



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, all documentation **MUST** be provided to the house manager or staff who will verify 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 HIPPA 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.
- Upon leaving the Hanani House, it is the program participant's responsibility to remove all medication and belonging 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, 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 **Levels 2 and 3** (Days 31 - 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
- Program participants must attend the weekly house fellowship meal at 6 pm on Wednesdays followed by the Wednesday night 7 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.
- Sponsorship: Each resident is required to get a program sponsor within the first week of residency who is taking her through the 12 steps. 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)

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, she may participate in the Hanani House Recovery Housing Program on a self-pay basis.



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- In the event that a resident is having difficulty paying the program fees, she must alert the Treasurer or the Director immediately, and a plan will be developed to secure the money to pay her program fees.
- 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 her sobriety and stay current with resident fees may stay as long as she would like, up to a period of one (1) year.
- All residents may voluntarily participate in the Rehab Restorations Employment Program which will enable them to supplement their income. (See Employment Program)

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**).
- **NO** media devices that have internet capabilities.
- Cell phones, pagers, 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.
- 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.
- Each resident must complete a **Recovery Success Plan** with her Substance Use Counselor. Goals will be developed in each of the 8 Dimensions of Wellness.
- 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, 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 or 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 7 days of Level 2** 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, or treatment within the first thirty (30) days.
- Program participants on restriction are not allowed to walk anywhere alone. You must be accompanied by a resident in Level 2 or 3 when leaving house.
- You **MUST** attend all Hanani House activities, 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.

Successful Completion of Probation Requirements

The Probation period is the first 30 days or 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
- **NO** major rule violations



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- Residents must have a 12-step sponsor who is actively taking them through the steps and maintaining 3 weekly phone calls
- Completion of the first 164 pages of The Big Book
- The Director will inform your house anchor/manager when you are eligible to move to Level 2

Respect for Self, Residents, Staff, and Property

- 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 (besides sponsors) must be approved by Hanani House staff 3 days in advance.
- Noise Levels: We ask that you respect your fellow residents and play computers, music, and televisions at reasonable volume levels. Headphones are highly recommended.
- 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
- 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 is requested to eat her food in common areas and wash her own dishes immediately after eating. No dishes are to be left in the sink. Residents are responsible for cleaning all community living areas such as, kitchen, bathroom, living room, office, backyard and grounds, laundry room, and smoking areas. The residents may work out weekly housekeeping duties among themselves and adjust the schedules according to their needs
- Please do **NOT** flush tampons, applicators, or anything other than toilet paper in the toilet. This would cause the cast iron pipes below the house to burst.
- No borrowing or selling food stamps. (This is illegal!)
- Do **NOT** borrow anything including monies, bus passes, and food without permission (**THIS IS STEALING**)
- If you are in need of something, ask **YOUR** house anchor/manager
- Do **NOT** ask other program participants for cigarettes
- No firearms or weapons in personal possession or on the property at any time
- **ABSOLUTELY NO FOOD** or **BEVERAGES** other than bottled water will be stored or **EATEN** in bedrooms
- 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 will not be tolerated
- Physical or verbal abuse will not be tolerated and immediate discharge from program will result (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

- If you **DO NOT** have a diploma or GED, you will be required to explore options for taking GED classes as part of your Hanani House program.
- All program participants are expected to commit to a stay of **NO** less than 90 days at Hanani House.
- Program fess 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).



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- The weekly House Fellowship Meal is Wednesday at 6 pm at the Washington House. All residents of Augusta and Washington 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.
- 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.
- Overnights will be granted according to the Level the resident is currently on AFTER the first 90 days. Level 1 is 1-30 days, Level 2 is 31-90 days, Level 3 is 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 a UA that may be administered upon return. If a UA is not requested, the \$15 may stay on file for future overnights to be used for a UA any time one may be requested.
- 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 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

- 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.
- All phone calls need to be made in designated public areas.
- Phones are **NOT** allowed in the bed rooms 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).
- **NO** ear buds, sunglasses, or hoodies while in houses, attending meetings, meals or outside functions. (Fellowship is a key component to recovery).

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 abuse recovery organization working in the 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

Hanani House is a 501(c)3 tax-exempt organization