



WELCOME TO NEXT STEP RECOVERY FOR WOMEN

Next Step Recovery for women is a transitional sober living facility located in downtown Weaverville, NC where residents can learn to recover from alcoholism and chemical dependency; both diagnosable and treatable diseases. Our program is designed to help you live in a sober environment, immerse yourself in the program of AA or NA, and to help you live a healthy lifestyle. Recovery is possible *if you are willing to follow the principles of any 12- step program.*

Next Step Recovery requires residents to commit to a minimum of 90 days. Research shows that duration of stay increases the odds of staying clean and sober over a lifetime.

In any group of individuals, there must be standards for behavior and expectations for participation. At Next Step Recovery, these standards are based on practical needs. We want to help you build self-respect and foster self-discipline. Establishing a chemical-free community life with other residents is essential.

At Next Step Recovery, you are responsible for your own treatment and recovery. You will become a part of a community with other recovering people where cooperation and consideration for others are the cornerstones of this program.

This program is designed to immerse all residents in the 12-step way of life. We encourage you to find employment, obtain a sponsor and attend frequent AA/NA meetings as well as follow all the house rules and guidelines during your entire stay. Next Step Recovery's standards promote self-discipline, which is required for full acceptance of any 12-step program. These standards are essential to your health, safety, and welfare. They are not to be viewed as disciplinary or punitive measures.

We sincerely want you to be an active participant in your own recovery process. There is one goal at Next Step Recovery - **SOBRIETY**. Do not try to change the program; work on changing yourself.

Sincerely,

Susan Stader

Susan Stader, MS, LPC, LCAS
Executive Director

THE STANDARDS OF NEXT STEP RECOVERY

Introduction

Next Step Recovery affords the time and support needed for you to acquire the necessary skills to effectively transition into a healthy, sober lifestyle and return to work while residing in a structured environment.

Addiction Treatment and Chemical Dependency Professionals stress the importance of long-term client exposure to recovery and addiction treatment. Alcohol and drug addiction studies have shown that the chances of achieving long-term sobriety are greatly increased by an extended stay in a sober living home that offers 12-step support. If a client forgoes an alcohol- and drug-free sober living home, the result is all too often a return to alcohol and/or drug abuse, thus leading to further costly addiction treatment.

Everything you are asked to do at Next Step Recovery has a therapeutic value. The standards are a therapeutic tool written and adhered to by residents for their protection and care. At first, you may not understand the value of these standards, but as your time at Next Step Recovery increases, it will become clear. Here, life in the community may be difficult at times, but you will soon find the meaning and strength that comes with being a part of a community of individuals working together in their recovery program.

Standards will be discussed periodically by the residents of Next Step Recovery to ensure understanding and compliance.

Failure to comply with NSR standards will lead to one of the following interventions:

- 1) Meeting with the Program Director and/or staff to develop a therapeutic resolution
- 2) Depending upon the seriousness of the problem and the frequency of the offense, a decision for a therapeutic discharge may be made

ADMISSION CRITERIA

Any female 18 and over is eligible for admission if the applicant meets the following criteria:

- 1) No sex offenders, violent crimes, or arson charges/convictions.
- 2) Not currently using Suboxone, K2 Spice, any other controlled substance, Valerian root, Kava Kava, diet pills, or “bath salts.”
- 3) Are not currently pregnant.
- 4) Dating house members of ANY Next Step Recovery community is strictly prohibited.
- 5) Next Step Recovery prefers residents come directly from a chemical dependency treatment facility or have had at least 30 days clean and sober from any mind-altering chemical. We will take into consideration personal hardship or special requests on a case-by-case basis.
- 6) Commits to at least a 90-day length of stay.
- 7) Is in recovery and wants to live in a community with others for the purpose of remaining clean and sober by practicing the 12-step way of life.
- 8) The ability to pay the following non-refundable fees:
 - \$2,800 entrance fee
 - \$300 Adventure Program (One-time fee)
 - \$600/week or \$2,400/month Rent
- 9) Willing to commit to not driving your own personal vehicle for the first 30 days.
- 10) Willing and able to focus on recovery for first 30 days—must be willing to not work, volunteer, or go to school for the first 30 days.
- 11) You will be able to look for work, volunteer positions, and/or education options during the first 30 days and you will be assisted through this process.
- 12) Willing to attend all mandatory 12-step meetings, obtain a sponsor, and work on an individual 12-step program of recovery.
- 13) Willing to do daily chores including preparing and sharing community meals.
- 14) Willing to attend daily check-ins and weekly house meetings, Life Skills and Relapse Prevention classes.
- 15) Willing to continue to be under the care of a psychiatrist (if applicable).
- 16) Willing to abide by our eating disorder criteria while in residence (see Medication/Women’s Issues section).
- 17) Willing to accept curfew policy: for the first 30 days, no overnight visits allowed. Weekday curfew is 10:00 pm, weekend curfew (Fri & Sat) is 11:00 pm. After 30 days and up to 90 days, overnight visits with family only; staff approval needed.
- 18) Understands violation of our zero-tolerance policy will result in immediate dismissal.
- 19) Understands that dating is not allowed for the first 90 days. After 90 days, male visitors are allowed to pick-up and drop-off residents only.
- 20) After 30 days, residents who have automobiles available are encouraged to have them delivered to house for their personal transportation needs.

Financial Responsibility

- 1) The entrance fee is \$2,500. Rent is \$600.00/week and is due each Friday by 5 pm, or \$2,400.00 per month due the first day of every month. **The entrance fee is non-refundable and due upon admission.** Forms of payment include: cash, check, Visa/Mastercard, or money order.
- 2) Credit card information must be provided upon move in. Unless other arrangements have been made in advance, the credit card on file will be used for rent payment. If other arrangements have been made, but payment is late, the credit card on file will be used for rent payment.
- 3) Residents who have an outstanding balance on their accounts will have a 10:00 pm curfew seven (7) days a week until account is paid in full (arrangements can be made in advance with the Program Director).
- 4) Residents who relapse or are asked to leave Next Step Recovery will not be reimbursed any funds for that month/week.

HOUSE RULES & STANDARDS

Zero-Tolerance Policy

Violation of any of the following will result in immediate dismissal from NSR:

- 1) Violence or threats of violence
- 2) Weapons of any kind
- 3) Stealing of any kind
- 4) Sexual harassment
- 5) Destruction of property
- 6) Use or possession of drugs, alcohol and/or banned substances on or off property
- 7) Sexual intercourse on property
- 8) Racial or sexual slurs
- 9) Abuse of over-the-counter or prescription medication
- 10) Repeated rule violation
- 11) Smoking, lighting candles, or incense inside the house
- 12) Dating men or women from Next Step Recovery houses is not tolerated

Mandatory 12-Step and Recovery Meetings

- 1) All residents will attend, as a group, a 12-step meeting on Monday evenings.
- 2) Residents are required to attend our house meeting and our in-house 12-step meeting on Tuesdays.
- 3) Residents are required to attend 12-step meetings at noon on Wednesdays and Fridays in Weaverville (walking distance from our lodge).
- 4) Residents are required to complete a 10th step nightly.
- 5) Residents must obtain a sponsor, verified by our staff, within 2 weeks of admission.
- 6) Working the 12-step program is mandatory and not negotiable.
- 7) Residents are required to record 12-step meeting attendance in the AA/NA log.
- 8) All residents are required to attend weekly life skills classes and relapse prevention groups.
- 9) Participation in group meditation is mandatory.

Drug and Alcohol Testing

- 1) Use of alcohol, drugs or banned substances will result in immediate dismissal. Banned substances include Suboxone, K2 Spice, any other controlled substance, Valerian root, Kava Kava, diet pills, bath salts and energy drinks.
- 2) Refusal to give a saliva test or Breathalyzer will result in immediate dismissal.
- 3) If you are asked to submit a saliva analysis (SA) or Breathalyzer (BA) you must stay in the lodge until the test is completed.
- 4) Tests are conducted at random on a daily basis.
- 5) After an overnight pass or extended curfew, all residents **must** find the house manager on duty to submit an SA or BA.
- 6) If you suspect another resident of using drugs/alcohol, it is your responsibility to report this matter immediately to staff. Knowledge of others using mood-altering chemicals and not notifying staff can result in discharge from the program.
- 7) Anyone dismissed from the house will not be permitted to return to the premises for a minimum of 30 days with the exception of picking up personal belongings. This must be done three (3) days of dismissal or the belongings become the property of NSR.

Please note: You can make special arrangements in advance with Next Step Recovery staff if you need longer than three (3) days.

Safety

- 1) In case of a true emergency, call 911 and then notify the manager on duty.
- 2) Safety is the primary concern at Next Step Recovery; therefore, any suspicious activities should be reported to the manager on duty immediately.
- 3) In case of a fire drill, all residents and staff are to evacuate the buildings immediately closing all windows and doors behind them. All residents and staff are to assemble in the front yard. Roll call is to be taken to ensure no one remains inside. As residents, your responsibility is to get outside in the quickest and safest possible manner.
- 4) Fire extinguishers are located throughout the lodge. Please familiarize yourself with their location.
- 5) Residents **cannot** share razors or cut each other's hair. This is for your own protection from infectious diseases transmitted through bloodborne pathogens.
- 6) All residents are required to sign in and out every time they leave the house and must provide their location and time of return. In case of an emergency, we need to know how to find you.
- 7) No smoking, burning candles or incense is allowed in our lodge. Smoking is permitted outside in designated areas only. Smoking **is not** allowed in the Japanese Garden.

Visitation

- 1) Visitors are not allowed to “hang-out” in bedrooms. Family members are always welcome in common areas.
- 2) Residents must respect the anonymity of all other residents. Resident information is confidential.

Chores

- 1) All residents are expected to keep their room and bathroom clean. This includes making your bed, keeping your belongings neatly organized, and keeping the bath, commode, sink, and floor cleaned daily. Room checks will be conducted at random. Not keeping your room and bathroom clean will result in a reduction in curfew or consequence to be determined by staff.
- 2) Every Tuesday at 4:00 pm residents participate in deep cleaning. This is a chance for residents to practice a more mindful level of self care. No one leaves the lodge Tuesday night after 4:00 pm; the AA/NA meeting is conducted on site.
- 3) Cleaning up after yourself is mandatory. You are required to wash your own dishes/pans. Do not leave dishes for someone else to clean up for you.
- 4) There is no food allowed in the living room or bedrooms. If dishes or cups are found in your room, you will receive a consequence to be determined by staff that could lead to a reduction of curfew.

Medication/Women’s Issues

- 1) All prescription medication will be turned into the office upon arrival.
- 2) Over-the-counter medications or mouthwash containing alcohol are prohibited.
- 3) Narcotic pain medications, Methadone/Suboxone, and/or benzodiazepines (Xanax, Ativan, Klonopin, etc.) are strictly prohibited. K2 Spice, Valerian root, Kava Kava, diet pills and/or “bath salts” are also banned substances.
- 4) Clients are responsible for obtaining their own medication refills. You are not allowed to stop taking your medication(s) without a doctor’s note.
- 5) If you are prescribed medication by a psychiatrist, you will be required to obtain a psychiatrist for continuing care and possibly be re-evaluated for the duration of your stay.
- 6) Residents will self-administer medication as directed by a physician. All **prescription medication will be locked** in the office.
- 7) Abuse of over-the-counter medication and/or prescription medication will result in immediate dismissal from the house.
- 8) Any resident identified as having an Eating Disorder (ED) will be required to obtain regular lab work by a physician. All lab work must be faxed to Next Step Recovery for review by clinical staff.
- 9) ED residents may be required to attend a support group, individual counseling with an ED counselor, and/or attend group therapy for ED-specific issues.
- 10) Women who become pregnant while living at Next Step Recovery will be given 30-40 days to find new living arrangements.

Employment/School/Volunteering

- 1) For the first 30 days, residents are required to focus their sole attention on their recovery. Residents must be willing to postpone job, school and volunteer responsibilities during this time.
- 2) After completing the first 30 days at Next Step Recovery, residents must obtain a job, enroll in school, or volunteer their time in the community for at least 20 hours a week.

General Guidelines

- 1) It is understood up front that residents are **guests** in our home and not tenants.
- 2) After the first 30 days, residents are allowed to have a car provided they have a valid driver's license and a valid insurance policy. Residents **are not** allowed to loan out their car to another resident for any reason.
- 3) Residents must see a physician or psychiatrist if required by the Program Director or Executive Director.
- 4) Next Step Recovery **is not** responsible for stolen or missing property. We advise residents not carry large sums of money or bring items they cannot replace.
- 5) All residents are required to purchase and prepare their own food.
- 6) Laundry facilities are provided on site at no extra charge. Residents must purchase their own detergent that must be High Efficiency.
- 7) No illegal cable hook-ups or illegal cable boxes.
- 8) Shoes and shirts must be worn on property at all times. **Nudity is not acceptable** in common areas. Clothing advertising drugs, alcohol, or with double entendres or offensive messages are not permitted.
- 9) All residents must adhere to all the rules.
- 10) Volume on radios and televisions are to be kept at a reasonable level.
- 11) Borrowing or lending money is **not** permitted.
- 12) Gambling of any kind is strictly **prohibited**.
- 13) "War stories" are not permitted.
- 14) Residents are expected to comply with the daily schedule. Participation in the full spectrum of community life is expected.
- 15) Confidentiality provides the basic structure of trust within a community as well as the safety for residents to do the work necessary for healing. Revealing the issues of residents, even to other residents, is a breach of confidentiality and may result in discharge from the program.
- 16) Next Step Recovery may search personal belongings—including luggage, room, closet, dresser, nightstand, vehicle, etc.—for contraband items at any time.
- 17) Laptops may be used to access wireless Internet.

RECOVERY STAGES

In order to move up a stage, you must fill out and turn in a request form to the Women's Program staff for approval (advancement to another stage is not automatic).

First 30 Days

Requirements:

1. Adhere to all program rules
2. Meet with assigned Case Manager and therapist weekly
3. Participate in all mandatory activities
4. Consistently and satisfactorily complete daily chores and weekly deep cleaning
5. Develop and achieve first-month recovery goals
6. Attain a sponsor

Stage One (after first 30 days)

On Day 31, you are eligible to apply for Stage One. Upon approval of staff, you may have access to a personal vehicle, but keys must be left with staff and accountability around vehicle usage will be required.

Requirements:

1. Continue adherence to all program rules
2. Meet with your assigned Case Manager (meeting with therapist is optional but highly recommended at this point)
3. Continue participation in all mandatory activities
4. Consistently and satisfactorily complete daily chores and weekly deep cleaning
5. Develop and achieve 2nd month recovery goals
6. Continue working with sponsor

Privileges:

1. Seek work or volunteer (documented)
2. 10:00 pm curfew Sun-Thur/11:00 pm curfew Fri & Sat
3. Use of personal vehicle
4. One overnight pass w/family per month (pending staff approved)

Stage Two

In addition to successfully achieving and continuing all of the Stage One requirements, with staff approval.

Requirements:

1. Working or volunteering 10 hours a week (documented)
2. Call and meet with sponsor at least once a week
3. Develop and achieve monthly recovery goals

Privileges:

1. 10:30 pm curfew Sun-Thur/11:30pm curfew Fri & Sat
2. Two overnight passes w/family per month (staff approved)
3. 24-hour access to vehicle key (staff approval required)

Stage Three

In addition to successfully achieving and continuing all of Stage One and Stage Two requirements, with staff approval:

Requirements:

1. Minimum 90 days residency at Next Step
2. Develop and accomplish all three-month recovery goals
3. Complete RAP plan
4. Consistently work, volunteer or go to school at least 10 hours a documented by a written schedule
5. Weekly meeting with sponsor and evidence of working 12 steps

Privileges:

1. Request three overnight passes with family per month (staff approved)
2. Choice of four AA/NA meetings (will require signature from meeting chairperson)
3. Participate in recovery overnight activities
4. 11 pm weekday curfew (Sun – Thurs)
5. 12 am weekend curfew (Fri – Sat)

WHAT TO BRING

1. At least two forms of identification (drivers license, social security card, birth certificate, passport or military identification)
2. Toiletries, bath towels and washcloths
3. Prescribed medication you are currently taking
4. Clothing (suitable for current weather) and hangers
5. Cell phones are permitted
6. Bicycles are permitted
7. Twin-sized sheets, comforter & pillow
8. Computers are permitted

Please use sound judgment when packing your personal belongings, space is limited

What NOT to bring:

1. Any products containing alcohol (including mouthwash)
2. Narcotic pain medications or any other controlled substances
3. K2 Spice, Valerian root, Kava Kava, diet pills or “bath salts”
4. Anything that can be considered a weapon
5. Pets of any kind
6. Offensive clothing
7. Items that cannot be replaced
8. Large sums of personal cash (which can be a relapse trigger)

COMPLAINTS / GRIEVANCES

Next Step Recovery is committed to meeting the needs and expectations of our residents. We will work with you to try to resolve any conflict and try to provide a satisfactory outcome for all parties involved within seventy-two (72) hours whenever possible.

If you have a complaint and/or grievance or wish to convey your feelings regarding any ethical issue during your stay at Next Step Recovery, please follow the procedures outlined herein.

Complaint/Grievance Resolution

Copies of the Complaint/Grievance form are enclosed in your admissions packet. These forms are also available in the office. The form is to be completed, signed and placed in a sealed envelope. The envelope is to be given to the Executive Director of Next Step Recovery.

If you are making a verbal complaint to a staff member, the staff member must complete the Complaint/Grievance form. The form must be signed by both you and the staff member. The form should be read back to you for accuracy and completeness.

The form will be forwarded to the Executive Director for review. If necessary, the Executive Director will meet with you to discuss possible resolutions. If you are not satisfied with the outcome, you may forward your complaint to the Board of Directors for review. If you are still unsatisfied with the outcome, you may make a formal complaint to Western Highlands Network at 1-800-951-3792.

RESIDENT RIGHTS

Admission into a sober living house **does not** constitute the surrender of your rights as a human being. Next Step Recovery supports and protects the fundamental human, civil, constitutional and statutory rights of each resident. We want you to be involved in your care and, as such, you, as the resident, have the right to:

- 1) Reasonable access to adequate and humane services regardless of your race, religion, sex, sexual orientation, ethnicity, age, handicap, or financial status. Next Step Recovery does not discriminate against residents on the basis of color, national origin, or marital status.
- 2) Provision of services within the least restrictive environment possible that preserve personal dignity.
- 3) Communication and information regarding your stay at Next Step Recovery.
- 4) Attention that is considerate and respects your personal value/belief system and an adequate number of competent staff.
- 5) Freedom from censorship of mail or phone calls, unless therapeutically contraindicated.
- 6) Assurance of your health and safety. Emergency medical care will be accessed by using 911; however, Next Step Recovery is not responsible for resident's medical bills if they are hurt or require medical attention while at Next Step Recovery.
- 7) Visits from family and significant others, regardless of age, unless contraindicated.
- 8) Obtain the fee for residency at Next Step Recovery in writing.
- 9) Rules and regulations in writing of Next Step Recovery that govern your conduct during your stay with us.
- 10) Confidentiality and privacy as outlined in "House Rules and Standards."
- 11) To express your personal values, belief systems, and cultural practices. You are encouraged to discuss these with the staff. However, your beliefs and practices may not be expressed if they cause harm to others or interfere with a planned activity.
- 12) If at any time you desire to leave, please give one week's notice to discuss this decision with staff so that appropriate procedures can be followed.

AFFIRMATION OF HOUSE CONTRACT

I affirm that I have read and understand the entire House Rules and Standards handbook provided to me by Next Step Recovery staff. I also understand that by signing this document, I agree to adhere to the rules and regulations set forth, and that I have received a copy of the House Rules and Standards handbook.

Signature _____ Date _____

Witness _____ Date _____