



"Sober living for Homeless Hoosiers"

Resident Handbook

"We are glad you are here."

"You never have to pick up another drink or drug, even if you want to".

**Created by Katie during her 2012-2013 Winter Internship*

Mission Statement

Pathway's mission is to provide housing with supportive services to homeless men and women with substance abuse and mental illness so they may become clean and sober, stable, financially self-sufficient, and begin healthy, independent living following placement in safe, affordable, substance-free permanent housing.

The AA Promises

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

The Promises can be found on page 83-84, of the **Big Book, Alcoholics Anonymous.**

2135 North Alabama Street
Indianapolis, IN 46202
Office: 317 926-8557
Resident Phone: 317 926-5589
Website: PathwaytoRecovery.org
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Who Pathway Helps

Any homeless man or woman with an alcohol and/or drug abuse issues with a willingness to be clean and sober, with or without a mental health issue, in need of a residential program who meets the following criteria may apply:

1. Must be 18 years age or older.
2. Must lack a permanent night-time residence to establish homelessness.
3. Must have identifiable alcohol/drug problem and need a residential program.
4. Must be detoxed from life threatening substances.
5. Must be psychiatrically stable if on psychotropic medications, and willing to comply with a mental health treatment plan, taking medications as directed and attending all appointments.
6. Must be willing to participate in all program activities and in the judgment of staff be suitable for the program.
7. Must be willing to cooperate with staff to develop an acceptable Recovery Action Plan and consistently work toward meeting goals.
8. Must commit to a minimum (90) day stay and agree to give a 2 week notice if considering self-termination.
9. Must agree in writing to abide by all house rules and regulations of the Pathway program.
10. Must agree to seek and maintain employment during residency, unless legally disabled, whereby must agree to participate in volunteer work.
11. Must agree to be responsible for payment of rent based on income, not to exceed \$100 per week.
12. Must agree to submit proof of income and adhere to budget and savings plan and keep cash and cards in office and work with staff on prioritizing expenses ie "needs vs wants"

Doing Your Part

1. **RESIDENCY:** To remain at Pathway at least (90) days. To give a 2 week notice prior to moving. To pay a weekly rent charge based on income. Any unpaid rent will be deducted from personal funds.
2. **RECOVERY:** To stay clean and sober throughout your stay (excluding approved prescribed medication). To turn in all medication and take all medication as directed. To participate in random drug screens as requested by staff. To actively focus on developing a recovery program including getting and using a sponsor and attending all required groups and meetings.
3. **RELAPSE/ TERMINATION:** To refrain from entering property intoxicated or under the influence due to risk liability; noncompliance can result in prosecution for trespassing. To remove personal property and belongings from Pathway immediately upon discharge (with the exception of entering property intoxicated). Unclaimed property will be discarded after 30 days. Any unpaid fees including rent, property storage and property removal fees, will be deducted from personal funds locked in safe, accessible only by Executive Director.
4. **RULES:** To become familiar with and follow all house rules. To complete all assigned house chores and written assignments. To return home by curfew. To personally call staff if an emergency prevents you from returning home at the designated time. To only go where you signed out to go and contact staff BEFORE you alter plans. To provide staff with your whereabouts at all times.
5. **EMPLOYMENT:** To be actively employed, actively in a training or education program, or actively seeking employment. To complete proof of employment form when hired. To follow all employment leads and referrals and be prepared to register with the Indiana Employment Training Center. To not terminate employment without first discussing with staff.
6. **INTERACTION:** To treat and communicate with dignity and respect towards all staff and residents. To avoid romantic and or over involvement with other residents.
7. **GOALS:** To provide a copy of any treatment plan from other programs. To work with staff to design an acceptable Recovery Action Plan and consistently work toward meeting goals. To accept and attend all referrals made by staff to other agencies. To work toward achieving a successful discharge focused on the following common goals related to recovery, emotional stability, financial self-sufficiency and safe affordable substance free permanent housing.

What does Pathway Expect?

MEETINGS, GROUPS, ACTIVITIES AND REPORTS

1. You are required to **learn and comply with all program rules** and all requirements listed below – in addition to the house rules
2. **First 30 days:** You are required to attend **3 Groups or Meetings each day (one must be a 12 step meeting)**. This can be the morning meeting, the afternoon group and the nighttime group or meeting. You must also attend Relapse Prevention, the House Meeting, the step workshop, and the Sunday check in group. These all count toward your 3 daily groups or meetings. This will complete the first 30 days of your 90 meetings in 90 days.
3. **Days 31-90:** This is when you continue to work toward your 90 meetings in 90 days. You need to attend **60 AA, NA or CA 12 step meetings during this time. These are 12 step meetings, NOT Pathway groups. You must also attend the following Pathway groups:** 1) Tuesday or Thursday Relapse Prevention, 2) Wednesday House Meeting, 3) Friday afternoon step workshop, and 4) Sunday evening check in group. These four groups are required in addition to your 90 in 90. You are required to get a sponsor during your second month and begin using them regularly by your 90 days. (See staff if you need help with this).
4. You are required to submit a **weekly Progress Report every Wed night**.
5. You are required to keep an **Group/Meeting Sheet** updated daily to verify your attendance at all required groups/meetings.
6. **Day and Overnight Pass Request:** Passes are a privilege for residents complying with rules, working a recovery program, using a sponsor and showing incentive and responsibility. Passes begin with a few hours and can transition to overnight, however they should always begin supervised with support. You must submit your pass request in advance with details of who, when, where and why.
7. You are required to document all job seeking activities daily on **Job Form**.
8. You are required to get staff initials to sign in and out on your **Group/Meeting Sheet during your first 30 days**. (This is in addition to signing in and out in the general sign out book).
9. **YOU MUST ALWAYS SIGN IN & SIGN OUT.** You are required to be only where you signed out to go. If you wish to change place, you must contact staff on the office phone 926-8557 for permission to alter plans, otherwise you jeopardize future passes.
10. You are required to adhere to all curfews: **Sun-Thurs - 10pm, Fri-Sat - 11pm**
11. If unemployed, you are required to complete **extra chore duties** assigned by staff. Extra chores will be assigned if you fail to submit required written work.
12. Your **chores must be completed daily**.

MONEY, ATM CARDS, ETC

13. You are required to **turn in all money, ATM Cards, debit cards, checkbooks or ANY other means to access cash or credit.** Future financial freedom will be on an individual basis related to responsibility, compliance with rules and recovery progress.
14. You are required to **present your paycheck prior to cashing it** or your voided check if direct deposited, to staff. You must adhere to a budget plan, account for all expenditures, and comply with all rent and financial contracts.
15. If unemployed and eligible, you are required to sign up for trustee assistance.
16. **Residents should not loan money to other residents** without permission from staff. Doing so will result in restrictions for both residents.

PHONES, COMPUTERS, NOTEBOOKS AND ELECTRONIC DEVICES

17. **Do not loan your phone, computer or other communication device to other residents.** Doing so will result in restrictions for both residents.
18. **Cell phones, tablets, laptops, etc. must be kept in office until Recovery Plan goals have been met. (i.e. sponsor, home group, stepwork, etc.)** If you need to make or receive a call or communicate with someone by these means, let staff know.
19. Use, restriction and possession of devices with email, text or communication capabilities will be at the discretion of staff on an individual basis.

MEDICATION

20. All medication, including over-the-counter, must be stored in the office and taken as prescribed or directed. **No Medication, vitamins, or any over the counter medicine of any kind is permitted outside of office or in bedrooms.**

Grounds for Termination

1. Evidence of **drug and or alcohol use** or refusal to participate in random drug screen per staff request.
 2. **Smoking** in non-designated areas.
 3. Possession of prescription or non-prescription **medication outside designated area.**
 4. **Threatening, intimidating or aggressive behavior will not be tolerated, both verbal and physical are grounds for termination.**
 5. **Arrest**, incarceration, or failure to comply with legal responsibilities.
 6. Evidence of self-destructive behavior and **refusal to accept referral** to outside agency deemed appropriate for resident's specific situation. i.e., suicidal gestures, self-mutilation, refusing referral requested by staff, etc.
 7. Initiating, reciprocating, or participating in **romantic involvement** with another resident.
 8. Refusal or failure to comply with house rules, regulations, guidelines, excessive rule violations, failure to comply with curfews, or failure to return at designated times.
 9. Refusal or failure to participate in house program activities, including house meetings, AA/NA meetings, groups, chores; etc.
 10. Failure to cooperate with staff to design an acceptable recovery plan or refusal or failure to consistently work toward goals listed on recovery plan.
 11. Failure to acquire and maintain employment. i.e. lack of consistent effort in job search, absenteeism, quitting employment without staff permission, etc.
 12. **Failure to pay rent** according to budget plan or rent balance exceeding one month.
 13. Participating in any activity which can bring harm directly or indirectly to persons or property.
- ❖ **In the event a resident exhibits the above actions, the resident will be asked to meet with staff to discuss consequences or termination from Pathway.**

House Rules

It is your responsibility to learn the rules and ask for help if you do not understand them. Repeated violations of the house rules may result in termination from Pathway. In recovery, we must learn to change our behaviors and attitudes to meet the conditions around us, rather than expecting the conditions around us to change to meet our behaviors and attitudes. Our primary purpose is to provide an atmosphere of recovery, respect, and courtesy for all Pathway residents.

SIGNING IN AND OUT AND CURFEW:

1. All residents are required to sign themselves in and out when coming and going.
2. Curfew is: 10pm Sun-Thurs, 11pm Fri & Sat

LATE NIGHT PASS

3. A late night pass can be requested in advance for Fri and/or Sat by completing a progress/pass request form on Wednesday night. It is your responsibility to make sure your late night pass has been approved before you leave.

DAY PASSES:

4. **Day passes are a privilege and must be earned by the following:**
 - You must be following **ALL** Pathway rules and policies. ie. have a sponsor, attending all meetings and groups, complete all chore assignments and your rent must be current, all verified by staff.
 - You must submit a Pass Request Form for approval by Wed night.
 - Your Pass Request Form must include name, address and phone number of the person you are visiting, and the time and date you are leaving and returning. Staff must also meet or talk to that person.
 - You must call staff if circumstances change or if you are going to be late. Your plans cannot be in conflict with your recovery program.
 - Pass approvals will be posted Friday morning and a pass follow-up form must be completed upon returning from pass.

OVERNIGHT PASSES:

5. **Overnight passes are a privilege and must be earned by the following:**
 - You must have taken a day pass visiting the same person without incident.
 - You must have a sponsor, attend all meetings and groups, complete all chore assignments and your rent must be current, all verified by staff.
 - You must submit a Pass Request Form for approval by Wed night
 - our Pass Request Form must include name, address and phone number of person you are visiting, and time and date you are leaving and returning. Staff must also meet and talk to the person.
 - You must call staff if circumstances change or if you are running late. f. Your plans cannot be in conflict with your recovery program.
 - When taking an overnight pass, request enough medication for your pass.

6. In order to adjust to Pathway, **no overnight pass will be granted during the first 30 days.**
7. Pass approvals will be posted Friday morning and a pass follow-up form must be completed upon returning from pass.

VISITORS:

8. Visitors must sign in and out of the visitor log book. Visiting hours are Mon- Thurs 7-10pm, Fri 7-11pm, Sat 11am-11pm, Sun 11am-10pm. Visitors may visit in the dining room and main floor lobby only. They may not go into resident rooms. They must be drug and alcohol free during visits.
9. Residents terminated from the program are not considered visitors and may only return for AA or NA meetings until 60 days have passed from discharge, unless otherwise approved by staff.
10. Visiting privileges will be denied under the following conditions:
 - If a visitor appears to be under the influence or is suspected of giving a resident any form of drugs and/or alcohol as determined by staff.
 - If a visitors' behavior is disruptive to the program or if the visit appears to be detrimental to the resident's recovery.
 - If the visitor does not adhere to the house rules and/or refuses to follow staff instructions.

COMMON HOUSE RULES

11. **DRRESS CODE:** Residents must be fully dressed in street clothes (no pajamas) when out of their bedrooms. No alcohol or drug related clothing is allowed at Pathway to Recovery.

12. **CHORES:**

- Chores will be checked Sun- Sat from 9:30 to 10:30pm. When your chore is completed you must sign the chore check list. It will not be counted as completed until the check list is signed. Beds must be made by 8am Mon.-Fri., unless approved by staff. No dishes or open food permitted in rooms. Rooms will be inspected at random. New chore assignments will be posted by Sunday and begin that day.
- If you are assigned an extra weekend chore, it must be completed, initialed by you, and approved by 7pm Sunday unless an extension is granted by staff.
- All residents are required to thoroughly clean their rooms one time each week. **THIS IS MANDATORY.** Staff must approve completion.

13. **MEDICATION:**

Residents may receive meds during the following times unless approved by staff. (6- 8am) (12 - 1pm) (4- 6pm) (9- 10pm)

- ALL medication must be locked in office at all times by staff.
- Failure to comply with the medication policy may result in discharge.
- Staff must witness residents taking medication in the office.
- Residents are responsible for reporting any adverse drug reactions to staff.
- Residents are not permitted to keep ANY medication in their rooms.

- When taking an overnight pass, request enough medication for your pass.
- Residents must have a Physician Order Form completed by a physician if medication is prescribed.
- Residents must take prescribed medication as directed by physician.
- Medication cannot be started or stopped without doctor's orders.

14. LIGHTS OUT AND TV HOURS:

Lights out at 11pm Sun.-Thurs., midnight Fri. and Sat. TV hours in basement are at staff discretion. Absolutely no TV, radios or other noise- making devices in rooms without headphones after 10pm.

15. MEAL HOURS AND KITCHEN:

Cold Breakfast: Mon- Fri 6-8am

Hot Breakfast Sat- Sun 7-9am (sign up night before.)

Lunch: 11:30am-12:30pm

Dinner: 4:30-5:30pm

- Only residents assigned to cooking, meal clean up or weekend duty are permitted in kitchen.
- Residents who have requested a late dinner must clean up after themselves.
- Late dinners will be labeled with your name and locked in the kitchen until you get home.
- Residents are responsible for cleaning the kitchen and/or the dining area when eating food outside the scheduled meal times.
- Food and snack consumption must be in the dining area.

16. OVERINVOLVMENT:

- Residents romantically involved with each other face discharge.
- Residents who are over-involved with one another creating a distraction from their recovery will be warned. If this continues, they will be referred to gender specific programs.

17. RENT:

Residents are responsible for payment of their rent. Rent is charged on a sliding-fee scale according to your income and should be paid one month in advance as soon as possible. The maximum rent is \$100 per week.

- Rent from Trustee, ATR, COT will be considered payment in full for days covered.
- Residents must complete an Income Statement Form upon admission and again each time their income changes.
- You are responsible for approaching staff regarding your rent and arranging payment plans to resolve any back rent balance.
- Residents with an income who do not take responsibility for their rent will be considered unmotivated and face discharge.
- The rent goal is to work toward paying rent one month in advance.

Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM							
6:30 AM	COLD BREAKFAST	COLD BREAKFAST	COLD BREAKFAST	COLD BREAKFAST	COLD BREAKFAST		
7:00 AM	6-8 AM & MEDS	6-8 AM & MEDS	6-8 AM & MEDS	6-8 AM & MEDS	6-8 AM & MEDS		
7:30 AM						HOT BREAKFAST 7-9 AM & MEDS	HOT BREAKFAST 7-9 AM & MEDS
8:00 AM	Bed & Room Check	Bed & Room Check	Bed & Room Check	Bed & Room Check	Bed & Room Check		
8:30 AM	AM Money	AM Money	AM Money	AM Money	AM Money		
9:00 AM	Morning Chores	Morning Chores	Morning Chores	Morning Chores	Morning Chores	Bed & Room Check	Bed & Room Check
9:30 AM							
10:00 AM	10-11AM 12 Step Meeting	10-11AM 12 Step Meeting	10-11AM 12 Step Meeting	10-11AM 12 Step Meeting	10-11AM 12 Step Meeting	Weekend Chores- Clean Rooms	Begin New Chores
10:30 AM							
11:00 AM							
11:30 AM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00 PM							
12:30 PM	MEDS & Money	MEDS & Money	MEDS & Money	MEDS & Money	MEDS & Money	MEDS	MEDS
1:00 PM	Adult & Child Check In Group					Pre-approved Visitors and Free Time	Pre-approved Visitors and Free Time
1:30 PM					Step Workshop Group -Sarah MANDATORY		
2:00 PM							
2:30 PM		Big Book Video Group Don S.		Relapse Prevention Group - Ivy & Mark MANDATORY			
3:00 PM							
3:30 PM							
4:00 PM	MEDS & Money	MEDS & Money	MEDS & Money	MEDS & Money	MEDS & Money	MEDS & Money	MEDS & Money
4:30 PM	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
5:00 PM							
5:30 PM	Women's Recovery Group - Ivy	Relapse Prevention Group - Ivy & Mark MANDATORY	House/Community Group MANDATORY		Pay Rent \$		Sunday Check-In Group - Ivy MANDATORY
6:00 PM						Pass \$ /Pass Meds	
6:30 PM						Weekend Passes	
7:00 PM							
7:30 PM				NA Mtg			
8:00 PM	Back to Basics AA Mtg	Big Book AA Mtg	Cool Dual 12-Step Mtg		Outside Mtg	Outside Mtg	Movie Night or Outside Mtg
8:30 PM							
9:00 PM							
9:30 PM	MEDS Snacks/Chores	MEDS Snacks/Chores	MEDS Snacks/Chores	MEDS Snacks/Chores	MEDS Snacks/Chores	MEDS Snacks/Chores	MEDS Snacks/Chores
10:00 PM					10PM CA Mtg		
10:30 PM				AA Candlelight Mtg			
11:00 PM	Lights Out	Lights Out	Lights Out	Lights Out		11pm NA Mtg	Lights Out
11:30 PM							
12:00 AM					Lights Out	Lights Out	
RECOVERY GROUPS							
12-STEP MEETING							
Meals, Meds, & Money							
GOALS FOR SUCCESSFUL DISCHARGE							
<ol style="list-style-type: none"> Clean and Sober with support network Emotionally/Mentally Stable with medication and treatment plan Self-Supporting and able to pay rent Permanently Housed:Safe, sober, affordable 							
Days 1-30 must attend 3 mtgs/groups daily Days 31-90 must attend 12-step mtg daily AND 1 Relapse Prevention , House Group, Step Workshop and Sunday Check group each week							