



Building Foundations of
Recovery and Success

Hanani House Rules and Terms of Agreement

A faith based sober living community for women in recovery

HANANI HOUSE RULES

Drug Use and Medication Policies

- **NO** use of alcohol, unprescribed medications or street drugs will be allowed while residing at the Hanani House
- All program participants will submit to UA/s (Urinalysis) and BA's (Breathalyzer) upon admission and upon request at **ANY** time, for any reason.
- All medications and medical paperwork **MUST** be presented to the admission staff upon intake for documentation. Any necessary documentation will be placed in the program participant's file.
- **Any controlled medications will not be allowed in program participant's possession or property, and must be locked in the secure safe issued during intake. Safes are to be kept locked and stored in the designated safe storage area at all times.**
- If a program participant has been seen at a hospital or emergency room, or if a medication changes from that which was recorded in a participant's chart upon intake, all documentation **MUST** be provided to the house manager or staff who will record changes in their file. Hospital stays and new medication will be verified, including times of admission, arrival, and discharge from the medical facility.
- If Director believes that prescribed medication is affecting the program participant's ability to actively participate in the Hanani House program, or there is a suspicion of medication abuse or medication is creating an obstacle in the program participant's recovery goals, the Director will engage with the program participant, and with signed HIPAA clearance agreement, will work collaboratively with prescribing physician/clinic to address and resolve any issue. If a physician/clinic is unresponsive to requests for collaboration, a second opinion may be requested. In the event the use of any medication creates an unsafe atmosphere that is not conducive to recovery or is adversely affecting the program participant or community as a whole, the program participant may be discharged from the program.
- Hanani House staff can conduct medication counts at any time, for any reason.
- Upon leaving the Hanani House, it is the program participant's responsibility to remove all medication and belongings from the Hanani House property. This must be done within seven (7) days. Any abandoned medications will be destroyed.
- **IMMEDIATE DISCHARGE MAY RESULT WITH ANY OF THE ABOVE VIOLATIONS**

Recovery Requirements

- Hanani House residents must be willing to work daily on their recovery programs
- Hanani House residents must be in the Action Stage of Change (will be reviewed during interview)
- Residents must be willing to follow all House Rules, curfews (Every day, 10:30 pm), and meeting requirements
- Every resident must be awake, dressed, and attend the Morning Meditation at 7:00 am on weekdays
- Twelve Step Meeting Attendance: **Level 1** (Days 1 - 30) Program participants are **REQUIRED** to attend 30 meetings in 30 days and speak to her sponsor once per day. Program participants in **Level 2** (Days 31-90) are **REQUIRED** to attend all three 12-step meetings (Wednesday night, Friday night, and Saturday morning), and **Level 3** (Days 90+) **MUST** attend, minimally, 1 spiritual activity and 2 recovery meetings per week, or 3 recovery meetings per week, in addition to required House Meetings at 5 pm on Sundays. All residents **MUST** attend the required Recovery Community Events hosted by Hanani House and other monthly recovery events posted on the Events Calendar.
- Program participants must attend the weekly house fellowship meal at 6 pm on Wednesdays followed by the Wednesday night 7:30 pm women's meeting. This is a house requirement. No exceptions will be made.
- Program participants on restriction (a minimum of the first 30 days) will attend a 12 step meeting every day. If participants are attending church on Sundays, this will satisfy the meeting requirement for that day. Either live or virtual meetings will satisfy this requirement.
- Sponsorship: Each resident is required to get a program sponsor within the **first week** of residency who is actively taking her through the 12 steps. If a resident is having difficulty finding a sponsor, a Temporary Sponsor should be obtained. The CPS has a list of Temporary Sponsors who are available. Residents must speak to their sponsor once every day in Level 1, and a minimum of three (3) times per week in Levels 2 and 3. Text messages and VoiceMails do not satisfy this requirement
- Residents must join a homegroup in a 12 step meeting and have a service commitment in their homegroup
- Residents who are not employed must attend a meeting every day (Zoom or in person)
- ALL residents must have a minimum of **30 hours of productivity** that can be defined as solely Recovery Capital activities, or a combination of Recovery Capital, employment, and/or community service



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Program Fees and Length of Stay

- Program Fees are \$600.00/monthly – or \$150.00 per week
- All residents must be employed a minimum of 20 hours per week, unless other financial arrangements have been agreed upon
- All eligible Hanani House residents may apply for a grant through the Department of Mental Health that will cover the resident fees for the first 90 days.
- If the resident does not qualify for the RSS grant funding, or has used all available funding, s/he may participate in the Hanani House Recovery Housing Program on a self-pay basis.
- In the event that a resident is having difficulty paying the program fees, s/he must alert the Treasurer or the Director immediately, and a plan will be developed with the Peer Specialist to secure the money to pay his/her program fees by utilizing community resources.
- If a program participant becomes 2 weeks or more behind in program fees, and they have not made arrangements with the Treasurer or Director to secure the funds, the resident is subject to **IMMEDIATE DISCHARGE**. In some cases, additional funding sources may be available, but arrangements to apply for and secure those funds must be made immediately.
- Residents who adhere to the program rules and requirements, maintain his/her sobriety and stay current with resident fees may stay as long as needed, up to a period of two (2) years.

Probation and Restriction Period

Upon entry, **ALL** program participants will be placed on restriction/probation while in the Stabilization Stage (Level 1) the first 30 days of residency. This consists of:

- **NO** possession of a cell phone or any media devices (**working or not**) or any other device with internet capabilities permitted in the first 30 days of program participation
- **NO** media devices that have internet capabilities. This includes laptops and tablets.
- Knives or any items that can be used as a weapon, pornographic materials (videos, magazines, etc.), hygiene items containing alcohol and musical instruments are not allowed in the Hanani House Recovery Program. Cell phones will not be allowed for purposes of playing music. Any device used for music purposes is not acceptable.
- Program participants may not be alone in any Hanani property without being accompanied by another resident
- You **CANNOT** be away from the house except for job searching, medical appointments, legal obligations, or treatment. Your first seven (7) days you will not be able to job search. **AFTER your first seven days** you will meet with the Employment Coach to complete a job exploration/evaluation assessment and create a Job Search plan which includes a start date for employment after 30 days of residency.
- Each resident must complete a **Recovery Success Plan** with his/her Substance Use Counselor. Progress toward goals will be reviewed at each appointment with the SUD Counselor.
- The **Hanani House Recovery Workbook** should be read and completed daily. Adherence to this requirement will be reviewed each week at the House Meeting on Sundays at 5 pm. Only **ONE** page may be completed each day.
- **NO** phone calls to anyone except immediate family (spouse, legal parent/guardian, child(ren) or step child(ren), including **ONLY** a spouse, legal parent or guardian, or the resident's own child/children or step child/children for the first seven (7) days. Calls to critical community professionals such as doctor's, attorney's offices or probation officers may be made from the house phone. All calls are to be recorded on the Phone Log.
- **ALL** calls in the first 30 days must be recorded on the **Phone Log** sheet. **All calls in the first 90 days** must be recorded on the **Phone Log** sheet.
- You **CANNOT** be away from the house except for: attending a job, job searching, meeting attendance, church, meeting with a sponsor, medical appointment, legal obligations, program activity, or treatment within the first thirty (30) days.



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- Program participants on restriction are not allowed to walk anywhere alone. You must be accompanied by a resident when leaving the house.
- You **MUST** attend all Hanani House activities, groups, meetings, and events.
- **Absolutely NO** overnights for the first 90 days. After the first 90 days, residents are eligible for one weekend pass per month.
- Program participants on restriction are not allowed to walk anywhere alone. You must be accompanied by another program participant.
- You will receive verbal training when you arrive at the Hanani House about what you should do and where you should go in case of an emergency. Emergency exits and fire extinguisher locations will be indicated to you.

Successful Completion of Probation Requirements

The Probation period is the first 30 days of the program (Level 1). In order to move to Level Two, participants must meet all of the following:

- Be a program participant for at least 30 days
- Employed (**minimum of 20 hours per week.**)
- Program Fees **MUST** be **current**
- Meeting attendance must be satisfactory. Must attend 30 meetings in 30 days and attend ALL group meetings, Hanani activities, and community recovery events
- **NO** major rule violations
- Residents must have a 12-step sponsor who is *actively* taking them through the steps and have maintained daily phone calls with their sponsor
- Must sign phone log for all calls
- Completion of the first 164 pages of The Big Book
- The Director/CPS will inform your house anchor/manager when you are eligible to come off of restriction status.

Respect for Self, Residents, Staff, and Property

- There is **NO** fraternization allowed between current program participants or program participants that have exited the program prior to a 6-month period of completing the Hanani House program. This is to maintain a safe and productive environment for all program participants
- Visitors: **NO** overnight guests are allowed. If any guest causes dissension on property, that guest will be asked to leave. Visits from sponsors are encouraged. Visiting hours are 1-3 pm on Sundays.
 - All visitors (except sponsors) must be approved by **Hanani House staff** (Director, SUD counselor, or CPS) 3 days in advance.
- Noise Levels: We ask that you respect your fellow residents and play computers, music, and televisions at reasonable volume levels.
- Smoking: Absolutely **NO SMOKING** or vaping devices in the house at any time due to insurance liabilities. Smoking and vaping is allowed in designated smoking areas outside only
- Pets: No pets allowed
- Open Flames: No open flames, burning incense, or candles may be used in the house or on the Hanani House properties.
- Sanitation: Program participants have the right to live in a clean and welcoming environment. Residents will keep the premises clean at all times.
 - Each resident must eat food, including snacks, in common kitchen/dining areas and wash his/her own dishes immediately after eating.
 - No dishes are to be left in the sink or in the dish strainers or on countertops overnight
 - Residents are responsible for cleaning all community living areas such as, kitchen, bathroom, living room, office, backyard and grounds, laundry room, and smoking areas.
 - Residents will be assigned cleaning responsibilities that must be completed on the designated days and times



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- Do not flush anything but toilet paper down the toilet. This could cause the cast iron pipes to burst.
- Do not borrow or barter from other residents: If you are in need of something, ask your house anchor/manager
 - Do NOT borrow, sell, or barter food stamps. This is illegal!
 - Do NOT borrow anything including monies, bus passes, or food without permission. THIS IS STEALING!
- Weapons: No firearms or weapons in personal possession or on the property at any time
- Food and beverage: ABSOLUTELY NO FOOD or BEVERAGES other than bottled water will be stored or EATEN in bedrooms
 - All food shall be consumed in the kitchen or dining area, no eating in other shared spaces (e.g. living room, family room, etc.)
 - Daily, evening meals should be consumed as a group when possible. Exceptions may be made for work schedules that interfere with meal time.
- Residents must be dressed and ready for their day by 7 am.
- Dress Code: All residents must be properly attired at all times including while sleeping.
- Residents are required to sleep in their beds and not in the living room or common areas or someone else's bed
- Sexual activity: NO sexual activity in the house or on the grounds at any time
- Pornography: NO pornography is allowed in the house at any time
- Gossip will **NOT** be tolerated
- Vulgar language, crude jokes, sexual innuendos, and racial slurs will not be tolerated
- Physical and verbal abuse will not be tolerated. Abuse will result in immediate discharge from program and authorities may be contacted
- Failure to maintain sobriety or meet the program requirements will result in termination from the program and residency at the Hanani House

VERBAL THREATENING OF OR PHYSICAL CONTACT WITH ANY STAFF OR PROGRAM PARTICIPANT CAN AND WILL RESULT IN IMMEDIATE DISCHARGE

Mandatory Obligations and Expectations

- All program participants are expected to commit to a stay of **NO** less than 90 days at Hanani House.
- Program fees are \$600.00 per month
- Community House Meetings are Sundays at 5 PM, and are **MANDATORY** (Do not make plans on Sunday evenings. These evenings are to be spent with Hanani House Family).
- The weekly House Fellowship Meal is Wednesday at 6 pm. All residents are required to attend. (Do not make plans for Wednesday evenings. These evenings are to be spent with the Hanani House Family).
- Visiting Hours are from 1-3pm on Sunday
- House Residents are responsible for making a Laundry Schedule amongst themselves. Laundry should not be started before 7:00 am or after 10:00 pm.
- Overnights will be granted according to the Level the resident is currently on AFTER the first 90 days.
- Overnights are to be approved by the Director only. (**Leaving a voicemail is unacceptable**)
- Before taking an approved overnight, each program participant must pay a \$15 deposit for the UA administered upon return.
- If program participant becomes 2 weeks or more behind in program fees, they will be placed back on restriction until program fees are current, and must make arrangements with the Treasurer or Director, or be subject to IMMEDIATE DISCHARGE
- If you DO NOT give the appropriate two-week notice of leaving the program you will forfeit ALL refundable fees owed to you from Hanani House, unless you have made arrangements in writing.
- If you leave the program with the appropriate two-week notice, you will have thirty days to request any fees due you from Hanani House, unless any damage has occurred to properties.
- All program participants must be actively seeking employment and must be employed before grant vouchers are exhausted
- If a program participant vacates the Hanani House property, the program participant must collect all personal items within seven (7) days. After seven (7) days all of the program participant's property not collected, will be donated to an outside charity by HH staff. All food will be disposed of or donated immediately upon the resident's departure.



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- All issues or concerns that arise should be taken to the Director, SUD counselor or Certified Peer Specialist unless the concern is in relation to either the Director, SUD counselor, or CPS. In that case, the program participant should contact the Executive Director for resolution

General Rules Applicable to all properties and Program Participant Behavior

- Searches can and will be done in case of any suspicious behavior by any program participant. All belongings can be searched including but not limited to media devices and cell phones.
- While using any Hanani House Phone: 2 calls are allowed daily, 10 min per call, and will limit personal phone calls while on restriction to family members, children, sponsor, and treatment center. Women with children will have priority. Only one call to be made at a time.
- No phone calls to be made between the hours of 10 pm and 8 am
- Phones, laptops, and any devices capable of an internet connection are **NOT** allowed in the bedrooms or bathrooms, and should only be used in public areas.
- Laptops are **NOT** allowed in the bedrooms or bathrooms.
- All phones are to be charged at the Charging Station in the dining room overnight.
- Clean up after yourself in every area of every property, no personal items left in common area
- All material or belongings being brought into any house must be processed by staff.
- Program participants are to be ready for their day no later than 7:00 am on weekdays.
- Program participants may not be allowed in houses alone.
- Televisions are not allowed on during the hours of 7:00 am and 5pm during the weekdays (unless a Holiday). Televisions will be turned off by 10 pm every night. Watching television is not allowed past 10 pm.
- **NO** ear buds, sunglasses or hoodies attending meetings, meals, group time, or outside functions. (Fellowship is a key component to recovery).
- NO knives or any other device that could potentially be used as a weapon.
- No more than two residents on the back porch smoking at the same time
- As part of the Good Neighbor agreement, any messes, trash, cigarette butts, etc. must be cleaned up immediately on all Hanani property
- Do not extinguish cigarettes on the street, sidewalk, yard, mulched areas, or anywhere other than an ashtray in the designated location or car ashtray

VIOLATIONS OF ANY OF THE RULES WILL RESULT IN MINIMALLY A WRITTEN VIOLATION. AFTER THREE (3) WRITTEN VIOLATIONS WITHIN THIRTY (30) DAYS, A PROGRAM PARTICIPANT WILL BE ASKED TO VACATE THE PROGRAM AND RESIDENCE.

Hanani House is a non-profit, faith-based substance use recovery organization working in Franklin County, St. Charles County and surrounding communities to provide a safe and stable environment, recovery guidance, programs opportunities and structure for empowering people with substance use disorder (SUD) to achieve and maintain long-term recovery and rebuild their lives.

Signed Name

Date

Printed Name

Date

Witness Signature

Date