

# Celebrating Recovery House



## Standard Operating Procedures

Effective January 24, 2019

Final Version 1.0.2

History of Revisions

<b>Date Approved</b>	<b>Revisions Made</b>
September 24, 2018	Pin, Ink and format changes (Final version 1.0)
December 14, 2019	Minor Changes to include teachers, volunteers and staff for rules.
January 24, 2019	Added to list of things they can bring

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## **Celebrating Recovery House Mission, Vision and Purpose:**

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### **Mission:**

*To walk with those who CHOOSE to live addiction free.*

### **Vision:**

*To SEE those once bound by addictions set free by the power of Christ.*

### **Purpose:**

*Psalm 40:2 He lifted me out of the pit of despair, out of the mud and the mire, He set my feet on solid ground and steadied me as I walked along.*

# 1. Phases Defined

## Phase 1: Fresh Start

During this important part of recovery, the guest is encouraged to grow in understanding of themselves as well as developing a relationship with God. They are part of a structured, scheduled environment with physical development opportunities and personal development through small groups, classes and one-on-one mentoring. All activities are on campus and this phase is estimated to take 3 months to complete.

## Phase 2: Growing Roots

At this phase of recovery guests focus on developing an intimate relationship with God as well as with each other. With a strong emphasis in the study of God's Word, daily praise and worship, discipleship, studies and daily chores, guests begin to trust and rely on God as well as one another. At this point in the process, there are monthly family days when families are welcome to come for a day of visiting and fellowship. Guests are encouraged to correspond with their loved ones via weekly phone calls. Work and ministry training programs with prospective employers will be arranged as guests slowly begin integrating back into the community. This phase is estimated to take 3 months to complete.

## Phase 3: Into Action

This process closely resembles what most would consider "normal life". Guests report to training facilities 35-50 hours per week, have more freedom to make good choices while still under the authority of the CR House. Guests have weekly requirements they must meet like small group and mentor's meetings and all of these activities begin to slowly shift from a focus on personal growth and development to focus on prayer and preparations for the future. This phase is estimated to take 3 months to complete.

## Phase 4: Accountability House & Boots on the Ground

This final phase is for guests who have successfully completed phase 1 - 3 and have a desire to effect change in Springfield. As a member of the "Accountably House" guests are required to have full time employment and are afforded structured living arrangements where they are only required to cover utilities in the house with a focus and commitment to outreach to others. This phase is estimated to take 3 months to complete.

## 2. Intake Information

Thinking about entering the CR House? Want to know how we can offer a ministry like this **at no cost**? Come to a Thursday Orientation and find out!

**Who:** Potential applicants, family members, friends, community members, church members - anyone is welcome! Come check out the CR House Program for yourself. The first step every applicant must take to enter the ministry is to attend a CR House Orientation, held Thursday's at 10:00am at:

My Church – Built Upon the Rock  
340 South Plum Street  
Springfield, Ohio 45506

8:30 am – 9:30 am – Registration

10:00 am – 11:00 am - Information session will cover the following;

- 13-month Program Overview
- Current and alumni testimonies
- Open Question & Answer

11:30am-1:30pm - Applicant interviews

Interview times are dependent on the number of applicants each week, but please note: Applicants must attend information session to be considered for an interview.

Applicants should come prepared to enter the same day!

The following is a list of items that may be brought in. We can supply these items if necessary.

- 1 Bible & notebook
- 8 pairs of pants
- 1 belt
- 8 shirts
- 3 pairs of shoes
- 1 pair work/winter boots
- 3 sweaters or sweatshirts
- 8 pairs socks & underwear
- 1 heavy coat
- 1 ski cap
- 1 set of work gloves
- 1 set of winter gloves
- 2 sets thermal underwear
- 1 jacket
- Personal hygiene products (no alcohol)
- 1 shampoo
- 1 conditioner
- 1 body wash/soap
- 1 deodorant
- 1 non-electric toothbrush
- 1 tube of toothpaste
- 1 bag of non-electric razors
- 1 can shaving cream
- 1 hair style product

Anyone bringing anything beyond the items listed above will be required to donate extra items to the ministry. We do not have enough storage for everyone's personal items, so please do not plan to bring them unless specified! (Exceptions are determined on a case-by-case basis.)

**Please note** the following conditions are prohibitions to entry, this applies to all applicants and we cannot accept applicants/applications who have:

1. Open or active warrants; all probation/parole appointments must be non-reporting or phone-reporting (not in person); no scheduled upcoming criminal court dates or future criminal indictments.
2. Been sentenced to The CR House "in lieu of" incarceration. Often, we find that people forced to come because of legal issues are not here for the right reasons.
3. Currently paying (or in arrears on) child support will need either:
  - a. A written response from the case manager stating that payments may be placed on hold or deferred until the completion of the 13 months of the ministry, OR
  - b. Written communication from a friend or family member who will be paying the child support payment for the duration of the 13 months of the ministry.
4. If they are required to register as sex offenders.
5. Those that have already completed the Celebrating Recovery House Ministry will not be considered for re-entry. We can, however, offer support through Champions groups, local churches and alumni connections, as well as recommendations for other recovery programs if necessary.

For more information, attend Orientation or contact us at [info@crhouseohio.com](mailto:info@crhouseohio.com)

Please note the following conditions for admission to the CR House. These are non-negotiable.

1. We do not allow any prescription medications that are considered "mood altering". Please consult your physician prior to making any decisions concerning prescribed medication. A letter from your physician may be required for entry into The CR House.
2. We are a working ministry, so any applicant currently earning disability must be willing to relinquish it, because legally he/she cannot simultaneously work for the CR House and stay on disability.
3. We will consider allowing an applicant with open traffic issues or outstanding fines to enter the CR House, provided they are not required to attend a court appearance. If any fines may result in a warrant for arrest, we will need written agreement from a friend or family member that they will take care of the fine.

## 4. CR House Rules and Guidelines

**Please note:** these rules must be enforced and followed by all volunteers, staff and teachers when working with the guests of the CR House.

The CR House of 'Changing Lives Now' ministry provides faith based sober living to assist men and women in recovery from substance dependency and/or other hurts, habits and hang-ups.

1. Possession or use of cell phones, alcohol, drugs, tobacco products (including vapors) or weapons is strictly prohibited. Possession includes anywhere on 'CR House' property. This includes any product that contains alcohol (i.e.), mouthwash, after-shave, over counter medicines, etc. All prescribed and over the counter drugs must be held and dispensed by the House Manager. Violation will result in discharge.
2. Alcohol, tobacco products (including vapors) and drug testing is mandatory and random. If asked to submit to testing you must do so immediately. If the results are positive or the guest refuses the test, the guest will be immediately discharged or offered appropriate consequences to be determined by the CR House Director, this is not a CR House Manager decision.
3. All identification information must be submitted within 3 days of moving in.
4. No changes, improvements, decorating or repairs are to be done to any part of the property without the CR House Manager's approval. This includes appliances, moving and/or adding furniture, moving and/or adding pictures, photos and posters on the walls.
5. No incense, candles or anything flammable allowed anywhere in the house at any time to include matches and lighters.
6. Respect and treat your housemates as you would want to be treated.
  - a. Bedroom areas must be kept in order. You are responsible for keeping your area (bed, locker, etc.), neat and tidy at all times... no exceptions.
  - b. Keep shower time to 10 - 15 minutes.
  - c. Do not monopolize areas such as the kitchen and bathroom so that everyone gets a turn in a timely manner.
  - d. Do not use anyone else's personal items.



- e. Quiet time is from 10:00 PM to 7:00 AM. Be considerate of other and noise is to be kept at a respectable level at all times.
  - f. All electrical items are switched off when leaving an area (room) not occupied.
  - g. Be sure to lock all doors and windows when leaving the CR House.
  - h. A chore list will be posted weekly.
    - i. Chores are to be done daily and must be checked and signed off by the House Manager.
    - ii. Beds must be made each morning.
    - iii. Nothing on the floors but shoes & nothing on the beds but linens. Everything else is to be put away.
    - iv. No food or drink in upstairs.
7. All doctor appointments must be approved in advance by the House Manager, other than emergencies.

**NOTE:** The guest must advise the doctor upfront of their alcohol and/or drug addiction and limitation on medications. Failure to properly inform doctors will result in discharge.

8. Profanity, slang and reliving the past is prohibited.
9. Support means doing together what we could not do alone. Guests are expected to support one another.
10. No debt shall be incurred between any guests or with guests. This includes loans and sales.
11. We have no guest bosses in the CR House, only the House Manager.
12. Absolutely no pornography (pornographic materials-any type of nudity) in the house; if found it will be treated as a relapse and immediate dismissal from the house will occur.
13. Guests will have a formal Assessment Report done in the first 7 days.
14. Attendance at CR House meetings is mandatory, these will be scheduled and posted.
15. Visitors must be scheduled and approved and will meet in designated area.
  - a. Guests will complete mandatory classes before visitation is authorized
  - b. Guests cannot bring in any personal items.

16. If any rules/guidelines are broken (unless excused) or required meetings are missed this will be considered as grounds for dismissal.
17. Employment is not authorized during Phase I or II.
18. All revealing or un-proper clothing as determined by the CR House staff will be confiscated and disposed of.
19. All jewelry that convey sensuality or rebellious behavior will be removed and disposed of to include but not limited to: ear, nipple, belly, tongue, eyebrow, nose and any other.
20. Hair for men will be a maximum of 1 inch in length, no braids or cornrows allowed. Facial hair will be no longer than ¼ of an inch and neatly groomed at all times.
21. Upon intake, you must take care of your personal hygiene. You will wear your hair neatly, change your clothing daily and shower daily. This will be done daily without being reminded.
22. You will bag up any/all clothing allowed to be brought into the house!
23. Screening for drugs, alcohol, nicotine is mandatory and random for all guests at any time.
24. All guests must participate in classes and activities as directed.
25. Departure times, arrival times, bed times, wake up times and any other “time” will be punctual and adhered to.
26. Guests of the CR House cannot use the CR House street address for their mail.
27. Attitude of gratitude is required.
  - a. Threatening, violent, and/or aggressive behavior, dishonesty, undermining authority or the recovery process, and enabling are grounds for immediate discharge.
  - b. Bad mouthing of the CR House Manager, Staff, or any other person will not be tolerated. CR House problems will be discussed at house meetings.
  - c. Enabling another guest to break any rule may have the same consequences as the person breaking the rule.

- d. Violation of any part of this rule will result in discharge.
28. Additional and separate rules, restrictions, limitations etc. might be imposed at the CR House Managers discretion based on the individual’s history or performance.
29. Lost or stolen property is not the responsibility of the CR House at any time.
30. If guest leaves or is discharged and is noncompliant, their property will be held for 24 hours and then disposed of at the discretion of the CR House Manager.
31. Church Rules are as follows
- a. Church is a privilege while in the program and you need to remember you are in a structured program and all rules apply, regardless of your location, to include “church” and wherever that location is at. All guests are to be together at all times as directed and never out of sight or alone with anyone without consent of the director, house manager or another person running the program. There are no exceptions to this policy.
  - b. There is to be no pan handling, begging, asking, giving or receiving of anything without permission of director, house manager or another person running the program.
  - c. Remember you are in a controlled program and you will lose church privileges, training privileges and possibly be expelled if you do not follow the rules of the CR House, regardless of your location to include but not limited to church.
32. I understand and agree if asked or directed to leave the premises, I agree to leave immediately and not return! My property (as inventoried during intake) will be packed by the house manager and will be made available for me to pickup in 24 hours at the CR House Campus (not home) and that I will pick up my property within 72 hours after my departure. All other property belongs to the CR House.

Guest Printed Name	Guest Signature	Date
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Intake Workers Name	Guest Signature	Date
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*“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training for righteousness, so that the man of God may be thoroughly equipped for every good work.” 2<sup>nd</sup> Timothy 3:16-17*

## 5. The CR House

The CR House is a Phase I facility and is known as “Supervised Residences” and offer a high level of support, with the goal of eventually transitioning guests to the next level of recovery.

The CR House has an organizational hierarchy that provides administrative oversight for service providers, which include certified staff, case, and house manager. Services provided in Phase I Residences are typically delivered in the community (outside of the residence) or may have some supports and services onsite. The CR House provides a highly-structured environment for guest support, stability and growth holistically physically, mentally, and spiritually.

The CR House is intended to be a Springfield Ohio and surrounding area resource and will accept applications from people (minimum age 18+) who meet one or more of the following:

- Clean addicts coming directly from but not limited to West Central, Prison or Clark County Jail, with the majority coming from Clark County Jail.
- Have been clean for a minimum of 7 days subject to drug testing.
- Persons who are not in active Drug/Alcohol addiction but are dealing with other addictions, including but not limited to pornography, eating disorder and co-dependency.
- Referred by the Clark County Diversion Program and accepted by the CR House Director.

The CR House is a structured, supervised 24/7 facility focused on assisting guests to mature and grow holistically. Progressive maturity and growth are required and will be part of the evaluation process.

A strong work ethic is expected, will be practiced and taught in the CR House. Accountability will be enforced and individual goals will be set by the guest and their case worker. Goals will be evaluated regularly as mediocrity is not acceptable.

The CR House strives to holistically reassign value to people, transform broken, negative folks into healed, positive citizens. People who have sustainability, who have present and future (eternal) hope, people who live and breathe (Romans 8:28...."***And we know that God causes everything to work together for the good of those who love God and are called according to His purpose for them***") and who profess Philippians 4:13 "***I can do all things through Christ who strengthens me,***" is our goal.

## 6. The CR House Manager Job Description and Expectations

We are looking for a self-motivated, encouraging leader with **excellent boundaries** to fill the position of House Manager at our **Celebrating Recovery (CR) House** in Springfield, Ohio.

The House Manager is the **'BOOTS ON THE GROUND'** and the bedrock of the CR House Ministry. Therefore, the selection process is intensive. This is a **part-time position**; however, it is also a **Live-In** position. The CR House manager **must reside on site 8 p.m. --- 8 a.m.**

The House Manager is paid a monthly stipend, given room and board, and asked to make at least one six-month, no longer than one-year commitment to serving the guests.

**The CR House Manager** must contain the characteristics of a Godly Leader in all aspects of their life: personal, home, spiritual and public. This leader should also possess a teachable spirit as well.

**The most necessary and desirable quality for any leader is that of INTEGRITY, in all areas of their life.**

### **Some Tasks include:**

- Set a healthy Biblical culture
- Perform direct supervision of guests (mostly evening) and working with their treatment program
- Document and maintain daily/weekly checklists and other necessary documentation
- Ensure safe facility operations and coordinate the day to day functions and activities with the day time coordinator
- Conduct random searches and drug tests
- Support established regulations, policies and procedures
- Expected to exercise significant and independent judgment in all duties

### **Qualifications:**

- Must have Pastor's recommendation
- Must be available (8 pm to 8 am) and Thursday mornings for Interview Process
- High school diploma or GED
- Previous experience working with people recovering from addiction is helpful
- Knowledge of substance abuse treatment modules (preferred)
- Valid driver's license (preferred)
- Must be chemical free (drug/alcohol) minimum 2 years, and able to pass a background check and drug screen

## 7. The CR House Coordinator Job Description and Expectations

The House Coordinator is considered a 'BOOTS ON THE GROUND' position and a corner stone of the CR House.

Our ultimate hope and vision are that people will be trained up through this position to serve as permanent staff, strong leaders and possibly move into a position at our faith-based facility.

The House Coordinator is paid a stipend, provided room and board, and is required to live on site. Individuals without fulltime responsibilities elsewhere may apply for this position and must be capable of performing direct supervision of guests and work closely with their treatment program.

**The House Coordinator will** organize the day to day activities of a particular recovery phase; set a healthy and Biblical culture, and support the House Manager in serving the men and will also follow program restrictions and guidelines.

**The House Coordinator** must contain the characteristics of a Godly Leader in all aspects of his life (personal, home, spiritual and public) and will also possess a teachable spirit as well.

Some tasks include:

- Assist with daily house functions; working closely with the House Manager, teachers and other support staff to meet the needs of our guests.
- Support the House Manager in documenting and maintaining daily/weekly checklists.
- Ensure guests are at the right place at the right time.
- Work is performed in accordance with established regulations, policies and procedures.

**Work is reviewed by the CR House Manager as needed but no less than once a week.**

Qualifications:

- Must have valid identification.
- Must be;
  - Drug free a minimum of 18 months and have a Pastor's recommendation.
  - Or be a graduate from the Recovery House, the Refuge or similar approved program of 12-month duration or longer.
  -
- Able to pass a background check, drug screen and proficiency test.

## 8. Proposed CR House Organizational Chart

### CR House Executive Directors

Legal Board: \_\_\_\_\_

Financial Board: \_\_\_\_\_

Spiritual Board: \_\_\_\_\_

Annual Events Board: \_\_\_\_\_

House Director: \_\_\_\_\_

SOP Manager: \_\_\_\_\_

CR House Manager: \_\_\_\_\_

Curriculum Manager: \_\_\_\_\_

Volunteer Dept. \_\_\_\_\_

CR House Daily Operation: \_\_\_\_\_

## 9. Personal Identifiable Information Protection for CR House

Personal Identifiable Information (PII) is defined as:

*Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.*

- It is the responsibility of the individual CR House staff member to protect data to which they have access.
- Any CR House member having access to personal information shall respect the confidentiality of such information, and refrain from any conduct that would indicate a careless or negligent attitude toward such information.
- Only individuals who have a "need to know" in their official capacity shall have access to such records.
- The CR House Manager and CR Day Coordinator personnel are not to be contacted directly by anyone other than CR House Staff.
- Anyone involved in the CR House process is to never:
  - give out personal information, such as telephone number, personal email or street addresses, home telephone number of any guest, CR House staff or volunteers.
  - give out the location or the actual street address for any CR House.
- CR House Applications once filled in contain PII and must be safeguarded as noted above.



## 10. Application for CR House

PERSONAL INFORMATION				
Print Your Full Name			Date of Birth	Age
Phone		Email		
Social Security #	Marital Status	Children (If yes please list ages) <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Living Situation	
Current Address			City	State   Zip
Own a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year/Make/Model		License #	
Valid Driver License? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" please list state and license number:				
Do you believe in God? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain If "yes" have you accepted Jesus as your Savior <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you attending church now? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" where at:				
RECOVERY INFORMATION				
Are you an alcoholic? <input type="checkbox"/> Yes <input type="checkbox"/> No	Drug addict? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other addictions? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Last Use	Drug(s) of Choice
Currently/recently in treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Location of Facility			
Did you complete successfully? <input type="checkbox"/> Yes <input type="checkbox"/> No	Discharge Date	Name of Counselor		
How do you plan to stay clean and sober?				

What is your relapse trigger?			
Who referred you to the CR House? (Name, Relationship & Phone)			
Do you attend 12-step meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, how often?	Do you have a sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you lived in a recovery house before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Location of House	When/How long?	
Why did you leave there?			
Why do you want to live at the CR House?			
Do you have a referring Pastor? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, provide name & contact information:			
<b>EMPLOYMENT INFORMATION</b>			
Are you employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name & Location of Employer	Job Title	How Long?
Current Monthly Income	If No, how long since last employed?		
Please list all special skills or training you have received or other types of work you have done:			
Are you receiving <u>any</u> income (social security, pension, annuity, food stamps, unemployment or other)? <input type="checkbox"/> Yes <input type="checkbox"/> No  If "yes" please explain:			

<p>Are you on government disability? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>
<p>If you do not have a job are you willing to do volunteer work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “no” please explain why not:</p>
<p>Are you willing/able to be self-supporting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “no” please explain why not:</p>
<p>Are you willing/able to get a job within 180 days? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “no” please explain why not:</p>
<p>U.S. Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If “yes” please explain:</p>

<b>LEGAL INFORMATION</b>		
Name of Officer	Contact Phone	Location of Office
<p>Do you have any felony convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		
<p>Do you have any pending charges/cases/warrants? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		
<p>Currently on probation/parole? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		
<p>Ever been incarcerated? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		
<p>Are you a registered sex offender? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		
<p>Do you have a current order in place for child support? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		
<p>Do you currently have children you have custody of or allowed visitation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “yes” please explain:</p>		

**MEDICAL INFORMATION**

List All Current Medications

Describe Any Injuries/Disabilities?  Yes  No

If "yes" please explain:

Describe any/all Physical Limitations:

Do you have any medical conditions that require special care or frequent visits to a medical facility?

Yes  No If "yes" please explain:

Have you ever had Tuberculosis?  Yes  No

If "yes" please explain:

Have you ever had Hepatitis A?  Yes  No

If "yes" please explain:

Have you ever had Hepatitis B?  Yes  No

If "yes" please explain:

Have you ever had Hepatitis C?  Yes  No

If "yes" please explain:

Have you ever had HIV Positive?  Yes  No

If "yes" please explain:

Have you ever had Herpes?  Yes  No

If "yes" please explain:

Have you ever had Venereal Disease (List Any)?  Yes  No

If "yes" please explain:

Have you ever had Body Lice?  Yes  No

If "yes" please explain:

Any other Medical Conditions not listed above?  Yes  No

If "yes" please explain:

Have you ever been in a mental health program before?  Yes  No

If "yes" please explain:

Have you been under any psychiatric care?  Yes  No

If "yes" please explain:

Name of Physician, Location and Phone number

Are you receiving Suboxone, Subutex, Methadone, Vivitrol, etc.?

Yes  No

If "yes" please provide the physicians name:

If "yes" please explain:

**EMERGENCY CONTACTS (LIST TWO)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I have read and agree to all house rules, and my answers on this application are complete and honest. I also understand that failure to comply with any of these rules will result in my dismissal and if I am dismissed I will not be reconsidered for 30 days.

(signature & date required):

\_\_\_\_\_  
Guest Printed Name                      Guest Signature                      Date

Intake worker information/witness:

\_\_\_\_\_  
Printed Name                      Signature                      Date

# 11. Confidentiality of CR House Records

In accordance with 42 CFR S 2.1 (10-91 Ed.)

Federal law and regulations protect the confidentiality of alcohol and drug abuse guest records maintained by the ministry. Generally, the ministry may not say to a person outside the program that a guest attends the program, or disclose any other information identifying a guest with a life controlling problem, especially, alcohol or drug abuse. Unless:

1. The guest consents in writing:
2. The disclosure is allowed by a court order: or
3. The disclosure is made to medical personnel in a medical emergency or to, qualified personnel for research, audit, or program evaluation.

Violations of the Federal law and regulations is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations. Federal law and regulations do not protect any information about a crime committed by a guest either at the program or against any person who works for the program or about any threat to commit such a crime. Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state or local authorities. I warrant that I have read the above notice before its execution, and that I'm fully familiar with the contents thereof.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

### Disclosure Statement

This information has been disclosed to you from records protected by federal confidentiality rules (43 CFR part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse guest. CR House does not maintain "patients", but uses this word because law requires it. As an evangelical Christian ministry, CR House "guests"

are not patients, some of whom are dealing with the life controlling problem of substance abuse.

**Confidential Release**

I, \_\_\_\_\_, hereby grant full release of any information in your files whether it is confidential or otherwise restricted from public access to CR House and its agents. I further grant CR House or its agents the right to have conferences, including telephone conferences, with your agency or affiliates for purposes of discussing said information in your files or otherwise obtaining needed information for purposes of effecting satisfaction of the needs and purposes of CR House.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Right to Case History**

I, \_\_\_\_\_, hereby grant CR House the right to use my testimony in my case history with CR House for purposes of media coverage, special bulletins, publications, advertisements, or any other documentary or public coverage of CR House and its affiliates. I further recognize that I may be requested to speak at public gatherings, give my testimony, or participate in CR House activities, although I recognize that CR House will respect my personal needs to withhold participation in these functions if I deem it necessary. While participation would be appreciated by CR House, CR House will respect my decisions in these matters unless my non-cooperation results from a violation of other rules and regulations governing my conduct while at CR House. Should my conduct relate to such a violation, then the application of said rules and regulations should apply and be in full force and effect.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Medical Authorization Release**

I, \_\_\_\_\_, hereby authorize CR House staff to make arrangements for any emergency medical assistance that may be required due to illness or injury on my part.

Date \_\_\_\_\_ Signature \_\_\_\_\_



## 12. Sexual/Moral Standard

CR House upholds Christian, biblically based moral standards. In our teaching and in practice observed by staff and guests, all forms of sexual activity outside of marriage between a husband and a wife are inappropriate and outside the boundaries of what God has ordained. Therefore, adultery, extra-marital sex, either heterosexual or homosexual, will not be allowed while in the CR House program. I have read this and agree to abide by this policy while I am at CR House.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

### 13. Release of All Rights in Personal Story

I, \_\_\_\_\_, do hereby irrevocably authorize CR House and those acting under its permission and on its authority, to use and publish for any lawful purpose whatsoever, my personal story which I have related to CR House in whole, or in part, including any photographs of myself.

I hereby waive any right that I may have to inspect or approve the finished product or copy that may be used in connection therewith, or the use to which it may be applied.

I hereby release and discharge CR House, its successors and assigns, and all persons acting under its permission or authority from any liability by virtue of misprint, error or distortion that may occur unless it can be shown that they and the publication thereof were maliciously caused, produced and published solely for the purpose of subjecting me to conspicuous ridicule, scandal, reproach, scorn and indignity.

I do hereby warrant that I am of full age and have every right to contract in my own name in the above regard and further, that all of the information in personal story was obtained from me and not from records subject to protection by law. I further warrant that I read the above authorization and release, before its execution, and that I am fully familiar with the contents thereof.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

## 14. Withdrawal from Substance Addiction Agreement

I, \_\_\_\_\_, understand the CR House is Drug and Alcohol-free and **is not a detoxification facility** and I do hereby agree to enter the program with the understanding that the withdrawal from substance dependence or addiction will be accomplished without the use of medication.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

## 15. Civil Rights Waiver Acknowledgment

I, \_\_\_\_\_, understand that I have civil rights guaranteeing confidential communication by phone and mail, as well as exercising the religion of my choice. CR House is an evangelical Christian ministry for people with life controlling problems. As such, I realize and submit to the ministry's expectations to attend Christian religious activities coordinated by the ministry. Further, for reasons of assisting me in dealing with my life controlling problem, I understand that staff will regulate and monitor my communications for a period of time determined by the staff.

I voluntarily give my consent allowing CR House staff to exercise these procedures. I also fully understand my right and what I am waiving.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

This waiver shall be administered at the time of admission or as soon as thereafter as the guest is capable of rational communication.

## 16. General Release of All Claims

KNOW ALL MEN, that I, the undersigned, being an adult being completely free of the influence of alcohol or drugs of any kind whatsoever, and having had explained to me the importance of this paper as evidence of my present and future intent to forgive and release CR House and its officers, directors, employees, and its agents of and from all claims which I, at any time, may have against it, them or any of them. AND IN CONSIDERATION of and for my being freely admitted into the CR House program; the free lodging, board, vocational, biblical, educational and general training and education which I shall receive; the free rehabilitation from drug and alcohol dependence and from other forms of socially deviant behavior which I shall receive; the free social and spiritual guidance and counseling which I shall receive and fully intending to be legally bound;

AND ON BEHALF of myself and my heirs, executors, administrators and assigns I do hereby fully forgive, release and discharge CR House and its officers, directors, employees, and agents and its successors and assigns of and from all claims which I, at any time, may have against it, them or any of them as a result of any publication of my photograph or biography; the inspection of my mail, property, or room; any administrative, disciplinary or action affecting me; any medical, dental, physical or emotional care which I may receive, whether received distress, injury, damage or loss which I may suffer, whether as the result of intentional, reckless or negligent conduct on the part of myself, or others, including but not limited to the officers, directors, employees and agents of CR House, and whether suffered before, during or after my involvement with the CR House Program; any disposition of my property which I leave behind upon my departing any premises owned, controlled or operated by CR House.

HAVING CAREFULLY READ this paper and all of my questions concerning it having been answered so that I fully understand its importance to me and to induce CR House, to admit me into its program; I have freely and understandably signed this general Release of ALL claims.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

## 17. CR House Christian Conciliation and Arbitration Agreement

The undersigned parties enter this agreement as an essential condition of entry into the CR House program.

The undersigned parties accept the Bible as the inspired Word of God. They believe God desires they resolve their dispute with one another within the Church and they be reconciled in their relationships in accordance with the principles stated in 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20.

Accordingly, the undersigned parties hereby agree, if any dispute or controversy arises out of or is related to this agreement is not resolved in private meetings between the parties pursuant to Matthew 5:23-24 and 18:15, then the dispute or controversy will be settled by biblically based mediation and, if necessary, legally binding arbitration.

The undersigned parties agree these methods shall be the sole remedy for any dispute or controversy between them and, to the full extent permitted by applicable law, expressly waive their right to file a lawsuit in any civil court against one another for disputes, except to enforce arbitration decision, or to enforce this dispute resolution agreement. Any mediated settlement agreement, or arbitrated decision hereunder shall be final, binding, and fully enforceable according to its terms in any court of competent jurisdiction.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

## 18. Guest Voluntary Resignation Form

Please accept this form as notice that I, \_\_\_\_\_, am voluntary resigning from the CR House effective on the date noted below. I certify my resignation is voluntary and of my own free will. I do not nor will not hold the CR House, CR staff or CR House volunteers responsible for my resignation from the program.

I am departing the program immediately and will not return to the CR House for any reason. I request the CR House staff to pack up my personal belongings and make them available to me within 24 hours of my voluntary resignation and agree to pick up my personal belongings at the CR Campus. In the unlikely event I decide I do not want my personal belongings I give the CR House staff permission to dispose of them within 72 hours of my voluntary resignation from the program.

I want to thank you for the support and opportunities provided to me over the course of my stay at the CR House.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Guest Printed Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

## **18a. Directions for filling out Section 18 Guest Voluntary Resignation**

1. Have the guest print their name in the “I, \_\_\_\_\_, section.
2. Have the guest print their name on the “Guest Printed Name” line.
3. Have the guest sign their name on the “Guest Signature” line.
4. Do NOT put a date on this form. This will be filled in later if necessary.
5. Do not sign or print your name on the “Witness” name or signature line. This will be filled in later if necessary.