

Chance Residential Recovery, LLC

Office: 470-253-8018



RESIDENT HANDBOOK

GENERAL RULES AND RULES FOR EACH PHASE

IF YOU HAVE A QUESTION, REFER TO THIS HANDBOOK

Preface

Welcome to Chance Residential Recovery, LLC

We are very glad you are here, and more importantly, glad that you made the decision to work toward your personal recovery.

Everyone is worthy of recovery.

As we work toward a similar goal, I believe we become stronger.

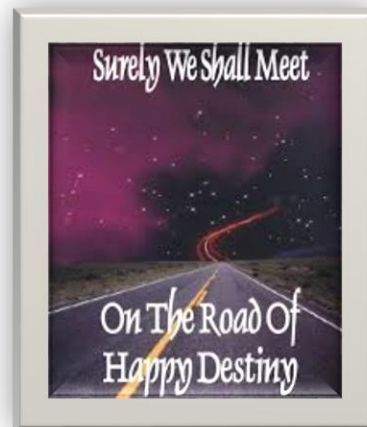
The different personalities we encounter are a part of our life's journey.

Honesty, open-mindedness, and willingness are your keys to success.

Dedicate yourself to moving beyond the destructive lifestyles we've lived and stepping into the destiny that awaits us as we realize

WE CAN BE *Happy, Joyous, and Free.*

We do not claim to have all the answers, but we will provide you with support and structure so YOU MAY GROW.



IF YOU CANNOT FOLLOW OUR RULES, THIS IS NOT THE PLACE FOR YOU.

No one other than a registered Resident is to enter the home. It is the responsibility of each resident to enforce this rule.

Law Enforcement may not enter without a warrant.

You agree to discontinue association: physical, verbal or written, with any person that is using drugs or alcohol, or engaging in crime.

BE HONEST.

POSITIVE DRUG SCREENS WILL BE REPORTED TO YOUR PROBATION OFFICER.



Welcome to Chance Residential Recovery. We are happy you are here and congratulations on taking the first step to a successful, drug-free lifestyle. Our counselors and caring staff are here to support you and provide a structured routine.

PROGRAM PHILOSOPHY

Chance Residential Recovery was created on a dream with hopes of helping men elevate themselves from the controlling effects of drugs to a position of self-respect, productivity, and purpose.

There are four program phases. The first phase is a one-month transition period, followed by three phases spanning an eleven-month period, for a total of twelve months.

CRR is a “working program”. You are expected to maintain a full-time job, be responsible for your program costs and follow the rules. You will live in a structured environment with peers, providing you with the opportunity to develop day-to-day living skills and learning how to deal with issues that may arise in a shared living environment.

Application Process

1. Applicant must submit an application and complete a REC CAP evaluation. (Application may be downloaded from Chance Residential Recovery website: www.chancerecovery.com)
2. If requested, applicant may need to schedule a personal interview with CRR Staff.
3. Acceptance is dependent upon the client’s dedication to recovery and his willingness to work a program.

*All admissions are at the discretion of Chance House Recovery staff and/or Intake Coordinator following a personal interview with applicant. **Personal interview does not guarantee entry.***

Admission Criteria

1. Applicant must abstain from drugs and/or alcohol for a minimum of 48 hours before being allowed into the residence. Applicant is subject to drug screen upon entry.
2. A one time, non-refundable registration fee of \$500 is due upon admission into CRR.
3. Ability to maintain approved full-time job (minimum of 36 hours per week) or disability recipients considered on a case by case basis.
4. Must present valid Photo ID. (If Photo ID unavailable, a Social Security Card and birth certificate will be needed to obtain a Photo ID from DMV.)
5. Provide Criminal History if applicable. (No one with a sexual charge or violent history will be admitted)
6. Justice System Referrals must provide Supervising Officer’s contact information (email address), agency and any necessary documents.
7. Participant must willingly share history of drug use and drug of choice.
8. Must be able to control actions and not be deemed a danger to self or others.
9. Be physically and mentally able to participate in all program activities.
10. Must be able to meet personal needs without assistance.
11. Must not have active warrants in this or any other County.
12. Be free of any illness or infection that requires isolation from others.
13. Applicant must be entering program voluntarily.
14. Accepted as mandated by the Courts.
15. **Applicant must break all communication with individuals involved in the use of drugs or illegal activities.**
16. **BE HONEST.**

Required Items for Intake

- 1) Identification:
 - a) License or
 - b) Or State issued ID
 - c) Or Social Security Card/Birth Certificate if no ID
- 2) **Criminal History (if applicable)**
- 3) Clothes:
 - a) Interview clothes; Polo shirt and button down shirt
 - b) Work clothes; Jeans, T-shirts, socks, underwear, boots
 - c) Recreation clothes; swim trunks, shorts, tennis shoes
- 4) Personal Hygiene Items
 - a) Razor, shaving cream
 - b) Toothbrush, toothpaste
 - c) Shampoo, soap
 - d) Personal small caddy to hold your items
- 5) Towels, wash clothes
- 6) Laundry basket
- 7) Laundry Detergent
- 8) Sheets, pillow case, pillow
- 9) Alarm Clock
- 10) Food
- 11) Honesty, Open-Mindedness, Willingness and a Good Attitude!

DISCHARGE PLAN

You will begin to set goals in anticipation of your successful completion of the program during Phase 3. Avoiding the same environments and self-destructive choices following your time with us is of upmost importance for your continued success.

REGISTRATION AND RESIDENT FEES

There is a \$500 registration fee (non-refundable) due on the first day of admittance if mandated, \$1000 if not mandated.

CRR is a “working program” and you are expected to work and be responsible for your \$200 weekly program fee.

1. Weekly residential fee of \$200 is due each Friday between 5p-7p. Turn in your pay check
2. \$200 residential fee does not include food or personal toiletries.
3. **Program fees are the resident's primary financial responsibility**
4. **It is the resident's responsibility to obtain pre-approval from staff for late payment and have agreement documented in personal file. Sanctions will be imposed for late payment.**

Sanctions may include, but not limited to:

- i. Inability to phase up
- ii. Loss of privileges
- iii. Additional on-site chores
- iv. Community Service

4. IF PAYMENT IS MORE THAN 3 WEEKS LATE, CRR MAY TERMINATE RESIDENT.

RANDOM URINE DRUG SCREEN POLICY

1. Residents are subject to random urine drug testing
2. Drug screening upon admission is at the discretion of CRR staff

SIGN IN AND OUT RULES

1. **Resident must sign in / out upon departure and upon return to residence.** All fields of sign in / out sheet must be completed to include Name, Date, Time Out, Estimated Return Time, Destination, Purpose of Sign Out, and Actual Time of Return.
2. **You are also expected to journal your day upon return.**
3. You may sign the in/out form no more than 15 minutes before departure.
4. Resident will sign in immediately upon entry to residence.
5. Do not leave residence with more than \$20
6. **Adjustment Phase and Phase One residents must be accompanied by another house member, at all times, unless at work or searching for a job or on pass.**

CELL PHONE LIMITATIONS

1. **No Phones! during In-House meetings or Counseling Sessions.**
2. **No Phones! during any AA/NA Meeting.**
3. **YOU ARE NOT ALLOWED TO DOWNLOAD OR USE ANY SOCIAL MEDIA SITES.**

SEARCH AND SEIZURE POLICY

1. Resident is subject to search at any time by staff member.
2. **No alcohol, drugs, synthetic drugs, or weapons are permitted on premises.**

GENERAL/COMMON SENSE RULES

1. No loud music in the house or in your vehicle.
2. No smoking allowed in the residence. Smoking in outdoor designated smoking area only.
3. No food or drink allowed outside dining/kitchen area.
4. Abide by the speed limit. Be safe!
5. No pornographic material.
6. No resident will have any part of their body tattooed or pierced while in CRR.
7. House keys will be issued by Senior Resident.
8. Do not remove any property of Chance Residential Recovery from the residence. Resident is personally responsible for the immediate repair or replacement of property missing or damaged.
9. Residents are not allowed to burn candles in the residence.
10. CRR staff may impose other rules or regulations on an individual.
11. DO NOT bring expensive, unnecessary items to recovery. Do not put anything on the walls.
12. **Some prescribed medications may need to be kept in a locked container.**

DO NOT START A NEW RELATIONSHIP WHILE IN THIS PROGRAM.

DO NOT GET ANY TATTOOS OR PIERCINGS WHILE IN THIS PROGRAM

VISITORS/TRANSPORTATION

1. No visitor(s) are allowed on premises or inside the house ever.

- 2. Residents must provide staff with name, license number and proof of registration and insurance from anyone providing him transportation. Resident must receive approval from staff or be dismissed from residence.**
3. Co-workers, sponsors, or other approved individuals providing transportation must stay inside their vehicle.
4. It is the resident's responsibility to explain to his ride there is to be no horn blowing, no loud music, no erratic driving. Not following these rules will result in resident having to find another form of transportation.

This is common courtesy to neighbors.

5. If deemed necessary, any meetings with family members and counselors will be pre-approved by staff and possibly conducted with staff present at a pre-determined location. *Failure to abide by this rule will result in dismissal with no fees refunded.*
6. Accepted methods of transportation include: Walking, bicycle, city transit system, taxi, co-worker, staff member or use of personal vehicle with proof of current driver's license, tag and auto insurance.

DRESS CODE

- 1. No shirts or hats advertising alcohol/drugs/cigarettes may be worn.**
2. Shirts and shorts or pants, must be worn at all times.
3. Appropriate attire suggested for job search. Clean polo shirt or button down shirt, khakis or jeans.
4. Knives used for work should not be worn in the residence.

Monday – Friday

Residents must be out of bed and dressed by 8am at the latest.



**Saturday and Sunday
– Out of bed by 10am!
Clean house.**

Sweep and mop the floors. Clean bathroom and wash your sheets each Saturday morning.

HEALTH AND SAFETY/INFECTIOUS DISEASE PRECAUTIONS

1. Residents will wash hands before/after eating and after using the toilet.
2. Residents will take a minimum of one bath or shower daily.

Rooms/Individuals will be assigned and responsible for the following:

3. Refrigerator will be cleaned out every three months or more often if needed.
4. Bed Linens will be washed at least once a week.
5. Floors will be swept, mopped and/or vacuumed at least once a week and more frequently if needed.
6. Bathrooms will be disinfected at least once a week and spray the shower with bleach/water mix after showering. More often if needed to maintain cleanliness.
7. Yard maintenance.
8. CHORES WILL BE ASSIGNED BY SENIOR STAFF MEMBER or CRR Staff
9. Gloves must be worn in incidents of blood or urine exposure.
10. All residents will know where fire extinguishers are located and educated on how to use them.
11. Outdoor grills should be used at least 10 feet from building.

Failed House Inspection:

The room/individual responsible will perform 4 hours community service/house chores for each sanction and be placed on weekend restriction.

MEDICAL CARE

1. Chance Residential Recovery assumes no responsibility for your doctor bills, hospital expenses or any other costs resulting from an accident or injury that may occur during your program stay.
2. Resident agrees to hold CRR, its Staff, agents, and employees harmless.
3. Resident further agrees that none of them, individually or collectively, will incur any liability, financial or otherwise, in case of accident or injury.
4. Resident understands that he is entering Chance Residential Recovery program at his own risk.

Good News Clinics

Medical Clinic in Gainesville, Georgia
810 Pine St, Gainesville, GA 30501

Hours: 8:30AM–5PM

Phone: [\(770\) 503-1369](tel:(770)503-1369)

The Good Shepherd Clinic of Dawson Co.

200 Dawson Commons CIR Ste.220
Dawsonville, GA, 30534

Phone: [706.429.9914](tel:706.429.9914)

Avita Community Partners-Drug Abuse/ Addiction Center

2318 Browns Bridge Rd
Gainesville, GA 30504
678-207-1180

Or

1314 W Ridge Rd
Gainesville, GA 30501

Avita Community Partners-Mental Health Clinic

906 Interstate Ridge Dr.
Ste C
Gainesville, GA 30501
678-997-2010

Avita Services

PSYCHOEDUCATIONAL CLASSES AND COUNSELING

Avita offers short-term individual, family, and group educational and counseling services to help you and your family acquire knowledge and self-help skills for coping, problem solving, and recovery. Daily group sessions and classes are available that teach living skills, anger and stress management, self-esteem boosters, and parenting skills.

REHABILITATION AND COMMUNITY SUPPORT

If you're facing an addictive disease, rehabilitation and community support services are available to help you manage your illness, improve your quality of life, and be as independent as possible. Avita personnel offer help managing daily activities such as coordinating care, nutrition planning, budgeting skills, and more. Assistance with fulfilling vocational or employment goals is also available.

EMPLOYMENT SUPPORT

The Avita employment specialists can help individuals facing addictive disease identify strengths, learn job skills, pursue interviews, and support them in succeeding at their job. Employment may only be a few hours per week up to full time employment. Our staff works with a variety of employers including banks, hospitals, food service operations, retail sites, manufacturing companies, and more.

MEDICAL

Depending on treatment needs, medical services may be available including physician and nursing care, medication management, and pharmacy services.

PRESCRIPTION MEDICATION POLICY

1. Resident must assume sole responsibility for his prescription medications.
2. Keep medications in resident's dresser drawer or in lock box at all times.
3. Prescribed medication must not be discontinued without the written authorization of a medical doctor.
4. Medication taken, must be prescribed and approved by Chance Residential Recovery, and a medication list kept in your file. IT IS MANDATORY TO REPORT ALL MEDICATIONS YOU ARE TAKING TO STAFF.
5. Supervising Officer will be notified in monthly report of any failed drug screens.

FORMS YOU ARE REQUIRED TO TURN IN AT HOUSE MEETING ON SUNDAYS (IF APPLICABLE)

1. Weekly Progress form will be filled out with director or intake coordinator whenever you are asked
2. Daily Sign In/Out forms
3. Therapeutic pass requests
4. Community Service/Sanction forms (if applicable)
5. Show 12-Step journals or turn in assignment

Failure to turn in forms will result in sanction and therapeutic pass will not be approved if request is not turned in on time.

ANY OF THE FOLLOWING MAY RESULT IN IMMEDIATE EXPULSION/EVICTION AND NOTIFICATION TO SUPERVISING OFFICER

1. Staff will notify the parole/probation officer or referring agency immediately by phone followed by emailed letter, no later than the next business day, if Resident is discharged from program.
2. The following violations could result in immediate discharge based on circumstances and careful consideration by CRR Staff. The following offenses will be reported to probation officer or referring agency in the monthly report
 - a. Failure to agree to testing
 - b. Stealing
 - c. Possession of any weapon
 - d. Violence or threats
 - e. Unauthorized visitor on premises
 - f. Dishonesty
 - a. Possession or use of drugs and/or alcohol
 - b. Failed drug screen

If discharged, participant has 5 days from day of expulsion to remove all personal possessions. After one-week period, items will be disposed of.

If resident disagrees with drug screen result he may submit to a drug test at ARCPoint Labs in Gainesville/Dawsonville and pay for said test.

\$35 Urine

\$45 Saliva

Or have blood test at local health care facility at resident's expense

*Take care of your brothers in recovery.
LIFT ONE ANOTHER UP. Your strength
is as strong as your therapeutic
community.*

UTILITY USE

Please be aware of the amount of electricity you are using. Use **cold water** when washing laundry. **Clean the dryer vent after EACH USE to prevent damaging heater coils in dryer OR STARTING A FIRE.** Turn off Lights and set thermostat at 74 degrees in summer and 70 degrees in winter.

CRR accepts responsibility for \$200 of monthly electric/water bills and will provide for cable service.

Any electric bill amount over \$200 will be divided among residents and paid by residents equally.

One Month Adjustment Phase

The following information details guidelines and what is expected of you during the first month (adjustment period) of your participation.

Case by Case basis-phone may be withheld.

JOB SEARCH / UNEMPLOYED RESIDENTS

1. Unemployed residents must obtain a full-time job within 2 weeks (Minimum 36 hours per week)
 - A. Unemployed residents must be out of the house by 9A MONDAY – FRIDAY to search for a job and return by 5P.
 - B. Resident must complete a “Job Search” form each day.
 - C. Continued unemployment after two weeks requires a meeting with CRR staff and may lead to dismissal from residence.
2. **All employment and changing of jobs must be approved by CRR Staff. ALWAYS TURN IN A 2 WEEK NOTICE!**
 - A. Work hours should coincide with resident curfews. Any schedule outside these hours must be approved by CRR Staff.
 - B. Establishments that serve alcohol by the drink must be approved by staff.
 - C. **Family, wives, or friends may not provide transportation to and from residence unless approved by Intake Coordinator.**
3. Self-employed residents must be able to show record of business history, if requested, to continue with self-employment.

CURFEW

Curfew is 7:00 pm Monday thru Friday. Saturday curfew 7pm following house cleaning inspection at 1230p. Sunday curfew 4pm for House Meeting. The exception is only when resident is attending an AA/NA MEETING with other residents or working. Residents must be in no later than 30 MINUTES of meeting conclusion.

Adjustment Phase and Phase One residents must be accompanied by another house member AT ALL TIMES unless at work or searching for a job.

SCHEDULE

M-F Morning Meditation

Attend NA/AA Community meetings per house schedule

Thursday evenings at 7p attend Counseling session

Saturday 7pm curfew

Sunday 4p House Meeting and curfew

LIGHTS OUT AND BEDTIME:

10P Sunday through Thursday nights.

Friday and Saturday nights at midnight.

COMPLETE ASSIGNED HOUSE CHORES

NO PASSES ARE PERMITTED THE FIRST MONTH

SPONSORSHIP/NA/AA Group Meetings

1. Obtain an AA/NA Home Group and a Sponsor during Adjustment Phase to move to Phase One.
2. Contact sponsor at least ONE DAY a week or contact as instructed by your sponsor. Work the STEPS!!!
3. Attend AA/NA Meeting per house schedule

Phase 1 (2 months)

Adjustment Phase Resident is eligible to move into Phase 1 after one month, if you;

1. Are successfully employed,
2. Have received no sanctions during last two weeks
3. Have obtained a sponsor and home group.
4. Are current with fees

YOU MUST MAKE AN APPOINTMENT WITH CRR STAFF TO PHASE UP.

CURFEW

Curfew is 7:00 pm Monday thru Friday unless at Community Meeting.

Saturday you may run errands after house cleaning inspection and must return by 7pm curfew. Have another resident with you at all times.

Sunday must be at 4pm house meeting and curfew at 4pm.

SCHEDULE

AA/NA MEETING with other residents per house schedule

M-F Morning Meditation

Thursday evenings at 7p attend Counseling session

Saturday Curfew 7pm (Be with another resident)

Sunday 4p House Meeting & curfew

LIGHTS OUT AND BEDTIME

10PM Sunday through Thursday nights.

Friday and Saturday nights at midnight.

COMPLETE ASSIGNED HOUSE CHORES on Saturday morning, inspection 1230p by house manager

Phase One residents must be accompanied by another house member ALWAYS, unless at work or searching for a job, or on pass.



One-night pass may be earned in Phase One.

If approved, you may leave after house chores on Saturday morning (noon) and return by 4pm for Sunday House Meeting. Request form **MUST BE TURNED IN AT HOUSE MEETING THE WEEK BEFORE YOUR PASS BEGINS.**

REMEMBER: Residents must turn cell phones OFF! during House Meetings, Counseling Sessions, and AA/NA Meetings

SPONSORSHIP/HOME GROUP

1. Contact sponsor at least one day a week or as instructed by your sponsor. Work the STEPS!!! Please Do not write in instruction books.
2. Attend AA/NA Meeting with other CRR members per your house schedule.

Phase 2 (4 months)

Resident is eligible to move into Phase 2 after two months, if you;

1. Are successfully employed
2. Have received no sanctions during the past two weeks.
3. Current on fees.

You must make an appointment with the staff to phase up.

CURFEW

8pm curfew MON-SAT AND 4PM ON SUNDAY FOR HOUSE MEETING.

The exception is only when resident is attending an AA/NA MEETING with other residents on scheduled nights. Resident must be in no later than 30 MINUTES of meeting conclusion.

COMPLETE ASSIGNED HOUSE CHORES

LIGHTS OUT AND BEDTIME

10PM Sunday through Thursday nights.

Friday and Saturday nights at midnight.

One-night pass may be earned in Phase Two.

If approved, you may leave after house chores on Saturday morning (noon) and return by 4pm for Sunday House Meeting.

This is an option every other weekend if current on fees and no sanctions within the last 2 weeks.

Request form MUST BE TURNED in the weekend prior to your pass.

REMEMBER: Cell phones **OFF** during House Meetings, AA/NA Meetings and Counseling Sessions. No texting during any AA/NA Meeting whatsoever.



SPONSORSHIP/NA/AA Group Meetings

1. Contact your sponsor at least one day a week. Work the STEPS !!!!!

2. Follow and attend meetings listed on your house schedule.

3. IF NOT CURRENT ON FEES, YOU WILL ABIDE BY PHASE ONE RULES or other sanctions applied by staff!!

Phase 3 (Five months to completion!)

Resident is eligible to move into Phase 3, if you;

1. Are successfully employed
2. You received no sanctions during the past two weeks.
3. Are current on fees

You must make an appointment with CRR Staff to BEGIN DISCHARGE PLANNING!

CURFEW

9PM CURFEW M-SAT AND 4PM ON SUNDAYS

SCHEDULE

Follow House Schedule. Attend AA/NA Meetings with group.

M-F Morning Meditation

Thursday Counseling 7p

Sunday House Meeting 4pm

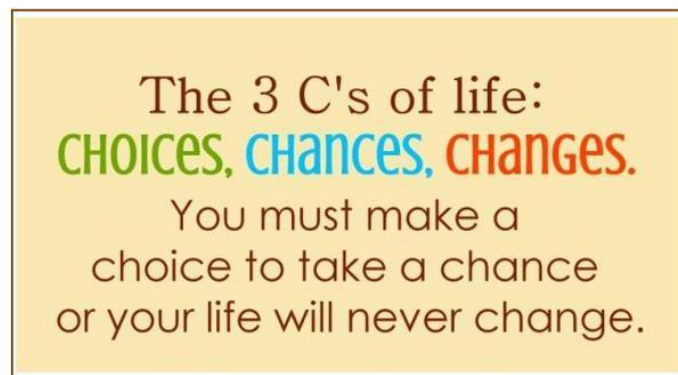
Continue to work STEPS

COMPLETE ASSIGNED HOUSE CHORES ON SATURDAY MORNINGS

LIGHTS OUT AND BEDTIME

10PM Sunday through Thursday nights.

Friday and Saturday nights at midnight.



This is YOUR TIME, YOUR RECOVERY.

THERAPEUTIC PASS

2 NIGHT Therapeutic Passes may be earned during Phase 3.

Request form MUST BE TURNED IN THE WEEK prior to your pass date.

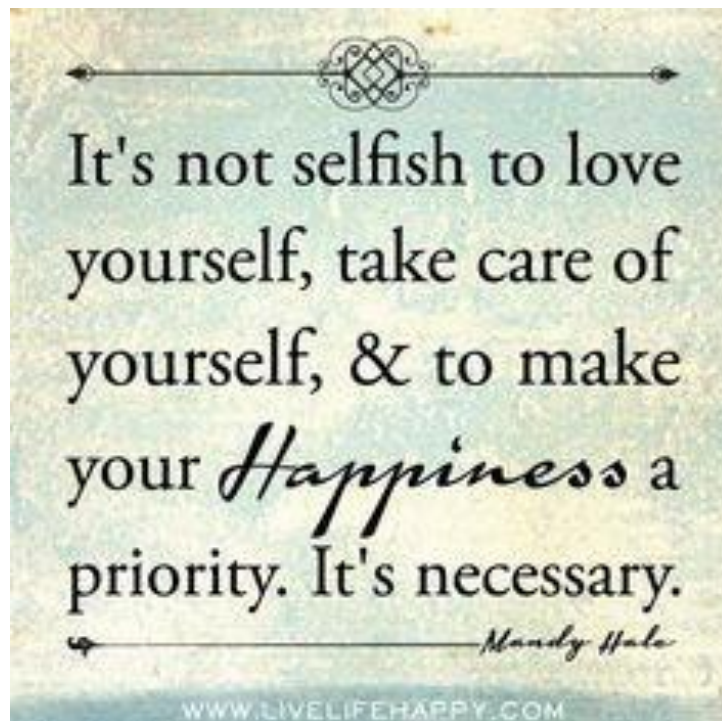
Sign out after paying fees and attending Friday NA/AA Community Meeting. Return by 4p House Meeting on Sunday.

Pass allowed every other weekend if fees are current and no sanctions within last 2 weeks.

Transition to Independence

*Congratulations at reaching this plateau!!
Well done.*

You will discuss your living arrangements and plans, before graduation, with your counselors and CRR staff. Your situation will be evaluated and assistance offered to help you find a stable and supportive environment when you leave us.



You must continue to distance yourself from any relationships that may jeopardize the progress you've made over the past year.

Chance Residential Recovery Abides by
Georgia Association of Residential Code of Ethics
Site/GARR ETHICS CODE

All counselors must abide by the relevant Code of Ethics for their own profession, i.e. Licensed Clinical Social Worker, Substance Abuse Counselor etc. to include but not be limited to the NAADAC Code of Ethics.

Procedures

1. GARR members should ensure that all employees of each site shall receive an orientation to the GARR and, as applicable, their own site's Code of Ethics and document their willingness to abide by these principles as a condition of employment.
2. Where applicable, the professional staff at each site shall review their own Code of Ethics annually, if different than that stated herein, for continued relevancy.
3. GARR members should ensure that admitted clients will receive an orientation to their rights and responsibilities including their right to receive ethical care. This shall be documented in the client record.
4. If a site has a website, either their and/ or GARR's Ethical Code shall be posted thereon.
5. GARR members should ensure that all clients are provided information during their orientation session of the process and steps the client may take to report any ethical or standards violations.
6. GARR members should ensure that no retribution, intimidation, or any negative consequences shall occur if a grievance or complaint has been filed.

Responsibility to Clients

1. A GARR and/or site member/ employee's primary obligation is to respect the integrity and promote the welfare of the client, whether the client is assisted individually or in a group relationship. In a group setting, the member/ employee is also responsible for taking reasonable precautions to protect individuals from physical and/or psychological trauma resulting from interaction within the group.
2. GARR members shall ensure that in any group counseling setting, the counselor must set a norm of confidentiality regarding all group participant's disclosures.
3. GARR members should ensure that if a client is already or has been in a counseling relationship with another professional person or entity, staff must attempt contact with them after obtaining proper releases for the exchange of relevant information. The contacts or attempts to contact must be documented in the clinical record.
4. GARR members should ensure that if a client's condition indicates that there is a clear and imminent danger to the client or others, all site employees must inform responsible authorities after consultation with his/her manager, Director, or supervisor.
5. GARR members should ensure that no site employee will solicit or accept any commission, fee, or anything of monetary value from clients, other related persons, or referral sources.

Confidential Information

1. While employed at any site and even thereafter such employment ends, the use of confidential information must never be disclosed to outsiders except with the client's written authorization or as allowed under Federal and/or state law.
2. No site employee or any GARR member may use, or permit others to use, confidential information, for the purpose of furthering a private interest or as a means of making a profit.
3. GARR members should ensure that all site employees act to prevent discrimination of any kind.
4. GARR members shall ensure that any former client will not be hired as an employee at any site unless a significant period of time has elapsed. A minimal 1 (one) year period should be clearly stated in the site's policy and procedures regarding employment of former clients.
5. GARR members shall ensure that all program associates refrain from engaging in any dual relationships for a minimum of 2 (two) years. If a more restrictive time frame is listed in an employee's professional ethics code, then that time frame shall apply.

Ethical Conflicts

GARR members and their employees shall excuse themselves from taking an active part in treatment plans of relatives, close friends, and/or business acquaintances.

1. GARR members and their employees may participate in political activities on their own time and in accordance with their individual desires and preferences, but it must be clear at all times that they are doing so as individuals and not as representatives of GARR or their organization unless specifically agreed to by GARR or their site director.

Responsibility to Colleagues

1. GARR members and site employees having knowledge of unethical practices on the part of another colleague shall report such practices to the site Director and/or, as needed, to the colleague's professional ethics board.
2. GARR members and site employees should not use the workplace for proselytizing religious, political, or economic issues.

Marketing Ethics

1. No GARR member/ site shall not knowingly make marketing claims or create any advertising that contains:
 - False or misleading statements or exaggerations
 - Testimonials that do not truly reflect the real opinion of the involved individual
 - Price claims that are misleading
 - Therapeutic strategies for which licensure and/or counseling certifications are required but not applicable at the site

RESIDENT RIGHTS

1. Each resident has the right to humane treatment and habitable environment that affords reasonable protection from harm, exploitation, and coercion. The resident will be spoken to with respect, by staff and other residents, without concern regarding verbal abuse.
2. Each resident has the right to confidentiality in regards to anything they may inform staff members regarding another resident, unless staff is legally bound to break such confidentiality.
3. Each resident has the right to be free from physical and verbal abuse.
4. Each resident has the right to be informed about their plan of care and to informed about any changes, if applicable.
5. Mandated residents have the right to transfer to another program if their probation officer approves the transfer request.
6. Non-mandated/Self-admitted residents have the right to terminate their residency at any time.
7. Each resident has the right to choose whether or not, they receive individual counseling.
8. Each resident has the right to ask any questions, at any time, about what we do during the group session or meeting, and to receive answers that satisfy them.
9. Each resident has the right to refuse recording of any session, if any, when a group leader or counselor asks to do so.
10. Upon completion, each resident has the right receive a Certificate of Graduation from CRR.
11. Each resident has the right to have and obtain personal property, which does not jeopardize the safety of the resident or other residents or staff and have such property treated with respect.
12. Each resident will have access to mail service, use of telephone.

HOME SCHEDULE

SUNDAY: 4PM MEETING AT DUCK THURMOND
NO PHONES ALLOWED

M-F MORNING MEDITATION

M-F see house schedule posted at residence

WHEN PRE-PLANNED, ENTIRE GROUP
will participate in outings

THURSDAY 7PM COUNSELING GROUP

SATURDAY: Errands/shopping
Therapeutic Pass if earned

Work Steps. Call Sponsor if you need support.

*Key these important numbers
into your phone*

OFFICE	470-253-8018
CHANDLER GAINES	678-677-9601
TRACY LAY WHITE	770-287-9500

POLICIES AND PROCEDURES
GRIEVANCE PROCEDURE

POLICY

Residents and staff of CRR have the right to file a grievance against a CRR staff member.

PURPOSE

Residents and staff have the right to a safe, therapeutic environment without fear of speaking out about their rights.

PROCEDURE

1. Any resident who observes, or has substantial reason to believe that, staff or a volunteer has engaged in unethical behavior in violation of the policies of CRR or in violation of resident rights has the right to submit a grievance to the director of CRR.
2. The person initiating the grievance should request a *Grievance Form*. Complete the form and submit it to the Intake Coordinator, a Counselor or directly to the director of CRR. The Intake Coordinator or the counselor will then forward the grievance to the director.
3. The director will schedule a meeting with the complainant, a counselor and the Intake Coordinator to discuss a resolution.
4. The director will respond in writing to the grievance within 5 working days of the submission.
5. Every effort will be made to find a satisfactory resolution for the resident. The decisions of the owner are final.
6. The resident or staff member may also contact the State Composite Board (for Licensed counselors, LPC, LAPC, LMSW, LCSW, LMFT) or the Georgia Addiction Counselors Association (for Certified Addiction Counselors, CAC) to initiate a grievance against an individual counselor.