



Resident Handbook

Safe & Recovery Based Supportive Housing, Medication Assisted Treatment (MAT)
and Evidence/Results Based Alcohol & Drug Addiction Treatment Programs.



**Founded
in 1961**

***For over
50 years...***

*Progress House has
endured as a residential
recovery facility for
high-risk alcohol and
drug-addicted men.*

Welcome to Progress House!

The first thing I want you to know is that I am glad you are here. You are the reason Progress House exists. Like you, I suffer from substance use disorders, also known as alcoholism, and drug addiction. And also like you I needed someone to reach their hand out to me and show me a different way to live, one that no longer included the use of drugs and alcohol.

Virtually all of our staff members are in long-term recovery and those that are not in recovery are called to this work to help men just like you. The age of miracles is still with us. Our own recovery proves that! I guarantee you that if you follow our program and the instructions and suggestions that we will give you, your life will change in significant ways and the obsession to drink or use will be removed. This is an invitation to experience peace and freedom, which is something that I did not think was possible during active addiction.

If you stick around long enough you will hear that a recovery community is like a bunch of people stranded and shipwrecked together. Initially, that may not sound like a positive scenario, however, if you consider that for a moment you'll quickly realize that it means you will be living with other men who are in the same situation. You are going to be surrounded and encouraged by guys who are just like you, but who are further along. You will meet people who are experiencing what I am describing to you in this letter. You'll make genuine friendships, perhaps friendships that will last a lifetime. Your life will take on a new meaning. You will know a new freedom and a new happiness. Your whole

outlook and on attitude on life will change. We are going to give you a safe place to practice the principles of recovery and we are going to support you every step of the way. However, we are going to ask you to do a number of things that may be uncomfortable for you and perhaps even not make sense. In a general way, we are going to ask you to do three things on a consistent basis, meaning all times. We are going to ask you to be honest with us and ultimately with yourself, we are going to ask you to be open-minded so we can teach you what we have experienced and learned and we are going to ask you to remain willing to do whatever is needed to recover from alcoholism and drug addiction.

I believe you will find Progress House to be a positive recovery environment. Please let me know if I can be of assistance in any way. I am here to be of service to you, the entire Progress House staff feels the same way. If you experience anything less than total support from anyone here, I would like you to let me know, because I will fix that. We are committed to your recovery, so if that is why you are here, you are about to embark on a life-changing experience.

I wish you great success here, it really is all up to you to determine how free you want to be. I want to be all the way free! I hope you do too.

Wishing you every success in your recovery.

Darrell Mitchell, Chief Executive Officer

Mission Statement



"The mission of Progress House is to save lives and serve others by providing seekers of hope a safe sober living environment and tools for developing long-term recovery, self-sufficiency, and community reintegration.

Helping Men from Addiction to Recovery since 1961!"



Our Corporate Values:

The values we subscribe to at Progress House are accountability, integrity, honesty, open-mindedness, willingness, respect for residents and spiritual growth.

Our Vision:

Our Vision is to be recognized as the premier residential recovery center in the Midwest."



THE 12 STEPS

1. We admitted we were powerless —that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

Recovery Works:

- Designed to provide support services to those without insurance coverage who are involved with the criminal justice system.
- Dedicated to increasing the availability of specialized mental health treatment and recovery services in the community for those who may otherwise face incarceration.
- Intended to supplement community supervision strategies to decrease recidivism.

ABOUT RECOVERY WORKS

Focus

Within the general public, the prevalence rate of people who have a serious mental illness or substance use disorder is 5.4% and 8.8%, respectively. Of the current prison population, 16% of inmates have a diagnosed serious mental illness. Over half of those incarcerated in our State Prisons (53%), and just under half (45%) in our Federal Prisons, have a substance use disorder diagnosis. Of the population who return to prison, the percentage of persons with a substance use disorder reaches 75%. There is a prevailing need for a partnership between the criminal justice system and mental health and addiction service providers, in order to reduce recidivism and encourage recovery.

Purpose

In 2012, the Council of State Governments Justice Center (CSGJC) prepared a white paper titled "Adults with behavioral health needs under correctional Supervision: a shared framework for reducing recidivism and promoting recovery," which provided an outline on how corrections, mental health and substance use disorder systems can share a commitment to help individuals successfully address their needs and avoid criminal justice involvement. In 2015, the Indiana General Assembly passed House Enrolled Act (HEA) 1006, "Criminal Justice Funding," which established the Forensic Treatment Services Grant Program through the Division of Mental Health and Addiction (DMHA). This grant program will fund a voucher-based program that will give vouchers to providers that offer specialized services to those struggling with mental illness and/or substance abuse and addiction. This voucher-based system is intended to cover the cost of services for individuals without insurance or Medicaid. HEA 1006 grants \$10 million for the first year of the program and \$20 million for the second year. This voucher program, referred to as Recovery Works, will work with entities that are DMHA certified/licensed and demonstrate competency in the treatment of populations with criminogenic risk factors.

Goals

Recovery Works focuses on pre-incarceration diversion services and post-incarceration re-entry services, which not only hopes to divert low-level offenders from incarceration to community services, but to reduce recidivism by 20%, as well. Promoting recovery through community support and treatment/intervention is critical in reducing the number of persons with mental health and addiction disorders that are entering our criminal justice system.

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PROGRAM OVERVIEW

A. It is the policy of the Progress House to offer placement in our program to men in diverse circumstances, such as those suffering from chronic relapse, those at risk of homelessness or who are currently homeless, and those leaving incarceration. It is critical that you are motivated to begin your new lifestyle of recovery. We do this without regard to race, creed, color, sexual preference, religion, or national origin. Had you not qualified for admission, Progress House would have made every attempt to refer you to another program/facility.

B. A sincere and genuine desire for change is needed to be admitted at Progress House. We will provide opportunities and services to change your life. Honesty, open-mindedness and willingness are indispensable for your recovery.

C. Progress House has prided itself on being a totally abstinence-based program since 1961! You will be required to remain totally abstinent for your entire length of stay. Abstinent or Abstinence is defined as self-enforced restraint from indulging in the use of alcohol or illicit drugs. This does NOT include prescription medication taken as directed by a qualified prescriber.

D. Length of Stay - You will be asked to complete Phase I of our program while you are here, which may last four to six months. Your progress will be consistently reviewed to ensure your success. It is the goal of Progress House to help you attain long term recovery. While you are here, your participation in our Community will be evaluated on an ongoing basis with an emphasis on attendance and the quality of your work towards Recovery.

Our Phase II residents can live at Progress House for up to one year, at which time you may be considered for residency at our Next Step facility.

E. Medical-Dental Care and Medications - Progress House does not offer medical or dental services however staff can assist you in finding an agency or facility that can, regardless of your financial means. Progress House does not allow residents to bring in Over the Counter (OTC) medications. Progress House will provide them to you. NO expired medications are permitted. All Medication Assisted Treatment (MAT) residents will surrender their MAT medication(s) at admission and will be kept under lock and key. Progress House reserves the right to consult with a medical consultant to determine if a medication will be allowed to be brought in without compromising your or any other resident's recovery. It is Progress House's policy to NOT GIVE out medical or medication advice. More information regarding Progress Houses Medication(s) policy can be found in Topic 12 page 11.

Progress House Certifications

- INARR Certified Level IV Recovery Residence
- DMHA Recovery Works Provider
- DMHA Addiction Service Provider Outpatient Certification

RESIDENT RIGHTS

As a resident of the Progress House, you have the following rights:

- To receive considerate, respectful and confidential recovery living conditions
- To refuse to participate in research projects
- To practice your own religion
- To not be restrained or secluded while living in the Progress House
- To receive visitors at reasonable hours
- To send and receive sealed mail and have access to letter writing materials and postage, at your own expense



RESIDENT RESPONSIBILITIES

As a resident of the Progress House, you have the following responsibilities:

- To immediately begin working the 12 Steps and to complete them in their entirety as laid out in the Big Book of Alcoholics Anonymous.
- To fully comply with all program and house rules.
- To be considerate of the rights and welfare of other residents and staff.
- To accept all of your financial obligations associated with your stay at Progress House.
- To remain current on all program fees or to meet with staff to mutually agree upon a written payment arrangement when not current. Compliance to this is mandatory.
- To follow the approved grievance protocol should you have a need.
- To participate in household chores, prescribed programming, and in-house activities, as well as volunteer at Second Helpings or any other Progress House approved agency.
- To promptly notify staff of any House and/or Program violations. This includes violations committed by other resident's. Failure to report any violation(s) only enables that person and places undue risk on all the residents and staff in the house.
- To assist staff with any requests for assistance.
- To review updates found on House Information Boards located throughout the House.
- As a resident you must be willing to participate in our social model of recovery, which is our "community". This is critical to your recovery. If you do not actively participate in the "community" aspect of our program, staff reserves the right to ask you to leave to open up space for those who are willing.

PROGRESS HOUSE BUSINESS OFFICE HOURS

Monday through Friday 9:00 a.m. – 5:00 p.m.

Evening and/or weekend hours are available by appointment only.

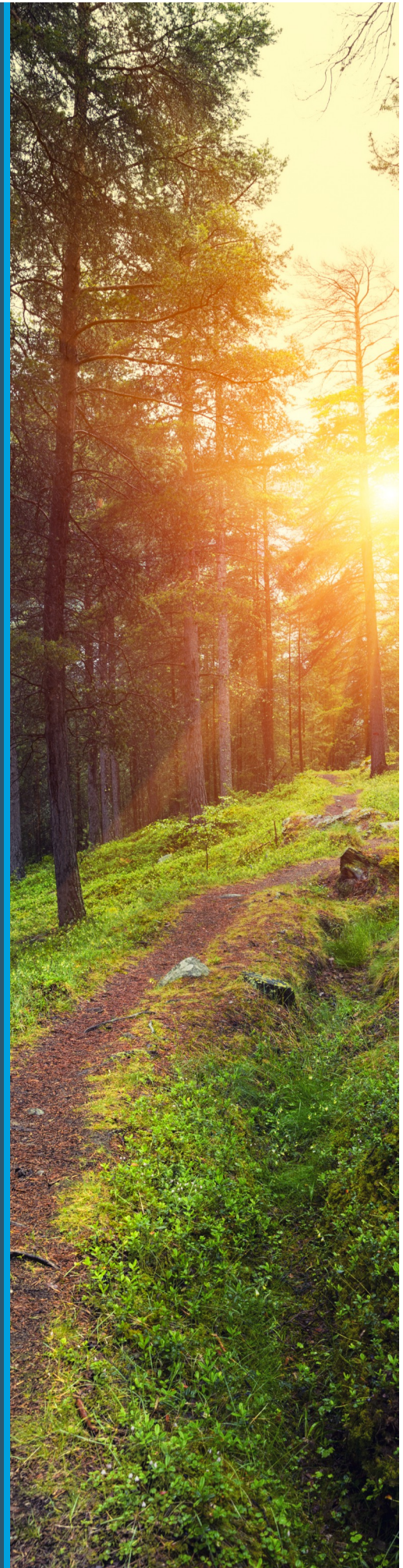
In the event of an emergency please seek out a staff member or go to the front desk. Staff can help determine the urgency and can provide you with appropriate staff numbers or resources to help.



MISCONDUCT AND DISMISSAL FROM PROGRAM

If your behavior and conduct are disrespectful or disruptive towards any resident, visitor, guest, or staff, you will be asked to leave. The following are additional grounds for dismissal:

- Disregard for safety standards.
- Vandalism, defacement, or damaging of any facility property.
- Smoking in the building (including e-cigarettes and vaping).
- Assault, bodily harm, aggressive behavior, or abusive/threatening language towards any resident, visitor, guest, or staff member.
- Use of alcohol, illicit drugs, unprescribed medications, abuse of over the counter (OTC) medications while on the premise or at a Progress House event.
- Any type of sexual advancement or misconduct towards any resident, visitor, guest, or staff member. Remember that if a female visitor is found in any resident's room you will be evicted.
- Violation of a behavioral contract and/or Individual Recovery Plan.
- Repeated violation of Progress House rules and guidelines despite staff interventions. This includes PAST DUE program fees.
- Food and beverages are NOT permitted in any resident room with the exception of water and coffee. This helps reduce pest control costs and keeps the room fixtures/carpet from being stained or damaged.
- Unauthorized kitchen entry.
- Curfew violations or AWOL status.
- Positive drug screen or alco-sensor.
- Persistent pattern of non-compliance of House and Program rules.



RULES AND GUIDELINES

The following pages are rules and guidelines we expect you to follow. They are in place for your safety and the safety of others. At Progress House we follow a Therapeutic Community model of living. This model focuses on the whole person and overall lifestyle changes, not simply abstinence from drug or alcohol abuse. We encourage you to examine your personal behavior to become more pro-social and to engage in "right living" based on honesty, accepting responsibility, hard work, and the willingness to learn. This model also emphasizes social learning, mutual self-help, helping other residents and taking on some of the responsibility for your peers' recovery. These are all important parts of changing oneself.

If for any reason you can not or will not follow these rules, you will need to find another program. We are here to help you get better, to grow, and assist you in anyway possible to provide you with the Recovery Tools necessary to live free of substances. We will do our part. Please do yours.

1. PROGRAM REQUIREMENTS (Meetings & Phase I – III)

Monday night (7:30PM Mini Lead), Wednesday night (7:00PM Application of Spiritual Principles), and Thursday night (8:00PM Bill Stinson) are mandatory meetings for all Phase I residents. Wednesday night, "Application of Spiritual Principles", is a closed meeting for residents, alumni, and board members only. Phase II residents may go to outside meetings on Monday, Wednesday, and Thursday night. If you are in the building, you must attend all mandatory meetings throughout your entire stay in the House, the only exceptions are Tuesday night (7:30pm Process to Progress), Friday night (7:30pm Through the Fire), Saturday night (8pm Open Big Book Discussion) and Sunday Night (7:30pm AA Beginner's Group).

Sunday morning (9:30AM Breakfast) meeting is mandatory your entire stay. You may be excused from meetings only with approved work schedule, approved pass, or staff approval. If you are sick and cannot attend any mandatory Progress House meeting, you must notify the person on the front desk (POD) before the meeting to obtain approval.

Residents are not to leave meetings before they are finished. As agreed upon during your admission, you will attend 12-step meetings and be provided a sheet to be signed daily. They will be reviewed by staff weekly and placed in meeting folder with POD. Full sheets will be filed. It is your responsibility to check on the times of these meetings.

Each week, all residents in Phase I and Phase II must attend at least four 12-Step meetings and meet with their sponsor. Certain 12-step meetings are "required" while others are "optional", but all contribute to the required four 12-step meetings per week. In addition, all Phase I residents must attend four "other" meetings each week. These include meeting with your sponsor, Community, Progress not Perfection (PNP) Groups, and Wednesday night. Further any Phase I resident who is funded by Recovery Works is required to attend the Friday Life Skills Classes. Phase II residents must attend 2 "other" meetings each week. These include Community and meeting with their sponsor.

2. DRESS CODE

Sunglasses are not permitted to be worn inside the house. Footwear is expected To be worn at all times. You must wear socks with any open-toe shoes. Shower shoes must be worn at all times while showering. This helps stop the spread of athlete's foot. Shower shoes will be provided if you can not afford to purchase them. Appropriate dress is required throughout the house. Prohibited items include but are not limited to: stained, torn or dilapidated clothing; gang related clothing; jewelry, or costumes; clothing with drug, alcohol, or bar slogans or ads. If there is a complaint or staff deems a tattoo, body art, or piercing to be offensive you may be asked to cover or remove the item. Progress House defines what is offensive not you. If asked, cover it or remove it otherwise you will be asked to leave. Also, no wearing hoods inside the house and we will not tolerate sagging pants. Sleeping in the nude is not allowed. You are in the process of change. Let it reflect in your attire and appearance.

3. HYGIENE

Appropriate personal hygiene is required. This includes showering daily and wearing clean clothes. Personal hygiene rules and housekeeping guidelines must be followed. This is a courtesy to yourself, residents, staff, visitors and guest. If your person or clothing is found to be sub-standard, you will be confronted by staff. Having good hygiene also helps to minimize the spread of germs and infections. According to the Center for Disease Control (CDC) washing of hands is the #1 prevention against the spread of germs and illness. Wash your hands frequently! Practice universal precaution at all times in regards to body fluids. Body fluid kits are available at the front desk.

4. INFECTIOUS DISEASE/BLOOD BORNE PATHOGENS

As a Health Care Facility, Progress House is required to report certain types of infections and diseases to the Indiana State Board of Health. This includes Hepatitis C and HIV/AIDS. This reporting is done under strict confidentiality. Your name will never be shared. If you feel that you may have or currently have an infection please notify staff immediately. Progress House can refer you to an agency that can provide support, education, testing services, and possibly medication at a reduced rate.

5. CLEANING/ ROOM MAINTENANCE

Your room and the common areas are meant to be clean and picked up at all the time and always, no exceptions. Remember the condition of your room and appearance is often a reflection of the condition of one's internal condition(s). Trash cans need to be emptied and beds need to be made daily. Carpets are to be vacuumed, furniture is to be dusted, vents, interior windows and sills are to be cleaned weekly. Progress House reserves the right to inspect rooms at any time and notify the resident if their room is not up to our standards. If a resident consistently ignores the notification(s) staff will review the problem(s) and assess a resident's motivation and progress toward recovery. This can be grounds for eviction.



TV and radio volumes need to be low enough where they do not disturb any other residents or staff and cannot be heard outside of your room. Music that contains vulgar or offensive lyrics is not permitted.

6. INSPECTIONS/ MAJOR CLEANUP

Rooms are generally inspected everyday. If your room is substandard a note will be left on your door to correct it. Ignoring the note will lead to a consequence, up to eviction.

A major house cleanup will be conducted on the first weekend of every month. No passes will be allowed during a Community weekend. Please report any pest or maintenance issues to staff immediately.

7. EMERGENCY EXITS

Use of an emergency exit in a non-emergency situation, including the kitchen gate without authorization, will result in immediate eviction from the House.

8. CONFIDENTIALITY

Confidentiality must be respected and protected by all. We urge residents to be respectful of other residents' confidentiality. A gross breach of another resident's confidentiality could be reason for discharge. When in doubt, seek staff advice.



9. COMMUNITY MEETINGS

Community Meetings are mandatory and one is held every Sunday promptly at 11:00 am. There may be reasons under special circumstances where a Community Meeting is called during the week and this is also a mandatory meeting. Community meetings are a chance for residents and staff to communicate to all the residents at one time. Residents can ask questions, share their joys, concerns, issues, and for staff to communicate new program services or house and program rules. It is also a safe time where staff can hear feedback from residents about Progress House.

Consequences are discussed and voted on by the residents in Community. Only an Operations staff member or the CEO can approve an absence from a Community Meeting. Failure to attend Community Meetings can result in eviction.

During a Community Meeting staff or a resident will be asked to record important updates that were discussed during the meeting. Certificates of merit, and Winners Jackets are awarded in Community Meetings. It is also traditional the week before a resident successfully moves out that he address the community during the Community Meeting.

10. CONSEQUENCES

Consequences occur when a resident fails to meet their responsibilities. They include:

- A. Being late or missing a House Detail (especially DRO, House Meeting, AA Meeting, Therapy Session, Assessment, Peer Recovery Session, or Life Skills Meeting).
- B. The using or sound coming from an electronic device during a House Meeting, AA Meeting, Therapeutic Session, Assessment, Peer Recovery Session, or Life Skills Meeting.
- C. Any other infractions that staff levies during the week.

Keep in mind that any staff member can give out an infraction. If an infraction is severe, any staff member can also evict a resident. Staff has the right to arbitrate in all situations. Consequences usually require a resident to spend a specific amount of time in service to the house or a Progress House approved charity.

11. MEALS AND FOOD

Mealtimes are scheduled as follows:

Breakfast: Monday thru Friday: 6:30 a.m. – 7:30 a.m.

Cold Breakfast: Saturday;

Hot Breakfast: Sunday - Friday

Saturday Breakfast: 7:30 a.m. – 8:30 a.m.

Sunday Resident and
Guest(s) Breakfast 7:00 am - 9:00 a.m.

Lunch: 12:00 p.m. – 1:00 p.m.

Wednesdays only – 11:00 a.m. – 12:00 p.m. (*Ham and Beans*)

Dinner: 5:00 p.m. – 6:30 p.m.

Vending machines are located in the pool room and the dining room.

Meals are designed to aid in your recovery. We provide well-balanced, cost-effective meals and snacks. There is always plenty for you to enjoy.

If you are working during dinner hours you may qualify to receive a Late Plate. To qualify for a Late Plate you will need approval from staff and sign-up on the Late Plate sign in sheet. Dinner's are prepared from the evening meal and can be picked up at the POD office or in the Cafeteria. Please see POD staff for the sign up sheet.

If you are working during lunch hours you can receive a Sack Lunch. Sack lunches can be picked up at the POD on your way out and are on a first come first served basis. Late plates and sack lunches are only for residents that are working.

Make sure you clean up after yourself. Return dirty dishes in the appropriate bin. Scrape all dishes and throw away all trash before placing them in the bin. Empty beverage glasses in the bucket near the bin. DO NOT USE THE SINK TO POUR ANY LEFT OVER BEVERAGES IN. DO NOT use dining room cups to place food in. DO NOT REMOVE ANY ITEMS from the dining room. Remember you will receive an infraction or possible eviction for Food or Beverages that are found in your room.

While we do have assigned details for the kitchen and the dining room clean-up, everyone is encouraged to be a team player and help each other and the kitchen staff as you are available or when asked.

Beverage area and food table are resident's responsibility and they are a special privilege. Everyone is expected to help keep it clean and organized. Re-fill water, ice dispenser, make tea, re-fill coffee, sugar, etc. as needed.

Cleanliness in the dining room and kitchen is always expected!

Please see kitchen Staff if supplies are needed: i.e.: condiments, sugar, ice, etc.

**DO NOT ENTER the storeroom, freezer or kitchen area.
Violators will be EVICTED.**

The use of any electronic devices, such as a cell phone's, iPod's, MP3 player's, iPad's, Macbook's, and/or laptops are not permitted in the Dining room. Ear buds and/or headphones are to be out or away from your ears.

12. PRESCRIBED MEDICATIONS

All Medications that you bring in will be evaluated by staff upon admission. Some medications may be placed under lock and key and you will need to request them each time you require a dose. Expired medications are not permitted to be used. All expired medications will be destroyed. Prescription medications that are prescribed or re-filled during your stay also require staff approval before they are filled. Not all prescription medications are appropriate for Progress House. It is imperative that you disclose your medication(s) prior to your admission.

All Medication Assisted Treatment (MAT) residents must surrender their MAT medication(s) upon admission and will be kept under lock and key. If you are not a MAT resident and feel that MAT would benefit your recovery you must first make an appointment with Progress House's Clinical Department for a MAT Assessment. If deemed appropriate you will be referred to a local Progress House approved MAT provider. If you seek out MAT without a Progress House referral you will not be able to bring your medications back into the house!

Over the counter (OTC) medications must be checked in at the POD before being taken to your room. The POD has a list of OTC' meds that are acceptable. If the POD is not clear they will contact the Vice President of Clinical Services for final approval. If you do not check in your OTC meds at the POD for approval and medication is found in your room or locker it is an evictable offense.



Progress House's is not a medical facility, therefore, we will not provide medical or medication advice.

No mood-altering chemicals or paraphernalia are allowed in the house or on Progress house grounds or special events. This includes but is not limited to natural or manmade products. Examples are: Ayahuasca - Inhalants (Dust Off, Glue, Paints) - Khat - Kratom - DXM - Loperamide - Salvia - Steroids (Anabolic) - Synthetic Cannabinoid's (Spice K2) & Cathinone's (Bath Salts).

Progress House rights concerning any medication or health care product are:

- the right to secure any type of medication or health care product to protect you from hindering your or any other resident's Recovery.
- the right to validate any prescription with your prescriber and to monitor the quantity.
- the right to require that re-fills be filled by a Progress House approved Pharmacy or medication provider.
- the right to request any refills or new prescription to be placed in "Bubble" or "Blister" Packs
- the right to consult with a medical consultant to determine if a medication will be allowed to be brought in without compromising your or any other resident's recovery.
- the right to search your room, persons, or vehicle to determine if you have brought in any type of medication or illicit drug into the building, on Progress House grounds, or at a Progress House sponsored event.

If you are on a medication that needs to be administered you will be charged a weekly fee.

13. DRUG ABUSE

If any resident knows about or suspects drug or alcohol use, he should contact the staff or houseman on duty immediately. (Refer to the RESIDENT RESPONSIBILITY section) This is imperative to your recovery here and in keeping the Progress House a safe and sober environment. Sharing (diversion) or substituting medications is drug abuse and grounds for eviction. A resident who is using puts the entire House at risk and jeopardizes your recovery. Residents should be aware that OTC supplements are not regulated by the FDA and may contain substances which could affect drug screens. Please keep in mind that most supplements have been proven to have little or no useful properties.

14. SMOKING

Progress House is a non-smoking facility. This includes cigarettes, cigars, e-cigarettes and vapors. Smoking is only allowed outside the building. Smoking is a privilege not a right. Since smoking areas are outside and within public view residents should have a clean appearance and are not to be making any inappropriate comments, gestures, or using foul language.

Smoking or vaping any where in the building will lead to an immediate eviction. Residents are also required to keep the smoking areas clear of clutter, butts, and trash. If the smoking areas are not kept up to House standards smoking may be temporally or permanently suspended.

15. ROOM CLEANING/HOUSEKEEPING

Your room is expected to be clean and organized at all times, no exceptions. Carpets need vacuumed and dressers need dusted at least once per week. Beds are to be made EVERY DAY. TV and radio volumes must be at a level that they do not disturb any other residents or staff and cannot be heard down the corridor. No food of any kind or beverages Other than tea, water, and coffee are allowed in your room. Powdered protein is allowed in your room: however, you must bring it down to the Dining Room to mix your servings. Bottom line, the condition of your room and person is a direct personal reflection on where you are in your recovery. We will not tolerate any disrespect or lack of respect to our facility or grounds. Failure to do so will result in immediate eviction.

Laptops are discouraged, if you must use a computer we suggest you go to the Indianapolis Public Library or the Southeast Community Center. Space Heaters, halogen lights, lava lamps, black lights, candles and incense are not allowed.

Power strips are allowed however they must meet the following standards:

- been approved by a independent testing laboratory such as Underwriters Laboratories (UL), MET, ETL
- contain surge protection
- 15 or more amps and 1800 watt power rating
- 400+ Joules absorption rate
- and have been approved by Progress House Facilities Department.

Resident windows are to remain closed at all times. During transitional seasons "WINDOW OPEN" signs will be posted throughout the building. This is to maintain a consistent and constant ambient temperatures in the building without straining the HVAC system as well as the utility budget. You're not allowed to open windows without staff approval. Appropriate consequences will result.

16. EXERCISE ROOM

Exercise room hours will be posted on the doors. Water and sports drinks with lids are only permitted. No open containers are allowed. Music can only be played from 6:00 pm till 10:00 pm Monday - Friday and 9:00 am till 10:00 pm on the weekend and holidays. The use of individual headphones are allowed any time unless they can be heard by others. Music containing vulgar, offensive, or foul language is not permitted at any time. If you are asked to turn down the volume or turn your device off, do it otherwise face a consequence and possible eviction. Negotiating with staff will be considered non-compliance.

Closed-toe shoes must be worn at all times. Flip flops, house slippers, or any non healed shoes are not permitted. Loose fitting clothes should be avoided. Use a spotter when lifting.

17. TV ROOM

We have a large screen television for your enjoyment. Channel and programming selection is determined by a majority vote. Some major sporting events may have priority. Only water with a lid is allowed. Food is not allowed under any circumstance. Failure to keep the room clean and picked up can result in a temporary shut down of up to or longer than one week. If a meeting is taking place in the building the TV room is considered closed. TV room closes at curfew. No electronic devices are allowed in the TV room. This includes cell phones, iPods, iPads, MP3 players, electronic notebooks, laptops, etc. The use of the dining room TV requires staff approval.

The TV room is also considered a quiet area. Talking while other residents are trying to enjoy a program should be kept at a minimum. There should never be the use of vulgar, offensive, or foul language at any time. Yelling, screaming, or loud conversations are not permitted. Having a TV room is a privilege please respect it as such.

The TV room is closed from 9:00am - 4:00pm Monday through Friday. It will also shut down daily at curfew unless staff have approved an extension. No drinks or food are allowed in the TV room. Failure to follow these expectations will result in the TV room being shut down for a period of time.

18. RESTROOMS

Residents are to use the bathroom on their assigned floor. This prevents overcrowding at peak times. Consequences will be given to those not complying.

Womens restrooms are for female visitors only. Likewise, handicap restrooms on the first floor are for handicapped residents only. Violating this is grounds for eviction.

19. MAINTENANCE

Progress House understands that many residents have skills that can be applied to fixing or repairing items throughout the House. Progress House appreciates a resident's desire to help, however it is an issue of liability when it comes to fixing or repairing these items. Progress House tracks many of the repair items and at times things may be covered under warranty or are part of our preventative maintenance program. Progress House requests that if you see an issue or something needs repaired to report that to Staff or Houseman.

20. LEGAL ISSUES

All residents on parole, probation, home detention, etc. must register their information with staff. Any omissions or failure to report may result in eviction. Consent(s) must be signed to communicate the status of your program compliance to your reporting agency. If you revoke your consent at any time, Progress House is still obligated to communicate that with those involved with your legal issue(s).



Many residents come here with unresolved or ongoing legal issues. Since most staff are not legal experts Progress House cannot provide legal advice. We can however provide lived experience with you. We strongly encourage you to share your legal issues or concerns with staff. Staff may be able to help guide you through any processes and can provide you with other legal resources where Progress House cannot help. Please request any legal letters from staff one week in advance.

Progress House has a great rapport with many county probation, parole, community corrections, and other legal departments so don't hesitate to seek out staff. Staff can help you coordinate your program here with the appropriate agencies. Arrest on any new charge(s) will result in eviction.

21. ALCOHOL/DRUG SCREENING

As a condition of your residency, you have signed an agreement that states upon admission or at any other requested time to submit yourself to a breathalyzer and/or urine drug screen (UDS). Refusing to take one will lead to an immediate dismissal/eviction from the program.

Most screenings are done on a random basis. If you are asked to do a UDS and can not produce an immediate sample you will be given a three (3) hour time frame to produce one. During this time you will be asked to drink water and stay in the office area. Under no circumstance are you allowed to leave the premise, go to your room, or the TV room.

You are allowed to dispute a positive UDS, however you must be willing to obtain an independent analysis at your own expense after consulting with staff. Staff have the right to evict a resident regardless of any test results.

Residents are required, if they know about or suspect any alcohol or illicit drug use by another resident, to contact staff immediately. This is to help protect your and other residents' recovery. Residents who do not comply are only enabling the addiction of others and are jeopardizing their own recovery. Progress House has a zero tolerance policy for alcohol or illicit drug use. Keep in mind that "there is no such thing as a snitch" during your stay here.

22. CURFEW

Curfew Sunday through Thursday is 11:00 PM. until 5:00AM. Friday and Saturday is Midnight until 5:00AM. TV room, pool room, house recreational and dining areas are shut down at curfew. If you know you will be late, you must call the Progress House Staff for approval. Emergency pass requests are to be approved only by the Operations staff or in some cases the CEO.

23. TELEPHONE RULES

The office phones can only be used for an emergency situation. Staff determines what constitutes an emergency. Cell phone use is not allowed in the dining room, TV room or during Therapeutic, Peer Recovery, Life Skills, or Assessment sessions.

24. EMPLOYMENT ASSISTANCE

Progress House offers employment assistance as part of our Recovery Services. We have staff that can assist you with job coaching, resume writing, interviewing skills, and career goal setting.

Progress House has a working relationship with various local agencies and employers and may be able to assist you in finding employment.

We expect you to be proactive in seeking and maintaining employment. Having a large resident base, alumni, and support base, Progress House can provide you with excellent opportunities to find employment. Non-working residents are expected to be seeking employment:

Non-working residents are expected to be seeking employment:

- Monday, Tuesday, and Thursday from 9:00 am - 12:00 pm and 1:00 pm - 3:00 pm
- Wednesday from 9:00 am - 11:00 am and 1:00 pm - 3:00 pm

Residents are permitted to return for lunch:

- Monday, Tuesday, and Thursday from 12:00 pm - 1:00 pm
- Wednesday from 11:00 am - 12:00 pm
- Friday from 12:00pm - 1:00pm

25. PASS POLICY

The pass policy for Progress House is as follows:

- After 30 days, you may be eligible for one (1) 24 hour pass. Pass must be approved by staff.
- After successful completion of 60 days you may be eligible for two (2) overnight passes in a 30 day period. Two (2) consecutive (back to back) passes will not be granted. You also must be working full-time and current with all Program and Rent fees to apply for a pass. Pass must be approved by staff.
- After 90 days, you are approved for two overnight passes of up to forty-eight hours.
- Phase II residents may be approved weekly for 48 hour passes. Pass must be approved by staff.
- You are required to check with the POD when leaving for and returning from any pass. You will be breathalized and may be asked to submit to a UDS. Once you return to Progress House grounds for any reason, your pass has ended. No pass outs will be granted.

Emergency Passes: At times, emergencies with families do arise. Any emergency pass must be approved by the senior staff.

Pass procedure: When you believe that you qualify for a pass you are required to fill out a "Pass Request Form". These are located in the POD office. Pass Request forms must be turned into to the Program Coordinator by 6:00 pm on Wednesdays. After that, passes requested will not be accepted. Remember that turning in a Pass Request Form does not automatically or guarantee that the pass has been approved!

During a major house activity such as Cleanup Weekend, fund-raisers, special speaker events, Christmas party, etc., Pass Request Forms will not be accepted. Residents who are requesting an out of town/county/state pass will need to include a travel itinerary on the form or separate document including the travel times and the destination address. If you are under court jurisdiction (home detention, parole, probation, etc.) an authorization from the court and/or officer of the court must be included with the Pass Request Form. Approved passes will be posted on bulletin boards the following Thursday.

Pass Length: Residents may request an extended pass length but it must be approved by Staff. Unless otherwise approved, a 24-hour pass is for 24 hours and a 48-hour pass is for 48 hours.

Information for Holiday passes will be posted. Fall, Christmas, Spring, and Summer breaks are not considered Holiday times.

Pre-discharge Pass: If a resident has conducted an exit interview as a successful completion, he may be eligible for a pre-discharge pass. If approved, a resident may spend his last week on pass; however, he must notify the POD each evening before curfew.



26. BIG BROTHERS

The Big Brother Program is based on the principal of one alcoholic/addict helping another alcoholic/addict.

Your Big Brother will do the following:

- 1) Familiarize you with the House/Program guidelines and rules.
- 2) Perform a search for contraband in your vehicle if necessary.
- 3) Orient you to House meetings and activities.
- 4) Introduce you to staff, residents, and Phase II residents.
- 5) Be available for you when you have questions.

Your Big Brother will NOT do the following for you:

- 1) Loan you money.
- 2) Work your program for you.
- 3) Find a job for you.
- 4) Be your AA/NA sponsor.
- 5) Wash your clothes.



The term is brother, not mother!
Many long-term friendships have developed out of this arrangement.

27. GRIEVANCE PROTOCOL and CHAIN OF COMMAND

Progress House supports your right to have a say in your Recovery. Please think about those that are currently seeking help before posting negative or disparaging remarks or comments on any social media platform. It can cause a great deal of doubt and fear in the minds of those that are here. Our experience has been that most postings are directed at a specific individual or situation and not our overall programming. Many times it's just a misunderstanding or someone has been given the wrong information. Taken to a philosophical level, you probably wouldn't want to be defined by your last worst act and neither do we. Below is the recommend Chain of Command/Grievance Protocol, we ask that you start there. You most likely have been given a second chance why not give us one.

When you have any questions,, concern, or grievance initially direct them to your Big Brother or a Phase II Resident. If you feel your issue has not been addressed see a Person on the Front Desk (POD). If still unresolved ask your Recovery Advocate to schedule time to discuss the matter with you one on one. **DO NOT GO DIRECTLY TO THE CEO!**

28. VEHICLES

If you bring a vehicle you must first register it during the admission process. If you bring one later you must register it immediately. Unauthorized vehicles may be towed at your expense. Items that you will need to register your vehicle are:

- **Valid Driver's License (Car, Truck, and Motorcycle)**
- **Valid State ID (Scooters and Mopeds)**
- **Valid Registration (Expired registration normally indicates expired plates) (Car, Truck, Motorcycle, and Scooters)**
- **Proof of Insurance (Car, Truck, and Motorcycle)**

All the above must remain current and valid throughout your entire stay. Residents who are driving a non-registered vehicle may be evicted. If you wish, your Big Brother can make a perfunctory check of your vehicle to ensure that there are no remaining alcohol or drugs left in your vehicle. If you attempt to register a vehicle that has been reported stolen we will notify the authorities and you will be evicted or denied admission. Only one car per resident is allowed on Progress House premises. Scooter's, mopeds, and bicycles are permitted however securing them is your responsibility.

Words of advice - Do not lend your vehicle to anyone! Our experience has shown that you could very well be giving your vehicle away - Not a good idea! Residents in the past who have borrowed vehicles have returned them severely damaged, if at all, caused damaged to another vehicle or property, or may have been used to commit a crime. Remember that you will be responsible for any type of damage caused.

29. VIOLENCE AND ABUSIVE REMARKS

Violence of any sorts or threats of violence are prohibited. We will call law enforcement and you will be evicted and placed on our No-Trespassing Lists. All firearms and any other type of weapons are prohibited. If found we will confiscate them and possibly turn them over to law enforcement. You may also be evicted. Pocket and/or work related knives are permitted as long as the blade is not over 3 1/2". However, we ask you to secure them and not leave them in plain site.

Verbal abuse or sexual harassment of any kind to any resident, staff, alumni, visitor, guest, and/or board member is not permitted. Keep in mind we do employ female staff. Please be respectful.

30. PORNOGRAPHY/PROFANITY

Pornography of any kind is prohibited and is grounds for eviction. This includes websites, movies, tapes, posters, magazines showing nude males or females. Attending strip clubs or soliciting prostitutes are forbidden.

Profanity is not a sign of spiritual growth and will not be tolerated. You will receive a consequence if you are heard cursing and it can and will lead to eviction. Be respectful of all staff and visitors.

31. GAMBLING

Gambling (including online) is not allowed or tolerated as residents are here to change. Gambling can be an addiction and is grounds for eviction. Casinos or Off-Track Betting (OTB) establishments are forbidden!

32. LENDING MONEY

Our experience here at Progress House has shown that this creates a number of problems in the House and many times the residents never receive the money they have loaned out. You could be bank-rolling someone's drug or alcohol binge. Progress House has many options for indigent residents. No one is denied food or privileges here at Progress House. This policy of no loaning out money helps a resident to learn one of the most important words in recovery, which is "NO".

If you lend it (money, valuables, car, cd's, phones, etc.) be prepared to lose it!

If a resident is indigent, he may perform details for other residents for a minimum of \$20.00. This is allowed so that disadvantaged residents can earn some honest pocket money. The rate is \$20.00.

If you are offered less than \$20.00, you are being taken advantage of. Don't take it! Get your money first!



33. PLASMA CENTERS

Selling blood at PLASMA CENTERS is **PROHIBITED!**

In our experience many of the clientele are in active addiction and are there to get quick money for their addiction. This environment puts residents at risk. This "easy money" is not a path to self-sufficiency. Regular work precludes the need to sell plasma. Progress House provides meals, clothing vouchers, bikes, laundry and toiletries for those who are indigent. There is no need to sell plasma while at the Progress House. Violation of this policy may result in eviction.



34. FOOD STAMPS

Food stamps are not allowed at Progress House. They serve no purpose other than being traded for money and sometimes drugs. The goal of Progress House is to help men become self-sufficient and we feel food stamps preclude this growth. Men who receive food stamps as part of their disability entitlements **must** see staff for appropriate disbursement. (e.g. wic, children). Violation of this policy will result in eviction.

35. PETS

Personal pets are not allowed.

36. MOTORCYCLES

Please refer to Section 29 for additional rules and registration.

37. SCOOTERS, MOPEDS, AND BICYCLES

Mopeds are best stored locked up in scooter cage overnight. Gate key is kept at POD. Bicycles should be chained to the security bar outside the patio. Theft is a problem, use a secure lock at all times. Please refer to Section 29 for additional rules and registration.

38. TELEVISIONS, ROOM DEVICES, AND FURNITURE

Progress House understands the desire to have many of the modern conveniences of a home environment. It is important to us that you have a great recovery experience. Due to the sheer number of residents we can not allow you to bring in any type of electronic device or furniture. We need to consider being environmentally friendly and keeping costs low. The following is a partial list of the electronic devices and furniture allowed in your room:

- One (1) 32" or smaller Television per room (wall or ceiling mounts are not allowed)
- One (1) DVD or Blue-ray Player per room
- Up to four (4) alarm clocks per room (Consider using your phone to save on utilities).
- Up to four (4) Home Detention devices per room
- Up to four (4) cell phones per room
- One (1) 20" Box or equivalent oscillating fan per room
- We discourage the use of laptops however up to four (4) per room
- We discourage the use of video gaming systems however only one (1) from each type of platform per room.
- Up to 3 power strips w/ 6 outlets per room. (see item #15 Room Cleaning/Housekeeping for strip requirements)

Unless you are charging an electronic device all other devices should be turned off if you are not in your room. If we find any device on when you are not present you will receive only one (1) warning and if not followed we will remove it from your room.

Be aware that while we allow DVD and Blue-ray players and gaming systems our experience has shown that many times these have been stolen from the House by residents who went AWOL.

The following is a partial listing of the electronic devices and furniture NOT allowed in your room:

- No coffee makers (including Keurig)
- No extension cords or daisy chaining cords
- No refrigerators
- No lamps except clip type or personal ones.
- No additional beds, night stands, or dressers allowed
- No Space heaters
- No Halogen lights
- No Lava lamps
- No Black lights
- No Candles or Incense

39. HOUSE ETIQUETTE - CODE OF CONDUCT

Etiquette can be simply defined as the customary code of polite behavior in society or among members of a particular profession or group. Synonyms include: manners, accepted behavior, rules of conduct, decorum, courtesy, and niceties.

The following are some social norms we expect you to follow while you are here. These may seem basic but they will help you in your journey to have that spiritual experience. Remember that in most cases we need to change everything and that includes what is considered acceptable societal behaviors.

- Shake hands when you meet someone, especially the first time you meet them.
- Make direct eye contact with the person you are speaking with.
- Do not curse, period.
- Be kind to the elderly and ladies, like opening a door or giving up your seat.
- If you hit or bump into someone by accident, say "I'm sorry."
- Flush the toilet after use and always wash your hands when finished.
- Say 'please' when asking for something and say 'thank you' when someone does something for you.

- Call to let someone know you will be late or are not going to show up for an appointment.
- Don't interrupt someone while they are talking. Wait for them to finish and then take your turn.
- Do not use a cellphone during a conversation, meeting, class, or while eating. Turn it off!
- No texting and making calls during a conversation, meeting, class, or while eating.
- Ask the person leading the meeting or class to use the restroom. Never just get up and leave.
- Do not listen to music with headphones while having a conversation, meeting, in a classroom, or while eating.
- Come to the meeting, class, or an appointment prepared with book, paper, pen, etc.
- Never read other material during a meeting or during class.
- Do not be rude to the person leading the meeting, class, or the attendees.
- Arrive to appointments, meetings, and classes on time. If you are late for a meeting or class, apologize and take your seat

Remember that your spiritual condition is at stake. We are here to help you develop. Please give us the respect we deserve. Your being here is contingent on it.

40. NOISE AND LOUD MUSIC

Disturbing noise, music, or loud conversations are prohibited. The rights of fellow residents need to be respected. Please be respectful of others who live, work, and visit here. This includes the use of vulgar, offensive, crude, or foul language. Use of the "F - WORD" should not be a part of your ordinary vocabulary. If you use it be prepared to face the consequences. The volume of televisions and radios are not to be heard from outside your room. PLEASE DO NOT SLAM DOORS!

41. VISITORS

Visitors, family, significant others, twelve step members: Visitors are to sign in when they arrive and sign out when they leave. Family visiting is permitted on Saturdays and Sundays, 1:00 p.m. – 6:00 p.m. Visitors are only allowed to go to the second floor with Staff approval. Under no circumstances are visitors allowed to be in any of the rooms. This is grounds for immediate eviction. Should someone need to see you outside of visiting hours, please stop at the desk and make arrangements with on-duty Staff.

42. GOSSIP AND RUMORS

Recovery requires first of all accountability, responsibility, and rigorous honesty. Gossip perpetuates game-playing and old behavior.

Rumors need to be self-addressed in the staff-directed community meetings. It is better to bring the rumor to group and find out the real truth rather than perpetuate half-truths, misconceptions, and falsehoods.



Covering for someone or lying for them will result in severe consequences leading up to and including discharge.

43. HOUSE DETAILS

Details are posted weekly. You will be assigned a detail. Details may change, check the list daily. There also is a team leader that you may ask for assistance if you have any questions about your detail. He will also instruct you on where to find supplies and the necessary tools to form your detail. The residents are rotated on a regular basis. New Phase II Residents will remain on details until they are reassigned.

44. VANS

Progress House has a multi-passenger van that can be used for Progress House sponsored events and functions. This includes taking men to outside 12-step meetings. Due to insurance the van can only be driven by Progress House authorized drivers. Smoking is never allowed in the van. If a group of men are returning from a Progress House authorized trip, the van can make one, and only one, stop at a convenience store or gas station. Please don't abuse this privilege.

45. VALUABLES

Progress House will not be responsible for any lost or stolen property of individuals. Each person is responsible for his/her own belongings and valuables, including money. Progress House residents are discouraged from having large sums of money, laptops, or expensive jewelry in their rooms or on-site.

46. SECURITY CAMERAS

Cameras are located in several strategic locations throughout the common areas and property. They serve as protection and deterrents from vandalism, theft, and other security concerns. The cameras are a means to facilitate safety and security at the House without infringing on residents' privacy.

47. DISCHARGE PROCEDURE

When it comes time for you to discharge from Progress House and you're ready to get on with your life, please make arrangements to have a discharge/exit interview with staff. Exit interviews are mandatory for a successful completion of your program. Completing this interview allows you to evaluate your stay here and provide us with feedback on what we did right and wrong. It is also traditional the week before a resident successfully moves out that he address the community during the Community Meeting. This allows you the opportunity to thank the House and the residents for their participation in your Recovery.

If any resident who is successfully or unsuccessfully discharged leaves part or all of their belongings behind, we will hold the belongings for 10 days and if they are unclaimed we will donate the goods to local charities.

48. CHECK-OUT PROCEDURE

The day you actually check out your personal belongings, notify staff or let the POD know you are leaving that day so they can take care of your linens and other things in your room that need to be cleaned.

49. EVACUATION PLAN

Every resident needs to become familiar with the emergency evacuation plan for the Progress House located on the back of each resident's door.

Disaster plans are located in the POD office. There is a fire extinguisher marked on the evacuation routes in every hallway and posted throughout the house. If you have discharged an extinguisher, immediately contact staff or the POD so that we may have it refilled.

50. FIRE

Immediately call 911. Notify house staff. Follow evacuation route procedures that are posted throughout the house.



51. MEDICAL EMERGENCY

Call 911 or go to the Emergency Department at either Methodist or Eskenazi Health Hospitals. These are the two closest hospitals to the Progress House. Notify Progress House staff as soon as possible. The Administrator or Manager's cell phone numbers are available from the person at the front desk POD.

52. TORNADOS

See **EVACUATION PLAN** section. Evacuate to 1st floor east.

53. WORK SCHEDULES

These are due every Monday at 9:00 a.m. All residents must submit an accurate and specific work schedule on a weekly basis. This schedule must be approved by staff.

2nd and 3rd shifts are STRONGLY DISCOURAGED for your first 90 days and require Staff approval. If upon admission this was your regular work schedule than concessions can likely be made. If this is not your regular shift or you have been offered a new employment opportunity to work 2nd or 3rd shift be prepared to explain why this precedes your recovery. REMEMBER THAT YOU NEED APPROVAL BEFORE ACCEPTING ANY SHIFT CHANGE OR NEW OPPORTUNITY AFTER YOUR INITIAL ADMISSION DATE.

If your work hours deviate from the hours that you turned in on Monday, or your employer has requested you to work overtime or extended hours, staff can request that you obtain and present a letter from your employer stating the changes in your hours and dates you will be working. This letter must be on official company letterhead and signed by your immediate supervisor. Progress House reserves the right to call your employer to verify this.

54. LOCKERS

We provide a locker and a combination lock as a privilege. In order to maintain this privilege, you need to comply with the following guidelines:

- a) you are to keep your combination private, do not give out your locker combination to another resident.
- b) you are to use your locker to store valuables.
- c) your locker is not storage for any perishable food. If perishable food is found in your locker it is an evictable offense, no different than having food in your room.

If you aren't sure about storing an item in your locker, PLEASE ASK STAFF.

Medications ARE NOT to be stored in your personal lockers, the lockers are meant for personal valuables such as jewelry, money, credit cards, etc.

Again, if you are uncertain about whether or not you should store something in your locker, please ask a staff member.

55. SIGN OUT

Sign out with the POD when working late. To qualify for a late plate, you must sign up on the late plate list in the kitchen by **4:00 PM**. Late plates are only served for those with later work hours approved by Staff.

56. RENT AND FEE SCHEDULE

Program fees are to be paid one week in advance. The billing cycle runs from Friday through Thursday. If you move prior to the end of the billing period through which you are paid, you will NOT be entitled to a refund. Credit balances will not be refunded.

If a resident falls more than \$300 behind on program fees, **WRITTEN PAYMENT ARRANGEMENTS MUST BE SUBMITTED BY MONDAY AT 9 A.M.!** Failure to do so may result in eviction.

In the event that you can not pay rent or have a past due amount greater than \$299.00, the following policy shall apply.

1. Notify the Program Director immediately once you are aware that you are not able to pay rent.
2. Fill out a Past Due Rent Form weekly once \$300 is Past Due and submit the form to the Program Director by Monday at 9:00 am. Failure to do so could lead to having your full rent balance due the following Friday and if not paid in full you may be evicted.
3. Ask for an appointment to review your Past Due Rent Form.
4. Past Due Amounts and Payment Plans are addressed on a case by case basis and are fact specific. They are to remain confidential between you and Staff. Sharing your arrangement will likely only upset another resident.
5. The following are taken into consideration when designing a Payment Plan:
 - Current Employment situation
 - Employability
 - Prior and/or Current Probation/Parole/Home Detention Status
 - Other Financial Resources
 - Program Status (attendance, willingness to help out, PNP, details, etc.)
 - Prior Payment History
 - Number of consequences, if any
 - Current or Past Medical History
 - Resident or Family Trauma
 - Response(s) of Resident to Specific Questions during review process

All men who are admitted to Progress House have agreed to be financially responsible for their Program Fees and Rent. Every man signs a contract stating this upon entry. Past Due amounts can be turned over to a collections agency and may be reported to the three primary credit agencies.

Progress House will accept 3rd party checks for rent; however we will not return any unused portions for cash. Progress House will not cash any type of check for a resident.

Post-Dated checks are not accepted.

Progress House Fee Schedule:

Application Fee: \$100.00*
Interview Fee: \$20.00*
Rent = \$32.00 per Day
Medication Dispensing = \$4.00** per day for any Controlled Substance
\$2.50** per day for any Diversion Type Medication(s)

* Normally these fees are paid prior to admission by the person seeking Recovery Treatment. Funding referrals, including Recovery Works, will not pay for these fees.

** Funding referrals normally will not pay medication dispensing fees, this includes Recovery Works.

Fee Schedule is posted as of 01/01/2019 and is subject to change.

Post-dated checks are not accepted.

We're glad you are here!
We have been helping men Recover for over 50 years.
Where there is Progress there is Hope!

**Please sign the “Handbook Review Agreement”
and turn it in to Staff.**



201 Shelby Street, Indianapolis, Indiana, 46202
www.progresshouse.org (317) 637-9816



Handbook Review Agreement

Policy agreements with additional details will be distributed in House Orientation. These agreements are to be signed and turned into Staff. A copy will be provided to you upon your request.

I have read, understand, and agree to abide by the rules and conditions of this handbook.

Resident Signature: _____

Date: ____/____/____

Big Brother Signature: _____

Date: ____/____/____

Staff Witness: _____

Date: ____/____/____

Resident Copy.

Please sign the next page for Progress House Records



Handbook Review Agreement

Policy agreements with additional details will be distributed in House Orientation. These agreements are to be signed and turned into Staff. A copy will be provided to you upon your request.

I have read, understand, and agree to abide by the rules and conditions of this handbook.

Resident Signature: _____

Date: ____/____/____

Big Brother Signature: _____

Date: ____/____/____

Staff Witness: _____

Date: ____/____/____

Progress House Records Copy