

Santa Monica Client Handbook



Santa Monica
Where Women Recover

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What to bring....

This list is designed to help you prepare for your stay with Santa Monica. We realize that you may not have everything you need or you may have more than what we can hold. To make the admission process easier let's go over what to bring.....no more than 2 bags!

Santa Monica provides bedding; sheets, pillow and pillow case, comforter and blankets. We have towels and wash cloths. We have laundry detergent and often fabric softener. Through generous donations in the community we are often able to assist with personal items, however that is not a guarantee. You are welcome to utilize any of the items that we have or bring your own items to help you feel at home. As a part of our program, you will make progress toward becoming self supporting by being employed and at that time will be asked to provide your own items in regards to personal items.

Santa Monica is community style living. You will share a room with one of your peers. The amount of space you will have to store your things will be **conservative**. You will have your own dresser/wardrobe and/or part of a closet. Your stay here is time limited. Be respectful of your space and pack for the immediate season. You are assigned one day a week for laundry. We understand there are occasions when you have something that needs washed and it is not your day. Accommodations can be made if needed. *Please note acceptable wear: Shorts/Skirts must reach finger tip length when standing with your arms at your sides. Shirts must cover your stomach and shoulders. And "tank tops" must be at least three fingers wide at the shoulders. Shirts that appear to be seeing thru require a tank top underneath. One of the primary reasons is that we do not want to see your "undergarments". It is not acceptable to have your bra straps showing. If you wear leggings your top must be long enough to meet the finger tip length requirement. Any clothing that is "skin tight" will be subject to on site staff approval. Clothing should not promote; Alcohol, drugs, tobacco or gambling, nor should it have suggestive wording or profanity. Swim suits will only be worn during a water activity, should there be one. Night wear should be child friendly (no lingerie). Undergarments are required at all times in the community area. Shoes are required at all times in the basement and main floor.* You will need at least one outfit that can be considered at the minimum business casual. This outfit can serve a multitude of needs, for example; Job search and interviewing for a job, any outside functions that require attire other than jeans and a t-shirt. Dress up Thursday, is one time a month. You are required to dress for dinner. Anytime you have to go to court, you will be expected to dress in business casual. You will need at least one of these outfits. You are not allowed to wear hats indoors, this means at meetings, court and especially the house.

You have a cork board in your room that you may hang pictures or other items on. We ask that this be the only place that you hang items in your room. We encourage you not to bring items of value (e.g. jewelry, cameras, etc.) We are not responsible for these items being lost or stolen.

If you bring any books they will have to be preapproved by your counselor and or the Executive Director. Books that are graphic in using, drinking, sex, or violence may not be acceptable. All movies must be approved by the Executive Director and or the counselors!! The same guidelines will apply to movies that apply to books.

You may bring an alarm as it is your responsibility to be up and ready for the day on time. If you bring anything to listen to music on, please be respectful of those around you. If you bring headphones, you will only be allowed to use them when you are on your own outside of the house (i.e. going to work). Using headphones in the house, on walks with peers or going to meetings is considered isolating and will not be allowed.

If you have an I.D., birth certificate, social security card please bring them with you. These items will be necessary when job searching, applying for food stamps and completing admission paperwork.

Items that are not allowed: Include but are not limited to; cell phones, weapons, illegal drugs, paraphernalia, alcohol, energy drinks, gambling devices, T.V.'s, electronic entertainment devices (e.g. PSP, Nintendo), anything with access to the internet.

Welcome...

Welcome to Santa Monica! We are glad you are here and excited about being a part of your journey. Santa Monica is dedicated to providing women with a continuum of services to help stabilize their lives. Santa Monica will help you find the strength to live drug and alcohol free for a lifetime!

Treatment at Santa Monica will help support you in your sobriety, spiritual development and emotional change. We will empower you and help you set goals for yourself. We will help you identify your opportunities for growth and give you the skills to live life on life's terms. We look to you for Honesty, Open Mindedness and Willingness. With these you will be well on your way to positive results!

Let's walk through what your journey may look like. This handbook will serve as a guide to your stay. You will also be assigned a "Big Sister," have your peers and staff available to help you. Your Big Sister will be a personal guide for you as you become familiar with the program. You're Big Sister and the community as a whole will demonstrate how to be principled in all of your affairs. Being accountable to yourself, your peers and staff will develop a strong trusting relationship that will become the foundation of your recovery. A cohesive group is the core and strength of our program. Your participation and involvement in all aspects of community living at Santa Monica will be considered in your progress. Santa Monica offers an individualized treatment program so that your needs are recognized. Santa Monica is based on the 12 Steps of Alcoholics Anonymous and positive involvement in this program is mandatory during your stay.

Welcome to Santa Monica, we are glad you are here!!

Admission....

Admission to Santa Monica may feel overwhelming! We are here to help so please let us know how you are feeling. We are required to complete certain processes in a timely manner. This would be the paperwork and treatment planning. We will help you understand what it all means and why it is important. We also want you to have an opportunity to become a part of the community as soon as possible. Your familiarity with the community will offer you comfort in this process.

- UA – Breathalyzer; We will administer these for the purpose of assessing your need for detox. This is for your safety as well as your peers. If detox is needed we will transport you to Omaha Campus for Hope. These will be done randomly throughout your stay as well.
- Head Lice; All admissions are assessed for head lice. This practice will be done with discretion and we will assist you in proper treatment if needed.
- Possessions; All of your possessions will be brought into the office. They will be searched by staff. Any items that you bring into the facility, at any point during your stay will be searched. Clothing will have to be washed upon admission before you can put it away in your room.

During this search;

- We will assess for any items that must be locked in the office. This would include anything with alcohol in it such as; perfumes and hair products. These products can be accessed as needed. We will secure any medications you have, whether prescription or over the counter. Medications will be recorded and secured for you to access when needed. Staff will observe and document your intake of medication. If the medication is over the counter it must be a new bottle that has never been opened.
- You are allowed to have \$15.00 on you at any time. Other items of value will be kept locked in a secure location in the office. These items can be accessed upon verbal request to the Director. These items could include; money, credit cards, gift cards, debit cards, reliacard, check books. We will also secure any keys.
- Food stamp cards will be utilized for the purpose of purchasing food for the house. If you do not come in with food stamp benefits we apply on your behalf.
- We will remove any items that are considered contraband. This could be; weapons, drugs, paraphernalia, alcohol, energy drinks, cell phones, gambling devices, personal pleasure devices, electronic entertainment devices and anything that can access the internet.

It may feel like there are a lot of things that need attended to right away. We will help you prioritize these needs and schedule time to attend to them. Please let us know what appointments you have and people that need to be contacted. We will work to address these things around your programming. Attending programming is the most important job you have right now. What you gain from this will be the start of your foundation in recovery and contribute to your ability to progress through the phases.

First....

Along with this, your Red Book, you will receive materials for various groups that you will participate in. You should develop some type of a planner to keep track of your responsibilities. You are responsible for telling staff when you have an appointment so that we can put it on the calendar in the office and for recording it in your planner. This will help you learn to manage your time, and keep track of your responsibilities. And as an important part of helping you learn how to handle all of your affairs we need to know everything you are doing. You will also receive a notebook for completing your writing assignments.

We will help you schedule an appointment for a physical and/or any other medical issues that may need immediate attention. Dental needs are addressed based upon urgency. Any standing appointments will be addressed. These could be for court, probation/parole, DHHS, CPS and medical appointments.

You will be asked to sign Releases of Information. These documents allow us to talk with people you have helped us identify as key players in your treatment. These could include your referral source and your support network. Without these releases we are limited in how we can help you progress through your treatment by communicating with your support network.

The need to obtain necessary identification will be evaluated. I.D., Social Security card and/or birth certificates will be needed to apply for admission, benefits and employment.

Your therapist will meet with you to develop your treatment plan. They will assist you in establishing goals for yourself. This will allow the staff to know what your mission is and how we can help.

You will be introduced to your “Big Sister” and given a tour of the house. You will be shown your room assignment. For the first week you will work with someone on a household chore. Because we want to initiate your integration into Santa Monica as soon as possible, we will take you to programming as soon as you are settled.

We understand that the structure here at Santa Monica may be a change for you and may take time to adjust to. Your peers and the staff are here to help you. The more you share with us, the more we can help you. The benefits of creating a routine that is consistent and timely will lend itself to your success in the program, your recovery and your overall sense of well being.

Daily.....

It is your responsibility to start your day. If you are not sure how much time you need to start your day, talk with your Big Sister or another peer.

- Monday thru Friday you are required to be up and ready for the day by 8:00 AM. Up and ready for the day means you do not go back upstairs unless you have received permission from staff to do so, until the end of the day, meaning end of programming at night. There will be no naps during the week, and no isolating in your room. Medication is dispensed until 7:30 AM.
- Saturday and Sunday you are required to be up and ready for the day by 9:00 AM. Medication is dispensed until 8:30 AM. You may be eligible to take 1 nap for 1 ½ hours during the weekend.
- Illness: If you are ill, please consult with staff prior to 7:30 AM. We suggest that you assess for a temperature of 100.1 or higher. If there is no presence of a temperature, we suggest you try to manage your day. If you choose to take a sick day, you will still be responsible for your chore. You will either have to complete it or ask a peer to help you. Missing programming results in loss of smoking and phone privileges. You will be asked to remain in your room for the day. It could also mean any consideration of passes could be denied and progress through the program could be delayed. Programming is the most important job you have right now.
- You are not allowed to be in any bedroom other than you own.

Room checks will be performed by staff. If your room does not meet standards, staff will address this with you. You will be asked to fix what is needed before finishing out the day. Staff will inspect bedrooms for cleanliness and compliance within the Health Regulations. We will be looking for:

- Beds neatly made. Blankets folded. The comforter that you are provided with should be on top of the bed. Always use sheets! Contact with these comforters without the use of sheets will cause the comforter to absorb body oil and ruin the comforter. Do not sleep on top of the comforter either.
- Clothes neatly put away. Dirty clothes should be in the laundry basket and out of sight, preferably in the closet if possible.
- Floors should be picked up and vacuumed. There should not be anything on the floor. Shoes should be under the bed or in the closet for example. Furniture dusted.
- Trash emptied. No food upstairs, or drinks unless it is water.
- Electrical items to be turned off upon exiting the room (lamps, radios, fans, etc.)
- Items hung only on cork board., not on the walls or doors or furniture.
- Towels and wash cloths should be hung to dry – not on wood or registers.

Please note: Random room searches will be done. Staff will do a thorough sweep of your room. Santa Monica has the right to search any items that you bring in to the facility. Any items that are considered contraband will be removed. You will be advised of any concerns.

Staff will check your purse etc. every time you return to the house.

Funny Money – Staff has the discretion to award clients funny money. They will reward clients when they catch them doing something good, going above and beyond and or doing something without being asked. The funny money may be used to buy something from the cabinet or to buy an extra hour on their pass.

Any items left lying around the house that is picked up or confiscated will be kept in the office. You must pay \$5.00 of your funny money to retrieve the item.

Programming begins at 8:00 AM Monday thru Friday. There will be a break in programming to allow for preparation of dinner and meal time with your peers. You are expected to be home for dinner by 5:30 PM and be present for grace and sit with your peers for the meal. During the break time you may have a one on one with your counselor, have outside appointments or just take some time to do homework. Programming will resume following dinner with your peers. During the break time you will not be allowed to go upstairs without staff permission. If you are working, you may be allowed to take a shower and/or change clothes.

DO NOT put your feet up on the furniture please! Whether watching TV or in group, it is not necessary to put your feet up on the furniture. As well, we expect you to be sitting up, alert and engaged while in the living room. Especially during groups!

The TV/Radio schedule is as follows;

Monday - Friday – after chores are done until 10:00 PM. Radio- after programming is over for day.

Saturday – the T.V./Radio can be utilized until midnight.

Sunday – the T.V./Radio can be utilized after meditation until household. Then after all chores are done. However, no one who is having a visit should be watching T.V.!!!! There is limited space, especially in the winter. You will have to work it out, and there may be times when there are too many visitors and you will not get to watch T.V. even though you don't have a visit. Visits are priority.

Radio in living room should ONLY be used for meditation!

There are 12 step meetings, service work and activities planned for the weekend which starts at 9:00 AM. You are expected to be on time, prepared and ready to participate in your programming. You will only get out of it what you put into it. It is the most important job you have right now. If you do not volunteer for the service work, you will be assigned, so be proactive.

You will be assigned a chore each week at household on Sundays. What chore you have will determine when you will be attending to this responsibility. Chores are checked each day by an assigned peer each

day. When you have completed your chore you should ask the chore monitor to check your chore with you. If there is anything that needs attended to, it can be addressed at that time and then signed off as completed. Chores are expected to be done by 10:00 PM, however with respect to the person checking the chore, you should attend to that chore directly after meditation if not before. A chore list is created each week at household. This list will identify specifically what is expected. Be sure to consult the expectations. This is your home and the home of your peers. Be respectful and pick up after yourself. There should never be dishes left on the counters or in the sink for example. The women of Santa Monica come from a variety of backgrounds and expectations may look different from one person to the next. However, there is common ground we can all reach if we take pride in our home!

Medication can be taken in the evening until 9:15 PM.

Curfew is 9:00 PM during Sunday thru Thursday and 10:00 PM Friday and Saturday, where applicable. This may only apply to those in a phase allowing them to utilize passes to go to outside meetings of their choice. At any other time you are present at the house for programming as it is scheduled.

Passes are a privilege not a right. They are earned and can be taken away at any time. If you are eligible for a pass, you will fill out the pass request in full and turn it in on Monday of each week. It will be reviewed on Tuesday in staffing. It will be placed in the pass folder in the closet in the office where it will remain for staff to reference. You may check to see if it has been approved or denied. When filling out your pass request be thorough. While you are on pass you will only go exactly where your pass indicates you asked to go. Anything else is considered O.P.A. or out of place of assignment. Your privilege for future passes could be affected by doing this. While on pass you are still under the expectations of the house. No male contact, social media etc.

Meditation is scheduled for 8:30 PM. Followed by quiet time at 10:00 PM and lights out at 10:30 PM Sunday thru Thursday. Lights out is at 12:00 AM Friday and Saturday. Bed checks will be conducted each night to ensure everyone is in their own bed.

On Sundays, there is a time set aside for the house as a whole to walk to the store to get needed items. You must be approved by your counselor to start participating in this walk. You must stay with the group, there must be 3 or more of you and at least one of those 3 must be a senior peer.

Household on Sundays is at 5:30 PM. During household you will find out what your chore for the week is. There is a detailed list of your responsibilities on the chore list. If your chore is to cook make sure you have done everything you can to prepare the meal the night before. Work with your cook partner. Make arrangements for women in the house to help if necessary, after you have done everything you can to prep it yourself. Follow the guidelines when planning your menu!!!! You will be asked for your menu and grocery list the week before you cook. During household you will schedule your appointment with your counselor, make sure you do not miss this appointment. If you miss it, your pass or privileges could be pulled for the week. Staff is an important part of your program!

Smoking – You will be allowed to keep a pack of cigarettes on you and the rest will be locked up in the office. You will be given a pack on Monday, Wednesday and Friday mornings. Along with the smoke

break schedule, this will help you manage use of your cigarettes and make them last longer. All of these rules apply to electronic cigarettes, refills and or cartridges. Most of the time loved ones are “supporting” your habit and you should be aware that they don’t have to do this. It may seem like it is something that you need but it is in fact a want. You need bus passes to take care of your responsibilities. You should not be loaning/giving cigarettes to your peers either. If your family drops cigarettes off for you and it is outside of the designated time that you should receive them, you will have to wait until the designated time. As well, if you are having a 4 hour visits with anyone neither you nor they will smoke during this time. It is only 4 hours and the quality and quantity of your time is more important than a smoke break. Especially when the visit is with your children. If your children are here for a visit longer than 4 hours, you should be mindful of the affects on your children. You should take your smoke break right before or right after the designated time so that your children are not outside with all of the smoke and women. You cannot ask your peers to watch your children for you while you smoke. This is because we want to avoid any situation where your child could be subject to inappropriate behavior by a peer. Ideally as parents we would be mindful of the affects of our children being around smoke and the example we are leading by that it is an acceptable norm to participate in, because as you know with young impressionable children, they often mimic our behavior.

Congratulations, you completed your first 24 hours.!!

Halfway House...

PHASE I – Phase One is a time for you to become grounded emotionally, mentally and physically. This time allows you to become familiar with the program, your peers and staff. The majority of your time will be spent in programming, building relationships with your peers and developing goals for your treatment.

- The length of this phase will depend on your progress and counselor recommendation.
- Any outside appointments you must be accompanied by a peer or staff.
- Business mail should be opened with your counselor. Personal mail will be held until you are off orientation.
- Until otherwise deemed appropriate by your counselor, outside contact will be to speak with your minor children only. Contact with your children will be allowed via phone 3 times per week for 10 minutes per call. These calls must be made in the office with staff. You will need to set up your times and days with staff as soon as you are allowed. You will also be allowed visitation on weekends per the discretion of staff, as long as it does not conflict with programming. If you need to contact family for necessities, the Office Manager will call for you one time per week for you to make this request. It will be your responsibility to plan ahead and make sure that you are requesting what is a “need”, not a want. Business calls will be conducted with staff.

- If phone privileges have been granted by your counselor, you're allowed to sign up for phone time. Due to the number of women utilizing these privileges, we have to limit the number of times and the amount of time you use the phone.
- You will be expected to use public transportation or walk to get to appointments. Exceptions can be made for extenuating circumstances, on an individualized basis by staff only. You are not allowed to ride with anyone without staff permission.

PHASE II - Phase Two is a time to identify what skills you need to manage everyday life, on life's terms. You will start to become a part of the 12 step community by learning the program and how it works.

- The length of this phase will depend on your progress and counselor recommendation.
- You will be allowed to go to outside appointments without a peer or staff.
- Business mail should be opened with counselor. Personal mail must be opened in the presence of a staff member. Business calls may be made with staff approval during the day.
- You will be expected to use public transportation or walk to get to appointments. Exceptions can be made for extenuating circumstances, on an individualized basis by staff only. You can not ride with anyone without permission.
- You will be allowed to submit a request for a 4 hour pass off site 1 time per month. Passes are a privilege not a right. Alumni functions are mandatory, no passes will be granted during an alumni function. Passes are due by Tuesday 8:00 AM.
- Family visitation is scheduled for the 2nd and 4th weekend of the month, on Sundays from 12:00 PM to 4:00 PM. You will submit a request for visitors and it must be approved by staff. Visitation with "minor" children (children 12 and under) will be individualized per the need of the client and their situation, at the discretion of staff.
- You will begin to seek and obtain employment.
- You will be able to sign up for personal phone time each week.

PHASE III –Phase Three will be an opportunity to continue to develop the skills you are learning and, apply them to your everyday life. By now you should be familiar with the 12 step program and how it will be an intricate part of your recovery.

- The length of this phase will depend on your progress and counselor recommendation.
- You will maintain employment.
- You will obtain a sponsor.
- You will be allowed to submit a request for two 4 hour passes off site per month. You will also be allowed to request an ongoing pass that may be used for attending a meeting with your sponsor each week. Alumni functions are mandatory, no passes will be granted during that time. Passes are due by Tuesday 8:00 AM
- Family visitation is scheduled the 2nd and 4th weekend of the month, on Sundays from 12:00 PM to 4:00 PM. You will submit a request for visitors and it must be approved by staff. Visitation with children can individualized per the need of the client and their situation at the discretion of staff.

- You will be expected to use public transportation or walk to get to appointments. . Exceptions can be made for extenuating circumstances, on an individualized basis by staff.
- Business mail should be opened with your counselor. Personal mail should be opened in front of staff. Business phone calls may be made with staff approval during the day.
- You will be able to sign up for phone time each week.

PHASE IV – Phase Four is a time to begin establishing your place in the community. Your leadership in the house is valued. Your participation in the recovery community is essential. This is a time to make sure your foundation is solid. Your transition starts here.

- The length of this phase will depend on your progress and counselor recommendation.
- Maintain employment.
- Maintain your relationship with your sponsor.
- You will be allowed to submit a request for two 8 hour passes off site per month. You will also be allowed to request an ongoing pass that may be used for attending a meeting with your sponsor each week. Alumni functions are mandatory, no passes will be granted during that time. Passes are due by Tuesday at 8:00 AM.
- You will be expected to use public transportation or walk to get to appointments. . Exceptions can be made for extenuating circumstances, on an individualized basis by staff.
- Personal mail should be opened in front of staff.
- Family visitation is scheduled the 2nd and 4th weekend of the month, on Sundays from 12:00 PM to 4:00 PM. You will submit a request for visitors and it must be approved by staff. Visitation with children can individualized per the need of the client and their situation.
- You will be able to sign up for phone time each week. Business calls may be made during the day with staff approval.

Phase Advancement Process - Advancing through the phases of treatment will show that you have made measurable progress on your goals. Your Counselor will track this progress with you and talk with you about when phase advancement is appropriate. Please keep in mind this is not a race to see how fast you can finish the program. You have an opportunity to really break the cycle that has not worked for you so far. Be patient with yourself. When you feel you may be ready to advance in your phases, you will need to get a phase advancement request form from your counselor. You will present your request to your peers in process group on Wednesdays. You should get honest feedback from your peers about whether or not they think you are ready and what you might need to work on. You will submit this request form to the treatment team by Monday of the following week. The team will meet on Tuesday for staffing and discuss this request at that time. Your counselor will meet with you to advise you of the team decision.

Peer Evaluation – You may receive a peer evaluation prior to your completion. This evaluation could be at anytime during your stay, it is up to the discretion of the staff. A peer evaluation is an opportunity to receive constructive, honest feedback from your peers about what they see from you and your program.

It is also an opportunity for you to give feedback. If we are not able to be honest and hold our peers accountable we are lacking the fortitude to do what is necessary in our own program.

Small Group-Here at Santa Monica we encourage everyone to hold each other and themselves accountable. If a peers behavior has been addressed on multiple occasions and the behaviors continues and is affecting the house as a whole it can then be addresses in a small group. A small group is when at least 3 peers have deemed it necessary that an individual needs to be addressed for behaviors by the house as a whole. This does not mean that one peer goes and rally's others to join their cause. This is done with a staff present, whether it is counselor or tech. Everyone must be home in order to call for a small group and it must be done in a respectful manner. It is an opportunity for the house to share with the individual how the behaviors affect them and give constructive feedback. Staff must first approve holding small group and has the ability to say if or when the group needs to end.

Big Sister Responsibilities-When you are assigned a little sister it is up to you to make sure that she feels welcome and oriented to the program as a whole. Her first day you should be completing the orientation checklist and turning this into the office. Make sure that you are not rushing through this checklist, take time and be respectful of how overwhelming it can be the first day. This means you may need to show her more than once as she settles in during the first month. Some of the responsibilities of the big sister is to not only sit with her at dinner for at least the first week, but also any groups that you are home for. This serves as opportunity for you to get to know each other and offer any support she needs. If you will not be home due to work, pass or court, etc., it is your responsibility to make sure that a peer will be assisting her while you are gone and that peer knows what is expected. You will be expected to sit with her during household and make sure she understands how to request allowance vs. envelope money, sign up to see their counselor, what chore duties they have been assigned, how to fill out a pass, weekly progress notes, meal records and group critiques, etc. Being a big sister means that you are charged with making sure that your little sister has received all the information and know how she needs while at Santa Monica. This responsibility does not end. She should feel comfortable coming to you throughout her program. Remember that there will be new questions as she progresses through the program and phases.

Graduation Ceremony – When it is time, your counselor will talk with you about your graduation. During your entire treatment, you and your counselor will talk about what your aftercare plan will look like. We do this so that when the time comes, your aftercare plan will be something that was built along with your foundation of recovery and continue to support you after you graduate. Your counselor will talk with you about your graduation date so that you can invite family, friends and supporters to your joyous occasion. You will be presented with a certificate of completion, a coin and our best wishes. A light snack and punch will be hosted following the ceremony.

Santa Monica is a recovery community that demonstrates the importance of love and support. Graduation is a commendable occasion and should be treated as such. We expect the community to dress for the occasion and be of service to our guests.

For those who do not complete the program successfully either because they walked out or were kicked out, women currently in the house are not allowed contact with those who do not complete.

There are occasions when Santa Monica may choose to discharge a woman as an Alumni Recruit. This means they have not received a completion certificate yet but can if they complete six months of aftercare recommendations. They will attend aftercare and alumni during this time.

Notes...

Employment –

- You and your counselor will decide when it is time to begin looking for employment. This will depend on how well you have stabilized and have adjusted to the structure of the program. When you have been given permission to job seek – THIS IS YOUR JOB! You will continue to look for a job until you have actually been given confirmation of securing a job. Just an interview does not count.
- When preparing for a job search you will need to establish a plan. You will turn in an itinerary prior to leaving for the day. This will detail your route for the day. You will take an application verification form with you each day. This must be signed by each of the employers you spoke with about potential employment. This will also serve as a tool for you to make call backs in the future. An application verification form should be used to document all of the online applications you have completed.
- You will be expected to execute your job search each day from 9:00 AM to 3:00 PM Monday thru Friday at a minimum. You will be expected to complete 10 applications per day. You will only be allowed to fill out applications online Thursday, Friday, and Saturday. Monday and Tuesday's you will be expected to be out looking. You will be allowed to have 2 hour time slots to fill out online applications; this will allow others who may be job seeking to utilize this option as well. You will either walk or take the bus during this time. You will want to ask your loved ones to assist you in purchasing a bus pass.
- Please keep in mind when you are job searching that your work schedule cannot interfere with the therapeutic programming taking place at Santa Monica. You will be expected to take Sunday off as well as Wednesday during the week. You will need to be home by 5:30 PM each evening for dinner. Also, remember to try and make all appointments around programming on Wednesdays.

Assignments-

- You are expected to turn in your paperwork by Monday morning each week.

- Critiques are filled out on each group that is lead by Therapeutic Staff. You should put thought into this as it shows staff you are engaged and paying attention.
- Weekly Meal Records are required because we received some food from the Food Bank.
- Weekly reports showing how many hours of programming your participated in are for our licensure and funding mandates. Again be very thorough and concise with this. Do not forget to sign and date the bottom!!
- Any assignments you are given by your counselor can be turned in at ANY time.

All of this paperwork is important. If you fail to turn it in, complete it in full, do not put thought and effort into it this may be an indication of lack of willingness. These responsibilities can be used as measurable progress if you are vigilant in getting them done though.

Program Costs –

- Rent is \$105.00 per week. Rent is tallied and tracked each week. This begins the day you arrive. After securing employment you will turn your pay checks into Santa Monica. They will be deposited against your rent due. You will receive a receipt for every payment made towards room and board, and at the end of each month a copy of your room and board ledger can be given to you if you like.
- When your rent is paid in full and you have a positive balance greater than or equal to the amount of your allowance request you can request allowance to help pay for your expenses, such as bus passes and personal needs. A part of the program is to become self supporting so although there may be a short time you ask for support from your loved ones, there will also come a time you are able to provide for yourself.
- Allowance requests will be filled out in household on Sundays. There are two sheets. One is labeled Allowance Request and one is labeled Envelope Request. If you have a positive balance on your rent ledger you fill out the Allowance Request sheet. If you have money in an envelope locked up in the office you fill out the Envelope Request sheet.
- When you graduate, any money that has been deposited on your behalf that does not go towards rent and allowances will be issued to you by check.
- We understand that more employers are giving out pay cards or requiring people to use direct deposit of some kind. You will need to try and opt for a paper check if at all possible. If you must have a pay card or direct deposit you will be required to keep the pay card, debit card or check book in the office. Access to the money will be done with staff assistance. Having access to money can be a trigger for us and we want to avoid any unnecessary triggers. There are plenty of them out there to deal with as it is.
- If you do not already have an EBT card upon admission you will apply for one. Santa Monica will utilize these funds in accordance with DHHS statutes.

Telephone –

- There is a house phone provided on the first floor for your use when you have been approved to do so by your counselor.

- Calls during the orientation period that can be made to your children will be made with the staff in the office. Calls to loved ones for personal items will be made by a staff, once a week. Business calls will be conducted with staff.
- The time allowed for any personal phone call is 10 minutes. This is to insure that all residents are able to utilize their phone time. Personal calls will be made after programming and before 10:00 PM. Business calls may be made during the day with staff approval. Long distance calls are not able to be made from the house phone, you will be required to use a calling card or place collect calls. Cell phones are prohibited.
- You will sign up for phone time each week during household on Sunday.

Passes –

- Passes are to be submitted on the pass request sheet by Tuesday at 8:00 AM. Any pass received after that will be denied. Approval of pass requests will be determined on Tuesdays in staffing, but can be revoked at any time for noncompliance of program structure.
- These passes should be filled out for offsite requests and on site requests for visitors including your children. We ask that you limit the number of guests to four to allow for reasonable accommodations of everyone's family during visitation. If a guest is not included on the pass request they will not be allowed to stay. Guests are subject to staff assessment for being under the influence at the time of the visit.
- When filling out your pass you must have all of the pertinent information completed, correctly.
- While you are on pass you will only go exactly where your pass indicates you asked to go. Anything else is considered O.P.A. or out of place of assignment. Your privilege for future passes could be affected by doing this.
- While on pass you are still under the expectations of the house. No male contact, social media etc.

Visitors –

- Visitation with your minor children is allowed on the weekends as approved by your counselor. If your child is of age that requires car seat by state law, you must have a car seat here during your visit.
- You will take your children with you to any outside meetings on program schedule during your visits. No exceptions will be made without counselor permission.
- Santa Monica will respect the requirements of any CPS, DHHS, and /or court order set forth in regards to your contact with your child.
- This is a hands off facility. Discipline of your children should consist of positive reinforcement, consistent routines, praise, rewards or removal from the situation or privileges. There will be no physical punishment, yelling, swearing, name calling or shaming.

- Your children are your responsibility. Please do not leave your children unattended, pick up after them, do not allow them in your peer's rooms or in the bathrooms unattended or with anyone else, and work to help them follow the guidelines.
- Your counselor will let you know when you can have family and friends visit. You will submit a request for who you want to visit and it will have to be approved by staff.
- Visitations are scheduled for the 2nd and 4th weekend of the month on Sundays from 12:00 to 4:00 PM. Visitors are not allowed above the first floor unless approved by staff.
- Visits with family and friends should be conducted in community areas, excluding the 2nd or 3rd floor.

Medication –

- Medication is locked in the office and staff will observe and document all medication that you take. You will be expected to take medication as directed. If you do not take it as prescribed it will be documented and will be addressed as a treatment issue.
- It is your responsibility to keep track of and plan for when you will need refills. This means that you will need to plan ahead, do not wait until you have less than one week left to call in the prescription or to try and figure out how you are going to get there to pick up the medications. This also goes for getting refills that require a Doctor's Authorization to be refilled. If you do not plan ahead and run out of your medications this could result in loss of privileges.
- You must turn in all medication to staff. This includes over the counter medication. Documentation should accompany any medication that has been prescribed to you.
- It is your responsibility to make sure you are present for medication time. If you need help remembering this responsibility, ask your peers and staff to help you develop a plan. Medication is very important and should be taken as directed. Deviating from the directions of medical staff could result in serious side effects.

Mail –

- You are assigned a mail box that is located in the office.
- Only staff will retrieve mail from outside.
- Business mail will be opened with your counselor so they may help you manage your responsibilities.
- Personal mail, when applicable, will be opened in the presence of staff. This is to ensure that you are not receiving contraband. Personal mail will be subject to counselor approval.
- Staff will put phone messages and assignments in this box as well. It is your responsibility to check it daily.

Personal Property –

- Your belongings are your responsibility. Santa Monica will not be responsible for your belongings. Santa Monica is not responsible for lost or stolen items.
- We strongly advise that you not bring valuables with you!
- DO NOT lend any of your items to your peers. This includes money and cigarettes. This practice could result in unresolved conflict.
- When you graduate the program you are expected to take all of your belongings with you.
- If you leave Santa Monica prior to successful completion you are expected to take your belongings with you.
- Any belongings left at Santa Monica must be picked up within 72 hours of leaving. These items must be picked up by you or you must identify the person responsible for picking them up any items not picked up within 72 hours will be disposed of.

Activities –

- Your confidentiality is of the utmost importance to us. And we will strive to ensure it. At times we invite speakers in to the house; there are individuals coming to do service work or individuals coming to conduct business. We will stress the importance of your confidentiality to these individuals.
- There will be activities planned outside the house that you will participate in. These can range from service work in the community, to attending functions in the community to participating in any activities the alumni has planned.

House Restriction –

- Either an individual or the whole house can be put on Full House Restriction.
- When Full House Restriction is applied those who are under it CAN NOT watch TV, listen to music, read anything but that applying to homework assigned by the counselor or the Big Book, take passes, go to outside meetings, or have family visits, or have phone privileges. Business calls will be conducted with staff. Calls to your children will be decided by your counselor.
- The length of full house restriction will depend on the progress made during the restriction.

Loss of privileges-

- Any loss of privileges whether as a house or individual can be regained by following the rules, program structure or correcting the behavior/action that lead to loss of privileges, or as otherwise specified by counselor on individual basis.

Grievance Procedure –

Each woman of Santa Monica has the right to express her opinions and grievances regarding all aspects of the program. We encourage you to be open and know that we are dedicated to a high quality of care. We believe that in most cases, solutions can be reached informally between you and the staff. However, if you feel that a more formal approach is needed, we will help you with that.

1. You will be supplied with a grievance form by the Office Manager. Submit the form to the Executive Director within 7 days of the grievance. If the grievance is against the Executive Director the grievance will be directed to the President of the Board.
2. The Executive Director/President of the Board will discuss the grievance with you within 5 working days of the receipt of the grievance. All reasonable efforts will be made to review and resolve the grievance. The efforts will be documented on the back of the form. The outcome of the discussion will be documented and forwarded to the entire board.
3. Should the discussion of the grievance not result in a satisfactory outcome as deemed by the client, the board as a whole will review the grievance and make reasonable efforts to provide a satisfactory resolution. The decision will be forwarded to you within 10 working days of the decision.
4. All grievance forms will be kept by the Executive Director in a secure area in accordance with policy.

Resident Rights –

1. Residents are informed and oriented to admission and throughout their stay of the services that are available to them in the facility, including the guidelines of the program.
2. Admission to the program is voluntary and a resident has the right to refuse treatment. Santa Monica will abide by the law and report the departure of any client under the commitment of the Board of Mental Health and or a court order.
3. Residents have a right to be involved in their own treatment program and will be involved in setting their own goals.
4. Residents have a right to know that information will not be released to anyone without their written consent, except under circumstances listed in #2.
5. Residents have the right to exercise their voice regarding concerns and grievances to the staff in an appropriate manner. A grievance procedure is documented above.

Santa Monica strives to create a Sanctuary Environment. This culture promotes and protects the clients and employees. We want all who are here to prosper. The Sanctuary Model enlists 7 commitments and if followed can empower growth.

- Santa Monica is a safe place. We teach safety skills and have a commitment to a higher purpose.
- Positive thoughts and feelings are encouraged to teach emotional management.
- Cognitive skills are practiced on a daily basis so that they are a natural part of us.
- Healthy boundaries are key to communication, conflict management and reducing acting out.
- Practice self accountability.
- Be mindful of others.
- Empower yourself and others

Practicing these will help you to develop the person you want to be and support others to be their best. To be an active part of the therapeutic community at Santa Monica there are guidelines that will serve the community best.

- No keeping secrets. Secrets keep you sick. We can only help you with what you share with us. And if you keep someone else's secret, you are carrying your baggage and theirs. No need to pull double duty here. Hold yourself and your peers accountable. You can come to staff or go directly to your peer. If you need to give your peer 24 hours to hold themselves accountable or you will. If you are found to have held information you could be in as much trouble as them.
- No gossiping. If you can't address your concerns with someone face to face, in an appropriate manner, ask staff or peers to help you. Remember; Be kind, Be kind, Be kind. We have all been through enough. There is no need to continue the hurt here. And with an inventory like yours – you have no right to judge!
- No isolating. This can be keeping to oneself too much or "cliquing" with a group. One very essential piece of your recovery foundation is a support network. The more people you have in that network, the stronger your foundation. You can gain something from anyone. Do not exclude others because you think you are better than them. We are all on equal ground here.
- No threatening. There is a need for safety in our community. Any action or behavior that threatens the health, safety or welfare of any individuals will not be tolerated and could be grounds for discharge. This will include but is not limited to ethnic/racial slurs, violating confidentiality, and or sexual acting out.
- No accepting rides anywhere, from anyone, unless staff approval is obtained.
- Your sexual orientation is your business, however you will not be engaging in sexual activity while you are here. As well, you should keep your hands to yourself. No massaging or touching each other unnecessarily.
- All personal care needs to be done either by self or an outside professional, this includes doing hair, nails, eyebrows, etc.
- You must sign in and out each time you leave the house. This is regardless of who you are with or where you are going. Please use the front door.
- There is a schedule for each day, suit up, show up and participate in your recovery.
- You represent yourself and Santa Monica. Demonstrate self care by taking care of yourself and your appearance. Showering on a regular basis, hair well kept, teeth brushed, make up and jewelry in moderation. Keep in mind the dress code.
- Room assignments are based on availability, best accommodations and therapeutic value. No one is exempt from having to change rooms during treatment.
- Programming is the most important job you have right now. And you would not get to take a nap at work so sleeping during the day will be at the discretion of the staff

Santa Monica is a program based on the 12 steps of Alcoholics Anonymous. This will be a part of daily life at Santa Monica. The 12 step program has proven itself over many years to be the best possible foundation for recovery. It is recommended that we work the steps, live the traditions and believe in the promises that the program suggests. You will be guided on how to incorporate these into your routine, understand what they mean and how to apply them to life on life's terms.

We are excited to be a part of your journey! Please let us know how we can help!

Sincerely,

Staff of Santa Monica.