading orientation with new residents. Peer leaders are not exempt from house rules, nor do they make or alter house policy.

Ethical Guidelines For Staff, Visitors & Volunteers

The Houses of Extra Measures affirm that recovery residences have a responsibility to conduct business in an ethical, legal manner. All paid staff affirm their commitment to follow the Code of Ethics of the National Alliance for Recovery Residences (NARR), a copy of which is on the house information board. We adhere to local, state and federal non-discrimination requirements.

The principles of honesty and integrity are important to practice not only as a matter of personal recovery but also as a matter of modeling for the residents what those principles look like in daily living. Residents are required to inform house ownership of any ethical boundary violations by staff, visitors or volunteers.

Nondiscrimination: The House of Extra Measures-Women, LLC does not discriminate in the hiring, retention or promotion of employees, or in services or accommodations offered or provided to our employees or residents, on the basis of race, color, religion, gender, age, national origin, qualified disability (except for those who, by reason of their disability, would be unable to perform duties required of the program), sexual orientation, HIV status or participation in medication assisted treatment (MAT). Senior management will ensure that staff training in non-discrimination will occur not less than annually and will be based on curriculum available through NAADAC. Employees will maintain their CEU certificates of completion and provide HEMW, LLC copies upon request.

Staff shall respect the residents' choice of recovery fellowship and promote engagement with all recovery avenues including seeking additional individual therapy.

Staff shall maintain appropriate boundaries regarding establishing or nurturing a "peer friendship" with residents. This would include excessive fraternization inside or outside the house on a "friendship" level that might also be defined by engaging in gossip, "venting" or case building about other residents. Staff is there to assist residents with residents' needs, not the other way around.

Residents should not be confronted in their bedrooms. Their bedrooms are their safe space. Wait until crossing paths with them or call them to the common area or the office, depending on the nature of the discussion.

Staff shall exercise prudent boundaries regarding accepting, taking without asking or asking for items of value including cash, food, beverages, cigarettes, hygiene items and beauty products. If somebody offers staff something they don't want in the moment ie food, a portion should be given to the staff for later consumption. Staff is not permitted to take items from resident fridges or pantry spaces.

Staff shall exercise prudent boundaries concerning asking for or giving rides. Residents should be encouraged to problem solve getting their needs met and begin to practice independence as much as possible. Rides taken or given should be kept to an extreme minimum and compensated in certain circumstances.

Staff shall respect the religious beliefs of residents and refrain from disagreement, persuasion or imposing beliefs or religious practices such as impromptu prayer sessions.

Grievance Procedure: Grievance procedures are posted on the house information board. Once a written grievance is received, both parties will be contacted separately, appropriate action, if any, will be taken, and the resolution will be recorded. HEM will ensure residents rights are protected and no recriminations, repercussions or consequences will result from grievances filed.

22. Good Neighbor / Vehicle Policy / Lending Policy / 51% Rule

Be a good neighbor: Be polite to neighbors and do not throw cigarette butts into their yards, in the street or on the ground. If a neighbor approaches be courteous, feel free to engage in discussion with them and if asked provide them with management phone numbers. Practice mindfulness and respect regarding parking, smoking, loitering, noise, language and cleanliness. The parking protocols for our house are....(discuss with resident).

Vehicle policy: We reserve the right to restrict the use of, or refuse the admittance of, a resident's vehicle on the property. Vehicles must be street legal with insurance and the resident must have a valid driver's license. The lending / borrowing of vehicles can only occur if there is proof of insurance to cover the borrower. Residents without vehicles should plan their PHP/IOP, volunteering, job search, doctor's and legal appointments and meeting attendance with drivers who are already going to that destination, or use Uber, public transportation, ride a bike or just walk. Residents should not ask for a ride for the sake of getting a ride or due to lack of planning. Non-drivers in Houston get their needs met with good planning and they have a great sense of independence by practicing independence!

Lending and borrowing policy: it is not permitted for residents to lend or borrow from each other more than the cost of a pack of cigarettes. Habitual "borrowing" of cigarettes, sodas, snacks, toiletries, bus money etc. can be a major source of controversy and resentment within the house. Do not become the person others want to avoid because you are always asking for something or become the go-to person for people asking to borrow things from. This kind of behavior should be brought to the attention of management asap.

51% Rule: Residents are not permitted to enter any public establishment or forum where illicit drugs are commonly found, or where the consumption of alcohol is the primary business and they have a sign in red letters posted at the entrance "51%". Forums include any type of "51%" club or venue and adult entertainment clubs.

Misc: Residents are not permitted to partake in the smoking of a hookah, or any other activity wherein a pipe, bong or tube is passed around to be smoked. Residents are not permitted to get piercings or tattoos during residency. The needles can change the way one feels, and they cost! Give that money instead to the person helping pay your expenses!!

Pornography is prohibited. Do not use 411. No internet gambling or illegal downloading of media. No video gaming allowed, including on computers. Limited games on phones. No weapons including automatic blades or pocketknives over 3". No candles or incense in the bedrooms. This is a shared home; your personal belongings should fit neatly in your dresser and in your part of the closet or under your bed. Ten (10) pairs of shoes allowed. You will be asked to remove excessive belongings. Please do not put push pins or nails in the walls; use the cork boards. No overnight sleeping in common areas. If you fall asleep watching TV you will be awakened. Washing of vehicles on the property is prohibited. Keep cash secured at all

times for safety's sake. Bedroom and bathroom trash bags should be taken to the trash cans outside, not placed in kitchen trash can.

23. Emergency Procedures: In event of emergency immediately call 911 and notify the house manager or Ralph Fabrizio-832-439-8171 or Sammy Baker- 832-264-0735. In case of fire, follow the emergency lights and/or lighted exit signs, utilize the posted evacuation routes and meet at the rally point. Emergency contact numbers, exit routes, codes of ethics and grievance procedures are posted on the house information board.

Naloxone overdose reversal medication is located in the first aid cabinet; Naloxone and emergency overdose training will be monthly. A free Naloxone kit is available upon request and will be provided to all drivers.

24. For Women, Dress Code: We understand that everyone has their own ideas about what is and what is not acceptable attire. We have no judgement about this. We simply expect you to conform to HEM dress code while you are a resident. **The following is not allowed at recovery meetings:** low cut, tube, tank or crop tops; clothing exposing undergarments from any angle or see-through blouses; very tight pants or tights unless you wear a long top to cover your butt; no short skirts or short-shorts.

25. Community Resources

❖ M.A.M.

- 1625 Blalock Road, Houston, TX 77080
- 713-468-4516 (women's vouchers – clothing and bus pass)
- Required - Proof of residency from Manager and ID
- Job readiness training

❖ Arms of Hope

- 1704 Weber Street, Houston, TX 77007
- 713-868-1309 (men's vouchers – clothing and bus pass)
- 10 vouchers/bus fares per month
- Required – must call phone number provided above, referral letter, send e-mail for appointment, no walk-ins
- Bus fare and clothing voucher for men

❖ Faith Center – Food Pantry & Clothes Closet

- 8244 Long Point Rd., Houston, Tx 77055
- 713-554-8801

EMPLOYMENT- NOTE: ADDITIONAL RESOURCES ARE AVAILABLE! ASK!

❖ **Goodwill – must be enrolled in program to receive vouchers**

- 215 West 20th Street, Houston, TX 77008
- Giaberto Vanzant – Employment Specialist
- Office number 713-699-6734
- Email gvanzant@goodwillhouston.org

❖ **V.O.A.**

- 4808 Yale Street, Houston, TX 77018
- Employment Specialists & Financial Coaching
- 713-460-0781, Online application www.voatx.org/hpog

❖ **SERJobs**

- 1710 Telephone Road, Houston, TX 77023
- Employment certification training (i.e., CDL, Forklift)
- Contact 713-773-6000
- Email info@serhouston.org

**THERE IS A LIST OF STAFFING AGENCIES ON THE HOUSE BOARD
MEDICAL / DENTAL / VISION NOTE: ADDITIONAL RESOURCES ARE AVAILABLE!
ASK FOR RESOURCES!!**

To Get The Gold Card Call 832-393-4984 to start application by phone

Nurse Healthline 713-338-7979 – RN, free, 24/7. Speak with a nurse about a health concern, help on where to seek treatment, bilingual.

Healthcare for the Homeless - 713-286-6000, various locations

Medical, Dental, Primary Care, Counseling, Podiatry, Optometry, Well Woman Care, Monday-Thursday 8am to 5pm, Fridays 8a-12p

<https://www.homeless-healthcare.org>

Lord of the Streets - 713-526-0311, 3401 Fannin St., Houston, 77002

Provides: Connection to gold card, Clothing, Counseling, Referral, Medical and Dental Assistance. Help for: Single Males, Single Females, households with children, Veterans. 8am -4pm M-F.

Between Holman and Francis St. - just north of Alabama St.

Good Neighbor Health - Medical 713-529-3597 Dental 713-529-3260

Optometry

190 Heights Blvd., Houston, Tx 77007 <http://www.gnhc.org/>

Visual Compassion – 281-954-0933, 4806 Yale St., Houston, TX 77018

Eye exams, glasses and contacts

Dental UT School of Dentistry www.dentistry.uth.edu
<https://www.legacycommunityhealth.org/>

Legal

<https://www.makejusticehappen.org/>

<https://www.justia.com/lawyers/texas/harris-county/legal-aid-and-pro-bono-services>

Criminal Record Expungement - Goodwill of Houston 832-431-4471

Job Training

<https://twc.texas.gov/jobseekers/training-education>

<https://www.vocationaltraininghq.com/free-training-programs-houston-tx/>

Clothing

<https://careergearhouston.org/suitup.html>

<https://houston.dressforsuccess.org/>

26. Prohibited Medications

The following medications are excluded from use except in the rarest of cases that meet the criteria of our accommodation policy, with permission of the House Manager and monitoring.

- Adderall (stimulant, amphetamine)
- Alprazolam (Xanax, benzo)
- Ambien (Zolpidem, sedative hypnotic)
- Ativan (benzo)
- Barbiturates of any kind
- Benadryl (antihistamine)
- Carisoprodol (Soma)
- Clonazepam (benzo)
- Codeine (opiate)
- Doceine Phosphate (opiate)
- Concerta (stimulant)
- Dalmane (benzo)
- Darvocet (analgesic non-narcotic)
- Darvon 65 (analgesic, non-narcotic)
- Fiorinol (barbiturate)
- Hydrocodone (opiate)
- Hydromorphone (Dilaudid, opiates)
- Immodium
- Kadian (morphine sulfa, opiates)
- Klonopin (Clonazepam, benzo)
- Librium (benzo)
- Limbitrol
- Lorcet (narcotic analgesic)
- Lunesta (Eszopiclone, sedative hypnotic)
- Meperidine (opiate)
- Methadone (opiate) (non-MAT house)
- Morphine Sulfate (opiate)
- Nembutal (barbiturate)
- Nyquil (with alcohol)
- Oxycodone (opiate)
- Oxycontin (opiate)
- Percodan, Percocet (opiate)
- Phenobarbital (barbiturate)
- Phenylephrine (nasal decongestant)
- Pseudoephedrine (nasal decongestant)
- Restoril (benzo)
- Ritalin (stimulant)
- Serax (benzo)
- Soma Compound
- Sonata (Zaleplon, sedative hypnotic)
- Subutex / Suboxone (non-MAT house)
- Tranxene (Clonazepate, benzo)
- Ultram (Tramadol)
- Xanax (benzo)
- Valium (Diazepam)
- Vicodin (hydrocodone, opiate)
- Vyvanse (lisdexamphetamine)

Agreement

UTHealth School of Public Health is conducting a unique research study Project HOMES (Housing for Opioid MAT Expanded Services) throughout the state of Texas funded by Texas HHSC to examine how recovery homes can help people with opioid use disorder. As part of the study, recovery coaches from outside organizations will be assigned to two of the houses to compare outcomes, and UTHealth will conduct individual interviews and surveys and researchers will routinely visit to observe house operations and recovery culture within the house. UTHealth may additionally extend an invitation for residents to share about their recovery journey.

Resident hereby agrees that participation in the UTHealth Project HOMES study is completely voluntary and understands that residency with The House of Extra Measures is included with study participation. Resident agrees to participate in the initial assessment, follow-ups requested by UTHealth and agrees to provide a two week notice to UTHealth prior to moving out of the recovery residence.

Resident hereby agrees understanding that there are no fees charged to them by The House of Extra Measures associated with participation in the Project HOMES study.

Resident hereby agrees to no notice of termination for eviction pursuant to Texas Property Code Title 8, Chapter 91, Section 91.001(e)(1). Resident understands and agrees that residence in this recovery home under this Agreement excludes resident from normal due process afforded by local landlord-tenant laws. Residents expelled from this household are offered a list of treatment and/or sober living resources.

I hereby agree to observe strict confidentiality with regard to the residency of other individuals within the house including observing the social media policy. I acknowledge that I have received and understand the house standards (this packet) provided and explained to me, and I have been shown the house information board containing the Resident Bill Of Rights and Grievance Procedures.

Resident Signature

Date

Resident Printed Name

The House of Extra Measures Representative

Date