



Pressell House

Management Plan

Our Vision: To become the number one choice for transitional sober living and IOP services in the city of Louisville and to be amongst the top 10 sober living home facilities in the Commonwealth of Kentucky within the next 10 years.

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Who We Are

Pressell House aims to be a licensed transitional home with IOP services that will be in the heart of Louisville, Kentucky in a secure and spacious housing facility. Our transitional sober living facility is specifically designed and equipped with needed accommodations to give comfort and security to all clients. Facility operates under Pressell House LLC. Pressell house is owned and managed by Darsey Naville and Shelly Fife. Both are truly enthusiastic about rehabilitating and reintegrating women in recovery to their rightful place in community. Owners will carry liability coverage as required by all governing oversight. Pressell House will follow all compliance with nondiscriminatory state and federal requirements. *See policy/procedure: Certification as an Addiction Treatment Services Provider.

Our Philosophy

Mission – To build a transitional house utilizing social model and clinical services that will provide compassionate and professional evidence-based services to adult women with Substance Use Disorder (SUD).

Vision- To become the number one choice when it comes to transitional sober living homes with clinical services in the city of Louisville and to be amongst the top 10 sober living home facilities in the Commonwealth of Kentucky within the next 10 years.

Code of Ethics

Pressell House values and respects each resident and puts everyone's recovery and needs at the forefront of all decision making. To meet this obligation, we adhere to the following principles defined in detail in our Policies. Assess each potential resident's needs and determine whether the level of support available within the residence is appropriate. Help the resident with referral in or outside of the residence.

Value diversity and non-discrimination.

Maintain an alcohol- and illicit-drug-free environment.

Honor individuals' rights to choose their recovery paths within the parameters defined by the residence organization.

Protect the privacy and personal rights of each resident.

Provide consistent and uniformly applied rules.

Provide for the health, safety, and welfare of each resident.

Address each resident fairly in all situations.

Encourage residents to sustain relationships with professionals, recovery support service providers and allies.

Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff, and visitors within the residence up to and including dismissal from house and services.

Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.

Provide consistent, fair practices for drug testing that promote the residents' recovery and the health and safety of the recovery environment and protect the privacy of resident information.

Provide an environment in which each resident's recovery needs are the primary factors in all decision making.

Promote services with marketing or advertising that is supported by accurate, open, and honest claims.

Decline from taking a primary role in the recovery plans of relatives, close friends, and/or business acquaintances.

Sustain transparency in operational and financial decisions.

Maintain clear, ethical, personal, and professional boundaries.

Operate within the residence's scope of service and within professional training and credentials.

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Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.

The Code of Ethics must be read and signed by all those associated with the operation of the recovery residence: recovery residence owners, operators, staff, and volunteers.

Individuals subject to this code are obligated to report unethical practices according to the reporting rules set forth by Kentucky administrative regulations, Kentucky Revised Statutes, and relevant professional ethic codes.

Each Resident will review, sign, and be provided with a copy of these ethical standards at admission.

Pressell House Recovery House Structure

Pressell House Recovery House requires a 90-day minimum commitment. The length of stay is individualized and open-ended, and most residents live at Pressell House for 3-6 months. The average day is structured around clinical services, life skills training, 12-Step meetings, social activities, community and personal responsibilities, self-care, and house responsibilities.

Social Model - Peer support is integral to recovery from addiction. The social model approach includes using mutual support groups, involving residents in decision making and facility governance, using lived experience to help others, and emphasizing recovery as an interaction between the individual and their environment. Pressell House Recovery House physical environment, house meetings, phase program and mentoring partnership, motivational track, and policies are all designed to foster the social model approach to recovery.

Culture- Current residents are welcoming to newcomers, committed to sobriety, and supportive of one another. The house culture holds residents accountable for unhealthy behaviors and requires a high degree of adherence to house rules and maintaining a healthy living environment. Each resident has a chance to be heard and involved with clinical staff to determine the course of stay. In addition to an investment in other residents' recovery, each resident is expected to be a good neighbor and an engaged citizen through volunteerism in the community.

Twelve-Step Recovery Environment - Twelve-step recovery programs are mutual aid organizations whose purpose is recovery from addiction. Twelve-step programs address three primary dimensions: the physical, mental, and spiritual. Pressell House believes in the effectiveness of a Twelve Step program, and its tenets inform our mission. We require residents to have sponsors, attend Twelve Step meetings, work the steps, and live an alcohol and drug-free free lifestyle.

Clinical Model - Pressell House offers comprehensive programming for individuals seeking treatment for substance use disorders (SUDs). Our evidence-based approach provides a structured schedule of core services, including individual counseling, group therapy, family psychoeducation, and targeted case management, for at least 9 hours per week. By combining clinical expertise and personalized care as guided by the ASAM (American Society of Addiction Medicine) criteria. Pressell House applies a compassionate approach, client driven goals, in which individuals are empowered to overcome the challenges of SUDs and reclaim their lives. Clients will have the opportunity to develop essential coping skills, receive family support, and access community resources.

Pressell House Staff Support Roles

Qualified Staff on site 24 hours a day 7 days per week. During therapeutic daytime hours clinicians and support staff on site in proportion to census as mandated by State Law and ASAM best practice. After hours and weekends minimum of one staff on site continuously.

Our staff provides assertive referrals to treatment for higher levels of care, return to use, intensive outpatient, and

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primary care. When available Pressell House may provide transportation to mandatory offsite 12-step meetings so residents can begin to build their support networks out in the community.

Additionally, we have a Community Bulletin Board where we post current cultural and recovery related events, job fairs, and employment opportunities. A "House" bulletin board for posting internal activities and news within Pressell House.

Clinicians:

Licensed clinicians provide group therapy, individual therapy, develop treatment plans, and oversee clinical operations of facility. Clinicians will lead staff teams to provide evidence-based services to all clients in our care.

Case Management

All staff actively support Residents and interact with them on a daily and one-on-one basis. Case Management duties are performed as a team and by licensed Targeted Case Managers. This will include development of care plans and achieving targeted outcomes in a measurable manner. Some services are performed as a regular part of job duties and others as needed. Pressell House Case Managers maintain team communications regarding their interactions and activities supporting individual residents. These supports range from addressing health status, legal issues, social and family dynamics, financial security, and employment as well as any other area that may be challenging in early recovery.

Peer Support Specialist

The life skills mentor at the Pressell House assists Residents in reaching their short term and

long-term goals. Peer Support Specialist performs many of the services including assisting in obtaining health insurance, food stamps, resume, job search, and medical referrals. In addition to providing individualized support, the Life Skills Mentor provides regular scheduled services to the Residents

Life Skills classes are based on a curriculum designed for individuals in early recovery.

Check-in meetings with individual Residents regularly to discuss and determine any areas in which they may need extra support. The frequency of these check-ins varies depending on each resident's phase of the program.

Owners

Pressell House owners provide foundational support by holding residents accountable for complying with house rules and meeting recovery goals. They are front line staff and have continuous contact with residents throughout their stay. Our Owners receive training and continued education to best serve residents.

STAFFING:

Staff must complete all required training before being allowed to work unsupervised and training begins at hire.

Refer to Policy and Procedures, Human Resources and Management for background, training, and disciplinary actions.

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Confidentiality and Resident Records Policy

All residents have the right to confidentiality regarding verbal and written information; all staff and volunteers will adhere to the confidentiality laws and procedures set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records and HIPPA, which will be protected and in compliance with federal and state laws.

All staff and volunteers must review and sign the Employee Confidentiality Agreement to include a social media Policy upon hire. Internal access to confidential information shall be limited to those staff who need to know that specific information to perform their assigned job duties. Access shall be limited to staff providing services to the individual, or staff performing approved peer review, professional consultation, investigation, supervisory, or clinical records functions.

During the admission process Residents will be informed of their rights to confidentiality and have the chance to review confidentiality procedures during the new resident orientation.

Residents will be given the opportunity to sign consent forms for the release of information and may revoke the release of information at any time.

Residents will also sign a "Resident Confidentiality Agreement" as part of the intake paperwork to ensure confidentiality between residents. *See policy/procedure Confidentiality of Client Records.

Records Retention Policy

The current and past files will be utilized and viewed only by necessary staff unless court ordered or the resident signs a Release of Information (ROI)

A request for medical records must be made in writing and Pressell House will provide it within 30 days of request.

When EMR is active all files will be digitalized and kept per HIPPA and 42CFR standards.

Infection Control

Pressell House is dormitory-style, social housing. To promote healthy recovery and to prevent the spread of infectious diseases we require all residents, staff, and guests to be subject to the Infection Control Policy.

Additionally, residents must obtain a primary care provider within two weeks of move-in. Our owners can make community referrals for testing and treatment and help you to establish primary care.

Proactive behaviors that can minimize the spread of bacteria and viruses are strongly encouraged. Residents are not permitted to share personal hygiene items (razors, etc.). Handwashing is required for all residents before serving, preparing, or eating food. Soap and paper towels are provided by Pressell House in the kitchen and bathrooms. Hand sanitizer is available throughout the house and in every staff office.

Residents are encouraged to use frequent hand washing when entering the building and after contact with high touch surfaces. To minimize risk of illness, handshaking is to be kept at a minimum during flu season and epidemics.

A first aid kit will be accessible to residents. Staff check the first aid kits monthly and notify the Owner on duty if supplies are low.

Medication Policy

Residents are informed of their rights and responsibilities to comply with the Pressell House Medication Policy.

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A percentage of the residents who come to Pressell House are on some type of medication either for a physical or psychiatric condition. Residents may take

certain medications under the supervision of a qualified physician under the following conditions:

Residents must inform Pressell House Staff of any prescriptions, over-the-counter medicines, and supplements they have when they are admitted to Pressell House and any changes or new medications they receive while a resident. Failure to do so will result in disciplinary action.

Residents who are on any medications must be able to self-administer their own medication and are responsible for the proper dosage without the assistance of a healthcare professional. If a resident is unable to do so, they will be referred to a facility that can aid them.

Prohibited Medications

Pressell House is not a licensed medical treatment provider. Pressell House may decline referrals of individuals who use certain medications because we do not provide pertinent staff or services to safely support them. Individuals prescribed addictive, scheduled medications such as stimulants, narcotics, sedatives, and tranquilizers may require higher care. Each applicant will be considered on a case-by-case basis.

In cases where an applicant is outside of our scope of services, or needs a higher level of care, staff will make referrals to alternative facilities when available.

Medication Compliance

Pressell House understands that there are circumstances whereby some residents may fail to comply with their prescribed treatments, failing to take their medication as directed or refusing their prescribed medication. Pressell House has no right to force non-compliant residents to take their medication, but it does have a duty to monitor non-compliance and refer all such cases back to the original prescriber and to the resident's continuing care therapist. Residents must provide a discontinue order from their PCP or psychiatrist if they stop taking medication.

Residents who discontinue a medication against medical advice or without going through a supervised titration may become considered outside of Pressell House's scope of services if they exhibit symptoms that make them a medical or behavioral danger to themselves or others.

Medication Storage and Safe Handling

Residents are provided with an individual locked box to store medications for self-administration. No medication or vitamins (whether prescribed or over the counter) may be stored in private rooms, communal areas, or vehicles.

The medication is locked in the staff office, which is staffed from 7am to 10pm, seven days a week. Residents will be given a weekly pill container marked by days of the week for non-narcotic medication. Narcotic medications will be locked and supervised when taken.

Medication Documentation

Pressell House utilizes an entry medication log describing whose medication is in each cabinet, when medicines are taken, what dosage, and what condition is being treated. Medication observation is recorded in Electronic Medical Record (EMR) of each resident.

Pressell House staff collects updated medication information from residents monthly, and residents are required to notify staff of any changes to their medication immediately after receiving a prescription.

Discontinuing a medication requires a discontinuing order from a medical professional.

Patient Brokering Policy

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Solid Foundation shall not participate directly or indirectly with another person, entity, or technology, referring or recommending a resident or other individual to a provider in exchange, or anticipation of an exchange, for any economic benefit, including but not limited to, a rebate, refund, commission, preference, patronage dividend, discount, or other item of value.

Those who knowingly and willingly pay or receive kickbacks for referring an individual to a recovery home or clinical treatment facility may be fined or imprisoned.

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Resident Finance Policy

Resident Paid Work Agreements

Pressell House may offer voluntary employment, contracts, or enter into paid work agreements with residents.

Paid work arrangements are completely voluntary.

Residents do not suffer consequences for declining work.

Residents who accept paid work are not treated more favorably than residents who do not.

All qualified residents are given equal opportunity for available work.

Paid work for the operator or staff does not impair participating residents' progress towards their recovery goals.

Paid work is treated the same as any other employment situation.

Wages are commensurate with marketplace value and at least minimum wage.

The arrangements are viewed by most of the residents as fair.

Paid work does not confer special privileges on residents doing the work.

Work relationships do not negatively affect the recovery environment or morale of the home.

Unsatisfactory work relationships are terminated without recrimination that can impair recovery.

Staff-Resident Financial Agreements

Individual staff do not become involved in residents' personal financial affairs, including lending, or borrowing money, or transactions involving property or services, except that the Pressell House may make agreements with residents with respect to payment of programming fees or reimbursement for expenditures related to clothing, hygiene items, obtaining birth certificate and state identification, and other incidentals.

Third Party Charges

Pressell House requires residents to carry health insurance because engagement with continuing clinical care (Intensive Outpatient, individual therapy appointments) is a requirement of our program. Residents will also receive regular and random urine drug screens performed with 12-16 panel UDS (Urine Drug Screen) CLIA

waived cups and may be sent to outside laboratory which bills insurance. Additionally, access to medical care for pre-existing, infectious and acute conditions is an important part of maintaining a stable lifestyle and a healthy recovery program.

Information and records:

Prior to the initial acceptance of any funds, the operator must inform applicants of all fees and charges for which they will be, or could potentially be, responsible. Residents will also be fully informed about refund policies before entering a binding agreement. This information needs to be in writing and signed by the applicant.

Pressell House will use an accounting system which documents all resident financial transactions such as fees, payments, and deposits.

Records will be available to produce clear statements of a resident's financial dealings with the Pressell House within reasonable time periods.

All staff involved in the collection of payments will accurately record all resident charges and payments in a payment ledger.

Payments made by 3rd party payers are noted and residents informed.

Drug Screen Policy

Residents must submit a drug screen when admitted. Following admission, staff reserve the right to randomly drug test all residents upon the suspicion of use or for other reasons. This may include urine drug screens, laboratory tests, and breathalyzers. Lab tests may have co-pays and if a resident incurs charges, Pressell House will help coordinate a payment plan with the billing department. Refusal or avoidance of a screening, or a positive screen, will result in a recommendation for a higher level of care. Residents who do not seek treatment will be discharged from the program. The purpose of these screenings is to provide additional accountability.

Resident Return to Use Policy

Pressell House will hold a bed for residents who return to use one time during their stay at Pressell House. If a resident returns to use a second time, Pressell House will refer them to a higher level of care and another suitable recovery home.

Return to Use Protocol

Narcan to be always kept on property and staff/resident training for use documented

If a life-threatening drug poisoning event or overdose is suspected, call 911 immediately and staff will begin first responder measures.

If a resident is intoxicated but is not an immediate danger to themselves or others, the staff on duty will find an open bed at a regional treatment facility and may provide transportation to the facility. Pressell House will store their belongings for up to 48 hours before donating items to Goodwill Industries.

If a resident returns to use and all treatment facilities are full, the staff will coordinate admittance to the emergency room for medical stabilization. They may return to Pressell House after use after stabilization and with approval from staff and/or owners.

Residents who return to use under 7 days following a return to use episode may be referred to a higher level of

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care.

Residents who refuse treatment are subject to immediate discharge and their belongings will be safely stored for 24 hours. The Owner or staff will notify their emergency contact, legal contacts, and their sponsor.

If a resident brings illicit drugs or alcohol onsite, they will be discharged immediately, and any future readmission will not be guaranteed.

Resident Admissions

Most residents come from referring community partners. and are informed about the Pressell House eligibility requirements. Occasionally, a potential resident will find the Pressell House by word of mouth or online. In these cases, we will want to make sure they are eligible for our program.

Preadmission Screening

Prospective residents who meet eligibility requirements for admission to the Pressell House treatment program are scheduled for an interview with Owner(s) and/or Pressell House administrative staff. The interview may be conducted in person or over Zoom. Acceptance determination is made after the interview. The staff who performed the interview makes this determination together. If staff cannot agree, the CEO will make the final determination.

Prior to the initial acceptance of any funds, the Pressell House will inform applicants of all fees and charges for which they will be, or could potentially be, responsible. This information will be in writing and signed by the applicant at admission.

Resident Eligibility

Must be 18 years of age or older.

Any known sex offenders or individuals with a record of arson will not be admitted.

Those with felony assault charges and active EPO's or domestic violence cases will be decided on a case-by-case basis.

At least 7 days substance-free is required to gain admission (exceptions may be made at the owner's discretion).

If positive for any substance on admission, subsequent urine drug screens will be administered to monitor for decreasing levels.

Residents must be willing to commit to a 3-month minimum stay.

Residents must be willing to stay in compliance with clinical care and follow a treatment plan by the healthcare provider.

Pressell House holds the right to deny admission to individuals on narcotics medications or medications that have the ability to be diverted. Staff reviews medications on a case-by-case basis.

We accept clients with co-occurring psychiatric conditions such as anxiety, depression and bi-polar if they are compliant with their medication regimen and under a psychiatrist's care. Pressell House is not equipped to handle severe and/or untreated psychiatric conditions, such as bi-polar with psychosis or schizophrenia. Referrals need SUD (substance use disorder) or AUD (alcohol use disorder) to be their primary diagnosis.

New admits must be willing to be on Property Restriction for 7 days to allow for a safer transition. Residents may leave property for SUD treatment, 12-Step Meetings, medical appointments, and grocery trips accompanied by staff. If employed, residents must take a leave of absence from work for at least 1 week.

Former Pressell House residents who did not graduate in good standing must obtain special permission from the Pressell House staff/owner to re-apply.

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Residents need to bring their own clothing, food, and hygiene items. Residents must keep personal items to a minimum of 2 weeks' worth of clothing and all hygiene items must be kept in personal areas.

Orientation

All residents must attend orientation to transition from Property Restriction. Orientation supersedes 12 Step Meetings and job searches. The only reason for a resident to miss Orientation is in cases where it conflicts with IOP or a prior approved medical or court appointment. If there has only been one new admission and not enough people for a class, then the resident still meets for Orientation.

Insurance Requirement

All residents must have health insurance. If they are not currently insured or if they have Medicaid from another state, they will need to have Kentucky Medicaid to enroll in continuing care. Refer to the Presumptive Medicaid process to assist residents in securing health insurance as needed.

Resident Discharge

Residents are discharged for the following reasons:

Alumni: A natural transition from fulfilling all Pressell House Program requirements for graduation with Alumni Status.

Admin - Due to non-compliance with Pressell House policies.

Normal Transition - The Resident decides to exit the program prior to fulfilling all program requirements. Does not have Alumni Status.

Return to Use - refused treatment

The steps for discharging a Resident from Pressell House are as follows:

Collect the door keys, medication locker key

Returned medication to the resident.

Remove the Resident's door code unless they are Alumni status.

Discharge the Resident from EMR with the correct discharge reason

Close the Resident's chart: staff notes completed

Remove name from 1/0 Board, Roster, Program fee and Status Board

Make a copy of the program fee status column for file.

File the resident's chart in the archives.

If the resident has been discharged as non-compliant or has returned to use and refused treatment, make proper notifications about the circumstances of discharge. To the following:

IOP therapist

Legal contacts (HIP, Drug Court, or Probation Officer)

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Emergency contact

Remove Resident's belongings from rooms where applicable for short-term storage.

Resident Property Policy

The Pressell House is not responsible for damage to a resident's individual property in the event of water leaks, overflowing toilets, theft, or other uncontrollable circumstances. Residents are encouraged to purchase renter's insurance.

Personal Property left at Pressell House after discharge will be held for forty-eight (48) hours at which time it is considered a donation to Pressell House.

Resident Rights

Residents are provided a copy of their rights, rights are posted in communal area, and Pressell House staff will ensure the following rights are protected:

To be free from discrimination in determining eligibility for services or participating in our program. Residents have the right to not be discriminated against based on race, ethnicity, age, color, religion, gender, nationality, sexual orientation, physical or mental disability, developmental disability, human immunodeficiency virus status, or in any manner prohibited by local, state, or federal laws.

The right to be informed in writing of the rates charged by the facility as well as any additional charges, and to receive thirty days' notice in writing of any change in the rates and charges.

To respect your privacy as it relates to your residency at Pressell House and your recovery program while here. Discussions with and pertaining to residents are discreet and confidential.

To the confidential handling of your records in accordance with federal regulations (42 C.F.R., Part 2) and to have access to your record.

The right to be free from conflicts of interest; no residential facility employee may be a resident's guardian, sponsor, or employer.

To submit grievances to the staff or Owner.

To be given and to have the names and contact information of all staff responsible for your care.

To expect Pressell House to make a reasonable response to your requests for information, maintenance, grievances, or any questions relating to our recovery housing program.

To obtain full information about any relationship Pressell House has to other health care institutions who may be involved in your recovery programming as well as any additional costs you may incur.

To expect reasonable continuity of care which includes a service calendar, assertive community referrals for legal, medical, behavioral, financial support, and staff schedules.

To participate in the planning and execution of your individualized recovery programming.

The right to receive humane services and live in a clean, safe, supportive, structured, and sober environment.

The right to reasonable protection from physical, sexual, and emotional abuse, neglect, and exploitation.

To be advised of, and the right to refuse observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies, photographs or other audio and visual technology. This right does not prohibit use of closed-circuit monitoring to observe communal areas in the facility (communal areas do not include bathrooms or sleeping areas, or other areas where privacy is expected).

To be fully informed of all rules and regulations governing your conduct, responsibilities, and client grievance procedures. This will be provided for you at the time of admission in the resident

Right to be involved in individualized CarePlan and Recovery Goals. Client will review and sign Care Plan and recovery goals with therapist when developed or updated.

Resident Grievance Policy

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A Grievance is a written complaint initiated either verbally or in writing by a resident or by any other person or agency on behalf of a resident regarding denial or abuse of any resident's rights.

All Pressell House LLC staff shall follow the resident grievance procedure. Each staff member has received a copy of the following Resident Grievance procedure and has signed an agreement to abide by it.

Residents have the right to have grievances taken seriously and considered in a fair, timely, and impartial manner; staff will maintain the privacy and confidentiality of all documentation and mediation.

All residents have the right and are encouraged to communicate their grievances to any Pressell House LLC staff members. Additionally, Pressell House LLC has a designated Resident Advocate/Manager on-site to whom the grievance may be made and who facilitates the resolution of grievances.

Grievances may not be made anonymously, but Residents may request that their submission be kept confidential. for this case, the Resident Advocate/Manager shall keep such submissions and subsequent investigations confidential.

There will be no consequences or retaliation for the resident filing a grievance.

All residents have a right to file a formal written grievance. The resident may request a form and assistance filing a grievance from any Resident Manager on duty or the Resident Advocate. (Grievance Forms are in the lobby and kitchen.) The resident can fill out the form and return it to any staff member or the Resident Manager. The grievance may also be made verbally, in which case the Resident Advocate shall be responsible for preparing the written grievance.

The written grievance must be dated and signed by the resident, the individual filing the grievance on behalf of the resident or have an attestation by the Resident Advocate/Manager that the written grievance is a true and accurate representation of the resident's grievance.

Written grievances shall be forwarded to the Resident Advocate in the office.

In the instance where the decision maker is the subject of a grievance, decision making authority shall be delegated to Marty Rock (owner)

Time for expedient resolution is two business days upon receipt of the complaint/grievance.

The resident will be sent a written notice of the grievance outcome and steps for appealing the outcome within 5 business days.

All Grievance Records **will** be maintained for at least three years from resolution. Records of resident grievances will include a) a copy of the grievance; b) Documentation reflecting process used and resolution/remedy of the grievance.; and (c) Documentation, if applicable, of extenuating circumstances for extending the time for resolving the grievance beyond the two days.

Throughout this process, the resident has the right to enlist the assistance of outside agencies such as advocacy organizations for civil rights, tenant's rights, and anti-discrimination in housing and social service. To assist residents in that process a list of third-party agencies is posted on the bulletin boards.

Intensive Outpatient Program (IOP)

All residents are required to complete a level of care assessment with a licensed provider upon admission to the Pressell House program to determine the type of clinical care that is the best fit for their needs. Many residents coming from treatment centers, incarceration, or with less than 60 days' sobriety will require Intensive Outpatient Treatment (IOP). These services are provided in-house.

Work schedules must accommodate for The Pressell House Recovery Program.

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Recovery hours are typically Monday through Saturday from 9am-2pm

Residents must find their own transportation to and from individual appointments, however, in some instances transportation may be provided by Pressell House. The Pressell House is located on a public bus route for the convenience of clients.

All IOP absences must be approved by the staff and residents may be required to provide a doctor's note. More than two absences from IOP can result in dismissal from Pressell House program

Continuing Care - Individual Therapist or Aftercare Group

All residents are required to continue treatment after completion of IOP. Continuing care can be individual therapy or a weekly group aftercare, or a combination of the two. Typically, the IOP provider will set them up with an aftercare plan and provider. If Residents do not have a therapist or aftercare group, they must notify staff immediately and we will make a referral.

Residents must find their own transportation to individual appointments.

Pressell House Rules

To provide you with comfortable living arrangements and assure that women are appropriate and compatible within the Pressell House, we have listed the following rules and regulations for Transitional Living residents. Please keep a copy of these rules for future reference.

NO use and/or possession of weapons, alcohol, illegal drugs, or any mind or mood-altering chemicals are allowed including misuse of prescription narcotics. Violation will result in immediate discharge. No refunds.

Being under the influence of drugs or alcohol or seeking drugs or alcohol at any time while residing at Pressell House is prohibited.

Residents agree to comply with all rules, regulations, and guidelines of The Pressell House.

Residents are required to report any suspicious activity on or near property (including behaviors of other house members). This is for the safety of all residents and our neighborhood.

Residents agree to obtain a Sponsor within 2 weeks of admission. If you feel your sponsor is not suitable for you, you may consider changing sponsors. You are required to begin working a 12-step program with your Sponsor.

Residents are required to join a home group within their 12-step program.

Residents are subject to drug and alcohol screening upon staff request. Failure to do so will result in discharge from housing and program.

NO MEN are allowed on property at any time for any reason, including driveways or alleys. NO visitors are allowed on property without prior written approval from staff. NO overnight guests. Visiting inside of vehicles is not allowed on property, driveways, or alleys. NO EXCEPTIONS!

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The entry code and/or keys are not to be copied or shared with anyone outside of the house.

If asked to leave the property for any reason, the client must vacate the property and premises 30 minutes after being asked to leave and failure to leave may result in trespassing charges.

This is smoke-free except for the designated smoking area (backyard area 25 feet from the house) this rule includes the use of electronic cigarettes. Violation of this rule may result in a \$50.00 fine or dismissal from the program.

Fighting, verbal, or physical attacks, harassment, wrestling, and horseplay are prohibited.

Affixing/attaching items to walls is prohibited, including pictures, posters, curtains, etc.

Pornography of any nature is prohibited.

Damaging the property/premises in any way is prohibited.

Automobile/truck repairs on or in front of premises are prohibited.

Residents are allowed one operable vehicle. It must be registered and insured. Copies of these documents and valid ID must be provided to staff.

Stealing is prohibited and can result in discharge from house and program.

Upon admission, residents will be given 3 weeks to secure employment. If employment requirements are not met residents will be referred to another program (unless on disability). Changing jobs is allowed but a new job must be actively in place before putting in notice at current job.

No pets/animals are allowed in the house or on the property.

Residents are not allowed to loan, lend, buy, or sell anything to another resident.

Sexual relationships of any kind are not allowed between residents and/or staff.

Full cooperation with Law Enforcement and/or probation/parole officers is always mandatory.

Residents are responsible for their hygiene and appearance, no night clothes (including robes) are to be worn outside at any time. No swimsuits are allowed. No sunbathing on premises.

All residents are required to participate in daily chores assigned by staff.

Always clean up after yourself.

I understand that I must keep my room and area in my room to standards stated...Beds made each morning and area neat and clean. No clothes hanging on beds or closet doors. Shoes kept in the closet.

NO personal refrigerators, microwaves, coffee pots, heaters, candles, or excessive property allowed.

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Average stay is 90 days (about 3 months) to 1 year. Residents are committing to a minimum of 90 days (about 3 months) in the program. To remain in good standing with the Pressell House, one-week notice is required before moving out or it will be considered incomplete, and no refunds will be given.

Residents agree to pay upon admission a non-refundable \$275.00, this includes \$100 deposit and \$175.00 for first weeks rent. Fees of \$175.00 are due weekly on Fridays. Residents will be given a grace period until Monday at 5:00pm to have their weekly fees paid after that a \$5.00 a day late fee. Staff will issue receipt once fees are paid.

If a Resident is paying monthly, they are required to pay \$800.00 the first month to include \$100 deposit and \$700 a month thereafter.

As a resident of The Pressell House you understand you are a guest and not a tenant. You are not signing a lease. The Pressell House is not your landlord and residency at The Pressell House at no time confers tenant rights.

If residents fall 2 weeks behind on fees, they will be given 1 week to pay past due in full or face discharge from home.

Upon discharge, all residents have 12 hours to pick up their belongings. The Pressell House is not responsible for items left behind. All items left behind will be donated to Goodwill Industries.

All residents must utilize the sign in and out sheet (located at the back door) appropriately and accurately.

In case of emergency notify ANY staff member.

Residents are responsible for their own food and drinks. The Pressell House does not furnish groceries.

Curfew is set at 11:30pm. All residents are to stay inside the house after 11:30pm unless there is an emergency and staff notification is required.

Quiet hours in the house begin at 10pm so as not to interfere with other residents' sleep. Residents are asked to keep TV, phone, radio, and conversation volume down to a minimum.

Weekly chores are to be done by scheduled times.

Residents must be present at every House Meeting.

Residents must be present at every Community Meeting.

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You waive and release all claims against The Pressell House, its staff, employees and/or agents from any liability, losses, damages, injury, claims, expenses, and attorney fees that may be suffered by you, which arise directly or indirectly, from your occupancy of or conduct while at The Pressell House. Furthermore, you waive any claims relating to copyright, rights of publicity or privacy, or moral rights. You understand that you would not be authorized to reside at The Pressell House without your agreement to these waivers.

Good Neighbor policy:

Always be courteous with neighbors. Great with a smile and kind words.

Provide owners information upon request

Owners will respond promptly to all neighborhood concerns

Maintenance of property and grounds is the responsibility of the owners.

Maintenance of property and grounds may be contracted to licensed and insured service providers.

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Alumni Status

Once a Resident has completed the program and has returned to independent living in long-term recovery, they may be considered Alumni. They may visit Pressell House Recovery House and have sponsees at and give leads for community meetings. Alumni may also volunteer as ambassadors for Pressell House Recovery House fundraising, educational, and community events.

Residents qualify for Alumni status when they:

Complete programming per treatment plan

Settle any or all debt with Pressell House

Maintain recovery

Family Involvement in Resident Recovery

Addiction is a family disease and exacerbates any existing dysfunction. The disease of addiction is often poorly understood by family members and there is a need to educate and treat family members affected by a loved one's addiction. Pressell House staff will pass along information to members about free support services, education, and community mutual aid for families. Client information will be shared at any point of contact with family - assessment, intake, visitation, etc., subject to applicable privacy regulations and with permission of clients.

An emergency contact is required for all clients. This contact will be notified of any emergencies or if the client leaves program unexpectedly.

All individual therapy sessions or aftercare group absences must be approved by staff and residents may be required to provide a doctor's note.

More than 3 unexcused absences from individual sessions can result in dismissal from Pressell House Recovery Program.

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