



Women's Resident Admission Form

Name: _____ Date of Admission: _____

Current Medications: _____

Current Legal Problems: _____

Emergency Contact Name: _____ Phone Number: _____

What was the last treatment facility you were admitted to? _____

Sobriety Date: _____

Drugs of no choice: _____

I, _____, am committing to at least 90 days at the Addiction
Directions Sober Living Home.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date

Payer Name: _____ Payer Phone Number: _____

Payer Address: _____

Payer Relationship to Resident: _____



Rules & Expectations

1. No push pins or any other device that will cause damage to a wall, door or other house surface. ____ (initial)
2. Always lock all doors when leaving the house. The front doors DO NOT automatically lock when shut. You must push the 'lock' button in the middle of the keypad to lock the door. Always check to make sure the electronic lock operated correctly. The code to the front doors will change periodically; you will be notified of the change. ____ (initial)
3. No food in bedrooms or upstairs. ____ (initial)
4. No weapons of any kind are allowed (this does not include normal pocket knives). ____ (initial)
5. No halogen lamps, candles, incense or other open flame fire hazards are allowed. ____ (initial)
6. Bedrooms AND common areas to be kept in Zen like manner at all times. Zen like = perfectly clean and tidy at all times. ____ (initial)
7. No aggressive behavior towards anyone or anything. ____ (initial)
8. Quiet hours are at 10 PM every night. The noise level in the house must be acceptable to EVERYONE in the house. At midnight on every night of the week, all televisions, radios, iPods, computers, etc. must be turned off and residents in bed. ____ (initial)
9. Residents must submit to a UA or BA whenever asked to by Addiction Directions staff. Refusal to submit a UA or BA is grounds for immediate eviction from the house ____ (initial)
10. Residents must be up with beds made at 7:30am Monday thru Friday. ____ (initial)
11. Computers: no pornographic or gambling sites allowed. Also no illegal downloading of music, movies or other data. No installation of any software is allowed without prior consent of Addiction Directions staff. ____ (initial)
12. The weekly house meeting begins at 6:00pm every Monday and is mandatory. Only extreme cases (such as serious illness, family emergency, vacation planned in advance, etc.) will be acceptable as a reason for missing the weekly house meeting. Work, meeting with a sponsor, doing step work, studying, etc. are not valid reasons for missing the weekly meeting ____ (initial)
13. No smoking inside the house the house. The back deck is the preferred place to smoke. Always discard your cigarette butts in the ash buckets ____ (initial)
14. Residents will always keep personal belongings in their rooms, stored neat and Zen like ____ (initial)
15. We suggest you do not bring valuables in the house. Expensive watches, jewelry, electronics etc. are allowed at your own risk. Addiction Directions has no responsibility for your personal belongings ____ (initial)



16. Each resident will attend at least five 12 step meetings per week, on five different days of the week. All residents are required to have meeting attendance sheet signed by the chair-person, and not each other. Attendance sheets are to be turned in weekly at house meeting. Treatment Aftercare, service commitment & Re-Hab speaker meetings ____ (initial)
17. Curfew: Every resident must be in the house by 11pm every week night, and by 12pm on weekends. Weekends are Friday & Saturday. ____ (initial)
18. You will be sharing a bathroom and hot water heater with several other residents at one time; please be thoughtful of your housemates. Residents are not to take baths or extended showers. ____ (initial)
19. Whenever a resident notices behaviors in another resident that are not conducive to a life of recovery this must be brought to their attention immediately. We will work from the place of giving others considerations. Each member of the house is obligated to give these considerations; each member is also obligated to listen to these considerations. ____ (initial)
20. No gossip. Our definition of gossip is: talking negatively about someone while they are not physically present to hear what you have to say. If you have issues with another resident talk directly to that resident. Addiction Directions staff will be available to facilitate this process if necessary. ____ (initial)
21. Repairs: No resident is to repair or attempt to repair any part of the house. If there is a maintenance problem please notify the manager by writing the problem on the board outside of their room. If there is a maintenance problem which requires immediate action (water leak, utility outage etc.) write the problem on the maintenance board AND contact Addiction Directions staff immediately. ____ (initial)
22. Each resident is responsible to confront other residents whom they know to have broken any rules and also must report these incidents to Addiction Directions staff ____ (initial)
23. Steel on Steel: each resident must be in a 'steel on steel' group within the house community. This self-sufficient group is to be held at least once a week with every member of the group present. The form for the steel on steel group must be filled out and turned into the house manager every week ____ (initial)
24. Leaves of absence: Overnight, weekend or longer passes may be obtained. These must be pre-approved at least one week in advance by Recovery Advocate and House Manager. Weekend passes are for one weekend a month except for the second weekend of the month allowing all residents to attend the speaker meeting at MHR. These passes will be considered on a case by case basis. ____ (initial)
25. Sponsorship: Each resident has one week upon admission to obtain and maintain a relationship with a 12 step sponsor. Your sponsor must also have a sponsor and be



- actively working the steps. If Addiction Directions finds this chosen sponsor to not be suitable then you may be asked to find a new one. If you decide to fire your sponsor, you must have already found a replacement. ____ (initial)
26. Work/volunteer work: Each resident has 2 weeks upon admission to find employment or perform 20 hours of volunteer work per week while seeking employment. ____ (initial)
27. Residents may not quit a job without first securing a new one. There will be no lapse in employment or volunteer work. ____ (initial)
28. Chores: Each resident must complete daily or weekly chores on time and chores are to be done with excellence. Daily/weekly chores will change every week. The house manager will decide what your chores are, post them, and ensure they are being performed. ____ (initial)
29. The rules of the house come before your job, your sponsor or your family. You must find a job, a sponsor etc. that will ensure that you are able to follow the house rules. ____ (initial)
30. Bars/clubs/adult oriented businesses: Residents are NOT allowed to visit a bar of any kind, club of any kind, adult oriented business of any kind. NO EXCEPTIONS OF ANY KIND. ____ (initial)
31. No horseplay or rough housing allowed. ____ (initial)
32. Visitors: No male friends or companions are allowed in the house. Family members are always welcome. ____ (initial)
33. The house manager is in charge. If you choose to live in the home, you are choosing to have this individual be an authority over you; their instructions will be followed. ____ (initial)
34. Grievances: Grievance Report forms are found in the internal mail box system. Please file a grievance only if you feel you have exhausted all other forms of compromise. Once filled out you must personally hand this document to the house manager, and they will attempt to resolve the issue. If there is no agreement reached at that time, Addiction Directions staff will have 24 hours to formally respond to the grievance (unless the nature of the problem demands a more immediate response). A formal response is a written response along with a verbal talk. If at this point an agreement is still not reached, Addiction Directions will consult with its board of governors on the matter and another offer of compromise or solution will be made within 24 hours. Abuse or game playing with this service will result in the resident being asked to leave the home. ____ (initial)
35. After discharge, residents have three days to remove all of their personal belongings from the house. After three days, the belongings will be donated to charity and funds will be taken from the residents deposit to cover the expense of handling these items. ____ (initial)



- 36. Residents are allowed to use Protein & Creatine as work out supplements only. _____ (initial)
- 37. Residents are required to fill out a daily tracker, outlining what they do each day until they find employment. _____ (initial)
- 38. Each Resident is required to attend their respective **After Care Group**. This group is considered one of the weekly meetings. _____ (initial)

Grounds for Immediate Eviction from House

- 1. Relapse. Addiction Directions understands the nature of addiction very well and we know that relapse is commonly a part of recovery, not a failure; however the safety of our house residents must come before any individual who relapses. If an individual can maintain sobriety after being evicted we will decide on a case by case basis when and if that individual may re-enter our program if she wants to. _____ (initial)
- 2. Violence/verbal threats; no violence or threat of violence will be tolerated. _____ (initial)
- 3. Bringing alcohol/drugs or weapons on premises; this will not be tolerated _____ (initial)
- 4. Continued violations of rules after being given considerations by residents and/or Addiction Directions staff. _____ (initial)
- 5. Refusing to submit a UA or BA. _____ (initial)
- 6. Violating the house rules concerning male visitors. _____ (initial)
- 7. Knowing of another resident drinking/using and not IMMEDIATELY informing Addiction Directions staff.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



PROBATION PERIOD AND PROBATION

1. Every new resident will be on probation for their first 3 weeks in the house.
2. Residents may get off probation after 3 weeks if they have a sponsor, a home group, a job or volunteer work and have been fulfilling their commitments at the house.
3. If a resident loses their job, loses their sponsor, fails to be a member of a home group or violates house rules, they will be placed on probation until they are compliant, no matter how long they have resided in the home.

PROBATION DEFINED

1. Curfew is at 9:30 PM every night of the week.
2. No overnight or longer passes are allowed.
3. Resident will be assigned extra chores.
4. Resident must attend 7 meetings a week, on 7 different days with attendance sheet turned into the house manager on Monday at meeting (resident will be fined if this is not adhered to).

FINE SYSTEM

1. Fines for violating house rules are \$20.00
2. Any rule violation is subject to be fined.
3. The house manager will be in charge of fines, and will use their own discretion. If you are fined you must pay your *in cash* within 24 hours. If a resident receives more than four fines in one week the resident will be asked to leave the home.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



Release of Information

Addiction Directions sober living homes make every effort to combat its resident's disease. Our staff will be in frequent contact with resident's family members or other sources of support. By signing the below release you, the resident, authorize Addiction Directions staff to contact the following people and discuss your progress in our program.

Printed Name of Contact	Type of Relationship	Phone Number
Printed Name of Contact	Type of Relationship	Phone Number
Printed Name of Contact	Type of Relationship	Phone Number
Printed Name of Contact	Type of Relationship	Phone Number
Printed Name of Contact	Type of Relationship	Phone Number

Resident Printed Name	Resident Signature	Date
Staff Printed Name	Staff Signature	Date



Urinalysis Consent

I, _____, understand that by being a Resident at the Addiction Directions sober living home I must submit to UA's whenever Addiction Directions staff request it. I understand that refusal to submit a UA can and will mean that I will be evicted from the home immediately.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date

Twelve Step Sponsor Understanding

I, _____, understand that in order to be a resident of Addiction Directions sober living house each resident must obtain and maintain a relationship with a sponsor. Addiction Directions staff will communicate weekly with each resident's sponsor to ensure that each resident is in fact engaged in this type of relationship and to attempt to keep everyone involved with the resident's sobriety well informed.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date

Work / Volunteer Work Understanding

I, _____, understand that in order to be a resident of Addiction Directions sober living house, each resident must obtain and maintain gainful employment or perform at least 40 hours of volunteer work per week. Addiction Directions staff will verify that this employment or volunteer work is a reality for each resident. Addiction Directions understands that this could be harmful for a resident's employment and the utmost tact will be used in performing this accountability function for our residents.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



**Agreement of Understanding:
The Environment of a Sober Living Home.**

I, _____, understand that living in an environment like the Addiction Directions sober living home can be somewhat hazardous. People in early sobriety are at great risk of relapse and other undesirable behaviors. Theft, violence, emotional/verbal abuses are likely to occur at some point. I understand that I am entering into this type of environment with people, who like me, are just beginning to learn how to live soberly and spiritually. Although Addiction Directions will do everything to avoid these situations, Addiction Directions is not responsible for any stolen personal property, physical or mental harm or anguish.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date