



Resident Handbook

VARR Certified

Sober Living Community

2240 Stockton Street
Richmond, VA 23224

Our Purpose

Provide stable and affordable housing in a sober living community setting with resource connections to enhance individual support networks, employment opportunities, self-awareness, and self-esteem.



Welcome to CARITAS Recovery Residences. As a VARR Certified Recovery Residence, we seek to provide a safe sober living environment that meets the highest state and national standards. We understand that we do not recover alone and that it requires the support of our community to become our best selves. We also understand the importance of being a “part of” your community and being responsible for and accountable to your community is an integral part of the recovery process. In providing a sober living community, we are inviting you to participate in the community as well as setting up a structure that is conducive to personal recovery. Residents will be required to attend a monthly community meeting as scheduled, perform a minimum amount of service work around the building, and participate in upholding the accountability of their peers throughout your time with us. We have found through experience that taking up the responsibility of the community process provides a sense of ownership and belonging. This, in turn, provides a sense of purpose and direction which helps to guide us on the path of becoming more productive members of society.

In addition to providing a safe sober living environment, we seek to provide connections to community resources to assist in the various needs of our residents. There are staff in place to help the residents navigate making these connections and empowering them to take advantage of the resources that most suit their needs. On site, there is a vast community of peers to assist with substance use issues whether medically assisted, a former client of The Healing Place, or just in need of a safe place to discuss the challenges of daily living and staying sober. Additionally, we have a long-standing relationship with Daily Planet Health Services as well as with Health Brigade to assist with mental health and medical needs that may be beyond the scope of what we offer presently, regardless of whether you have health insurance or not.

As a growing community, we welcome feedback as well as understand that there are things that we will need to be working on. Since “we” are part of “us”, the communication between residents and staff is of the utmost importance. Residents should feel free to voice their opinions and concerns without fear of reprisal regarding how things are going in our community. This includes, but is not limited to, the grievance policy as well as face-to-face interactions. Staff will always adhere to a policy of mutual respect and appreciation with regards to resident interactions. Communication is a two way street, so we ask that any feedback is delivered with the same level of respect and appropriateness. We will always make time to listen to residents' concerns and ask only that the proper channels are followed to ensure that the right message gets to the right person.

Again, welcome to CARITAS Recovery Residences, and we look forward to being of service to you in your time with us.

Our Mission

United by our compassion, CARITAS helps our most vulnerable neighbors break the cycles of homelessness and addiction to reclaim their dignity.

Our Purpose

Provide stable and affordable housing in a sober living community setting with resource connections to enhance individual support networks, employment opportunities, self-awareness, and self-esteem.

Our Values

Innovation: Mobilizes us to pursue and develop solutions that inspire, engage, and energize others while moving goals, people, processes and our mission forward. Innovation creates and fosters an environment where resourcefulness, risk-taking, thoughtful creativity and continual self-reflection fuse to form powerful and transforming results.

Integrity: Calls us to hold ourselves to the highest standards as a model to our clients, peers and the community. We are committed to keeping our word in all things and never compromising our values. Everything we do is for the benefit of our CARITAS family, partners and mission.

Passion: Inspires us with a belief in our mission and the energy, enthusiasm and perseverance to carry it out. Passion commits us to sacrifice, to create opportunities for community and connectivity, to be dedicated, and to strive for excellence in everything we do.

Servant Leadership: Leads us to put service before self in all our interactions with each other and with the community that we serve. It fosters shared successes and is preferable to individual gain.

Achievement: Commits us to an unwavering desire to produce extraordinary outcomes. We will clearly measure the results of our work and use them to achieve goals that support our mission and positively impact the community.

Residents' Rights

You Have The Right...

1. to be treated with consideration and respect.
2. to be assured you will not be discriminated against when determining eligibility of services.
3. to expect complete and current information concerning your status in terms or language you understand from staff members and peer managers.
4. to know by name, the staff members and peer managers responsible for your care.
5. to give informed consent for services.
6. to have your right to privacy and individuality respected and to be treated with consideration, respect, and full recognition of your dignity including your personal needs.
7. to submit grievances to the peer managers, staff members, the Property Manager, the CEO or COO, and CARITAS Board of Directors as well as the Virginia Association of Recovery Residences (VARR.)
8. to have your right to privacy respected as it relates to your recovery program. Discussions, consultations and evaluations are confidential and should be conducted discreetly.
9. to expect the CARITAS Center to make a reasonable response to your requests.
10. to obtain full disclosure about relationships between the CARITAS Center and other healthcare facilities, agencies and related institutions as far as your health is concerned.
11. to expect reasonable continuity of care which includes schedules of services and times when staff and peer managers are available.
12. to be afforded the opportunity to participate in planning your recovery program and to refuse to participate in human subject experimental research.
13. to be free from mental and physical abuse.
14. to be assured of the confidential handling of your personal records and may approve or refuse the release to an individual outside the CARITAS Center unless so ordered by a legal body, a third-party payment contract or in the case where you are transferred to a healthcare facility.
 1. Code of Federal Regulations (CFR), Section 42 Part 2, requires that the CARITAS Center *"protect any and all information that could reasonably be used to identify an individual and requires that disclosures be limited to the information necessary to carry out the purpose of the disclosure."*
 2. confidential information without the clients expressed consent can be disclosed in the following cases:
 - I. The death of a client will be provided to next of kin or to others with the next of kin's permission
 - li. The client is suspected of child neglect or abuse
 - lii. If threats are made by a client toward themselves and/or others, the threatened party(ies) and the police will be notified.
 - iv. Court order.
 - v. The client has a medical emergency.
15. to know that the CARITAS Center provides accessibility for disabled persons.
16. to be fully informed, as evidenced by your written acknowledgment below, prior to or at the time of admission and during your participation in the CARITAS Center programs of the rights and responsibilities set forth herein and of all rules and regulations governing resident conduct and responsibilities and the resident grievance procedures.

Resident Responsibilities

It is the responsibility of each individual to be a part of the community. We've learned through experience with 12-step programs that personal recovery is dependent upon our unity. This holds especially true with regards to recovery residences in that our accountability relies on each individual to help one another to better ourselves, and thereby create an atmosphere conducive to recovery for those who come behind us. There are certain responsibilities that must be adhered to at a minimum to make sure that we are taking care of our own well-being and safety thereby contributing to the safety and well-being of the community. These are as follows:

Every resident will:

1. Remain drug and alcohol free at all times.
2. Follow the rules, guidelines and curfew as stated for their current phase in residency.
3. Perform chores as volunteered or assigned.
4. Keep personal vehicles in designated parking spaces and provide a copy of valid insurance, driver's license and registration
5. Be subject to random alcohol and drug screening.
6. Attend AA/NA meetings as required by the current phase in residency.
7. See a physician or psychiatrist if required by staff.
8. Attend all community meetings.
9. Obtain employment or a regular volunteer commitment.
10. Clean sleeping area and bedroom daily as well as maintaining common areas.
11. Refrain from having any sexual relations while on the premises of the CARITAS Center.
12. Use tobacco/nicotine products only outside and only in designated smoking areas.
13. Inform staff of any changes in employment, contact information, or adjustments of medications.
14. Be responsible for personal recovery. This includes participation in recovery planning and engagement as well as keeping regular meetings with peer navigator.

Critical Rules

The CARITAS Center Recovery Residences have a number of critical rules which result in immediate corrective discipline up to, and including, immediate termination from the residence. These critical rules are:

1. **ALCOHOL and ILLICIT DRUGS**: There will be no possession, sales, or use of beverages containing alcohol OR illicit drugs while residing at the CARITAS Center Recovery Residences. Using alcohol or other drugs on CARITAS property will result in immediate separation and the resident will be deemed ineligible for CARITAS services for a minimum period of three months and up to a maximum of one year.
2. **PRESCRIPTION DRUGS**: All prescription drugs must be registered with the CARITAS Recovery Residences and will be monitored for self-administration. Prescriptions must be in their original container with a label that has the prescriber's name, date of dispensation, and name of the individual they are prescribed to. Any possession, sales or use of unregistered prescriptions is not tolerated.
3. **SEXUAL HARASSMENT AND ACTING OUT**: There will be no flirting, sexual remarks (including innuendo), sexual harassment, or sexually acting out with another resident or visitor.
4. **VIOLENCE/THREATS**: There will be no violence or threat of violence at the CARITAS Center or by any resident outside of the CARITAS Center. Violence or the threat of violence will result in immediate separation and being declared ineligible for CARITAS services for up to two years.
5. **STEALING/THEFT**: Stealing and/or theft, on or off property will result in immediate disciplinary action up to and including separation and exit from the CARITAS Center Recovery Residences.
6. **PORNOGRAPHY**: Sexually Explicit Material: Sexually explicit pictures, magazines, reading materials or movies are not allowed at CARITAS Center Recovery Residences. Room Inspections: Staff will periodically complete room inspections, and sexually explicit materials, if they are found, will be confiscated and destroyed. Child Pornography: Any resident found with child pornography (or any sexually explicit material containing images of children or models who look like children) will be subject to corrective discipline up to and including being asked to leave CARITAS Center Recovery Residences. The material will be confiscated and may be destroyed or turned over to the police for investigation. Violent Sexually Specific Material: Any resident found with sexually specific material that depicts graphic acts of violent sexuality (such as rape or sadomasochistic sexual behavior) will be subject to corrective discipline up to and including being asked to leave CARITAS Center Recovery Residences. The material will be confiscated and may be destroyed or turned over to the police for investigation. If any "snuff" films or pictures (sexually explicit acts involving the murder or mutilation of a person during the sexual act) are discovered, they will be confiscated and turned over to the police for investigation.

In addition to the critical rules, there are many situations that may call for the separation of an individual for the health, safety and well-being of the community that are unforeseeable. CARITAS Center reserves the right to discharge any individual for any reason if it is deemed detrimental to this community. It should also be noted that CARITAS expects its residents to abide by all local, municipal, state and federal laws. Failure to do so may result in immediate separation of a resident.

Sexual Harassment and Sexual Misconduct Policy

CARITAS Center Residents must abide by CARITAS's Sexual Harassment Policy, which is printed below. Any CARITAS Resident violating the Sexual Harassment Policy will be exited from the CARITAS Center Residences.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile or offensive. Sexual harassment shall be considered to have occurred when:

1. Accepting or tolerating such conduct is made a term or condition of a resident's living arrangement either explicitly or implicitly;
2. Accepting or rejecting such conduct is used as the basis for creating a hostile living arrangement.
3. Such conduct creates an intimidating, hostile, or offensive community environment, or substantially interferes with the ability of a resident to enjoy a peaceful environment.

When there is probable cause to believe that any sexual harassment or other misconduct has occurred, or that any regulations prohibiting sexual harassment or misconduct have been violated, these reported violations will be aggressively investigated. Violations of this policy should be immediately reported to the CARITAS Center administration.

Anyone charged with sexual misconduct may be subject to prosecution under Virginia criminal statutes, and may also be disciplined under the CARITAS conduct code. Additionally, any CARITAS Recovery Resident violating the sexual misconduct policy will be immediately separated from the CARITAS Center Residence. Even if the criminal justice authorities choose not to prosecute, CARITAS may, at its sole discretion, pursue disciplinary action which could result in separation from the CARITAS Center Residence.

CARITAS has an obligation to uphold the laws of the community of which it is a part. While the activities covered by laws and those covered by CARITAS's rules may overlap, the community's rules operate independently and do not substitute for each other. CARITAS may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether rules have been broken. CARITAS will make no attempt to shield members in the community from the law, nor does it intervene in legal proceedings against a member of the community. Membership in the CARITAS community does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all of CARITAS's regulations.

Any CARITAS resident must report a charge of sexual misconduct to the administration within twenty - four hours of the charge to ensure that a safe community environment can be upheld. Failure to report such a charge to the administration within the 24-hour time period is itself a violation of this code. If the member is found guilty of a charge of sexual harassment or misconduct, they will be separated from the residences immediately, at CARITAS's sole discretion.

Procedure:

Procedures for reporting and resolving sexual misconduct complaints are established and in place for all residents of the CARITAS Center.

Complaints may be:

- a. Handled through established grievance procedures;
- b. Discussed or filed in writing with the administration.

CARITAS Code of Ethics

Everyone involved with the CARITAS family is expected to operate within certain ethical principles. This includes our leadership, our staff, our peer mentors and managers, as well as our volunteers and residents. The following is a list of the CARITAS code of ethics as it pertains to our residents:

Principle 1: Non-Discrimination

I shall affirm diversity among my fellow residents regardless of age, gender, sexual orientation, ethnic/racial background, religious/spiritual beliefs, marital status, political beliefs, or mental/physical disability.

- I shall strive to treat all individuals with impartiality and objectivity relating to all based solely on their personal merits and mindful of the dignity of all human persons. As such, I shall not impose my personal values on others.
- Through an awareness of the impact of stereotyping and discrimination, I shall guard the individual rights and personal dignity of all residents
- I shall relate to all clients with empathy and understanding no matter what their diagnosis or personal history.

Principle 2: Community Welfare

I understand that the ability to do good is based on an underlying concern for the well-being of others. I shall act for the good of others and exercise respect, sensitivity, and insight. I understand that my primary responsibility and loyalty is to the welfare of my community.

- I shall do everything possible to safeguard the privacy and confidentiality of other members of the community.
- I understand my rights regarding confidentiality and agree to conduct myself in an appropriate manner in any areas likely to affect another's confidentiality.
- I will support the recovery of others in the community to the best of my ability and make an earnest effort to not hinder anyone in their path to recovery.
- I shall not do for others what they can readily do for themselves but rather, facilitate and support the doing. Likewise, I shall not insist on doing what I perceive as good without reference to what the other resident perceives as good and necessary.

Principle 3: Client Relationships

I understand that I have the fundamental human right of all individuals to self-determination and to make decisions that I consider in my own best interest. I shall maintain due diligence to allow me to make an informed decision of my care.

- I understand that I have a right to accurate and complete information regarding the extent of the potential professional relationship, such as the Code of Ethics and professional loyalties and responsibilities when it comes to interactions with employees of CARITAS.
- I understand that I have a right to be informed of and to accept or deny participation including the recording of the interview, the use of interview material for training purposes, and/or observation of an interview by another person.

CARITAS Code of Ethics (con't)

Principle 4: Trustworthiness

I understand that effectiveness of my recovery is largely based on the ability to be worthy of trust, and I shall work to the best of my ability to act consistently within the bounds of a known moral universe, to faithfully fulfill the terms of my commitments, to safeguard relationships consistently, and to speak the truth as it is known to me.

- I shall never misrepresent my experience.
- I shall make no unsubstantiated claims for the efficacy of the services I receive and make no statements about the nature and course of addictive disorders that have not been verified by scientific inquiry.
- I shall constantly strive for a better understanding of addictive disorders and refuse to accept supposition and prejudice as if it were the truth.
- I understand that ignorance in those matters that should be known does not excuse me from the ethical fault of misinforming others.
- I understand the effect of impairment on my participation in the community and shall be willing to seek appropriate treatment for myself. I shall support peer assistance programs in this respect.

Principle 5: Compliance with Law

I understand that laws and regulations exist for the good ordering of society and for the restraint of harm and evil, and I am aware of those laws and regulations that are relevant personally and follow them, while reserving the right to commit civil disobedience.

- I understand that the determination that a law or regulation is unjust is not a matter of preference or opinion but a matter of rational investigation, deliberation, and dispute.

Principle 6: Rights and Duties

I understand that personal commitments and relationships create a network of rights and corresponding duties. I shall strive to the best of my ability to safeguard the natural and consensual rights of each individual within the community.

- I understand that justice extends beyond individual relationships to the community and society; therefore, I shall participate in activities that promote the health of my community.
- I shall, to the best of my ability, actively engage in the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.
- I understand that the right of confidentiality cannot always be maintained if it serves to protect abuse, neglect, or exploitation of any person or leaves another at risk of bodily harm.

CARITAS Code of Ethics (con't)

Principle 7: Dual Relationships

I understand that I must seek to nurture and support the development of a relationship of equals.

- I shall not engage in relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- Because a relationship begins with a power differential, I shall not exploit relationships with current or former residents for personal gain, including social or business relationships.
- I shall not accept substantial gifts from other residents, other treatment organizations, or the providers of materials or services used in my participation.

Principle 8: Preventing Harm

I understand that every decision and action has ethical implication leading either to benefit or harm, and I shall carefully consider whether any of my decisions or actions has the potential to produce harm of a physical, psychological, financial, legal, or spiritual nature before implementing them.

- I shall refrain from using any methods that could be considered coercive such as threats, negative labeling, and attempts to provoke shame or humiliation.
- I shall make no requests of other residents that are not necessary as part of the agreed recovery plan.
- I understand an obligation to protect individuals, institutions, and the community from harm that might be done by others. Consequently, I am aware that the conduct of another individual is an actual or likely source of harm to peers, staff, the organization, or the community, and that I have an ethical obligation to report such conduct to staff.

Principle 9: Duty of Care

I shall operate under the principle of Duty of Care and shall maintain a therapeutic environment in which fellow residents and staff can be safe from the threat of physical, emotional or intellectual harm.

- I respect the right of others to hold opinions, beliefs, and values different from my own.
- I shall strive for understanding and the establishment of common ground rather than for the ascendancy of one opinion over another.

Every member of our organization has agreed to uphold these ethical principles in their role. It is imperative that we maintain these principles to continue to be of maximum service to one another. Ethics, by default, are non-negotiable and are the backbone upon which any organization is built. We hold them dear as they are what enable us to continue our mission. Since this is a peer driven community, we must insist that every resident maintains them as well.

CARITAS Recovery Residence Guidelines

It is your responsibility to follow these guidelines and requirements. If you choose to not follow these guidelines, you may be separated from the CARITAS Recovery Residences.

Daily Checks: Residents are checked in and out electronically by way of keycard access. Additionally, CARITAS Staff and Peer Managers may check on Residents for safety and well-being. This may be done by phone or in person. In person checks will always be done with a member of the same sex present.

Curfew:

- First 30 days: From 11pm to 6am Every Day
- From 30-60 days: From 12am to 6am Monday through Thursday,
1am to 6am Friday and Saturday
One overnight pass/week with 48 hour notice provided to staff – Passes are not guaranteed and may be denied for any reason
- Beyond 60 days: No Curfew: Must stay on property 2 nights per week to maintain residency

Exceptions to curfew for employment may be made on a case-by-case basis. This is solely up to the discretion of CARITAS staff and will require work schedule confirmation and prior approval. Violation of curfew is subject to consequences up to and including separation.

Extended Leave/Pass Requests: Any extended leave or pass requests must be in writing and include the following: contact information, lodging and travel arrangements, meeting attendance and recovery contacts, and date of leave as well as date/time of return. Forms are available in the property management office for this purpose. Resident is responsible for reporting for a screen immediately upon return.

Meals: Residents are responsible for their own food, however, if there is need, CARITAS can assist with a box of food. Determination of need is up to staff discretion to prevent abusing this privilege. Additionally, there are local churches that provide meals regularly for people in need.

Food: No food from off-site or vending machines should be eaten outside of the residence. There should be no open food or beverage containers in the hallways or common areas. The exception to this would be planned events in meeting spaces where food/beverage is provided, but it should not be taken outside of the designated area.

In-House AA Meetings: There are in-house AA meetings held Monday, Wednesday and Saturday at 6:30pm which are available to all. Only two in-house meetings count toward meeting requirements.

Visitation: In an effort to practice Trauma Informed Care, there are to be no visitors within a residence. Visitation can be conducted in the common areas of the building. This is for the comfort and safety of all parties not just the resident. It is in consideration of roommates as well as for the individuals visiting.

Cleanliness: Residents are required to maintain a clean living space. This includes, but is not limited to: no dishes in the sink, no open food left out, no expired food in the refrigerator, and trash being emptied. Floors should be kept swept and mopped. An excess amount of personal property that does not fit in an individual's personal space will be requested to be removed.

CARITAS Recovery Residence Guidelines (con't)

Lights Out/Noise Control: There is no “Lights Out” requirement, but residents are expected to be mindful and courteous to their roommates. Music and Televisions should never be able to be heard outside of a resident’s door or through the walls. If noise complaints are had, consequences will be issued on the following schedule:

- 1st offence: Verbal warning
- 2nd offence: Written warning
- 3rd offence: Meeting with property management
- 4th offence: Final warning, behavioral contract and notice of separation for subsequent offences
- 5th offence: Separation from the residence

Bed Assignments: Beds are assigned by staff during orientation. Residents are not allowed to switch bed assignments. This is imperative to the safety and accountability of our residents in the event of an emergency

Tobacco use/vaping/e-cigarettes: Use of tobacco/vaping and e-cigarettes is not permitted in the building. Use of tobacco/vaping or e-cigarettes is only allowed in designated outdoor smoking areas. Violation of this rule will result in separation from the residence.

Personal Property: CARITAS is not responsible for any property lost or stolen. Residents should not leave or store their property with another client, participant or resident at any time. CARITAS is not responsible for Residents personal property (including mail) once the Resident is separated from the residence, or if the Resident leaves on their own accord. CARITAS reserves the right to dispose of the Resident’s property in any manner it so chooses seven days after the Resident’s separation has been completed. The Resident waives all rights to said personal property, and agrees to indemnify and hold harmless CARITAS and any of its employees or agents. Mail or packages received after separation will be returned to sender.

Driving/Parking: For driving and parking privileges to be accepted, a photo-copy of the resident’s license and registration must be kept in their file. It is the resident’s responsibility to keep up with state law requirements for licensing, tags, insurance and registration of vehicles. Driving without a license or allowing another resident without a license to drive a vehicle permitted to you is subject to exit from our residence. There is a limit to one vehicle per resident and a vehicle must be kept in an operational state. Any vehicle deemed inoperable/abandoned or in violation of the parking agreement will be towed at the owner’s expense.

Medications: All medications including over-the-counter must be disclosed and approved by CARITAS staff. Failure to do so, coupled with a positive drug screen may result in separation from the residence. When in doubt, check it out. Residents’ participation in Medically Assisted Treatment (MAT) requires monitoring by CARITAS staff. All participants in MAT should refer to the MAT guidelines for proper procedure regarding handling these medications and for over-medication policies.

CARITAS Recovery Residence Guidelines (con't)

Building Tours: CARITAS/THP conducts tours during which community members are guided through the facility and educated CARITAS programs. All tours are led by CARITAS/THP staff. During the tours, staff do not disclose any personal information about residents. There are times during the tour, however, when attendees may meet, see or talk to residents. Please acknowledge that you may be present during these tours and that by your presence, tour attendees may meet, see or speak to you. If you do not wish to meet, see or speak to those community members participating in a tour, please notify staff so that proper arrangements can be made.

Food Stamps and/or Medicaid: Clients are encouraged to receive food stamps and/or Medicaid if they are eligible. Health insurance and proper nutrition are important aspects of self-care. If you need assistance with this process, please ask a staff member for guidance.

Social Security Disability, SSI, other financial assistance: CARITAS does not intervene with any financial assistance with regards to residents. As far as CARITAS is concerned with financial assistance, if your total documented income meets the required minimum, employment is not essential to residing here. However, documented service hours or volunteer work may be required to ensure a state of stagnation does not occur. These hours would be presented upon orientation at the discretion of staff and do not have to take place at CARITAS, nor would there be any compensation toward bed fees or payment for services by CARITAS in regards to a service arrangement.

Confidentiality: Residents are not at liberty to say who is here or not here at CARITAS Recovery Residences or involved with any of CARITAS's services. Any violation of this policy and may result in separation and exit from the residence.

Ineligible for Services (IFS) offenses: In addition to violations of policy highlighted above that may result in separation from the residences, the following offenses **will** result in a resident being separated from the residences and deemed ineligible to receive services (IFS) for a period of time: any violence or threatening behavior (physical and/or verbal including racial or sexual preference slurs); bringing firearms on CARITAS property; stealing, vandalism and any disrespect of property; inappropriate sexual behavior; and possession, use or distribution of any substance on CARITAS property.

SEARCH POLICY

It is the policy of CARITAS that at any point during a resident stay at one of our recovery residences extenuating circumstances could result in the search of a resident and or the personal property in the residence. These circumstances include but are not limited to a suspected relapse involving drugs and or alcohol, suspected drugs, alcohol, or banned substances in a resident's possession, or any other scenario where other residents and or the safety of the recovery residences as whole is in jeopardy. In the event a search is deemed necessary, CARITAS staff and a Peer Navigator will conduct the search and have one other resident in good standing present as a witness to the search. This search policy is for the safety of the residences and to uphold the atmosphere of recovery and code of ethics in the CARITAS recovery residences.

DRUG TESTING POLICY

While residing at the CARITAS Recovery Residences, I agree to adhere to random drug screening upon the discretion of CARITAS staff. I also agree to the use a third party for confirmation testing if insured upon request. Failure to adhere to a random drug test will result in immediate separation from CARITAS Recovery Residences. Additionally, failure to respond to a request for testing constitutes a violation of CARITAS Drug Testing Policy.

If a resident should have health insurance, their insurance should be submitted to the third party to pay for the cost of confirmation testing.

If urine drug testing is required more often than normal for a resident, (i.e., through courts, family, probation) the resident will be responsible for payment of those extra drug screens.

CARITAS RECEIVES ZERO COMPENSATION FROM ANY THIRD PARTY FOR TESTING REFERRALS

Move-in Fees and Fee Schedule

Upon signing the CARITAS Center Resident Agreement, there are move-in fees associated with the bed that a resident will be occupying. This move-in fee is \$350 and is non-refundable. The fee breaks down as follows:

\$200 processing fee:	Covers the program fees and working documents of the residence
\$130 initial maintenance fee:	Original payment towards general upkeep and labor for the apartment
\$20 keying fee:	For the programming of the keycard and the keycard itself

These fees are non-negotiable and are due at the time of signing the resident agreement. The only exception to this policy would be an arrangement made by the CARITAS Residences administration. All residents are required to pay these fees. These fees are non-refundable and cover the cost of placement of a resident in their apartment and are NOT to be considered a deposit that will be returned upon departure from the residence. Failure to pay these fees or falling behind on any arrangement made by the CARITAS Center staff could result in loss of residence at the CARITAS Center.

Bed fees vary depending on the layout of the apartment and which room a participant resides in. The structure is as follows:

One Bedroom, One Bathroom:	\$130 per bed in shared room
Two Bedroom, One Bathroom:	\$130 per bed in shared room, \$155 per bed in single room
Two Bedroom, Two Bathroom:	\$130 per bed in shared room, \$185 per bed in single room with own bathroom

Bed fees are due Mondays. Bed fees are based on a weekly rate and not monthly or bi-weekly rate. Additionally, fees are paid a week in advance. Residents may only pay on a bi-weekly or monthly basis with prior approval from CARITAS Center staff. If paying on a bi-weekly or monthly basis, residents must pay ahead of schedule to avoid a late fee of \$10. Be advised that these fees are solely in relation to reside at the CARITAS Center and that there may be other fees for additional services if a resident elects to participate in them. Residents are required to carry renters' insurance after their first 30 days. Failure to have renters' insurance on file with the property management office results in a \$5 weekly fee. Payments made by money order are subject to a \$5 processing fee. No cash payments are ever accepted. There will be no hidden fees and residents will be informed of any additional fees prior to services being rendered. This does not include cost of repairs for maintenance and cleaning outside of normal wear and tear.

Data Collection Policy and Use of Client Information

It is the policy of the CARITAS Center that data be collected on a continuous basis to ensure the quality of our recovery community. Any data collected from residents will be used by qualified staff to analyze and look for opportunities for improvement as well as to strengthen those that are working—both for individual residents as well as the overall health and well-being of the community. The purpose of this is to have a baseline for continued improvement and quality of care. Any data collected from our residents could potentially be shared with qualified entities, researchers, analyzers etc. to maintain our accountability in regards to the effectiveness of the CARITAS Center as well as to receive outside opinions with regard to the improvement of our community. In the event that data is shared the resident's identity shall remain protected. In the event of a breach of data, residents will be notified in a timely fashion.

The CARITAS Center Recovery Residence also requires a willingness to submit to a background check. We do not use this information for any purpose other than to help with the facilitation of a recovery plan. No prospective resident will ever be denied services as the result of a background check other than if there is an active warrant from the federal, state, or local government or the Department of Corrections. It is as a responsible member of our larger community that we require any active warrants be attended to prior to becoming a resident. The information acquired as the result of this background check will never be shared with anyone outside of administration.

It is also the policy of the CARITAS Center that our residents recognize that they are members of an at-risk population and the importance of providing an emergency contact. There are no restrictions as to who this may be other than that it cannot be a staff member, volunteer or resident of the CARITAS Center. The purpose of this release is solely for contact in case of a medical emergency or an instance where the resident is unable to communicate for themselves (e.g., incarceration, mental health hospitalization, or death.) This is not a release of medical records but a means with which we can communicate to an outside individual the whereabouts and status of a resident in the case of an emergency. To be of service to our residents, and with respect to their health and safety, CARITAS would communicate with this contact if a resident were separated from the community on the basis of a return to use or if unable to contact a resident after 72 hours.

Additionally, residents should understand that anything said or done on social media (Facebook, Instagram, Twitter, etc.) is considered public and could be construed as a reflection of the CARITAS Center Recovery Residences. Posts, comments, and expressions on social media should be honest and respectful and not be associated with the CARITAS name unless authorized. Respectful and responsible posting means protecting the confidentiality of residents' personal and proprietary information and complying with all applicable local, state and federal laws as well as CARITAS policy.

In regards to using an individual's likeness, name, picture, voice or any other form of communication for any type of advertising or publicity, it is solely at the individual's discretion. A release of information for the purpose of public relations has been provided, but it is CARITAS policy that no one shall ever be denied shelter or services contingent upon that agreement.

Medical Services and Medically Assisted Treatment

Your mental and physical health are important to us here at CARITAS. We encourage you to seek assistance from doctors if you require these services, and we can assist you in making a referral if needed. Mental and physical health of every individual is equally important to the safety and protection of the entire community. Before choosing to be a part of the recovery culture, many of us spent a lot of time drug seeking through doctors. It is incredibly important to the well-being of our community that such behavior is considered unacceptable while residing at the CARITAS Center. If you need to see a psychiatrist due to mental health concerns, or need to see a doctor for physical health concerns – please do not hesitate. If you must go to the hospital or doctor, please bring your discharge paperwork back to be shared with the residence manager who in turn will share it with administration. A copy will be placed in your file. If you receive a new prescription from a doctor, please bring it to the office, and the administration will update your file with the current medication. Please note, medications must be taken as prescribed and in line with the policies and procedures of the CARITAS Center Residences. Medications should not impair your ability to function while residing here. Medications must be stored in their original bottles and labeled with your name and date of dispensation. Please do not store medications in common areas of the residence. If you take a mind-altering substance without permission from CARITAS staff, and it was not a medical necessity (meaning severe bodily injury) you will be separated from our program. CARITAS staff will make the determination of what is considered “severe bodily injury,” due to the importance of maintaining our drug free environment. If you feel you really need something, but staff disagrees, please do what is right for you, but you will no longer be allowed to continue residing with us.

It is the policy of CARITAS to limit the use of certain over the counter medications and items that contain alcohol or other substances in the interest of the safety and well-being of the community. Residents of the CARITAS Center cannot use OTC medications that contain alcohol or pseudoephedrine. Residents cannot use products with alcohol in it like mouthwash and cough syrup. Items containing alcohol not normally used or approved for ingestion (i.e. colognes, hairspray, etc.) are approved if used for the intended purpose. It is the policy of the CARITAS Center that residents maintain a certain level of “alertness” and “functioning” regardless of the medication they are on.

If an individual is deemed to be over-medicated, even under the direction of a health professional, a re-evaluation of their medications and services will be undertaken. It is solely at the discretion of CARITAS staff to make this determination and a plan of action would be established for the individual to protect the safety and well-being of the community. This is not to say that an individual would be denied access to services, but rather, an alternative plan would need to be discussed (change in provider, communication with health professionals for alternative treatment, etc.)

Medical Services, Medically Assisted Treatment (con't)

CARITAS does not provide medically assisted treatment as part of any program that we offer, however, we do not forbid residents from participating in this form of treatment if that is the path they choose. If an individual is participating in medically assisted treatment, they will need to sign the appropriate resident agreement as well as agree to sign a medical release form to CARITAS Center for us to be informed of all of their medical needs with regards to such treatment. This is paramount to not only the safety, health, and well-being of the individual participating in the treatment, but also to that of the community. Your health information will never be shared with other residents, or with anyone outside of the agreement.

It is considered best practice for recovery residences to have a structure in place for the storage and accountability of the prescriptions used for medically assisted treatment. This involves the medication being stored in a locked box that only the individual who the prescription belongs to and staff have the combination, within a locked room in the locked Property Management Office (Apt. 1101.) The resident would then be required to report to the Property Management Office each morning between 6:30am and 7:00am or 6:30pm and 7:00pm to receive their daily medication under the observation of a peer manager. The morning or evening time slot must be decided upon intake, and there is no deviation from this schedule without prior approval of the property management staff. This would then be notated in a log book that is kept in the Property Management Office and regularly reviewed by administration to be discussed with the physician in charge of the individual's care.

The agreement regarding medically assisted treatment outlines the importance of stopping said treatment ONLY under the supervision of a physician. Failure to safely taper off of these medications results in the same withdrawal symptoms as other opiates and puts both the individual as well as the community at risk. Not following this protocol; mishandling, sharing, selling or giving medication to another individual; or failing to submit to regular toxicology screens while participating in medically assisted treatment while residing at CARITAS Recovery Residences will result in immediate expulsion from the residence.

Co-Occurring Disorders

The CARITAS Center is a recovery environment established to help individuals & families in recovery or seeking recovery from alcohol and/or drug addiction. We understand that all recovering individuals, including our peers, may have co-occurring conditions and other issues that can affect the recovery process and the recovery journeys of others.

Some of these co-occurring conditions may include, but are not limited to: bipolar, manic depression, clinical depression, schizophrenia, compulsive gambling, sex addiction and eating disorders such as anorexia, bulimia, and obesity.

To safeguard both individual and collective recovery, we ask CARITAS Center peers to acknowledge their co-occurring disorders so that we can help improve their long-term recovery outcomes. An example of a co-occurring condition affecting both personal and collective recovery is a compulsive gambler buying stacks of lottery tickets and then being unable to buy his or her necessities.

At CARITAS, while we are not clinical experts in co-occurring conditions, many of us have successfully faced and addressed these co-occurring conditions or are in ongoing recovery from them. We want our peers to enjoy the benefit of full recovery, and we will help them establish a recovery plan from these co-occurring conditions.

Components of this recovery plan from co-occurring conditions may include, but are not limited to: drug testing, witnessing peers take their medication, proper money management skills and accountability for expenditures, proper nutrition and health guidance and meeting with peers in long-term recovery from the co-occurring illness in the broader recovery community.

From our personal experience, we are aware that the disease of addiction comes in many shapes and sizes and has many twists and turns. We encourage all in our community to be open-minded and willing to trust the process. For our part, we will also show our peers the compassion and patience that others showed us while we awaited the rewards that recovery offered.

CARITAS will initiate a co-occurring recovery plan with a peer on an as-needed basis, and will work to establish a plan that is mutually beneficial. We understand that if a peer's co-occurring condition is jeopardizing another's personal recovery or the recovery of the community and the peer is unable or unwilling to establish such a plan that this could be grounds for discharge from the CARITAS Center.

Unfortunately, there are instances when an individual's co-occurring illness has become their primary illness and is better suited to treatment in a setting other than the CARITAS Center. In these instances, CARITAS will work with the individual and their support network to identify a more effective setting for their care.

Personal Property and Funds

In the event of separation and exit from the CARITAS Center Residences for any reason, voluntary or otherwise, you will be responsible for any monies due. It should also be noted, in accordance with the CARITAS Center's refund policy, if there is a separation and exit from the CARITAS Center Residences, whether voluntarily or as a result of non-compliance of policy and procedure, and you have a positive balance on your account, those funds will be forfeited and not be refunded to you. The exception to this policy is in the event an individual transfers to another VARR residence. We will forward any positive balance to that organization in an effort to continue engagement with services. CARITAS is not responsible for any personal property left behind in the event of separation, and if not retrieved within seven days, that property will be donated to the appropriate clothing closet, furniture bank or charity or otherwise disposed of. Any food, perishables, or medications left behind will be disposed of in the spirit of health and safety. Any mail or packages received after a resident has been separated will be returned to the sender.

If you would like to authorize another individual to retrieve your property in the event of separation and we are unable to contact you, you must list them on the appropriate form or submit an updated form if this changes. If an individual is not listed in your file, property will not be released to them unless specifically directed by you in personal contact with staff at the CARITAS Recovery Residences.

CARITAS Recovery Residence is also not liable or responsible for any injury, accident, or bodily harm. Nor does CARITAS accept any liability for an individual's personal property. Any resident at CARITAS Recovery Residences must maintain their own personal property insurance for the purpose of protecting their personal property as well as the liability they carry as a resident. Medical attention also falls under the responsibility of the individual and CARITAS Recovery Residences are not liable for an individual's medical care.

It is important to understand the relationship with CARITAS in that our residents are living under a "Resident as a Guest" agreement. Anyone residing at the CARITAS Center is considered a guest and not a tenant. Anyone may be asked to leave the property at any time at the request of staff or peer managers and must do so in a timely fashion (usually within one hour.) If property is not taken at the time of exit, those belongings will be bagged up and stored in accordance with the property policy for a maximum of seven days. If this property is not retrieved within the seven-day period, all clothing will be donated to the respective clothing closet for men/women and furnishings will be donated to the furniture bank. If items are not accepted at these locations or another charity, they will be disposed of. Failure to leave the property within a reasonable amount of time after being asked will result in contacting the authorities and requesting police intervention which may result in criminal charges. This policy is in place to insure the safety and structure of our sober living community.

Grievance Policy and Procedure

As a resident of the CARITAS Center, you have rights and responsibilities. You are responsible for adhering to the policies and procedures of the residential community, and the CARITAS Center is responsible for providing you with a safe and supportive drug and alcohol-free environment. If CARITAS at any time is not living up to our end of the agreement you have the right to hold us accountable by way of our grievance policy.

Recovery Residence Grievance Policy:

To file a grievance at the CARITAS Center the following steps will be followed:

- Residents shall be informed of Resident rights and responsibilities during intake, have knowledge of the grievance system, be assured that they could file a grievance at any time, and be knowledgeable of where the notice of grievance is located and where the forms are.
- Level 1: Residents are encouraged to discuss any problems with a Peer Navigator. The resident and Peer Navigator will try to find a resolution.
- Level 2: If the resident is not satisfied with the results, the resident will file a written complaint by utilizing a grievance form with CARITAS staff and an appointment will be made within 72 hours. The decisions made at this point are considered final and will be submitted to the resident in writing within 48 hours.
- Level 3: If the resident is dissatisfied at this point the resident has the right to submit a grievance to our overseeing organization The Virginia Association of Recovery Residences via:

www.varronline.org

CARITAS strives to make sure that every individual's voice is heard. It is important that resident's follow the grievance policy to make sure that this happens in the appropriate way. At no time will there be any retaliation or retribution for following this policy or expressing a grievance.

Opioid Overdose and Naloxone Education— Patient Handout

What are opioids?

Opioids are a class of drugs including heroin and prescription pain medications including:

Hydrocodone • Oxycodone • Fentanyl • Morphine • Codeine • Methadone • Buprenorphine

What is an opioid overdose?

Opioids can cause a person's **breathing to slow down or stop**— this is considered an overdose.

Who is at risk of an overdose?

Persons:

- Leaving emergency care for overdoses
- Lost tolerance— due to detox, incarceration, abstinence based treatment
- Enrolled in treatment programs
- In active drug use

What is naloxone?

Naloxone temporarily **blocks the effects** of opioids, and can reverse overdose.

- Naloxone only works if **opioids** are in the body, it has no effect on alcohol or other drugs
- It can take **1-5 minutes** to start working and may require more than one dose.
- Effects can last **30-90 minutes**, this varies per person
- Naloxone may cause an opioid dependent person to go into **withdrawal** (e.g. nausea, vomiting, agitation, muscle aches). These symptoms will go away as the naloxone wears off.

What does an overdose look like?

- A person is **unresponsive** (they won't wake up even if you yell or shake them)
- Give the person a sternal rub—rake your knuckles up and down on the front of the rib cage in the middle of their chest.
- Slow or **no breathing**
- Lips and/or fingernails turn blue, pale, or gray

What to do in case of an overdose?

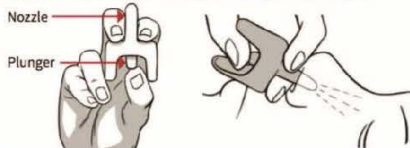
- 1. Call 911** Follow dispatcher instructions. **Do rescue breathing for a few quick breaths if the person is not breathing.**
- 2. Give naloxone** See reverse for instructions. If no reaction after 3 minutes, give second dose.
- 3. Give rescue breaths or CPR** (if you know how or are instructed to by 911) until the person responds. **Rescue breathing: Tilt head back. Pinch nose. Give 1 breath every 5 seconds, repeat.**
- 4. After care** Stay with the person as long as you can or until help arrives. Make sure the person **doesn't take more opioids**. If you must leave the person, place them on their side in recovery position.

If you don't have naloxone; call for help and give rescue breaths.

Administering Naloxone:

Nasal spray

This nasal spray needs no assembly and can be sprayed up one nostril by pushing the plunger.



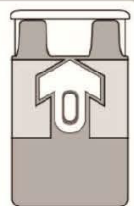
Nasal spray with assembly

This requires assembly. Follow the instructions below.

- 1 Take off yellow caps.
- 2 Screw on white cone.
- 3 Take purple cap off capsule of naloxone.
- 4 Gently screw capsule of naloxone into barrel of syringe.
- 5 Insert white cone into nostril; **give a short, strong push** on end of capsule to spray naloxone into nose: **ONE HALF OF THE CAPSULE INTO EACH NOSTRIL.**
Push to spray.
- 6 If no reaction in 3 minutes, give second dose.

Auto-injector

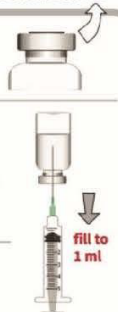
The naloxone auto-injector needs no assembly and can be injected into the outer thigh, even through clothing. It contains a speaker that provides step-by-step instructions.



Injectable naloxone

This requires assembly. Follow the instructions below.

- 1 Remove cap from naloxone vial and uncover the needle.
- 2 Insert needle through rubber plug with vial upside down. Pull back on plunger and take up 1 ml.
- 3 Inject 1 ml of naloxone into an upper arm or thigh muscle.
- 4 If no reaction in 3 minutes, give second dose.



“Good Samaritan Law”

Allows a person to assert an affirmative defense in court against certain charges, including possession (not distribution) of drugs or paraphernalia, intoxication and unlawful purchase, possession or consumption of alcohol.

You can still be charged and arrested with these crimes, but if you seek medical attention for the person overdosing and (a) remain at the scene or with the person until law enforcement arrives and (b) identify yourself to the responding law-enforcement officer you can assert an affirmative (a stronger) defense in court.

Reduce Risk

Changes in tolerance (how much your body can handle) use less after periods of abstinence
Mixing other drugs such as alcohol, benzos or cocaine—with opioids can increase risk of overdose

Taking opioids alone increases the chance that if something happens, you will not get help.

For more information on Opioid Overdose Prevention information, please visit:

<http://www.dbhds.virginia.gov/behavioral-health/substance-abuse-services/revive>

or

<https://harmreduction.org/issues/overdose-prevention/>

For information on treatment options in Virginia, please visit:

<http://www.dbhds.virginia.gov/developmental-services/substance-abuse-services>

REVIVE!
OPIOID OVERDOSE AND NALOXONE EDUCATION FOR VIRGINIA

Housing Resources

Prevention and Housing Services:

FISH (Financial Assistance in Eastern Henrico)

(804) 222-5564

Henrico ISH (Interfaith Services of Henrico)

(804) 501-4091

CCHASM (Chesterfield, Colonial Heights

Alliance for Social Ministry) **(804) 796-3751**

Salvation Army **(804) 359-0269**

Commonwealth Catholic Charities

(804) 545-5925

Department of Social Services:

Chesterfield – **(804) 748-1100**

Hanover – **(804) 365-4100**

Henrico – **(804) 652-3123**

Richmond City – **(804) 646-3085**

ACTS (Area Congregations Together in Service) **(804) 249-5431**

CAPUP (Capital Area Partnership Uplifting People) **(804) 788-0050**

Senior Connections **(804) 343-3000**

Celebrations **(804) 675-4101**

Good Samaritan **(804) 231-9995**

Recovery Housing:

VARR Starfish Recovery

Men, Women

804-442-7968

VARR WAR Foundation Kate Grimes (Owner)

Men, Women

804-237-4011

VARR Sarah Scarbrough (Owner)

Men, Veterans, Transitional Aged Youth, Co-occurring

804-322-3311

VARR McShin Foundation

Women, Men, LGBT

804-249-1845

<http://www.dbhds.virginia.gov/office-of-recovery-services/recovery-residences>

Senior Housing (62 years old+, or 55 and disabled):

Dominion Place, 1025 W Grace St

804-355-9114

Shockoe Hill Apartments, 210 Hospital St

804-343-1153

Church Hill and Fairmont House, 1501 North 21st St,

804-783-0122

Housing (all):

Grace Place Apartments, **804-225-0657**

Lincoln Mews, **804-321-6225**

Greater Richmond Rentals, **804-282-1877**

North Oaks, **804-321-1155**

Hotlines and Other Resources

Homeless Crisis Line

804-972-0813

Monday-Friday 8am-6pm

AA Hotline

(804) 355-1212

NA Hotline

(888) 747-4047

RBHA Crisis Services

(804) 819-4100

YWCA Domestic Violence Hotline

(804) 612-6126

The Healing Place

(804) 230-1217



Community Resources

Health Care

Daily Planet

517 W. Grace St.

(804) 649-2119

Crossover Healthcare Ministry, Inc.

108 Cowardin Ave.

(804)233-5016

Health Brigade

1010 N. Thompson St.

(804) 358-6343

VCU Medical Center

401 N. 12th St.

(804)828-9000

Emergency: (804) 828-9151

McGuire Veterans Hospital

1201 Broad Rock Blvd

(804)675-5000

RBHA

107 S. 5th St.

(804)819-4000

VCU Dental Care

520 N. 12th Street

(804)828-9190

Education and Employment

Goodwill Industries

6301 Midlothian Trnprk or

2606 B Chamberlayne Ave

(804) 675-9910 or

(804) 823-2776

Resource Workforce Center

203 E Cary St.

(804) 344-8060

Documentation and Benefits

OAR

3111 W. Clay St.

(804) 643-2746

Social Security Administration

1834 W. Cary St.

1-800-772-1213

Richmond Department of Social Services

www.dss.virginia.gov/localagency

900 E Marshall St.

(804) 646-7212

1-855-635-4370

Cover Virginia (Medicaid)

www.commonhelp.virginia.gov

1-855-242-8282

Recovery Programs/Substance Abuse

New Life for Youth

(804) 276-6782

RVA Recovery

(804)447-8029

SAARA Center

(804) 762-4445

McShin

(804)249-1845

Celebrations

(804) 675-4101

Good Samaritan Ministries

(804) 231-9995

Salvation Army

(804) 359-0269



...home. It is our hope that you find your new home to be a beneficial stepping-stone to a happy and productive life free of alcohol and drugs. We want our community to be a safe and healthy place for those who wish to enjoy the rewards of sober living. We value the input of each of our residents and welcome their feedback in order to make the CARITAS Recovery Residences even better.

By signing below, I acknowledge that I have received and read the Resident's Handbook for CARITAS Recovery Residences, agree to hold myself to standards and guidelines therein, and to provide input to my peers as well as the CARITAS Staff to maintain a safe and healthy community.

Resident Signature

Date