

Pathways Housing Support Program

with



Resident Handbook

and Community Understandings

Pathways Housing Support Program Points of Contact: Caitlin Looney, LISW-S

Grants Coordinator

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If Caitlin is unavailable:

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Welcome to Amethyst. You have made a big and important step on your journey to recovery. We know that you are facing many challenges and we are here to help. Amethyst is a place where women overcome challenges and succeed. We see the hope and promise in you.

During your time at Amethyst we commit to help you achieve lifelong sobriety, develop healthy relationships and attain economic stability. The staff of Amethyst understand you have a lot of questions. This manual will help answer many of them. However, if you still have questions, please let your counselor or case manager know.

We are honored that you have entrusted us with your future. Warmly,

Sherry A. Inskeep, LISW-S

Behavioral Health Managing Director

OUR PHILOSOPHY

Amethyst recognizes that women in addiction treatment have unique needs that must be addressed holistically in order for them to heal appropriately. We seek to empower women and their children by helping them build healthy relationships, secure permanent housing, and gain economic stability, as all of these factors contribute to a successful and lifelong recovery.

OUR MISSION

Amethyst fosters a culture of recovery, empowering women and families in a safe, sober community.

**Safety**

While you reside at an Amethyst housing facility, our first priority at all times is your safety. We have set rules and expectations in place for the sole purpose of keeping our community safe. The following are the guidelines put in place to keep our community safe.

Relapse and Mental Health

* In the event of relapse please report the incident to your Pathways case manager, resident manager or an agency supervisor.
	+ If you know or suspect another client has relapsed please also report that information to the staff listed above.
* In the event you feel you may harm yourself or another person, please report these feelings to the first staff you come in contact with. If no staff is available, please call Netcare at 614-276-2273 or 911.
	+ If you know or suspect another client is at risk of harming themselves or someone else, please contact the first staff you come in contact with. If no staff is available, please call Netcare at 614-276-2273 or 911.

Mandated Reporting

* While staff is committed to keeping confidentiality, there are times when confidentiality is not an option. By law, we are required to make reports to proper authorities that may result in further action. This is called mandated reporting.
* The following are instances when staff are required to make further reports:
	+ Reports of suicidal thoughts or feelings or intent to self-harm
	+ Reports of homicidal thoughts or feelings or intent to harm another person
	+ Reports of physical or sexual abuse, specifically toward children or elders.
	+ Whenever possible, staff will inform you of who they have called and what steps will follow. Staff will be as transparent as possible with you regarding this process. We are hopeful that any report will be a help to your treatment process, however difficult it may seem.

Signing In and Out

* It is expected that you sign out of your building every time you leave.
* Signing out includes your name, contact information, where you are going, who you are traveling with and the time you leave.
* It is expected that you go where you say you are going ONLY and that you return in a timely fashion.
* Upon return, sign back into the building, documenting the time of your return.

Curfews

* Monday- Thursday 10:00 PM
* Friday, Saturday, and Sunday 11:00 PM
* Curfews are in place for all residents of Amethyst housing, including children.
* If you wish to be out past curfew for work, family matters, or recovery programming, please let your Pathways Case Manager know 72 hours in advance. They will submit the request to Caitlin Looney at the Office of Justice Policy & Programs. She will communicate with Amethyst staff if the request is approved. If Caitlin is unavailable, the Case Manager will submit the request to Melissa Pierson.

Visitors

* Adult visitors are only permitted in your building during posted hours, Friday – Sunday.
	+ Visitors on the premises of Amethyst property after hours may be considered to be trespassing. Staff may call the police to report trespassers.
	+ Treatment team members are not considered visitors
* Visitors to Amethyst property are expected to be sober and respectful of Amethyst policies and staff at all times. Visitors in violation of this request will be removed.
* Sex offenders are not permitted on Amethyst property.
* Known or suspected drug dealers or human traffickers (i.e. pimps, dopeboys, anyone who encouraged or forced another person to solicit) are not permitted on Amethyst property.
* You are to be with your visitors at all times. No visitors should be unattended at any time.
* No clients should allow another person’s visitors into the building.
* Children under 18 only are to be considered for overnights. Adults, even children of a client, are not permitted to stay overnight in Amethyst residences.
* Children, not living at Amethyst, are to be approved for overnights by your Pathways team for any day Monday - Sunday.
* Before visiting children spend the night, it is expected that you are able to provide food and have a safe, healthy plan for your visit.
* Amethyst Staff should be made aware of your child’s visit at least 72 hours before the visit. Last minute overnight visits are strongly discouraged and only permissible in the event of an emergency.
* Visiting children are not to be left alone, under any circumstances.

Overnights (away from Amethyst)

* Overnights are to be approved by your Pathways team. Please submit a request to your Case Manager 72 hours in advance. They will submit the request to Caitlin Looney at the Office of Justice Policy & Programs about the request. She will communicate with Amethyst staff if the request is approved. If Caitlin is unavailable, the Case Manager will submit the request to Melissa Pierson

Transportation

* Clients should have a bus pass. This should be the main means of transportation for clients.
* If you have a valid driver’s license, vehicle registered in your name, and appropriate car insurance in your name, please let the Pathways team know.

Relationships

Romantic relationships with other Amethyst residents are prohibited during your stay in the apartment. The purpose of the Pathways housing program is to provide stability in your recovery and empower you to take ownership of your sobriety. Take this time to focus on yourself and invest in your independence. If you enter into a romantic relationship with another Amethyst resident, it can be grounds for discharge from the Pathways housing program.

**Dress Code**

We hold residents to expectations of modest dress at all times (including on Amethyst residential property.) Apparel should be casual, humble, and clean this includes (but is not limited to):

* Shirts that cover breasts, backs, and midriffs. No spaghetti (thin) straps.
* Pants, shorts, and skirts that appropriately cover buns and legs. Modest shorts are fine for warm weather.
* Clothing should fit well and not be too snug.
* Clothing with alcohol, drugs, or gang related messages are not-permitted.

If, at any time, staff feels your apparel does not meet the standards outlined above they may address this with you, individually. Appearance is a part of recovery and we ask you to remain open and respectful of staff requests.

**Smoking Policy**

* All participants are strongly encourages to commit to quitting all tobacco products.
* All participants are expected to abstain from smoking or having tobacco products in the building.
* Smoke zone for clients are designated on the property outside the building.
* Clients are required to dispose of cigarette butts in designated waste bins.
* Clients may not smoke after curfew.

***Smoking or vaping in Amethyst housing or buildings may result in termination from the program.***

**Random Drug Screens**

Amethyst is an abstinence-based treatment program. As such, all residents will be expected to participate in random drug screens as well as drug screens whenever it is suspected a client may have been using or a has been in a high risk situation. Any time, any staff, for any reason directs you to participate in a drug screen it is the expectation that you comply. The results of your screen will be shared with the Pathways Team.

* Refusal to comply at the time of request will be viewed as a positive screen.
* Clients are not to leave the building when asked to participate in a drug screen. Leaving the office building after being directed to participate in a drug screen may be viewed as a positive screen.
* Drug screens returning with a “dilute” result will require an immediate second screen. The second screen must be completed within 24 hours of the “dilute” results.

**Treatment and Accountability**

In an effort to encourage new behaviors it is sometimes necessary to hold clients accountable. Accountability means that an individual is held responsible for his or her behaviors and choices. In all of these efforts we attempt to be helpful and encouraging of recovery and growth. Staff is committed to your safety and helping you reach the goals you expressed to us at the beginning of treatment. While consequences may seem difficult in the moment, our hope is that you will keep in mind that the overarching goal is to strengthen you in your sobriety.

When it is believed that you are at risk of relapse, a safety issue, or in violation of resident rules, you will be asked to participate in a treatment team meeting. Treatment team meetings consist of the Pathways team and Amethyst residential staff. Everyone present is there to support your treatment goals. The meeting will consist of discussion, questions, and staff recommendation.

Outcomes of a treatment team meeting are meant to help you. Staff collaborates to creatively meet the needs of each individual. It is important to remember that each client may have different outcomes in a meeting. This happens because each woman and her needs are different. Keep in mind that we respect the confidentiality of all clients, and you, as a client, may not know the entire result, discussion, or history leading to an outcome.

**Amethyst Residence Living**

Resident Managers play a vital role in the recovery process and are staff members with authority. Resident Managers are invested in your recovery and are great supports and resources.

Moving into your apartment

* Your Pathways Case Manager will coordinate your move-in to Amethyst-identified housing. Please direct all of your questions to her. Your unit will be furnished and will have linens and kitchen supplies. You will receive keys to the front door of your designated building, your unit, and your mailbox. If necessary, you will receive a key to your assigned laundry facility.
* You may not move personal furniture into the unit unless specific written permission has been obtained from Pathways. You are also not permitted to remove the furniture that is provided to you when you move in. This furniture is the sole property of Amethyst, Inc or Pathways.
* In the event that there is a large amount of items in your apartment considered to be a fire hazard by a staff member, you will be required to remove the items from the unit until the contents are determined safe by the staff. We understand that organizing and maintaining your personal space may be a new (and overwhelming) experience. Please remember that your Case Manager and Resident Manager are here to help.
* Amethyst staff, the landlord and maintenance are the only people who are permitted to enter your apartment when you are not present, with or without your permission. Residents need to allow property staff in to their apartments upon request for routine and emergency maintenance and extermination procedures. Work orders are available for you to complete when something is broken or needs attention in your unit.
* No key is to ever be given to another person; no key is ever to be duplicated. Again, we are committed to maintaining a safe living environment. The laundry facilities on-site are for client use only; the laundry being done must belong to you or your children who are living/staying with you. Your Resident Manager can help with a building laundry schedule.

Building responsibilities

* It is your responsibility to participate in building meetings and functions as well as building chores. Your Resident Manager will communicate the days & times these are scheduled. As a building community member, you are expected to practice pro-social, recovery-oriented, interpersonal skills at all times**. Your Resident Manager is there to help you**. To keep your home management skills on track, she will complete scheduled weekly apartment inspections. To make sure you are safe, she will conduct apartment checks at curfew and hold periodic fire & tornado drills. **I**t is imperative that you follow all directions during emergency drills.
* **All** housing rules and expectations outlined in this handbook apply to you, even though you are not enrolled in the Amethyst treatment program. This includes signing in and out, participating in building meetings and events, emergency drills, passing inspections, and introducing visitors to Resident Manager.
* Occasionally, Resident Managers will hold a building meeting or activity. It is our expectation that you attend all building meetings and activities. In the event you miss a building event, you will be on building restriction for the following weekend.
* Children under 12 are not allowed to be in the apartment unattended.
* Pets are not permitted without the written permission of the Chief Housing Officer. Tenants of Amethyst Housing interested in having a pet will be required to provide written verification from the physical or mental health care provider that the tenant has a disability and needs the service animal.
* Clients are to wear clothing anytime their outside of their own apartment. Clients should not be seen outside in pajamas, robes, night gowns, etc.
* All doors are to remain locked for safety, especially when you are not in your apartment, unless you have visitors when your door is expected to be open. Please follow this guideline even when visiting within your own building.
* Respect for others is a community expectation. The following activities are not permitted:
	+ Loud music or noise
	+ Stealing and other illegal activity
	+ Entering other units without permission
	+ Physical/verbal abuse of other residents/staff/children
	+ Use of profanity

Community Bed Checks

* While we realize that the practice of random bed checks is somewhat invasive, our experience indicates that it is a necessary practice in order to help to ensure the safety of each woman, each child, and the community.
* As part of our treatment program, we reserve the right to conduct random bed checks. A Resident Manager or another staff person, who is designated by Amethyst A, will conduct these bed checks.
* Resident Managers will do their best to be respectful of each woman’s privacy while ensuring the safety of all residents and compliance with established curfew and overnight expectations.

Unit Inspections

* Resident Managers conduct weekly unit inspections of every tenant in Amethyst housing. This inspection covers your living room, kitchen, bathroom, hallways and all bedrooms, including closets and cabinets. Your smoke detectors will be tested once a month, and you will receive a replacement battery if you should need one.
* Upon completion, your Resident Manager will let you know whether you passed your inspection or not. If you failed the inspection, you will be told what area’s need to be improved and placed on building restriction which will give you the time you need to get your unit neat and tidy for a follow-up inspection which will occur within 48 hours.
* The following page is the form utilized by Amethyst staff to complete unit inspections.

|  |
| --- |
| Name: |
| **Building Number:** | **Unit Number:** |

Amethyst Unit Inspection

Use the following key to describe the condition of each area in the unit:

S= Satisfactory U= Unsatisfactory N/A= Not Applicable

|  |  |  |
| --- | --- | --- |
| **Living Room** |  | **Kitchen** |
| **Walls/Door** |  |  | Walls/Door |  |
| Floor |  | Floor |  |
| **Windows** |  | Windows |  |
| Furniture Condition |  | Cabinets |  |
| **Thermostat** |  | Sink |  |
| Electrical Outlets |  | Stove Top |  |
| General Appearance |  | Oven |  |
| **COMMENTS:** | Refrigerator |  |
| Electrical Outlets |  |
| **Bedroom #1** | **Light Fixture** |  |
| ***Walls/Door*** |  | General Appearance |  |
| ***Floor*** |  | **COMMENTS:** |
| Closet |  |
| Windows |  | **Bathroom** |
| Electrical Outlets |  | Walls/Door |  |
| General Appearance |  | Floor |  |
| **COMMENTS:** | Windows |  |
| Shower/Bathtub |  |
| **Bedroom #2** | **Toilet** |  |
| Walls/Door |  | **Sink** |  |
| Floor |  | Medicine Cabinet |  |
| Closet |  | Electrical Outlets |  |
| Windows |  | Light Fixture |  |
| Electrical Outlets |  | General Appearance |  |
|  |  | Are all Smoke Detectors in working order? YES NO |
| General Appearance |  | **COMMENTS:** |
| **COMMENTS:** |
| **RECOMMENDATION** |
| **Hallway** | Apartment Passes Inspection |  |
| **Walls** |  | Building Restriction (fails inspection) |  |
| Floor |  | Re-inspection Date (within 48 hrs) |  |
| Closet |  | Apartment Passes 2nd Inspection |  |
| Hot Water Tank |  | Work Orders Submitted |  |
| Electrical Outlets |  | Date copy forwarded to Counselor for Discussion |  |
| Light Fixture |  |
| General Appearance |  | **COMMENTS:** *If client fails 2nd inspection, schedule for ADL skills training class.**DATE ATTENDING:*  |
| **COMMENTS:** |

## Signature of person completing this form: Date: \_

**Signature of supervisor: Date form turned in:**

**Decorating your Apartment**

Amethyst realizes the importance of personalizing your home. These decorating guidelines have been established to prevent damage to the room and to comply with fire codes.

* Clients shall not hang; post, display items, or place stickers, fake snow, or paint on or around windows or the exterior of the room windows.
* Posters and other wall decorations can be hung with thumbtacks or picture hanging nails only.

**Fire prevention**

Fire Drills

* Your Resident Manager will conduct fire drills every 2-3 months. For you, your children’s, and/or your guests’ safety, everyone NEEDS to participate in any drill that happens while they’re in the building (if there was a real emergency, you need to know what to do).

Smoke Detectors

* Smoke detectors are in every unit. Smoke detectors need batteries to work properly, warning you about a potential emergency. We expect that you will not remove batteries – or let anyone else (other than maintenance services) remove batteries from a working detector.

No smoking

* Of course, possessing tobacco products and smoking is prohibited in the building as part of our residential policies; but, it becomes even as important for building safety.

Appliance Safety

* Be aware of what you are cooking on a stovetop and turn it off when you’re not in the room to keep an eye on it. Be aware of appliances such as televisions, coffee pots, irons, curling irons that need to be turned off and unplugged before you leave your apartment.

Safety Hazards

* It is important that you stay aware of things around you that could pose a potential risk for you / your family’s safety. This includes:
	+ Worn extension cords or overloaded outlets.
	+ Doorways or windows that are blocked or partially blocked and might prevent a safe exit in an emergency; any unnecessary clutter can become a hazard.
	+ Materials that are potentially flammable – and especially should not be near the furnace or stove.
	+ Toxic materials such as cleaning supplies need to be marked and out of reach of children and away from furnaces or ovens.
	+ Prescription medication – should be clearly marked and out of reach of children and out of sight of visitors.
	+ Candles. They are to be attended to at all times; make certain they are not near flammable materials, low enough for small children to get burned and that they are extinguished before you leave your apartment.
	+ Open windows (in the summer especially) that might invite intruders.

Tornado and Other Emergency Drills

Your Resident Manager will conduct other drills during the year to make sure you and your family know what to do in an emergency. Everyone in building at the time NEEDS to participate!

**Confidentiality policies**

*Policy CRG02:*

Amethyst, Inc has adopted release of information and related policies to comply with legal and accreditation standards governing the release of medical information, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics and accreditation. *Information is exchanged on behalf of a person served inside the organization on a need-to-know basis and outside the organization with the use of* Authorizations to Release *signed by a person served.*

*Policy CRG04:*

Visitors and guests will not be allowed to attend any event that is solely for clients or clients and staff without proper consent from all clients. Mandatory events require consent from each participant before any visitor will be allowed to attend.

***For clients:***

As a member of the Amethyst community, you are expected to safeguard the confidentiality of others. Remembering that other clients may not want people outside of our community to know where they are living or the details of their personal lives, it is important that information is not carried outside of groups.

You may wonder how to hold yourself and others accountable when community expectations or rules are ignored or violated and still protect each other’s confidentiality. Remember you are part of the community and sharing care and concern in the community may be important to your – and a peer’s – recovery. If you’re not sure what to do, talk to a Pathways team member .

**On-call, duty to protect, seclusion, and restraint *(Policy CM9, CM13, CM19)***

Amethyst is concerned for the well-being and safety of all clients, visitors, and staff. To that end, we have established several policies that guide response to identification of potential risk. After hours, there is a designated clinical staff member “on-call” for emergencies and resident managers available in client buildings. Our primary interest in ***preventing*** any threatening or hostile environment!

*At no time will Amethyst, Inc. staff utilize punishments and practices including, but not limited to, physical or verbal abuse. The use of physical seclusion and restraint is not used at Amethyst, Inc., and no client will be isolated in a locked or unmonitored room.*

Amethyst has a set of standardized procedures for “Duty to Protect/Warn” when a client or person has made imminent threat of harm to self, others, or damage to identifiable structures. While it is still our responsibility to warn intended victims, the law has been extended to include our responsibility to protect intended victims from harm.

**Drug and weapon free environment *(Policy 5.25 H&S)***

Amethyst is a drug-free and weapon-free workplace. Employees, visitors, and residents of Amethyst are not permitted to carry illicit drugs or weapons on agency property at any time. Persons found in the possession of illicit drugs, including licit drugs that do not belong to the person, or weapons will be reported to local law enforcement agencies.

The agency recognizes that employees, visitors, and residents may be in the possession of licit or prescription drugs while on the premises.

Licit drugs must be kept in the original prescription bottle while on agency premises or must have a copy of the prescription readily available.

**Pets *(Housing Protocol H05)***

Residents are not to have pets, including sheltering stray animals, in Amethyst housing. Therapy pets are permitted with appropriate documentation and approvals.

Client Agreement and Understanding

I have read the entire handbook from beginning to end. Any questions or difficulty understanding the Client Handbook I discussed with my Case Manager. I understand that these expectations are put in place for my safety and to help me build on my recovery. I agree to abide by these expectations for the safety of myself, my peers, and staff for the entire duration of my treatment and/or residence at Amethyst. I understand that I will be held accountable to the standards outlined in this handbook. I understand that I am responsible to know and follow the rules of Amethyst.

This agreement is to be read aloud with staff present and signed by both staff and client.

Client Name:

Client Signature: Date:

Staff Signature: Date: