



**HOMECOMING PROJECT INC.  
BEL AIR, MD 21014**

**HOMECOMING  
RESIDENT MANUAL**

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# **PROGRAM EXPECTATIONS**

Currently, admission to Homecoming Project requires a one-time, **non-refundable** fee of \$1,200.00. This includes the intake fee of \$800.00 and your expenses for the first three weeks. The breakdown of expenses is \$35.00 a week for rent and program fees, \$70.00 a week for utilities, groceries, and transportation. Residents are also required to pay \$30.00 a week for counseling. Additional fees are also charged for periodic urine tests for drugs and fines based on attitude and behavior along with our warning violation and strike system.

Learning self-discipline, self-respect, cooperation, and consideration for others is essential to recovery and personal development. **You are expected to develop a way of life in which honesty with self and others is an absolute requirement!** Self-discipline, self-respect, cooperation, consideration for others, and honesty must be practiced to be learned. After 60 days and a letter requesting to move to Level II, the staff will evaluate all residents to their suitability to the house and eligibility to successfully move to Level II. To support your journey in learning these qualities, the following rules and regulations have been developed:

**Please note: Program rules are ultimately a staff decision. Know this as a basic guideline for our policies and procedures. UNDER CERTAIN CIRCUMSTANCES THESE RULES CAN BE MODIFIED BY THE EXECUTIVE DIRECTOR AT ANYTIME WITHOUT ADVANCE NOTIFICATION.**

## **Sober and Straight**

You will be expected to remain free from alcohol and other mood-altering chemicals during your stay here.

## **Dating or Existing Relationship Policy**

There is a NO DATING policy in effect at Homecoming. There will be NO romantic involvement this includes **phone contact, letters, e-mail, etc.**

A resident entering Homecoming that is in a marriage where the spouse is supportive and drug/alcohol free, will meet with staff to set appropriate boundaries regarding any contact, visitation, activities away from the house, or overnight visits.

Socialization is limited to women with strong recovery (at least one year clean & sober) and approved family members. Residents may accept rides to and from work, when needed, from female co-workers with prior staff approval. **Socializing & fraternization with men is not permitted.**

Any violation of these policies could be grounds for immediate dismissal.

## **Medical Information**

**Medications:** All medications (INCLUDING OVER THE COUNTER MEDICATIONS) must be cleared with the house staff. Unauthorized possession of any medication or use of another resident's medication will result in immediate discharge from the house! NO narcotic medications will be allowed in the house for any reason. If a resident is on approved medications (such as an anti-depressant or mood stabilizer) and under a physicians care, she is not permitted to discontinue or alter medications in any way unless instructed to do so by the prescribing physician. **IT IS THE RESPONSIBILITY OF THE RESIDENT TO ENSURE THAT THEIR MEDICATION IS SAFELY LOCKED AWAY IN YOUR ASSIGNED LOCKER. HOMECOMING IS NOT RESPONSIBLE FOR PAYING FOR YOUR MEDICATIONS.**

**Illness:** Report any illness to staff on duty immediately. You must first speak with a staff member if your illness requires staying home from work. If you need emergency medical care, staff will either transport you or call an ambulance to transport you to Upper Chesapeake Medical Center. If you are out of the house on a pass and an emergency occurs that requires medical treatment, if capable you must notify staff immediately by telephone upon reaching the hospital.

## **Mental Health Assessments**

We are a recovery home for women whose primary illness is alcohol or drug addiction and whose health conditions do not prohibit them from participating in all phases of our treatment program. We also welcome women with relatively stable psychiatric disorders such as depression and anxiety, **providing they have a designated psychiatrist or mental health worker who can monitor and prescribe needed medications.** These arrangements must be in place prior to arrival at Homecoming.

Often the women arrive at the house with no insurance or financial means to pay for their follow-up mental health care, including renewal of prescriptions. In order to meet their needs, we must establish the means for them to apply for health insurance which can take weeks for approval. Further, the mental health resources in our area are limited and enrollment in their services can also take considerable time.

While we recognize that some need additional help with co-occurring symptoms, we are also strong believers that the spiritual program of Alcoholics Anonymous and Narcotic Anonymous can go a long way in helping to restore emotional and spiritual health. We have witnessed many women who have suffered lifelong depression and anxiety, emerge as healthy and grateful women who have gone on to help others locked into addiction and mental health problems.

## **Confidentiality**

**You may not share any information about any resident with anyone outside of Homecoming (this includes family members, and people in the program). This includes involvement in the program, urine testing, levels, strikes, dilemmas, discharges, etc.**

Do not gossip about each other!! Ask yourself if the information that you intend to share is really important for another resident to benefit that person. **Check your motives!**

Be aware of the accidental ways that you can break the confidentiality of another resident. Mentioning someone ‘in the rooms’ that is now at Homecoming or that was asked to leave Homecoming is a violation of confidentiality. **Sharing information with staff members out of concern for one another is not.**

## **Breach of Confidentiality**

Breaching confidentiality in a willful or repeated manner will be grounds for immediate dismissal!

## **Wake-up Times**

You are expected to be out of bed no later than 7:00 AM on weekdays and at 9:00 AM on Saturdays. Sunday is a mental health day—ENJOY!

Residents are not permitted to take naps Monday – Friday, unless approval has been given by on-duty staff. Residents may lay down for a nap on Saturday and Sunday from 4:00pm – 5:00pm. It is the resident’s responsibility to be awake and out of bed by 5:00pm. Failure to do so will result in a violation and loss of this privilege.

## **Lights Out Times**

To ensure a full night sleep, residents must be in bed 11:00PM Sunday – Thursday and 12:00am Friday – Saturday.

## **Curfew**

*For privacy and safety purposes, this information is provided to our residents in our full resident manual at the time of intake.*

## **Extended Curfew**

Staff may extend curfew for all residents for special occasions, such as our annual Spring Fling Fundraiser.

## Doors

*For privacy and safety purposes, this information is provided to our residents in our full resident manual at the time of intake.*

## Fire Evacuation Drills

Fire evacuation procedures are posted on all levels of the house. Read these instructions carefully. Drills will be held every 90-day period. Be prepared. **If you hear the smoke detectors, do not ignore them!** Leave the house immediately. DO NOT disarm the detectors. Know where your fire extinguishers are located.

## Visitors

For the safety and comfort of all residents, the counselor or office staff must approve visitors in advance. This means whether you stay here or leave with them. Approved visitors are welcome at the house on weekends and should be received in the common areas only. NO guests are permitted in any resident's bedroom. **Visitors are permitted on the premises Saturday 11:00AM – 8:00PM and Sunday 11:00 AM – 5:00 PM. All visitors must be preapproved by the Program Manager. Visitors should be introduced to staff on their first visit.**

Guests are not permitted to lie down. Appropriate conduct by both visitors and residents is expected at all times while guests are visiting. **If it is suspected that a visitor is under the influence of alcohol or drugs, they will be asked to leave the property and their permission to visit in the future is automatically terminated. Any guest that creates a disturbance during a visit will be asked to leave immediately also not to return.**

## Personal Property

Homecoming Project, Inc. does not assume any legal obligation for damage, theft or loss of personal property. Residents are responsible for protecting and securing any personal property. Each resident is provided with a locker at the time of intake.

## Television Use

The television is not to be turned on during meal times, group times, or Monday through Friday until 6:00 pm. Personal TV's are not permitted. Programs and shows watched should be appropriate and conducive to recovery.

## **Telephone Privileges**

Please give callers the resident phone number, NOT the office number! Calls on the resident phone will be limited to 15 minutes in length and the timer must be used. When answering the phone, you are to tell the person calling that the person they are calling for is unavailable and take a message. **Do not release any other information. This could be a violation of confidentiality.** Messages must be recorded in the message pad. Carbon copies are not to be removed from the message pad.

The telephone may be used until 10pm Sunday – Thursday and until 11pm on Friday – Saturday. Use of the telephone after these times is not permitted.

Upon admittance to our program, all residents will be placed on phone restriction and will not be permitted to make or receive phone calls. During the black-out period, permission may be granted to use the office phone for employment seeking purposes and scheduling doctor's appointments.

## **Mail**

For the protection of all the residents, all incoming and outgoing mail will be monitored by the staff.

## **Cell phones**

Residents are not permitted to have cell phones at any time during their stay at Homecoming.

## **Vehicles**

Residents are not permitted to have vehicles while at Homecoming. Vehicle privileges may be granted to Level 4 residents who are in the process of transitioning out of the house. This will be decided on a case by case basis by staff. If use of a vehicle is permitted, residents are not to park on Homecoming property due to the limited amount of parking. Residents are not permitted to drive vehicles belonging to visitors, volunteers, or family members.

## **Use of Public Library**

Residents are permitted to obtain library cards and check out books. You must be responsible and return books on time to avoid any fees. While at the library, residents are **not** permitted to use the computers/internet, miss house activities (game time, big book, etc.) or socialize. Failure to comply with these expectations will result in revocation of this privilege.

## Personal Hygiene

**Grooming:** Each resident is expected to bathe, brush her teeth, and have her hair neatly fixed every day. Children in residence are expected to be bathed and groomed daily by the mother.

**Dress Code:** Appropriate dress is required at all times, whether in the house or out of the house. If staff or peers address your attire then you must change. NO low-cut necklines, see-through tops, midriff tops, or shorts that are cut above the mid thigh. Skirts cannot be worn more than 5 inches above the knee. Shirts advertising drugs, alcohol or barrooms cannot be worn. Keep in mind that when you are out of the house you are representing Homecoming.

## Household Duties

**Resident Bedrooms:** You are expected to keep your rooms neat and orderly at all times. You are responsible for laundering the bed linens once a week, having your bed neatly made, and turning off all appliances and lights before you leave the room! The interior doors are to remain open throughout the day.

**Laundry:** You will be required to do your laundry at least once a week. This includes bed linens. If your laundry day is Monday – Friday, your bed linens must be washed and your bed made by 10:30am. If you choose to wash your bed linens in the afternoon, you must wait until 4pm.

**Household Chores:** Residents will complete all assigned cleaning chores by 9:30 AM Monday through Friday and 11:00AM on Saturday and Sunday. If you work before 7:00AM, you may do your chore before 9:00PM the night before. Chores will be checked daily. Chores are only considered complete if reported to house manager.

**Remember: You must be showered and dressed by 10am Monday – Friday and by 11am Saturday & Sunday. This includes your day off.**

## **Infractions**

Residents may accumulate strikes and violations according to behavior. Behavior is often addressed by staff and you may be fined or put on a contract. Strikes are a permanent mark on your record, violations may, with the approval of staff, be worked off.

3 violations = 1 strike.  
3 strikes = discharge or contract

## **The following activities or behaviors are grounds for immediate dismissal from Homecoming Project:**

1. Use or possession of alcohol, drugs or weapons at any time during your stay.
2. Failure to report alcohol, drugs or weapons in the possession of another resident.
3. Violent or disrespectful behavior towards staff, residents, or visitors.
4. Any criminal offense (stealing, fraud, prostitution, etc.)
5. Willful damage to Homecoming property or to the property of another resident.
6. Sexual activity with visitors, other residents, or staff of Homecoming.
7. Failure to maintain the confidentiality of another resident within Homecoming.
8. A positive urinalysis or refusal to participate in a required urine test.
9. Pursuing a romantic relationship; seeing, sneaking, or being with in anyway someone of the opposite sex, or someone with intentions that do not consist with this program.
10. Being late for curfew.
11. Being dishonest, manipulative, and disrespectful to the point it disrupts our house.

## **Non-compliance with the following rules will result in a STRIKE:**

1. A few minutes late for curfew, if not discharged, will minimally result in a strike.
2. No resident is allowed to accept rides with men. You may only ride with women that have at least one (1) year free from alcohol and drugs, unless approved by staff.
3. Residents must attend all required recovery meetings. This means one meeting a day. Sunday, Monday, and Wednesday groups count for a meeting.
4. Not following direction or constantly talking back or being defensive.
5. Residents may not allow their debt to the house to exceed \$300.

**Non-compliance with the following rules will result in a VIOLATION:**

1. Keep all appointments with your counselor unless you make other arrangements.
2. Be honest with staff, other residents and yourself!
3. Attend, remain awake, and participate actively in all groups and sessions.
4. Arrive at morning meditation no later than 8:15 AM.
5. Have your bed made and room neat and clean before meditation.
6. No food is permitted in bedrooms. Food is only permitted in the kitchen & dining room.
7. Residents are not allowed in other residents' rooms without the permission of staff or the resident who lives in the room. Residents are not permitted to sleep in any room or bed other than their own.
8. Observe the 15-minute time limit on phone calls.
9. Complete assigned household chores by the required time and report to house manager. Chores are to be completed by 9:30am. You may do your chore the night before if you are to be at work before 7am.
10. Report for meals at the designated time.
11. No smoking in the house!!
12. Sign out when leaving, clearly indicating your plans or destination (be specific). Sign in upon your arrival back onto the property.
13. Arrive on time for group sessions and individual counseling.
14. Participate in all mandatory activities.
15. Have an approved pass in accordance.
16. Using profanity!!
17. Complete all necessary forms and required paperwork and return them to your counselor or the office staff by the deadline given to process personal benefits (for example, meeting slips, passes, counselor assignments, etc.)
18. Having the TV on during unauthorized times.
19. Residents will deposit their paychecks into the drop box for our bookkeeper to deposit into their accounts Homecoming keeps for them.
20. Showered, dressed and downstairs by 10am.
21. In order to return to your rooms between 10am and after dinner you must have permission. You may run to your room to grab a book etc. or to change your clothes quickly before or after work.

**HOUSE RULE: CONFRONT OTHERS WHEN YOU SEE DISHONESTY!!!!!!**

**House and room inspections are performed randomly. The staff has the right to search all personal belongings of any resident at their discretion.**

## **Group Activities**

**Morning Meditation** is held Monday through Friday at 8:15 AM and at 9:15 AM on Saturday & Sundays. All residents whose work schedules permit are required to attend.

**Big Book Study** is held Monday through Friday 10:30-11:30 AM. This is held for all residents whose working hours do not conflict with this time frame and for new residents who are not yet employed.

**Game Time** is held Monday – Friday from 2:00-4:00PM.

**Group Therapy** is held every Monday evening. This group provides a place for role-playing, life-skills, presentations, group and individual confrontations, and education on relapse prevention. It is also a place for sobriety-building tools to be taught. This group may be counted as a meeting.

**House Meeting and Education** is held every Wednesday night. All residents must attend and complete an educational session note. **THIS IS ESSENTIAL!** This group may be counted as a meeting.

**In-house 12 Step Meeting** is held every Sunday evening at 6:00 PM.

In addition to these groups, each resident will meet with our Certified Addictions Counselor once every 10 days or whenever necessary.

## Pool Rules

- If you are not employed, you may not go swimming or hang out at the pool. Any free time is to be used for employment seeking purposes.
- Residents may not miss house activities to go swimming.
- Residents may not go swimming or be in the pool area alone.
- All pool guests must be approved by staff.
- Residents may enjoy music at the pool, however, the volume must be at a reasonable level and it must be music that is conducive to recovery – no cursing, gang and/or drug related.
- There is to be no running in the pool area.
- Each resident must clean up after themselves and the pool area must be cleaned up at the end of each day. This includes the following:
  1. Disposing of trash and emptying trash cans
  2. Emptying and cleaning ashtrays
  3. Cleaning up towels, clothing, and shoes
  4. Put rafts and pool toys away
  5. Lowering the umbrellas and straightening up chairs
  6. Put the solar cover back on
- Children who are not potty trained must wear swim diapers
- DO NOT put cigarettes or gum on the concrete!

Failure to comply with these rules will result in pool privileges being revoked.

## **Treatment Levels and Passes**

There are four (4) levels of treatment at Homecoming Project. You will move through these levels at your own pace and with the aid of your counselor and staff. Movement to another level will not happen automatically, but you are expected to apply for levels when eligible. To move into the next level, you must submit in writing to staff the reasons why you believe that you are ready to move on to the next level. The entire treatment team will reach a decision during a staff meeting. This decision is based on your ability to meet the criteria listed below. Different treatment plans are appropriate for different individuals and are subject to change.

### **Level 1 Status**

#### **Goals & Expectations:**

- Transition into the house and getting acquainted with the house schedule and expectations
- Obtain employment and have resident account current
- Obtain a female sponsor & home group, complete Step 1 with sponsor
- Complete 90 meetings in 90 days (Monday, Wednesday and Sunday evening house activities count towards a meeting)
- Obtain medical insurance and if applicable get in with a psychiatrist for assessment & medication management
- Taking all medications as prescribed and ensuring medications are refilled in a timely manner
- Participating in group and completing assignments
- Establish a network of supportive women that are willing to assist you with your needs (such as providing transportation to appointments)
- Cooperate with all legal follow-up (i.e. probation, court dates, etc.)

#### **Privileges while on Level 1 are limited. You are permitted to leave the grounds only under the following circumstances:**

- With a staff member for any reason for no more than 4 hours. You are still required to sign out and in.
- With your sponsor with approval from staff for no more than 4 hours.
- Employment seeking purposes with permission from on-duty staff. Employment may only be sought in alcohol-free workplaces.
- Saturday or Sunday with a non-resident that has been preapproved by staff for a maximum of 4 hours.

Level 1 Residents may be approved for Day Passes once they have made appropriate progress in their treatment goals.

**Process for moving to Level 2:**

Once all of the above goals and expectations have been met, a letter must be submitted to staff explaining why you feel you have earned the privilege of being promoted to Level 2 and what you have learned at Homecoming. Staff will review your letter and complete an assessment to determine eligibility for Level 2 status.

**Level 2 Status****Goals & Expectations:**

- Speaking with sponsor regularly, working steps (2-3) with sponsor
- Maintaining steady employment
- Continuing to pay rent on time and beginning to build a savings
- Is in compliance with counselor's treatment plan
- Networking for rides to meetings and appointments
- If applicable, meeting with psychiatrist regularly and ensuring medications are filled and taking as prescribed. This is the responsibility of the resident, not staff!
- Setting example for new residents by showing them the Homecoming way; taking them job hunting, helping them find rides to meetings and introducing them to women with strong recovery

**Privileges:**

- Resident may leave the house alone. For example, to go for a walk, to probation, or the store.
- Resident may be out for a maximum of 6 hours.
- One (1) overnight pass per month. Note: Overnight passes must be submitted for approval no later than 10am on the Thursday prior to the weekend you are requesting a pass for.

**Process for moving to Level 3:**

Complete assignment given to you by the Program Manager. Sing the Homecoming song to staff. To be eligible for Level 3, you must not have received any infractions in the last 30 days.

**Level 3 Status****Goals & Expectations:**

- Continuing to meet all of the expectations of Levels 1 & 2
- Working towards goals such as GED, obtaining drivers license, taking care of physical health by obtaining a primary care physician, gynecologist, dentist, etc.
- Continuing to help the newcomer and acting as a positive role model.
- Be willing to help with house coverage when needed

**Privileges:**

- One (1) weekend pass per month with approval from Staff
- Attend special events such AA picnic, conventions, etc. with approval from Staff

**Process for moving to Level 4:**

Prepare a letter outlining the skills/tools have you learned to prepare you to leave Homecoming. Provide a comprehensive list of all goals that need to be accomplished prior to a successful discharge.

**Level 4 Status****Goals & Expectations:**

- Incorporating housing options into treatment plan by working with counselor and program manager
- Participate in family session with counselor
- Schedule appointment with Financial Director to prepare budget and set-up personal checking account
- Completing relapse prevention work and warning sign cards with counselor
- Schedule to meet with Program Manager once weekly to discuss progress on discharge arrangements such as housing and transportation

**Privileges:**

- Car may be approved for specific purposes, keys left in the office
- Day time house activities (Big Book Study, Game Time) may be missed once per week
- Increased time away from the house may be permitted with staff approval to participate in recovery-oriented activities.
- Two (2) overnights or weekend passes per month with approval from Staff
- Cell phone may be approved with at least \$2,000.00 in savings and only after transportation has been secured for discharge.

**Note: During ALL levels of treatment, residents are required to ask permission and have approval from staff prior to “hanging out” or visiting at a friend’s house (for example, going over to a woman’s house to watch a movie after the meeting).**

**If residents leave the program without a successful completion then they automatically forfeit any money in their account. Homecoming is not responsible for items left behind.**

Remember if you are uncertain about something or do not know the answer, ask.

If you need help with something tell your case manager. Homecoming staff is always willing and ready to help you in anyway they can.

We are not mind readers and good communication is a must.

To ensure that we understand one another, try asking “what did you hear me say?” when communicating with staff or another resident.

Acceptance is important in recovery. If you don’t like an answer you are given or find something here that doesn’t suit, read page 417 of your 4<sup>th</sup> edition Big Book.

Welcome to Homecoming. We are happy to have you join our family.

