



Resident Handbook

The Next Step program philosophy is based on utilization of the 12-step, self-help program of recovery where honesty, open-mindedness, and willingness to change are of primary importance.

All residents enter into the Next Step program on orientation. Completing orientation will consist of completing the following items and upon a staff team meeting to evaluate progress and compliance of the individualized recovery plan:

- Become gainfully employed (minimum of 32 hours a week)
- Attend a minimum of 3 “Boundaries” classes
- Be in compliance in all areas of the program
- Make a minimum payment of \$100 toward service fees

Orientation can last anywhere from 3 weeks to 6 weeks, depending on the individual. While on orientation, the resident will have a curfew of 5 PM Sun-Thurs and 7PM Sat and Sun.

The initial phase of the program, **Step-In**, is 90 days. Once the **Step-In** phase has been completed, a resident can apply for the next phase of the program, **Step-Up**, which can allow for an additional 1 to 3 months of residency. Finally, there is a transitional housing program, called **Step-Out**, that can provide apartment style housing for 6 months or longer.

Expectations of Our Residents

- Out of respect to all the residents pursuing recovery, the use or possession of alcohol or any other mind-or-mood altering substances at any time is prohibited. All approved prescription medication (including medication used for treatment) must be kept in a lockbox and is subject to random searches to assure it is taken as prescribed.
- Residents will have a standard curfew of 10 PM Sun-Thurs and 11PM Fri and Sat. Exceptions to the curfew are considered on a case-by-case basis.
- Residents are expected to treat and speak to one another with respect at all times.
- To ensure the safety of all residents, there are no weapons of any kind permitted on the premises of Next Step.
- Residents of Next Step respect the individual space and property of one another.
- Out of respect for all residents, there is no gambling activity on Next Step property.

- All residents are issued an individualized key card. These cards help to ensure security and safety of all Next Step staff and residents.
- Smoking, including vaping, is only permitted in designated areas. We do not allow chewing tobacco.
- In order to best serve each resident, Next Step staff requests all information regarding warrants/arrest, incarceration, and/or terms of probation.
- Prescription medication is not administered by Next Step staff. We will issue a personal lockbox and each client is responsible for taking any prescription medication as prescribed.
- Urinalysis sample will be done at the discretion of staff and breathalyzers are administered daily.
- Program Service Fees are fully paid by the State of Indiana for any clients that are part of the Recovery Works Program. For self-pay clients, Program Service Fees are \$115.00 per week and include room, board and all classes. Drug Screens are not included and cost \$10.00 per screen, usually given twice a month. Two weeks Service Fees plus initial drug screen (\$240.00) is required for program entrance, unless other arrangements are made in advance.
- Each resident is required to participate in a minimum of two hours of community service work per week.
- Cars are permitted for residents with valid driver's license and insurance.
- Residents are allowed to have their cell phones while at Next Step, but cell phones are not allowed during meetings or classes.
- Each resident will meet weekly with a staff member to review the compliance of their individualized recovery plan.
- Residents can obtain weekend passes upon request after their first 30 days.
- Visitation with children on site is addressed on a case-by-case basis and we will try to accommodate overnight visits when space allows.
- There are no established visiting hours. Guests are allowed in by resident's invitation only.
- A resident will be assigned household duties, and will be expected to do them each and every day, including meal preparation for dinner.
- Laundry is available in all of our Next Step houses.