Welcome

You have taken a big step by deciding to start your recovery process at Oconee Addiction Recovery and Solutions Recovery Program for Men, OARS, or at the Magnolia House Recovery Program for Women. You should be very proud of your decision to enter this phase and your commitment to recovery.

Clients eligible to attend residential program:

- Agree to reading assignments, group counseling, and periodic individual counseling
- Ready to live a new life without the desire to use substance.
- Clients has been evaluated and screened.
- Screening procedure involves:

  Stability/Structure Evaluation, Evaluation of Legal Issues, Drug Screening Upon Entry

Classes hosted while in program:

The client will attend and work different studies to help live efficiently while in OARS and Magnolia House.

Studies offered are:

- 12 step-based recovery
- Anger Management
- Healthy Boundary Building
- Healthy Relationship classes
- Financial Budgeting classes
- Cognitive Learning
- Men and Women Mentoring Groups
- Family Support groups
- Trauma Informed Teaching
- Self-Evaluation

Daily Schedule

6 am	First Wakeup Call
7 am	Lights cut on and client must be out of bed.
7 am – 8 am	Breakfast Served
7 am – 8 am	Client has time to take shower, eat breakfast, gym time, and is required to have personal space cleaned up, including bed made.

Personal space will be inspected daily to make sure client is taking responsibility keeping their space clean.

8 am – 8:30 am Assigned chores

Chores cannot be done before 8 am or after.

8:30 am – 9 am Morning Meditation

It is mandatory clients stay in meditation through entirety of time.

Daily class schedule is posted in classroom and on tv monitor in hall.

4 pm – 6 pm Free Time and Gym Time

5 pm – 6 pm Supper

6 pm – 8 pm Scheduled Evening Meetings

8:30 pm Evening Med Pass

8 pm – 10 pm Free Time

10 pm Lights out

11 pm Lights out On Saturday

Each day clients are required to begin day with meditation and end the day with a time of reflection. Scheduled times are listed in the daily schedule.

A class schedule is posted on tv in main lobby and in classrooms.

Making the Most of Class Sessions

The more work you put into class, the more benefit you will receive from it.

- Part of the work you should be doing is reading and thinking about the material discussed during meetings, including church services.

But there are other things you can do to make sure you benefit fully from your time in the program:

- Attend every group session.
- Arrive for group sessions on time or a little early.
- Listen carefully and respectfully to speaker and the other clients.
- Be supportive of other clients.

  If you disagree with someone, be polite when you speak to him or her.

  Do not attack people personally.
- Do not talk about other clients' personal information outside group.

Clients must be able to trust one another if they are to feel comfortable sharing their thoughts.

- Think about what you read and about what the instructor and other clients say.
- Ask questions when you do not understand something.
- Participate in group discussions.
- Do not dominate the conversation.

  Allow time for other clients to participate.
- Be honest.
- After the session is over, think about what you learned and try to apply it to your recovery.
- Work on personal evaluation and enrichment times.

  This is done through devotions and prayer time.

  Journaling is suggested.

  Always complete homework assignments.

Each day clients are required to begin day with meditation and end the day with a time of reflection. Scheduled times are listed in the daily schedule.

Group/Outside Group/Church Etiquette

- Be punctual!

  Being on time for meetings shows maturity and the desire to be in program.

  Being punctual is having courtesy for others.
- Come Prepared!

  Have all personal needs accomplished before walking into meeting.

  This includes bathroom needs and phone use.

  There is no getting up in meeting unless it is emergency.

  Getting up and down is distracting to others.
- Dress Correctly!

  Appropriate attire is important.
- Actively listen and participate.

Meeting productivity relies on participants listening well to others and actively participating in discussions.

You could practice active listening by nodding or paraphrasing what the other person is saying to show understanding, expressing your concern or asking specific, probing questions. In addition to showing the person that you respect their opinion and want to hear what they have to say, active listening helps you stay focused and offer more meaningful responses.

- Do not talk or be disruptive during meeting!

  Be aware of others around you.

  Talking and whispering while in a meeting is very distracting.

- Be attentive!

  No tapping, fidgeting, rustling, noise making, laughing, talking to others is a distraction.

- Leave When Closed Not Before!

  Clients are not allowed to leave meeting early.

  Clients will leave when group leader has dismissed everyone.

No one is to be sleeping or lying their head down during classes, church, or meetings.

At all Group/Church/Celebrate Recovery Meetings clients will sit together in one designated area.

In a recovery group or meeting, etiquette often revolves around respect, confidentiality, and creating a safe space for everyone.

Some common rules include:

1. **Confidentiality:** What's shared in the group stays within the group.
2. **Respect:** Everyone's journey is unique; avoid judgment and offer support.
3. **Timeliness:** Arrive on time and respect the duration of the meeting.
4. **Participation:** Contribute to discussions but also listen attentively.
5. **No Cross-Talk:** Avoid directly addressing or engaging with specific individuals during sharing unless prompted.
6. **No Fraternizing with the Opposite Sex:** While this rule may vary, it's often in place to maintain focus on recovery rather than potential distractions or complications that could arise from relationships within the group.

It's essential for these rules to be clearly communicated and agreed upon by all members to ensure a supportive and effective environment for recovery.

Expectations and Guidelines:

During your stay at OARS and Magnolia House, we want a chance to get to know you and want you to have a chance to become familiar and comfortable with the way the OARS/Magnolia House program works. This is an opportunity to get to know and work with others in a team/community environment.

The following guidelines apply to this program:

- We have a daily schedule to be followed by all clients.
- Attending all classes and groups on time is mandatory.
- Do not borrow anything from other residents.

  This includes, but is not limited to clothing, toiletries, books, etc.
- OARS/Magnolia House is not responsible for valuables retained by client.

  Money should be kept in a lock safe in facility offices as well as watches, jewelry or anything of value to you.
- Smoking, vaping, and dipping is permitted in designated smoking areas only.

  Client needs to provide their own cigarettes, vape, dip or money to purchase.

  Clients are not allowed to bum cigarettes, vapes or dip from other clients.

  Clients are not allowed to bum cigarettes, vapes or dip from staff, volunteers, or visitors.
- **No smoking, vaping, or dipping is allowed in church parking lot or in ministry vehicles.**
- **No dipping in facility.**
- **No dipping in outside groups, meetings, or church services.**
- All staff and clients are treated with respect.

  Inappropriate language and/or threats may result in discharge, or legal action.
- No personal books or movies are to be brought into facility other than material beneficial to client's recovery.
- OARS/Magnolia House staff have the right to search your belongings at any given time.
- Clients are not allowed to leave premises without permission.

  Leaving premises can result in immediate dismissal.

Television, Radios, Movies, Games & Other Types of Entertainment

- No personal TV's, Radios, or Walkman's, iPad, or tablets are allowed.
- No smart watches.
- Television hours are variable and can change depending on facility activities.
- **Television is to only be watched in day room.**
- Television in OARS' classroom can only be used with staff permission, for only special broadcast and only to watch approved programs.
- Staff may at any time intervene if a program is inappropriate.
  Inappropriate includes excessive violence, excessive strong language, and sexual contents.
- No handheld games of any kind are permitted.

Telephone Use, Cell Phones
OARS and Magnolia House 30-day clients

Absolutely no personal cell phones are allowed by clients who are in their first 30 days.

- **Phone calls are once a week for 15 minutes while sitting in the office.**
- **Weekly personal calls are to be made Monday through Thursday.**
- **It is suggested to have visitation calls done during day unless there is no other opportunity, and an evening call must be made.**
- When talking on phone never talk to your family about another client.
- Business phone calls are made Monday through Friday with staff approval.
- All business calls will be verified by staff and made during case management time.
- **Weekly personal calls will be scheduled during case management times.**
- **30-day clients are not to use another client's or visitor's phone for any reason.**
- **30-day clients are prohibited having clients in other program phases to contact individuals for them.**
  This is considered the same as using the phone without permission.
- Never use computer to go on your E-mail, Facebook, Twitter or anything else without case manager or authorized staff acknowledgement.
  This would be a cause for your dismissal from OARS or Magnolia House.

OARS/Magnolia Aftercare Phone Privilege, 60 day and Ash Tree Transitional Program

Clients who agree to stay for the 60-day program or desire for continuation into the Ash Tree 6-month program can receive their phone when they have secured employment. Phones will not be given until employment is found and staff knows client will begin work. Phone will be given to client on their first day of job.

For client's knowledge and awareness on phone policy and requirements, phone policy is included in Aftercare Portion of handbook.

Housekeeping – Client Responsibilities

- **Make bed daily and after napping. (Bedding is to be kept always straightened.)**
- **Dirty clothing is to be placed in your hamper.**
- **All clean clothes need to be put away.**
- **All shoes need to be properly placed underneath side of bed.**
- **All client's shelves need to be always straightened up.**
- **There is to be no trash laying around client's personal space.**
- Each client will be assigned a weekly chore.
- Chores are only to be done between the hours of 8 am and 8:30 am.
- The day room is to be always kept straight.
- No sleeping or lying down in the day room (do not lay our cushions in the floor)
- Do not put feminine hygiene products in toilet.
- Do no hang anything on sprinkler system.
- Drop cords are prohibited unless approved by staff.
- Clients are not allowed to obtain new items while in program, other than clothes approved by staff or items to meet one's personal needs.
    Collection of items is prohibited.
    OARS and Magnolia House is not a place for a person to store their belongings and to accumulate unnecessary stuff.
    OARS and Magnolia House is limited on space and the more stuff laying around can hinder the layout of facility which becomes a fire hazard.
- Clients are not allowed to change thermostats.
- **OARS Bedroom doors will be locked at 9 am to 11:30 am. Bedroom access will be given at 11:30 am to 1 pm. Bedroom doors will be locked again at 1 pm till 4 pm.**
- **OARS' clients are not allowed to take showers during the day.**
- **No showers between 8 am and 4 pm.**
- **OARS Weight Room is open from 6 am to 8 am. Weight room is closed at 8 am till 4 pm. Weight room is opened for evenings between 4 pm to 6 pm.**
- **OARS' weight room is opened Saturday's 7 am till 10 pm.**
- **Dining Hall doors will be locked at 9 am to 11:30 am. Dining Hall access will be given at 11:30 am to 1 pm. Dining Hall access will be locked again at 1 pm till 4 pm. Dining Hall access is given for afternoons between 4 pm and 9 pm.**

Personal Laundry Time:

Each client is assigned a weekly time to wash their own clothes, bedding and towels.

Time slots are daily:
30-day clients Mon. through Fri. 7 am – 9 am, 11:30 am – 1 pm, 4 pm – 6 pm
60-day clients Mon. Through Fri. 8 pm- 10 pm
Ash Tree Clients Sat. and Sun. afternoons

Smoking/Vaping/Dipping Areas:

- **Smoking and Vaping are allowed only in designated area.**
- **Smoking and vaping are allowed only in courtyard at OARS.**
- **Smoking and vaping are allowed only on side porch at Magnolia House.**
- **There will be no smoking, vaping, or dipping in OARS/Magnolia House facilities or vehicles. Smoking, vaping, or dipping is not allowed at church functions.**

Front Door and Courtyard Door Use

- OARS Front door is only to be open by staff unless client was given permission.
- OARS Front door is to always stay locked.
- **OARS Front door use for clients will be during mornings between 6 am and 8:30 am for gym access and chores. Front door can be used in afternoons between 4 pm to 8:30 pm.**
- No one who is not authorized is to enter building at OARS and Magnolia House.
- All visitors must check in with a staff member before entry to facility.
- OARS Courtyard door is to stay always shut unless being used to take trash out or to clean courtyard.

Visitation

- **All visitors must be approved by staff before visitation day.**
- **Visitors are approved during intake by case manager.**
- **Married couples must provide marriage license or understanding of relationship before visiting spouse or significant other will be approved for visitation.**
- **Visitors who are not approved will not be allowed access on visitation.**
- **Visitation phone calls will be made no later than Thursday evening for visitors to know of time and required Family Counseling session.**
- **Weekend staff will have a detailed approved visitors list on visitation day to make sure everyone is being held accountable.**
- **Boyfriend or girlfriend is not allowed unless approved at intake by case management.**
- **OARS family visitations will be held on 1st and 3rd Saturday of month.**
- **Magnolia House visitation will be held on 2nd and 4th Saturday of month.**
- **Family/Visitors are required to attend family group at 11 am to have scheduled visit between 12 pm to 5 pm.**
- **There are no visitors allowed except during scheduled family visitation.**
- **All visitors for OARS clients are to stay in sally port until family class begins at 10:55 am.**

- **Anything brought to clients during visitation will be put in a designated basket with client's name in sally port.**
- **Family/Visitors are not allowed to bring client anything unless approved by staff.**

  After approval or/and when visit is complete client then can take approved items to their designated space.
- **No clients are allowed in parking lot with visitors or walking to the visitor's car.**
- **No visitors are allowed in client's bedrooms or in the closet spaces.**

Visitation Notes:

- **Families sign in at office. Families are not allowed to bring anything into facility. Anything being brought to resident must be left in office where the resident will be able to take to their room after visitation and is approved by staff. All visitors must be preapproved by staff no later than Thursday. Family members need to be on time to groups. For clients who enter 60-day program families are allowed to take client out for lunch after family counseling if family has attended all prior family counseling sessions. Clients who are in long term Ash Tree or Magnolia House transitional program families are allowed to take client out for lunch and have an overnight visit with approved family members on the 3rd Saturday night for OARS or 4th Saturday night for Magnolia House. Family members had to attend all family counseling sessions prior to overnight visit. If family has problems attending counseling sessions arrangements can be made to make them up but it is up to client and family members to call and set time up. There will be no exceptions. If client has visitors to come to facility or outside events/meetings without prior authorization disciplinary actions will be given, even if including dismissal. Family members are not allowed to bring stuff outside of drop off times or visitation days unless approved by staff. If client arranges drop off without staff approval client will be given disciplinary actions, even if including dismissal.**

- **No visitation during support group meetings.**

  If staff feels group meetings are being used for visitation opportunities disciplinary actions will be given.

Special Visitation Request for 30 day and 60 day clients.

OARS/Magnolia House understands the importance of family. It is our desire to help see the family be reunited through the recovery process. As this is important, it is also important for clients in the program to remember why they are at OARS or Magnolia House. Special visitations will not be given for birthdays, anniversaries, family reunions, baby showers, etc. All visits will be done by the visitation policy detailed in the Visitation portion of handbook.

Family Emergencies

All family emergencies will be considered by staff at time of need.

Items Being Dropped Off for Clients

- **OARS/Magnolia House drop off, of staff approved items for clients, are on Fridays till 4 pm and Saturdays between 3 pm and 5 pm at the OARS' Main Office.**
- **Staff approved items can be brought during visitation times and put in designated spot for client to receive after visitation and staff inspection. (Please review visitation schedule for allocated times and days.)**
- **Magnolia House client's approved items can be dropped off on scheduled visitation days. (Please review visitation schedule for allocated times and days.)**
- **Money and prescriptions can be placed in the drop box located on the OARS office door. Staff will collect items and give to clients.**
- **Large items can be placed on the bench outside of office during drop off times. Staff will make sure clients receive items.**

OFF Limit or areas to not enter for visitors.

Visitors at OARS are not allowed to enter

- client bedrooms
- office areas
- staff rooms or staff hallway
- kitchen
- back dock at OARS
- weight room at OARS
- client closet area at OARS
- maintenance room
- client shower rooms
- chase areas down main corridor

Visitors at Magnolia House are not allowed to

- go upstairs
- enter client bedrooms
- enter office space
- enter laundry area
- enter pantry area
- enter any back buildings from house located on property

Visitors Smoking/vaping/dipping areas:

- Smoking/vaping/dipping area is only allowed in courtyard at OARS facility.
- Smoking/vaping/dipping area is only on side porch at Magnolia House.
- No spit bottles are to be left lying around facility.

Relationship building/dating

The client is not allowed to begin a relationship while in OARS or Magnolia House Residential Program.
There will be no dating while in the aftercare program. The aftercare program is designed for the client to secure stable living arrangements. Dating and extracurricular activities involve the use of money and focus that takes away from client working on their own lives. If client is working on new relationships, then the client is not working on their own personal advancement and will be asked to leave facilities immediately.

Case Management:

1. CM will **Screen/Assess** clients for identification needs (State ID, SS Card, and Birth Certificate). Screening/Assessments will be done by CM for client's motivation for substance use recovery and transitional needs. CM will use Motivational Interviewing and Stages of Change to determine client's desired outcome.

2. CM will do a **Risk Evaluation** for client's ability to succeed in obtaining identification. Risk Evaluation of client will determine if there is a safe environment for transition after first 30-day program. CM will evaluate client's desire for long term recovery and document findings in case notes. CM will document potential hazards client may have in recovery process and long-term recovery success. Risk factors will determine plan and to establish goals for client during case management.

3. **Plan and Establish Goals** will be handled by CM as they work with client for obtaining identification and recovery maintenance plan upon finalization of first 30-day program. CM will help client with job search after client transitions into second 30-day program (60-day program).

4. CM is to **Plan and Help Create** recovery maintenance plan starting in first week of clients first 30-day program. Then follow up each week through duration of first 30 days to help create recovery maintenance plan, which will include a safe drug free environment client will return to, a list of healthy mentors or support community, and a list of support group meetings client agrees to attend weekly, schedule may include church services. Recovery maintenance plan will include transportation ideas for support groups and other needs such as work after returning home from the first 30-day program.

5. CM includes helping client to **Set and Implement Goals** based on assessments. CM creates weekly case notes documented on case log sheet. CM will maintain meetings with client throughout duration of first 30-day program while documenting case notes focused on success

with identification and recovery maintenance plan. If client transitions to second thirty days (60-day program) CM continues case management weekly helping client find a job. If client transitions into long term Ash Tree program CM will weekly follow up with client for check in.

6. CM will **Monitor and Review** of all cases to help client to stay focused and motivated to move forward.

7. CM will create **Outcome Evaluation** for cases and share with staff periodically.

Case Manager will provide client with a weekly schedule for appointments to Rosa Clark, Voc Rehab, DMV, and Social Security Office.

Leaving Facility

- **Clients are prohibited to leave premises of OARS or Magnolia House.**
- **Clients are not allowed to walk to store or any other places off grounds.**
- **Upon staff authorization, client can walk with staff or approved accountability to probation or courthouse when needed.**

Sign Out Sheet

- Sign out/in sheet must be signed when client leaves facility with someone other than a staff member.
- Sign out/in sheet must be signed when going and coming back from work, doctor, visitation, lunch visitation, et.
- When leaving facility, it is mandatory to sign the sign out sheet telling time of departure and where client is going.

  Client must report time when returned.

ZERO-TOLERANCE POLICY:

- **Use of or possession of drugs, paraphernalia, alcohol and/or banned substances on or off property.**
- **Violence, threats of violence, or weapons of any kind**
- **Stealing of any kind. IF IT IS NOT YOURS, DO NOT TAKE IT!**
- **Racial, ethnic, or sexual slurs.**
- **Destruction of property.**

- **Sexual relations or intimate bodily contact with another resident, staff member, or volunteer.**
- **Smoking, vaping, lighting candles or incense inside the facility.**

  No smoking inside facility or ministry vehicles.
- **Refusal to give a urine screen or breathalyzer.**
- **Repeated write-ups for rules violations.**
- **Leaving the property without staff permission.**
- **Possession of cell phones when not in aftercare or transitional phases, possession of two or more cell phones, possession of iPads, Tablets, laptops, etc.**

Drug and Alcohol Testing:

USE OF ALCOHOL, DRUGS OR BANNED SUBSTANCES WILL RESULT IN IMMEDIATE DISMASSAL.

- **No energy drinks or energy supplements.**
- **Refusal to give a urine analysis (UA) or Breathalyzer (BA) will result in immediate dismissal. Tests are conducted randomly.**
- **Banned substances include, but are not limited to, Suboxone (unless prescribed), Methadone, K2/Spice, any designer drug or controlled substance, CBD in any form, Valerian Root, Kava Kava, Kratom, diet pills, bath salts and if you suspect another person is using drugs/alcohol, it is your responsibility to report this matter to staff.**

Knowledge of others using mood-altering chemicals and not notifying staff can result in dismissal from the program.

Warning and Dismissal

OARS and Magnolia House has created a system to help clients to improve character needs while staff confronts in a way for client to take initiative to change and become aware of what to change for their future success in program and in long term sobriety.

Staff will give client opportunity to work on unhealthy behaviors before being dismissed from program.

The process:

1. Warning
   Staff recognizes concern with client. Staff addresses with a warning which will be explained for reason and then noted in client's file.
2. Disciplinary Meeting
   A meeting will be had with client and two staff members given more understanding of need and how to work on behavior. Disciplinary Meeting will be noted in client's file.
3. Dismissal
   Client will be dismissed from program because client did not show or prove their focused desire to change unhealthy characteristic.

Warning process is for any action considered as hindering the client or other resident's recovery process. Examples of actions are defiant towards authority, rules, handbook requirements and intentionally not wanting to change unhealthy behavior.

Example of Warning and Dismissal Process Paper

OARS/Magnolia House

DISCIPLINARY ACTION FORM

DATE:_____ **Client's Name:** _____

TYPE OF ACTION:

☐ Verbal Warning ☐ Written Warning ☐ Dismissal: Effective: _____

Date(s) of Incident: _____ Time of Incident: _____

Description of the Incident(s) or Behavior(s):

Reported by:

Supporting Evidence, if any (please describe; attach copies of any documentation):

Client's Comments:

Other Individuals who may have information:

Corrective Action Plan:

Next Action Step if Problem Continues:

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the disciplinary action. I understand that this form will be placed in my personnel file. I further have been informed that I may submit a written response to the information in this form, and that my written response will also be kept in my personnel file.

_____ _____

Client's Signature Date

_____ _____

Staff Signature Date

_____ _____

Second Staff Signature Date

Anyone who is dismissed from the program will not be permitted to return for a minimum of 30 days except for picking up personal belongings. You will be given 45 minutes to pack your belongings and leave the premises. Personal belongings must be picked up within three (3) days of dismissal or the belongings become the property of CCMO.

MEDICATIONS:

- **Clients are not allowed to discuss their medication with other clients.**
- **All medications must be approved by staff at assessment or intake.**
- All prescription medication will be documented.
- Medications are subject to be inventoried at any time.
- Over the counter (OTC) medications or mouthwash containing alcohol are prohibited.
- Methadone is strictly prohibited.
- K2/Spice, Valerian Root, Kratom, Kava Kava, diet pills, bath salts, CBD oil or any designer drug is not permitted.
- **Clients are responsible for obtaining their own medication refills.**
- **You are not allowed to stop taking your medication(s) without a doctor's note.**
- **If you are prescribed medication by a psychiatrist, you will be required to obtain one for continuation of care and possible re-evaluation for the duration of your stay.**
- **Clients will self-administer medication as directed by physician.**
- Client's medication will be always kept in a safe and behind a locked door.
- Only staff will have access to both locked door and safe.
- **Any client seen or found tampering with medication or other client's medication will be asked to leave program.**
- **Abuse of medication will result in immediate dismissal.**
- **Newly prescribed medications must be disclosed to staff immediately.**
- ***Medications will be dispersed at 7:30 am, 12:30 pm, and 8:30 pm.***
- ***Medication will be given at office where staff will meet with the client and give them their medication.***

  It is the client's responsibility to take as needed.
- ***No medication will be handed out at any other time of day, only during the designated times listed above, this includes Tylenol or other over the counter medications.***
- ***Suboxone is only allowed if client is prescribed prior to enrollment of OARS/Magnolia House Program.***

  OARS/Magnolia House will not assist client in medical process to obtain prescription of MAT.

OARS/Magnolia House will only allow clients to maintain their prescribed MAT.

DRESS CODE AND PERSONAL HYGIENE:

- Appropriate dress is always required.
- No borrowing clothes.
- You must always have a shirt on, unless in your bedroom at OARS.
- Clothing that contains offensive language/pictures is prohibited. Gang related paraphernalia is prohibited.
- No tongue or facial piercings except in the ear.
- Shoes are to be always worn due to Insurance purposes.
- Robes or clothing are required when getting out of shower.
- Clients are expected to take responsibility for their own personal care.
- No low-cut shirts, halter tops, high cut shorts, tank tops or tight-fitting clothes are to be worn.

Any clothing that draws attention from others will be addressed and client will be told to change.

Profanity and inappropriate language

While a client at OARS or Magnolia House clients are to be attentive to the language they use. **Inappropriate language is prohibited while a client at OARS and Magnolia House**. Profanity and vulgar talk do not show good character and the ability to communicate in proper ways. **No offensive language or slurs are to be made about others or opposite sex.**

Clients need to be aware of war stories of their past life and experiences. Reliving past experiences of life that involved substance use will on keep us in past and glorifying the life client is trying to change. War stories and reliving past also can trigger other clients and can hinder their recovery process.

SERVICES OFFERED:

- We work with Probation/Parole agencies to provide information and support.
- We work with you regarding your treatment plan with DSS, visit, phone calls.

Appointments

- Client transportation to appointments at Rosa Clark or Oconee Dental Clinic can be arranged by case management. Arrangement must be requested 24 hours in advance.
- All Appointments will be scheduled and approved during case management time.
- To set appointments fill out request form and turn in to request box or arrange with case manager.

- Doctor appointments that are not through Rosa Clark will have to be arranged by approved transportation for client to make appointment.

Emergency Room Visits

If client request to visit emergency room severity of need will be assessed by staff. For staff to take client to emergency room client's need must be severe enough for an ambulance to be called or there is concern for extended medical treatment.

If client feels it is important to visit emergency room client must find their own staff approved transportation to emergency room and back to OARS/Magnolia House facility. Client is required to bring back a doctor's statement of treatment and diagnosis from emergency room visit before client can continue stay in OARS/Magnolia House Program.

OARS/Magnolia House is not responsible for prescriptions to be filled and paid for. It is the client's responsibility to have prescriptions paid for, filled and brought to OARS or Magnolia House.

Transition to new phase:

Case manager will help clients create a plan for their recovery process. The plan may include moving back to a safe home or following through with OARS/Magnolia Aftercare Program**. If client decides to transition into aftercare program or Ash Tree Transitional Program, client is not allowed to leave program and return later with continuation into next phase.** Client's continuation into next phase requires client to stay engaged with program without leaving for a time and coming back when they feel appropriate.

Those considered for aftercare program and Ash Tree Transitional Program show their desire for the recovery process. This is seen by being engaged with program structure and showing the desire to live a life without drugs and alcohol. Those considered have followed daily requirements that include homework, group etiquette, housekeeping, and encouragement to others.

PROGRAM COMPLETION/DISMISSAL:

- **If at any time during a client's stay at OARS/Magnolia House, staff believes that any client is not making progress in his or her recovery or hindering someone else's recovery, staff has the right to terminate that clients' stay, without any prior notice. A full explanation as to the reason for the dismissal will be presented at that time.**

- Our main goal is to see you progress in your recovery. Taking ONE DAY AT TIME.
- If you complete the program, then you are always welcome to return.

Please note, all rules are subject to change at any point by staff. Upon change a written notice will be signed by client and staff with specific description of change and for what reason.

Men eligible to live in OARS/Magnolia 60-Day Program:

- Completion of OARS/Magnolia House 30 Day Residential Recovery Program
- Completion of OARS/Magnolia House 30 Day Residential Daily Homework Assignments
- Completion of OARS/Magnolia House 30 Day Residential Daily Meditation Journal Inserts
- Completion of Recovery Maintenance Plan given to client during OARS/Magnolia House 30-Day Residential Program
- Agree to reading assignments, group counseling, and periodic individual counseling
- Continual desire to live and develop a new life without the desire to use substance.

Potential client will have an evaluation and screening procedure.

Screening procedure involves:

Stability/Structure Evaluation, Evaluation of Legal Issues, Drug Screening Upon Entry to OARS/Magnolia House Aftercare, Client's involvement and participation in 1st 30-day program.

All clients are to work on transitional phase after OARS/Magnolia Aftercare program. Client will work with Case Manager to begin planning next steps.

Client will abide to OARS/Magnolia House Aftercare class, meeting, phone, employment, and fee policy.

Visitation for 60 Day Residents

For clients who enter 60-day program, families are allowed to take client out for lunch after family counseling group if family has attended all prior family counseling sessions.

Job Opportunities/Employment

- Transportation is provided to local jobs between the hours of 7 am and 5 pm
- Transportation is provided to Voc Rehab in Seneca
- All employment is to be first shift. Client is not allowed to work second or third shift jobs.
- Nightly attendance to 6 pm meeting is required. No exceptions.
- Clients are not to be late to evening meetings.
- No working on Sundays. Even if client does not attend church working on Sunday is prohibited.
- Client provides own transportation to employment if not local or Voc Rehab.
- Local employment is considered around West Union and Walhalla.
- Local employment is considered in walking distance or where one could ride a bike.
- It is suggested to client for him or her to enroll in Ride to Work Ministry for transportation to employment. (This resource can be spoke about during case management.)

Leaving Facility

- **Clients are prohibited to leave premises of OARS or Magnolia House.**
- **Clients are not allowed to walk to store or any other places off grounds.**
- **Upon staff authorization, client can walk with staff or approved accountability to probation or courthouse when needed.**

When client is not working at job all daily meetings are mandatory. Client is not allowed to miss meetings during time in OARS/Magnolia House Aftercare. Client is not allowed to lay in bedroom or disassociate from other OARS'/Magnolia House clients. Part of OARS/Magnolia House Aftercare is giving back to new clients and being part of their recovery process. Your presence is encouraging.

When client has found a job a weekly $50 fee is required.
Weekly fees will be given directly to approved staff at OARS/Magnolia House.
It is not the responsibility of staff to remind client to pay weekly fees.

OARS/Magnolia Aftercare and Ash Tree Phone Policy and Agreement
Do not sign, this is an example for clients to read over. Document will be signed when it is time for client to receive their phone.

Client's Name: _____
Phone Number: _____
Screen Lock Password: _____ (Client must give access to password to unlock device. If not, client is not allowed to keep phone.)
Email: _____

Initial

____ **I understand having a phone is a privilege, not a right. I understand the ability to have my phone is dependent on following the guidelines in this cell phone contract.**

____ I understand and respect as a Client in OARS/Magnolia House this is an honor code. I will be forthcoming with my accountability and will not hide anything.

____ **I understand lights out policy is at 10 pm. My phone will not be used between the hours of 10 pm and 6 am, unless it is an emergency.**

____ **I agree I will not associate with anyone that can hinder my sobriety.**

____ I will not contact old friends who I have an unhealthy past with.

____ **I will not contact males or females to begin a relationship, rekindle past relationship, or reach out even in a friendship. My goal at OARS/Magnolia House is to focus on myself and my sobriety.**

____ **I understand staff at any given time has the right to look at my phone and access any apps, text, emails, contact information, pictures, videos, social media, messages, etc. All aspects of my phone can be viewed by staff.**

____ I will not download any questionable apps that can hurt my integrity as a client.

____ I will not send or receive nude photos. I understand nothing is truly private in the digital world.
____ I will not use my phone to access pornography, violent, hateful, or illegal content.
____ I will always notify Staff of any suspicious messages or requests I receive on my phone.
____ **I agree to use my phone considerably in public situations and have phone etiquette.**
____ **I will not use or look at my phone during support groups, classes, or church services.**
____ I agree not to erase text messages, text, call history, emails, web browsing history, etc.
____ I will not use my phone to slander or send hurtful messages by text or phone call.
____ I will not allow other clients to borrow and/or use my cell phone to make calls or send messages.
____ I will not make calls or send messages for other clients.
____ **I understand there are no warnings. The consequences for not following through with these limits is relinquishing phone privileges immediately. Once again, I understand a phone is a privilege I must earn by being responsible and trustworthy. I will always follow the terms of this contract.**

Client Signature: Print: _____
Sign: _____ Date: _____
Staff: Print: _____
Sign: _____ Date: _____
Signed agreement- I _____ will follow all policy guidelines laid out in the aftercare agreement. I will pay rent each week. I will keep working toward the goal of having a stable sustained life with healthy boundaries. I know as a client of the aftercare program that if my actions are not presentable as a client of the CCMO program I will be asked to leave.

I _____ will agree to follow all procedures and policy.

Ash Tree Transitional Program Agreement

Welcome

You have taken a big step by deciding to further your recovery at Ash Tree Men's Recovery Program. You should be very proud of your decision to enter this phase and your commitment to recovery. The purpose of the Ash Tree program is to allow the client to work on specific areas of their life to become more stable to ensure needs are met. The Ash Tree program allows the client to take more responsibility for their own actions while in an accountable environment. All clients in Ash Tree program are to work on themselves by taking time to acquire stable housing, transportation, financial goals, and personal strength. The client's responsibility is to learn time management skills, goal setting, mentor meeting schedules are structured, and healthy living boundaries are in place. The Ash Tree program is not a place the client can freely live life without accountability and responsibility. All clients in Ash Tree program must maintain a healthy living environment. This environment will be with personal responsibilities to keep the facility clean and to keep rent dues paid on correct dates. Client's stay in aftercare is a 6-month

duration period if the client is maintaining a stable life, goals are being met, and stability in their life is seen with healthy boundaries. Time beyond 6-month duration can be approved by monthly addons.

Men eligible to live in Ash Tree Program:

- Employed
- Will pay rent
- Approved by a review board
- Graduated from OARS 30-day residential recovery program
- Agree to reading assignments, group counseling, and periodic individual counseling
- Ready to live a new life in the power of Christ with a support system of the body of Christ
- Potential client will have an evaluation and screening procedure.
- Screening procedure involves: Stability/Structure Evaluation, Legal issues resolved, Background checks are clear (This includes any outstanding criminal activities and Sexual Misconduct)
- Have completed all mandatory classes in OARS recovery program, obtained employment and must attend mandatory classes as a client of Ash Tree program.

Ash Tree Procedure and Policy Agreement

Curfew Policy- Clients in Ash Tree program is to attend 6 pm nightly meetings. Ash Tree Transitional clients or Magnolia House Transitional clients must ride with all program clients on the bus. After evening meetings client must return to OARS/Magnolia House facility. Clients cannot leave the facilities until ***6 am each morning unless authorized by staff***. If there is a need for time change client must set up with staff. All changes in schedule for personal reasons must be pre-approved.

Visitation Policy- Clients are not allowed to have visitors at the facilities at any time during. All visitation is done on weekends. There will be no opposite sex visits at any time. If visits with opposite sex is found out the client will immediately be asked to leave the facility.

Relationship building/dating- ***The client is not allowed to begin a relationship while in aftercare program.*** There will be no dating while in the aftercare program. The aftercare program is designed for the client to secure stable living arrangements. Dating and extracurricular activities involve the use of money and focus that takes away from client working on their own lives. If client is working on new relationships, then the client is not working on their own personal advancement and will be asked to leave facilities immediately.

Weekly Fees- All clients of Ash Tree program pay ***$50 a week for rent***. Pay is due every Friday unless approved for specific dates depending on pay schedule.

Weekly Check in Sheets: Weekly Check In Sheets need to be turned in with weekly fees to Case Manager.

Visitation

- Family visitations will be held 1st and 3rd Saturday as scheduled, 12 pm to 5 pm.
- Family counseling is required for family visits. Counseling session is at 11 am.
- There are no visitors allowed except during scheduled family visitation.
- Overnight visits are allowed on 3rd Saturday of each month with approved family members.
- Family members who overnight visit is with, must attend Saturday Family Counseling groups.
- Family members and client must attend both 1st and 3rd Family Counseling groups to obtain the 3rd Saturday night pass.