

Odyssey House

Resident Manual

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Our Mission

To provide a safe, affordable, and healthy sober living environment for adults seeking recovery as a new way of life.

Vision

Our vision is that there would be a drug and alcohol free living environment available for any person who is ready to begin their journey of recovery, while becoming contributing members of the community

Values

Sobriety, Quality of Life, Integrity, and Respect

Programs

Eligibility and Admission Criteria

The Odyssey House program philosophy is based on utilization of the 12-step, self-help program of recovery where honesty, open-mindedness, and willingness to change are of primary importance. If you are dishonest about your actions and behaviors, closed minded towards the principles of recovery, and/or unwilling to try to change your way of life, then you are in the wrong facility.

To be eligible for services, an applicant:

- must have a history of alcohol or other drug abuse;
- demonstrate a need for a structured, supportive residential environment;
- have a minimum of five (5) days free of any mind/mood altering substances that are not lawfully prescribed by a licensed physician prior to admittance to the program;
- be a male, 18 years of age or older;
- agree to active involvement and participation in the 12-step support group activities, including daily attendance at recovery oriented meetings, as required;
- exhibit motivation for the Odyssey House philosophy, program, and services, and agree to abide by the Odyssey House Resident Manual;
- have the ability and agree in writing to pay a weekly service fee while a resident.

Admission will be denied to applicants who fail to meet the above stated criteria and/or exhibit any of the following:

- the need for medical or psychiatric care beyond the scope of the program capabilities;
- behavior that would be considered dangerous to staff, resident, or to themselves;
- a prior conviction of a violent or sexual offense.

Applicants who are deemed inappropriate for admission may be referred to other, more appropriate, community resources. Odyssey House retains the right to refuse services to anyone.

All residents' programming and planning will be based on their individual needs. And individual recovery plan will be created for each client. As a part of this, some residents will have special requirements or privileges to aid in their recovery.

Resident Privacy and Confidentiality

All Odyssey House staff and residents will comply with Gibault's privacy practices, including the federal HIPAA practices. A copy of these policies is available upon request.

Non-Discrimination

Odyssey House does not discriminate on the basis of sexual orientation, race, religion, color, national origin, age, disability, or veteran status. Furthermore, we are committed to the fair and equitable treatment of all persons in compliance with state and national legislation and regulation.

Length of Stay and Participation

The length of stay will be determined based upon your progress and individual needs. For the first 72 hours in the house there are no personal visitors allowed. Any exceptions must be approved by the Director. Residents will complete an orientation period with staff during this time. During the orientation period, an initial recovery plan will be developed.

Residents are required to remain on Odyssey House property for the first 24 hours of their stay.

Successful Completion or Voluntary Withdrawal

In order to successfully complete the Odyssey House program, all residents must meet certain goals:

- to recognize and accept that they have acquired the disease of addiction;
- to realize the need for total abstinence from all mood and mind altering substances in order to recover;
- to remain a resident through the completion of services and accomplish the goals as set forth in his individual recovery plan;
- to contact the appropriate agencies to begin successful community reintegration;
- to practice and follow the 12-step program of Alcoholics Anonymous/Narcotics Anonymous, including obtaining a support group sponsor and home group.

In the event a resident decides to leave the program prior to meeting the above goals, staff will be available to meet with the resident to assist as follows:

- resident will be offered assistance to develop a discharge plan;
- resident will sign a Voluntary Withdrawal form to be dated and signed by a staff member giving the resident's reasons for withdrawal;
- if resident refuses to sign the Voluntary Withdrawal form, staff will indicate this on the form with any reasons given for such refusal, sign and date the form, and place it in the resident's file.

Residents are expected to leave their rooms neat and tidy when leaving the program. Any items left at Odyssey House for more than 48 hours will be disposed of.

Residents who have successfully completed the program are encouraged to continue to attend in-house 12 step meetings. Successful alumni are one of the best resources available to current residents to help them in their recovery.

A follow-up survey will be sent to former residents 6 months after their successful discharge. Residents are encouraged to take the time to complete and return the survey. This information will help Odyssey house to improve services.

Automatic Termination

If a resident breaks any of the following rules, their termination from the program and removal from the home will be immediate. The following are prohibited:

- Residents staying out overnight without proper authorization from the Director.
- Any fighting of a physical nature
- Any display of violent behaviors.

- Firearms, knives and/or any other weapons.
- Any theft of Odyssey House property, another resident's property, or within the community.
- Falsification of any Odyssey House document or any false statement to Odyssey House staff or officers.
- Failure to provide at intake knowledge of any outstanding warrants, or arrest and incarceration while a resident. Odyssey House recognizes that Drug Court Clients may periodically be incarcerated for periods of time, and will consider those instances on a case by case basis.
- The use or possession of alcohol or any other mind or mood altering substance at any time. Prescription medications are to be controlled and dispensed by staff.
- Refusal to provide a urinalysis sample and/or breathalyzer test upon request by staff members.
- Positive results from any urinalysis and or breath testing by a staff member.
- Unwillingness to assume financial responsibility for all service fees.
- Failure to provide staff with information and conditions of probation during intake.
- Destruction of property: Willful destruction of Odyssey House property, a fellow resident's property or any property within the community.

Service Fees

On entering Odyssey House the resident is required to pay two weeks rent (\$200.00). The weekly fee is \$100.00 and due no later than 5:00 p.m. on Saturday of the upcoming week of residence. If any resident is unable to pay that weeks rent, it is important to discuss this with staff as soon as possible.

Recovery Plans

An individual recovery plan will be created for each resident. This plan will outline areas that are essential to each person's individual recovery. Goals will be established for various areas and will including, among others: sobriety, family, education, and work goals.

Residents are to be available to the Director or appointed staff during the weekly schedule times to review their recovery plans and discuss their progress. Residents are to bring their meeting verification sheets, AA/NA meeting sheet, Daily Reading form, Service Commitment Log, and their signed sponsor sheets to turn in at the time of the review.

Drug and Alcohol Testing

All tests for alcohol and/or drug use will be conducted regularly and randomly. Urinary Drug Screens (UDS) are used for testing residents for drug usage. Breathalyzer tests are used for testing residents for alcohol usage. UDS and breathalyzer tests may be administered by any staff

Any resident who voluntarily admits to use of alcohol or other drugs while at Odyssey House, but is not currently using, does not test positive on drug screens, and does not display signs of withdrawal, may be allowed to remain a resident at the discretion of the director. This would be determined on a case by case basis.

Progressive Discipline

There will be a process of progressive discipline for issues that are prohibited in the house but would not be subject to immediate termination. The progress for this discipline will include verbal warning, written warning, then termination.

Sponsor/Meetings

All residents are required to have an approved, local, active AA or NA sponsor within four weeks. All conversations between sponsor and sponsees are confidential. Staff will not be concerned with the details of what was discussed. If the relationship with a sponsor is not working, a new sponsor may be chosen. Residents must provide staff with sponsor's name and contact information. Residents are expected to be working on the 12 Steps and should choose a sponsor accordingly.

Residents are required to attend a minimum of four 12 Step meetings per week. Two of these meetings can be in the community and at least two must be in-house. Residents must attend all other scheduled programming groups. Residents are required to participate in educational or life skills classes.

A resident may be court ordered to attend a specific number of meetings. All residents must abide by their court orders.

House Meeting

All residents will be required to attend the weekly, scheduled House Meeting. This meeting is an opportunity to address any household issues or concerns. Residents will be able to support and share with each other about their success and challenges from the week. This meeting is also an appropriate time for conflict resolution of issues that have occurred in the house.

Morning Routine

Residents who are not employed or who's work schedule permits should be awake and present by 7:30 a.m. for morning meditation Monday through Friday. Residents must be dressed in normal street attire, not in night clothes. On weekdays, from 9am-5pm, residents may only be in their rooms if they are getting ready for their day.

Meals

Residents are able to prepare their own breakfast and lunch from food items in the kitchen. Donated or house groceries are provided for all residents and are not to be set aside for individual residents. A family style sit down dinner will be shared by all residents. All are required to take part in meal preparation rotations. Residents will be required to be at dinner unless they have a work conflict or the approval of staff. Food is not permitted in resident's rooms. Each resident is help clean up from meals and keep the kitchen and dining areas clean.

Curfew

Curfew hours are 11:00 pm Sunday through Thursday and 12:00 am Friday and Saturday. Residents must leave the common areas and retire to their bedrooms at that time. Residents are not to leave the house after curfew or before morning meditation except to go to work. Exceptions to curfew will require staff approval.

Passes

Residents can earn evening, 24 hour, and/or weekend passes. These passes will be awarded based on progress and compliance with house rules and regulations, court orders, as well as resident's plans for the time away. Written requests for a pass must be presented to staff for approval two days in advance. Service fees must be paid prior to any pass being effective. Resident are expected to be at the house unless they are working, seeking employment, at a meeting, or on another approved pass from the house.

Transportation/Parking

Residents who have a car at Odyssey House must have a valid drivers license, valid license plates, current registration, and provide proof of insurance. Residents will park in specified area only. Residents are not permitted to allow other residents to drive their vehicle. All residents with a vehicle will be issued a parking pass. All vehicles must be locked and secured at all times while parked at the Odyssey House.

There will be a designated place to park and lock bicycles.

Household Duties

A resident will be assigned household duties that must be completed daily. When more than one resident is assigned to a particular chore, all residents assigned are responsible for the completion of that chore. There will be a weekly chore rotation.

Residents should not enable negative behavior. If a resident believes another resident is under the influence of mood altering substances, a staff person must be contacted immediately. It is everyone responsibility to keep the house safe.

Resident's ideas and suggestions are valued. Residents are encouraged to make suggestions in writing. These suggestions can be placed in the Suggestion Box.

Residents are to turn off all lights, electrical devices, water and appliances when finished using them or when leaving a room for a period of time.

Residents Rooms

Residents are not permitted in staff or other resident's rooms. No burning of anything is allowed in their rooms. (i.e. candles, incense, simmering pots, etc.). Residents are not permitted computers, personal televisions or DVD players in their rooms. Residents are not permitted to change rooms or beds without staff permission. Residents may need to be reassigned to different sleeping rooms at the Director's discretion.

Room and Common Area Inspections

Residents must make their bed each morning. They must keep their rooms neat and clean. All residents are expected to clean up after themselves and to help keep common areas clean.

Television

Watching television is only allowed between 5:00pm and curfew Monday through Friday and 7:00am through curfew Saturday and Sunday. Recovery based videos may be viewed during the day with permission from the house director. X-rated movies are not permitted. All movies are subject to staff approval.

Phone

The house's unlisted telephone number is available from staff. Only residents are allowed to give out this number. No phone calls will be allowed after curfew and before 7:00 a.m., except in regards to work. Tell those who would be calling for you, the times not to call. Length of each phone call is a maximum of 10 minutes. The resident phone is always answered with "Hello". Only residents may answer and use the phone. Residents are not allowed to give any information about another resident over the phone. If a resident is not able to come to the phone, you may only say "May I take a message?" or "I can only take a message." Residents may use the office phone for calls with staff permission.

Personal Appearance and Dress Code

A resident is to keep his personal appearance neat and be dressed in appropriate street attire during waking hours. Residents must be fully dressed when outside of their rooms. Clothing with drug, alcohol, or bar advertising or any demeaning slogans is not permitted. No inappropriate clothing may be worn in or out of the house. Shoes, slippers or sandals must be worn at all times in the common areas. Proper personal hygiene is required.

Laundry

Residents are responsible for their own laundry. Laundry should be done in a full load. Residents must provide their own soap and softeners. Laundry is not to be left unattended, and machines are to be cleaned out after every use. All sheets must be washed weekly. Towels should be placed in the hamper to be washed daily.

Smoking

Odyssey House is a smoke free facility. Residents can smoke cigarettes in the designated area outside of the House. Residents are allowed to smoke outside between the hours of 6:00 a.m. and curfew. Ashtrays are provided and must be used. Each resident is required to clean up after themselves throughout the day, including emptying ashtrays, disposing of cigarette butts, cups, wrappers, etc.

Medications

Any medications, either prescribed or over-the-counter, brought into the facilities will be given immediately to a staff member, to be logged in and placed in a locked, storage area. No prescribed medication may be brought into the facility unless it has been prescribed by a license physician specifically for the resident and is a current prescription. Only staff will have access to the medicine storage areas. At no time are residents, volunteers, or alumni allowed access to any resident medications.

No employee of the Odyssey House will dispense or administer medications, either prescribed or over-the-counter medications, to any residents. All resident self-administration of medication is monitored and recorded by a staff member. At no time will any resident be allowed access to medications without appropriate supervision. Residents will self-administer their medication as prescribed by a licensed physician and notes on the prescription bottle, or as instructed on the package of over-the-counter medications. Any resident who self-administers medications other than as directed will be immediately discharged with an appropriate referral.

Any resident self-administration of their medications will take place a minimum of once daily and will include the proper dosage for a 24-hour period. In cases of a leave of absence, the

resident will be instructed to take sufficient amounts of medication to be taken during the time of their leave. No resident will be denied a request for their medication by a staff member.

Individual resident medication logs will be maintained for each prescription brought into the facility and such logs will be kept in a locked storage area.

In the event a resident has a need for a narcotic medication and it has been prescribed by a licensed physician who is aware of the resident's addiction, it must be for short-time pain management. No resident will be allowed to remain in the facility who has developed a need for a maintenance prescription for any narcotic drug.

Consideration of Self and Others

- Rooms should be organized, clean, neat, dusted and vacuumed at least once a week.
- Dress appropriately. Clothing with violent, sexual or using themes are not permitted.
- Residents are expected to shower daily and wear clean clothes.
- Express feelings appropriately. Do not fight, wrestle, throw objects, yell, slam doors, etc.
- Verbal abuse will not be tolerated.
- Physical aggression can result in immediate discharge.
- Limit profanity. Prejudicial language or jokes will not be tolerated.
- Sexually provocative magazines, videos, paraphernalia, posters etc are prohibited.
- Be respectful of all Odyssey House neighbors.
- Weapons of any kind are prohibited. This includes knives, guns, bows, martial arts equipment, etc.

Resident Grievances

All resident grievances should try to be resolved between the resident and staff on duty or the House Manager, if possible. If the grievance cannot be resolved or such grievance is against a staff member or the House Manager, the next step will be to submit a written grievance to the Management Team.

Intimate Relationships

If a resident is in a committed relationship upon entry to Odyssey House, it may continue, as long as it does not interfere with recovery. If a resident is not in a relationship at the time of admission they are strongly discouraged from entering into a new relationship during initial stages of recovery. Relationship problems are a leading cause for relapse. All contact of a sexual nature is prohibited in the Odyssey House.

Visitors

Visitation with appropriate family and friends is encouraged. Visitors must be pre-approved by staff and sign a confidentiality agreement before initial visit. Visiting hours can be arranged to meet residents and their family's needs. Guests must remain in the common living area at all times. All guests must be logged and approved by staff before entry. If there is any suspicion that a visitor may be under the influence of drugs or alcohol, they will be required to leave. Guests will be asked to leave during meal times, house functions and groups. Guests are not allowed after curfew. No physical contact of a sexual nature is allowed on the premises. Staff have the right to require any visitor to leave at any time.

Mail

Mail will be delivered Monday through Friday, excluding holidays. Odyssey Houses mailing address is 6401 S US Hwy 41, Terre Haute, IN 47802. Resident's mail should be addressed to their name, C/O Odyssey House. Residents should check the House Manager's office for any personal mail. Outgoing mail may be left with the House Manager.

Safety

Odyssey House will have lighted exit signs by each exit. Odyssey House will have updated evacuation maps and instructions posted at various locations. Odyssey House will have recorded video surveillance of the front door, back door, and common area, which; is monitored by staff.

Odyssey House will provide and maintain fire extinguishers throughout the facility.

All doors will be locked by staff at curfew each night. Only residents who have permission to be out of the facility past curfew will be admitted without consequences after the doors have been locked. Other than residents, only staff and duly authorized law enforcement, fire department, or emergency medical personnel may be admitted once the facility has been locked. Any time a staff member or resident calls or has contact with law enforcement, the fire department, or emergency medical personnel at Odyssey House, that staff or resident shall immediately notify the Director.

Residents are required to stay within the Odyssey House properties boundaries while on the Gibault Campus. The campus is shared with children's programming, and residents are not allowed to socialize with the youth or staff.

Odyssey House staff has reviewed this handbook with me. I understand and agree to comply with the Odyssey House policies.

Resident Signature

Date

Staff Signature

Date