

Sober Living Center HANDBOOK

09/11/2023

PO Box 777
Chinle, Arizona 86503
East of Chinle Chevron Station, off of Navajo Route 7 & BIA Road 102-1 Building
c012-118
Phone: (928) 674-2190

DBMHS VISION STATEMENT

Dine Be'iina Hozhoogo Sila
(In the Navajo Way of Life there is Beauty before you)

DBMHS MISSION STATEMENT

Providing Comprehensive Behavioral Health Services for Native Families

WELCOME

Welcome to the Sober Living Center. In the next several days you may be experiencing feelings of uncertainty, fear, sadness, loneliness, anger, and cravings. These feelings are normal as you transition to this supportive living environment. Please let the staff know how you are feeling, so we may better help you.

The facility is staffed 24 hours a day to ensure a safe environment. We will allow you time to adjust to the supportive living environment setting. The staff are here to assist and support you as you begin to develop skills to lead a sober and healthy lifestyle, and will do their best to meet your service needs.

You will be residing with others who may have challenges. We encourage you to be kind, respectful and to be open in learning about the challenges of addiction and recovery. We encourage you to apply your clean and sober life skills during your journey of recovery. In addition, we will encourage you to be receptive in learning and building your traditional and cultural values, such as *family, clanship, respect, kindness, love, humility, and culture that* are fundamental to a productive lifestyle.

GOALS AND OBJECTIVES

To provide sober living services consistent with the Navajo Wellness Model to Native American families with substance use and related co-occurring disorders in compliance with all legal and regulatory requirements of tribal, federal, state and CARF accrediting body standards. To incorporate appropriate faith-based and traditional healing services for substance abuse and co-occurring disorders, individualized traditional counseling services, local community resources and educational assistance based on the needs of the individual resident and their family. Our overall goal is to promote health, wellness, and sobriety for all our residents.

INTRODUCTION

Navajo Division of Behavioral and Mental Health Services—Sober Living Center is a clean, and sober living environment substance use program for Native American adults and their families. It is an open and continuous center with a duration time based upon the residents' needs. This program provides a healthy and structured living setting to help you and your family develop skills necessary for a healthier drug/alcohol-free lifestyle emotionally, mentally, physically, and spiritually. The Adult Sober Living Center provides the following supportive services:

- Traditional and Spiritual Counseling Services
- Traditional Education
- Pastoral Counseling Services and Education
- Acudetox
- Health Education
- Adventure-Based Activities
- Life and Independent Living Skills
- Support Groups (AA/NA meetings, 12 step, Celebrate Recovery, Smart Recovery, and Meditation)
- Family Education and Activities
- Wellness & Recreational Activities
- Aftercare
- Referrals



Sober Living Center Assignments

- **Manager/Residential Supervisor:** _____
- **Room Number:** _____
- **Date** _____ **Orientation by** _____

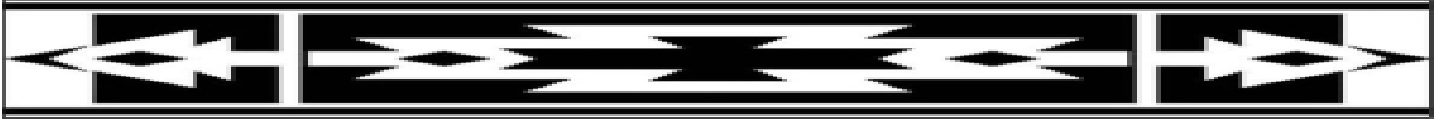
RESIDENT EXPECTATIONS

- Residents will participate in all scheduled house meetings.
- Residents will attend at least one sober living activity, such as: Self-help groups, or Faith-Based and traditional sessions.
- Residents will not physically or emotionally harm another resident or staff member. Physical altercations will not be tolerated.
- Resident will actively explore their life openly and honestly to understand and break the cycle of chemical dependency.
- Residents will accept full responsibility for their actions, well-being and recovery at all times.
- Residents will adhere to all rules and policies of the Program at all times.
- Residents will complete all assigned tasks and chores in the unit.
- Residents will maintain their room in an organized and clean fashion.
- Residents will release all contraband items to staff upon returning to unit. Contraband are drugs, alcohol, cigarettes, chewing tobacco, vapor/e-cigarettes, or any other mood-altering substances.
- Residents will dress in a presentable manner at all times per the requirements in the Handbook.
- Residents will not use profanity or vulgar language.
- Residents will respect the treatment facility by not damaging the building, furniture, or equipment.
- Residents will conduct him/herself in a respectful manner towards peers and staff.
- Residents will not make sexual gestures, comments, create, draw or have in possession of any sexually suggestive material.

Staff reserve the right to modify the Resident Expectations to ensure the safety and welfare of all persons involved in the program.

Consequences

The SLC understands that structure and organization is new to many of the residents. However, you are part of a larger system. Living and adhering to structure is critical to your recovery process. Any violation will be addressed by staff member immediately. Multiple violations may lead to a meeting with the Multidisciplinary Team. The Multidisciplinary Team is made up of the Manager/House Supervisor, Traditional Practitioner, and Residential Guidance Technician. The team will make disciplinary recommendations based on meeting with the resident, and the outcome will be tracked using the Behavioral Contract Plan and updated in the EHR.



RESIDENTIAL GUIDELINES

- No use of alcohol, tobacco products, drugs or any mood-altering substances are allowed.
- No weapons such as knives, gun is allowed.
- “War Stories” are not permitted (e.g., alcohol/drugs, jail/prison, gang related experiences, and inappropriate stories).
- Respect personal boundaries of peers and staff including physical, emotional, and spiritual.
- Socializing is to take place in designated gathering area.
- You are not allowed in another resident’s room.
- Visitation will occur in a designated area.
- Residents are not to share or switch beds.
- No bullying tactics will be tolerated.
- Gang-related activities or representations (hand gestures, body language, whistling, writing, tagging, symbols, clothing, etc.) are prohibited.
- You will be responsible for keeping your hygiene and other personal items secure and locked in your cabinet. Stealing is not allowed.
- Food items will be properly stored in designated, clean area to avoid rodents, insects, etc.
- No intimate/sexual relationships with another resident or staff while you are in treatment.
- You will be responsible for returning any arts and crafts supplies, such as glue gun or paint, to designated storage area. However, any personal items bought shall be stored and secured in your personal cabinet.
- Room checks may be conducted if staff suspects possible contraband.
- All vehicles will have current tags and insurance, and this will be verifiable.
- Bikes and other modes of transportation will be stored in the appropriate location, and security for these are at your own risk.
- Random urine analysis and drug testing will be conducted.

RESIDENTIAL RESPONSIBILITIES – FACILITY

Resident Access to Rooms

Doors will remain closed when the resident’s room is unoccupied.

Sober Housing Room Assignment

Sober Living Center rooms may be single or double occupancy, community style living with a shared bathroom. SLC asks that you embrace this community style living by establishing good communication, and setting healthy boundaries and expectations to support one another through the journey of recovery.

COMMUNITY LIVING

- A. The SLC can assist with providing the following items:
- Sheets, blankets and pillows with pillow case
 - Furniture – table, chairs, coffee table, etc.

- Bedroom – bed with storage drawer, wardrobe unit with 2 drawers, desk, chair, and nightstand.
- Kitchen/ appliances – refrigerator with freezer, microwave, water dispenser; and washer and dryer.

If you need repair or replacement of any of the items listed, a “Work Order” request must be completed and given to one of the SLC staff.

B. Property Damage

If you damage or steal any SLC furniture or property, you are responsible for the repair and/or the replacement of the item.

C. Art work, pictures and inspirational items may be displayed in your room. Offensive items such as, writings, pictures or logos that refer to drugs/alcohol, sexual in nature, satanic, racist, sexist or violent or gang related, and will be removed.

D. Furniture in your room cannot be moved and must remain in the same place at all times.

E. When you are discharged from the SLC you must return any items checked out, including keys, and leave all furniture provided by SLC.

F. Approved Small Appliances/Devices

All allowed electronics items must be approved by SLC staff. All items must be labeled with your name and are allowed for your personal use only. These include:

- Alarm clock (with or without a radio),
- Electric razor,
- Hair trimmer,
- Curling or flat iron,
- Blow dryer,
- Iron,
- Cell phone and cell phone charger
- Laptop
- Tablet
- Desktop

Any items brought into the SLC are your responsibility. SLC is not responsible for lost, stolen, or damaged items.

Items must fit the space, and not pose a hazard to anyone’s safety.

G. Internet Access and Computer Use

- SLC residents may use the Chinle Center computers after signing a Computer Use and Responsibility form.
- SLC residents must also read and sign the Internet Accessibility Form.
- Any violation of the policy will result in restriction of use, and possible legal action, including criminal prosecution.
- Computer use is limited to hours posted in the Computer Room.
- 1 jump drive/ Memory stick/ flash drive is recommended

ACCEPTED ITEMS/NECESSITIES & REQUIREMENTS

You are responsible for providing your own toiletry items, however, if this is an area of hardship, please speak with SLC staff.

1. Toiletries – You will need:

- Bath towel, hand towel & wash cloth
- Any hand sanitizer and mouth wash **must** be *alcohol free*
- Other items used for daily hygiene.

Example Personal Care and Hygiene Items (NON-ALCOHOL BASED)

1 bottle of lotion	Shampoo/Conditioner
1 deodorant	1 bar soap container
1 dental floss	1 toothbrush
1 tube of toothpaste	Facial cleansers
1 toothbrush container	Q-tips with container
Tweezers	Nail clippers
Hair products	Soap/Body Wash
Feminine products	Prescribed contact lenses & care supplies
Hair brush/comb	

2. Food

- SLC will provide basic staple food items, however, you are required to purchase any other items.
- We encourage healthy food and eating habits.
- Food must be maintained in an appropriate area, in the kitchen, or in a secure location in your room. It is advised you label all food items.
- Basic kitchen cleanliness includes: keeping refrigerator, microwave, coffee maker, etc. clean.
- You may bring: Lunch box, plastic storage containers and sealable bags as needed.

3. Cleaning/Laundry

- You are responsible for cleaning up after yourself throughout the SLC. For example, cleaning counters, floors, bathroom, community room, etc.
 - A washer and dryer are available for your use. Please wash only your items. You are responsible for buying your own High Efficiency (HE) laundry detergent, box of dryer sheets, etc. However, if you need assistance with laundry products please inform staff.
 - Chlorinated cleaning items are to be stored in their original packaging under your bathroom sink.
- ***We suggest you label all personal items.

4. Clothing

- You will have a wardrobe unit to store your clothing. Due to limited space, you must be selective in what you choose to bring.
- It is required all clothing and other items be stored neatly in the wardrobe unit. If anything does not neatly fit in your wardrobe unit, it will need to be removed. You may schedule a time for these items to be picked up from the SLC.
- All clothing must meet the required SLC Dress Code (refer to Personal Appearance Section).

5. Bedding

Bedsheets, a blanket and a pillow are provided. You may bring your own bedding, blanket and pillows. If you bring your own bedding it must follow all Community Living guidelines.

6. Kitchen Items

- Any personal items brought in for use on the SLC must be clearly labeled with your name.

- All items must be able to neatly fit in your personal assigned area. In addition, any items brought in must first be inspected and approved by the SLC staff.
- Items must be in good working condition.

TOBACCO AND NICOTINE USE

Navajo Nation Personnel Policies Manual mandates a Tobacco-Free environment. A violation for use of tobacco and/or nicotine products will result in a first offense consequence and continuous violations may lead to discharge. Prohibited tobacco and nicotine products include: cigarettes, smokeless tobacco, chewing tobacco, cigars, vapes, and electronic cigarettes.

VEHICLES

If you wish to bring your personal vehicle while residing at the SLC, you must complete all of the following listed below:

- Complete '**PARKING RELEASE OF LIABILITY AGREEMENT**' and '**AGREEMENT AND RELEASE OF LIABILITY for Chinle Outpatient Treatment Center SLC**'.
- The following information is required if you wish to use your own vehicle:
 - a) Valid Driver's License,
 - b) Valid Registration, and
 - c) Proof of Insurance.
- Vehicle usage will be approved by the SLC staff.
- If the SLC staff grants you permission to have access to a personal vehicle:
 - a) You are prohibited from transporting any other residents in the vehicle.
 - b) You are to park your vehicle in the designated area in the parking lot.
 - c) DBMHS is not responsible for any damages that may occur to your vehicle.

VALUABLES/ MONEY

You are strongly encouraged to not bring your valuables in the SLC. SLC assumes no responsibility or liability for personal belongings. If there are items considered valuable, you are to keep the valuable items in your locked drawer. You are encouraged to open a personal, private bank account and keep your money in it. In addition, you are required to establish a budget and review it with the Manager/Residential Supervisor.

SUPPLY DROP OFF

SLC reception desk will accept the following approved items between 8:30 and 4:30 pm. Any items not listed below will not be accepted. Approved items consist of:

- Toiletries (**must** be Alcohol Free), new/untampered.
- **Unopened** package foods.
- **New, unopened** undergarments and socks, or other approved clothing items
- New residents to the SLC will be allowed one start up supply or drop off.

PETS

No pets are allowed in the SLC. Pets are allowed in specific areas on outdoor facility grounds and are limited to the pet owner (resident) and his/her family as approved by the Manager/Residential Supervisor.

MAIL

All letters and packages are delivered, un-opened, between 8:00 am to 5:00 pm, Monday through Friday. SLC staff reserve the right to supervise you as you open your mail. Any items considered to be contraband will be confiscated. You are to provide your own postage stamps and envelopes.

FIRE and EVACUATION

SLC is responsible for conducting routine fire drills for the safety and welfare of our residents. Every time the fire alarm sounds, you are expected to evacuate the building and meet at the identified rally point. Evacuation routes and rally points are located throughout the building. Fire extinguishers are located on the unit. Instructions on how to use a fire extinguisher will be reviewed on the unit. In case of any emergencies, immediately inform the SLC staff.

SHARING OF PERSONAL PROPERTY

Residents are discouraged from sharing or loaning any personal property with other resident residents. There are no cash transactions for personal goods or services while a resident. It is strictly prohibited to sell EBT benefits to anyone.

COMMUNICATION/RELATIONSHIPS/VISITATION

Our policies are strictly enforced for your safety and welfare. The following expectations, responsibilities and rules are provided.

24-Hour Staff Coverage

The program and facility is staffed 24-hours a day. The staff shall participate in specific functions to ensure your safety, welfare, and recovery. The staff is here to help and support you.

Sign Out/ Sign In

You are required to sign in/out every time you are leaving and returning to the SLC. The sign in/out binder will be kept at the reception desk. The SLC or DBMHS staff will verify you are leaving or returning, and will initial in the designated section of the sign in/out binder.

Late Call

If you're arriving after hours you will need to call the SLC at **928-674-2589** and speak with staff on duty to gain entry back into the building.

Unexpected Absence – Discharge Protocol

An unexpected absence is when a resident is scheduled out and does not return to the SLC at their scheduled time and does not call SLC staff of their delay. If you have an unexpected absence, the staff will first attempt to contact you and your emergency contact on file. If no contact is made with you or your emergency contact, or if your emergency contact does not know your location, after 24 hours you may be administratively discharged from the SLC.

Family Education, Visitation, and Counseling

Family members, relatives, and supportive individuals are encouraged to work with the Traditional Practitioners to schedule Family Education and counseling.

Visitors/ Visitation

The SLC is a closed campus. Designated visitation times will be scheduled each week. Any visits outside of scheduled time must be pre-approved by the Manager/Residential Supervisor.

Each visitor is required to sign-in at the time of arrival and sign-out when departing, and receive a Visitor's badge. Visitors must follow SLC visitation policies and leave the facility at the designated time.

Any visitors who appears to be under the influence of alcohol/drugs will be asked to leave immediately. Residents have the right to refuse to see a visitor.

Visitors are not allowed to bring contraband (alcohol, cigarettes, smokeless tobacco and/or any other illegal substance, etc.) to the SLC. If contraband is brought into the facility, the visitors will be asked to leave immediately and will be reported to law enforcement. Visitors are not allowed to roam the building, and engage in inappropriate displays of affection.

Children are welcome; however, they must have parent/guardian supervision at all times. They cannot interrupt the family education and counseling and should be age appropriate. Residential staff will not babysit at any time.

Visitation may occur off-site, with pre-approval from the Manager/Residential Supervisor. Upon return to the SLC, all residents will be searched for contraband and drug tested.

Emergency Contact

You are responsible for providing current emergency contact information and keeping that information up to date with SLC staff at all times.

Telephone/Cell Phone Use

The telephones in SLC are for business use only. If you do not have a cell phone, you will need a prepaid calling card to make personal calls. Generally, you will be allowed to utilize the SLC telephone for local calls related to the completion of your goals or tasks during designated hours, as established by SLC staff. You will be responsible for your own personal phone and accessories.

Relationships

You are prohibited from engaging in any intimate, physical and/or sexual relationships with other residents, outside familial relationships. Violation of this rule will result in immediate discharged from the SLC. Residents must immediately disclose any relatives or personal relationships they may have with any staff and other residents.

MEDICAL and MENTAL HEALTH

Provision of Information

You have the responsibility to provide accurate and complete information about present complaints, past illnesses, hospitalizations, medications and other matters relating to your health. You are also responsible to report immediately to the SLC staff on duty any unexpected change to your physical or mental health condition.

Prescribed Medication

The SLC is a sober living environment that focuses on recovery, maintenance, and community reintegration. Part of the SLC goal is "self-management. You **must** keep all medication, including over the counter (OTC) medications, in your personal locked drawer/cabinet in your room. All medications will

be entered into the Resident's electronic file. Prescribed medication must be labeled with the appropriate pharmacy and resident information. You are responsible for taking your medications as prescribed. If you have a change to your medication prescription, you are responsible for notifying SLC staff. Residents are not allowed to share medication.

Over the Counter (OTC) Medication

If you are taking OTC medication, inform SLC staff. SLC staff will enter the information into your EHR. OTC medications are allowed to be stored in your room. If recommended by a Physician, you must bring in documentation from the Doctor to support the use of OTC medication. All package directions specific to each OTC medication must be followed and not exceeded.

Controlled Medications

If you are prescribed a controlled substance or a medication with an addictive ingredient, you **must** notify SLC staff immediately. This medication may be stored in a locked room off the SLC. SLC staff will monitor your self-administration and will document the date and time of each dose in the EHR. The Clinical Director will be informed of any controlled medications on the SLC.

Keep on Person (KOP) Medications

You must inform SLC staff of any KOP Medication you are taking. This information will be documented in the EHR. KOP medications may include, but are not limited to:

- Epi-pens
- Oral glucose tablets
- Oral asthma inhalers
- Nitroglycerin sublingual tablets
- Oral prescriptions

Refrigerated Medications

All refrigerated medications **must** be maintained in a sealed container. The container will be labeled with your name and expiration date. The medication **must** be discarded once expired or after the prescribed time.

****Dispensing, lending or sharing medication of any kind between residents is prohibited. Violation of this SLC rules will result in a consequence up to and including discharge from SLC**

Needles and Sharp Disposal

For the safety of all residents and visitors, any used needles or sharps will be properly disposed of in a specified closed container.

Residents are responsible for properly storing and disposing of their used sharps and needles.

Physical Illness or Injury

In the event of an illness or injury, you may be taken to the nearest emergency room for treatment. Staff will escort you to the emergency room and provide monitoring for safety.

High-Risk Status

You will be placed on a high-risk watch if there are indicators that your safety or the safety of others is in immediate danger. Suicidal or homicidal ideations and warning signs are taken seriously, and may result in high risk status and monitored with a Safety Plan. Your confidentiality will be maintained during this time and staff will be discrete in monitoring your safety. This can include serious medical conditions.

The SLC staff will assess the situation, implement a Safety Plan, and contact the Clinical Director. Based

on the situation, you may be escorted to the emergency room, or emergency personnel may be contacted. The Manager/Residential Supervisor will follow-up and document in the EHR.

Self-Harm

Self-mutilation (scratching yourself with objects, picking at your skin, or any other forms of self-injury) is not allowed and will be monitored. This includes tattoos and body piercing.

Medical/ Mental Health Appointments

As part of promoting responsibility and self-care, you are responsible for attending all medical and mental health appointments. In addition, you are required to provide changes to, or additions of, all medications, as well as any other information that relates to your medical and mental health care.

Time to Reflect

If you are experiencing some difficulty managing your behaviors you can sit in the Chapel/Quiet Room. The Chapel/Quiet Room will remain open.

Infection Control

Due to the easy exposure of infectious diseases in a close proximity, we ask that you follow these guidelines:

- There will be no sharing of personal items.
- If you are feeling ill, please report to a staff member immediately.
- Practice good hygiene, i.e. washing your hands with soap before eating.

PERSONAL APPEARANCE and HYGIENE

Critical to your recovery is your personal appearance. “When you look good, you feel good” which builds confidence and self-esteem. As a resident in SLC, you are expected to practice good daily hygiene and grooming habits.

Dress Code

While residents are afforded every reasonable freedom in their choice of attire, certain dress regulations are necessary. For example:

- No excessive skin revealing clothing.
- Residents must be fully dressed before leaving their rooms. Standing in doorways partially dressed is not allowed.

RESIDENT RESPONSIBILITIES – PROGRAM

Compliance with SLC Rules

You are responsible for adhering to all aspects of the SLC rules and responsibilities **on/off campus**. The SLC encourages you to practice coping skills to maintain your recovery. You are responsible for:

- Making progress toward your goals identified in your Spiritual Screening.
- Abide by all Federal, State, Local and Tribal laws while residing at the SLC.
- Engaging in the program, including assigned duties and responsibilities.

Rights, Respect and Consideration

You are responsible for understanding your rights and being considerate of the rights and limitations of other residents and SLC staff. The rights and grievance process is outlined in the back of this handbook.

These include the right to confidentiality, to be treated with dignity and respect, to initiate complaints and grievances regarding your services.

Confidentiality

SLC and all other services at DBMHS are confidential. DBMHS requests that you maintain the confidentiality of your peers. Please refrain from gossip, and respect the rights of those around you. You are prohibited from taking photos/videos of residents or the SLC, and you're are prohibited from sharing confidential information of other residents. This includes any reference to the SLC program or persons receiving services on social media.

Community Clean-up and Campus Community Service

You will be responsible for community chores from the list provided to you by SLC staff. If you do not volunteer to do clean-up chores, you will be assigned clean-up chores by staff. It is your sole responsibility to see that your clean-up duty/chores are carried out at all times. Community and campus clean-up will be scheduled in your weekly activities. If assigned tasks are not completed during the scheduled times, you will be responsible to complete tasks during your personal down time. Any non-compliance will result in an appropriate level violation and consequence.

Room Inspections/ Searches

Room inspections will occur daily at scheduled times and unscheduled times. Visual room checks will be conducted every morning and may be conducted at other times throughout the day to ensure cleanliness and chore compliance. If contraband is found or alleged to be in any area of 3.1 SHC, the entire unit and facility will be searched.

Off-site Activities

All scheduled activities are therapeutic, designed to engage you in the community and to practice your recovery skills. Off-site activities will be arranged at the House Meeting. Upon return to the SLC, you will be searched for contraband with UA or breathalyzer.

RESIDENT RESPONSIBILITIES – PROGRAM

Resident Passes/ Furlough

Residents may be granted an emergency or medical pass for certain situations. You must provide proper documentation and receive prior approval from the Manager/House Supervisor.

Alcohol and/or Drug Use

SLC has the responsibility to provide a drug-free environment for all residents. If you sell and/or distribute controlled substances, including those legally prescribed, law enforcement will be called, and you will be immediately administratively discharged from the program.

Abstinence and Testing

Abstinence is the primary goal of the SLC, unless participation of Medication Assisted Treatment is documented. Drug urinalysis (UA) and breath (Breathalyzer) will occur in the following ways:

- Random: Residents will be randomly selected each week to ensure abstinence.
- Routine: Upon approved overnight stays or any offsite visits.
- Suspicion: Staff discretion based upon suspicious behavior, mood or cognition.

To ensure ongoing abstinence, you will be tested frequently and randomly. The individual urinalyses test has a multi-drug screening device. The SLC will administer the urinalysis test in accordance with manufacturer's instructions.

Additionally, the SLC will administer alcohol testing utilizing a Breathalyzer test. SLC staff will administer the test in accordance with manufacturer's instructions. All drug and alcohol testing will follow SLC policy and procedures. If you refuse any testing administered by staff at any time, you will be reassessed for a higher level of care.

Wake-Up Schedule

As a courtesy, hallway lights will come on at 6:00 am.

Quiet Hours and Lights Out

Quiet hours will be from 10:00 pm to 6:00 am. If quiet hours are not followed, a behavioral plan may be implemented. Be aware that residential staff will monitor the SLC throughout the night.

Recreation and Wellness

Recreation and wellness are a part of self-care and will be encouraged. You are encouraged to participate in all activities. You must wear the proper gear and safety equipment for your safety. If you are unable to participate due to a physical disability or injury, inform SLC staff and this will be documented in the EHR.

Arts and Crafts Activities

We have talented residents that enter the milieu. You are encouraged to share your talent with others. All materials and tools must be kept in the designated area. You are responsible for cleaning up after yourself and store your materials in a proper container.

Gift Giving and Selling

Due to ethical standards gift-giving and selling between staff, residents, and/or families is prohibited.

Kitchen and Dining Area

Residents must provide a food handler's card in order to use the SLC kitchen. Meals and beverages may be consumed in the dining room, or taken back to your room. You are responsible for properly cleaning and storing all dishes or equipment used, and maintaining the cleanliness of the kitchen/dining room after use. A chore list will be posted in the kitchen area.

All kitchen rules must be followed to maintain safety and prevent any accidents from occurring. Any non-compliance with safety rules and procedures will result in a violation and consequence.

Meals

Residents are encouraged to prepare well-balanced and nutritional meals daily. You will have the opportunity to learn basic food preparation, nutrition and cooking skills from the SLC staff. Basic food ingredients will be provided by DBMHS. All other food items are the responsibility of the resident.

VIOLATIONS THAT WILL AFFECT YOUR STAY

The violations listed below are enforced and will result in the following consequences. You are in control of your own behavior and maintaining your sobriety. Should you have difficulty meeting the behavioral

expectations and continue to display inappropriate behaviors or attitudes, you will meet with the Multi-disciplinary team as soon as possible for resolutions.

Violations

- Intoxication/use of any mood-altering substances
- Threats of physical violence or intimidation against any person
- Truancy/ absence from scheduled community/vocational/educational programs
- Gambling
- Taking pictures, videos and/or recordings of SLC residents or staff.
- Breaking confidentiality rules.
- Racial, ethnic or sexual slurs
- Gang representations/affiliation

Consequences

1. First offense: Meet with the SLC staff to address and correct behavior.
2. Second offense: Meet with the Multidisciplinary Team to address continued violations and develop a Behavioral Plan. This Behavior Plan will be reviewed weekly until the issue is resolved.
3. Third offense: Meet with the Clinical Director to explore options for a more intensive treatment facility that includes discharge from the program.

DISCHARGE

Reasons residents may be discharged from the SLC:

- Program Completion – You successfully complete your goals.
- Resident Self-Discharge – You no longer wish to participate in the program or you voluntarily leave the program.
- Administrative Discharge – You have violated a Zero Tolerance Violation listed, or you have violated rules on multiple occasions (i.e. 3rd Offence), and the SLC staff determines you are not benefiting from the program, or the program can no longer meet your service needs.

Zero Tolerance Violations – Any of the violations listed below will result in administrative discharge from the program with proper documentation and recommendations.

- Physical violence, i.e. fighting, pushing, kicking, etc.
- Sexually acting out, including romantic intimacy or sexual physical contact
- Possession of a weapon
- Violation of any act defined as a felony or misdemeanor by the Navajo Nation, or any applicable Federal or State laws.

EXPECTATIONS FOR EACH - Dine Life Ways

You will need to complete all expectations to transition from the past to healthy lifestyle with wellness and sobriety.

3 Days of Transition (Growing and Re-adjusting) – Admission

GOAL:

- Introduction to the Navajo Wellness Model.
- You will begin your transition to the SLC with a clean slate. Do not compare your current stay with other past treatment programs.
- Use appropriate language.
- Respect staff and property
- Complete Orientation with traditional Dine life ways, and other screenings
- Submit to drug and alcohol test upon admission
- Relinquish any contraband items upon admission
- Learn to ask questions of others (feedback, understanding, etc.)
- Review the rules in the SLC Handbook.
- Identify goals and referral requirements (i.e. anger management, parenting, work force)

White Dine Life Ways – A new beginning

(Developing self-identity, standards for life, and goals)

GOAL: Continue introduction to the Navajo Wellness Model and Dine Life Ways teachings, Explore Spirituality, Time Management, and identify SNAP (Strength, Needs, Abilities, and Preferences).

- Participate in one (1) SLC recovery activity once a week.
- Attend medical/ mental health/ legal appointments.
- Complete a Visitation Form with the Manager/House Supervisor.

Resident Responsibilities:

- Work with the Multidisciplinary Team to maintain your sobriety.
- Abide by the community rules
- Sign in and out for outside activities
- If schedules change or you are expected to be late returning to the SLC, notify SLC staff.

Turquoise Dine Life Ways – Maturity and Planning

(Self-respect, self-sufficiency, dignity and balanced living)

GOAL: Develop an employment, vocation or education track, maintain requirements from Transition and White Dine Life teachings. Introduction to Group Community Volunteer activities, demonstrate simple problem-solving skills.

- Documentation of off campus activities must be submitted to the Manager/House Supervisor.
- Identify a support group
- Verify employment, school, or education track.

Resident Responsibilities:

Same as goals and resident responsibilities outlined in the 'White Dine Life Ways' plus the following:

- Attend all classes, activities volunteer/community service as directed in the Spiritual Assessment.
- Bring verification of off-site appointments, interviews, etc.

Yellow Dine Life Ways – Family values, parenting, responsible daily living

(Positive human relations and social competency)

GOAL: Employment or progress with vocation and education tract, begin exploring recovery maintenance, budget, develop community supports and relationships. Demonstrate independence while reintegrating into the community, participate in events and building community supports.

- Off site visits for the purpose of vocation/education/employment, visitation and community support.
- Off campus group volunteering at approved agencies.

Resident Responsibilities:

Same as goals and resident responsibilities outlined in the ‘Turquoise Dine Life Ways’ plus the following:

- Complete job applications
- Seek gainful employment / volunteer work **OR** seek to finish job training/education
- Begin seeking housing applications
- Maintain weekly work, class, transportation schedule.
- Work on a real budget based on current finances
- Maintain budget set between resident and SLC staff
- Identify and address financial debts, child support, etc.
- Target saving up to 70% of income

Black Dine Life Ways – Accomplishments, principles and standards

(Self-reflection, self-image and respect for self)

GOAL: Develop Aftercare and Discharge Plan, secure and routinely attend community supports and relationships, and solidify independent daily recovery life skills.

- Follow SLC Spiritual Assessment goals
- Off site visits for the purpose of vocation/education/employment/legal, visitation and community support.
- Off campus group volunteering at approved agencies.

Resident Responsibilities:

Same as goals and resident responsibilities outlined in the ‘Yellow Dine Life Ways’ plus the following:

- Continue to seek gainful employment / volunteer work **OR** seek to finish job training/education
- Identify and address financial debts, child support, etc.
- Continue to manage personal budget
- Continue to seek and complete housing applications
- Secure housing
- Seek and secure sponsor **OR** mentor for recovery

RESIDENT RIGHTS

All residents have the right to sober living that:

1. Supports and respects the resident’s individuality, choices, strengths, and abilities.
2. Supports the resident’s personal liberty and only restricts the resident’s personal liberty according to a court order, or by the resident’s general consent.
3. Is provided in the least restrictive environment that meets the resident’s needs.

4. Does not prevent or impede from exercising the resident's civil rights unless the resident has been adjudicated incompetent or a court of competent jurisdiction has found that the resident is unable to exercise a specific right or category of rights.
5. Allows submittal of grievances and complaints to authorized staff members without fear of constraint or retaliation.
6. Allows grievances to be handled in a fair, timely, and impartial manner.
7. Allows seeking, speaking with, and assistance by legal counsel of the resident's choice, at the resident's expense.
8. Allows assistance from a family member, designated representative, or other individual in understanding, protecting, or exercising the resident's rights.
9. Allows a resident who is seriously mentally ill (SMI), to receive assistance in understanding, protecting, or exercising the resident's rights.
10. Ensures that the resident's information and records are kept confidential and released only as permitted in accordance to regulations.
11. To have privacy, including the right not to be fingerprinted, photographed, or recorded without general consent:

Photographing for identification and administrative purposes. Video recordings used for training and supervision purposes are maintained on a temporary basis.

12. To review, upon written request, the resident's own record during the agency's hours of operation or at a time agreed upon by the Clinical Specialist or designee.
13. To be informed of DBMHS fee and billing practices.
14. To receive a verbal explanation of the resident's condition, including the intended outcome.
15. To receive a referral to another agency if the agency is unable to provide a behavioral health service that the resident requests.
16. To obtain access or referral to legal entities as needed for appropriate representation.
17. To give general consent to stay at the Sober Living Center.
18. To be informed of DBMHS fee and billing practices.
19. To receive a verbal explanation of the resident's condition, including the intended outcome.
20. To receive a referral to another agency if the agency is unable to provide a behavioral health
21. service that the resident requests.
22. To obtain access or referral to legal entities as needed for appropriate representation.
23. To give general consent to stay at the Sober Living Center.
24. To be free from abuse, neglect, exploitation, coercion, manipulation, or retaliation for submitting a complaint.
25. To participate or refuse to participate in spiritual/pastoral or traditional activities.
26. To give informed consent in writing, refuse to give informed consent, or withdraw informed consent to participate in research or in treatment that is not a professionally recognized treatment.
27. To receive treatment services in a smoke-free environment.
28. To be informed of the requirements necessary for the resident's discharge or transfer to a more restrictive physical environment; and;
29. To receive, at the time of discharge or transfer, a recommendation for treatment after the resident is discharged.
30. DBMHS ensures Resident Rights are read and explained to the resident in a language they fully understand, and the Resident acknowledges with signature.

RESIDENT GRIEVANCE PROCESS

The grievance process has been established to allow you to address concerns that you believe to be in violation of your rights, for example: invasion of privacy, confidentiality, or any type of abuse. You have the right to express your concerns openly and without retaliation. The procedure for filing a grievance is as follows:

1. Submit your written complaint to the individual person violating your rights with the aim of seeking a resolution with a copy provided to SLC. Mediation is a voluntary process; therefore, the other party has to agree.
2. If the complaint is unresolved, a written request for mediation shall be submitted to the SLC. If the complaint is with the SLC Staff, the grievance will be mediated by the Clinical Director.
3. If the complaint cannot be resolved at the lower level, the complaint will be submitted to the Clinical Director who will review the grievance within five days and will provide a written response.
4. If the complaint warrants investigation, it will be investigated within ten business days and a written report will be provided thereafter. The report will include:
 - A summary of findings.
 - Steps taken to respond initially to the grievance findings.
 - Suggested resolutions and any preliminary actions taken to resolve the issue.
5. The resolved complaint will be reported to the Clinical Director. An unresolved grievance will be reported to the Clinical Director who will take the complaint through the chain of command to the Health Services Administration.
6. You can request assistance in writing the complaint from the SLC staff, who will ensure that your complaint is written in your own words.
7. If you are not satisfied with the internal decision, the complaint will be forwarded to:

Division of Behavioral and Mental Health Services
Health Services Administrator
P.O. Box 709
Window Rock, Arizona 86515

Sober Living Center
Chinle Treatment Center
PO Box 777
Chinle, Arizona 86503
Ph: 928-674-2190

Sober Living Center Handbook Acknowledgement

I have read and understand the rules of the Sober Living Center and agree to follow the requirements, rules, and rights as stated in this document. I further hold the DBMHS Sober Living Center staff harmless from any and all theft, injury, illness, accident, altercation or losses.

I acknowledge that I may voluntarily terminate my participation in the Sober Living Center. Further, the DBMHS Sober Living Center may terminate this agreement upon failure of the participant to follow the rules and responsibilities as stated or amended in this document.

A copy of this document will be given to the participant and maintained in the electronic health record at the Sober Living Center.

Resident Name: _____ Date: _____

Resident Signature: _____ Date: _____

Staff Name: _____ Date: _____

Staff Signature: _____ Date: _____