

## **Resident Application Evaluation and Move-in Criteria**

Stable Homes is committed to providing a safe, supportive, and substance-free environment for individuals in recovery from substance use disorders.

The purpose of this policy is to outline the criteria and procedures for determining eligibility for a person to move into the recovery housing environment.

### **Eligibility Criteria:**

To be considered eligible for move-in to the house located at address , an individual must meet the following criteria:

**Substance Use Disorder Recovery:** The person seeking to move in must be actively engaged in a program of recovery from a substance use disorder. The person must be currently free from active use of alcohol and illicit substances.

**Abstinence from Illicit Drugs and Alcohol:** Individuals must provide evidence of abstinence from all illicit drugs and alcohol for a minimum period of 7 days prior to moving in. This may be verified through drug screenings or other appropriate means.

Exceptions may be made for applicants to our Level II program who have less than the required time frame, but have at least 7 days of sustained abstinence from alcohol or illicit substances under the following circumstances:

- if they are able to demonstrate that they have completed intensive treatment components of their treatment plans,
- have a written plan in place to provide additional support and
- Stable Homes has documentation that they can provide all supports outlined in the written plan in the place.

**Willingness to Follow House Rules and Guidelines:** Prospective residents must express a genuine willingness to adhere to the house rules and guidelines. The rules and guidelines will be fully explained before the resident agrees to move in. Stable Homes will answer any questions the potential resident has about program rules and guidelines. These rules include but are not limited to, illicit drug and alcohol screening, mandatory house meetings, and responsibilities related to maintaining the cleanliness and safety of the house among other policies related to residency.

### **Consequences for Breaking Rules**

- 1st Violation: Verbal and written warning, plus consequences recommended by the house manager.
- 2nd Violation: Written warning, plus consequences recommended by the house manager.
- 3rd Violation: 30-day vacate notice. To regain residency, the client must demonstrate appropriate behavior and follow program rules. Breaking any rules during the 30-day notice period may result in immediate removal from sober living.

Completion of Application: Applicants must complete a thorough application, including personal information such as name, contact information and other details as well as recovery history information, and list any other application requirements.

Financial Responsibility: Prospective residents must demonstrate financial responsibility or have a plan to cover their fees and any other associated costs. Financial arrangements should not compromise the individual's recovery process. Include any information on eligibility for financial assistance here.

### **Move in Process:**

Application Submission: Prospective residents must submit a complete application, including all required documents and forms, to the recovery house.

Explanation of Level of Support: The Prospective Resident will be provided with an overview that Recovery Housing is a peer-run, monitored, supervised Recovery Residence. This is a recovery housing program and is not a clinical treatment program. For a Level I home - the home is peer-run, and this means that the prospective residents as well as other residents will be expected to ensure that the house is running smoothly and effectively, and all policies and protocols are being followed. ... *(give basic details on what the resident can expect)*.

Interview: A mandatory interview will be conducted with the applicant to assess their commitment to recovery and willingness to abide by house rules. In the event that the resident is unable to conduct an interview, conversations with treatment providers or other professionals may be coordinated and/or a written statement or other materials collected from the applicant.

Background Check: A background check may be performed to ensure the applicant's suitability for the house. Residents with registered sex offender criminal history are not permitted to move-into the house.

Current Resident Involvement: Whenever possible, residents will have an opportunity to interview or meet the prospective resident. If an interview is not possible, the prospective resident may provide a personal statement and other background information to other residents. Current residents may vote to determine if the resident may move in. The results of the vote will be considered by the recovery house when making a determination.

Notification: Once a decision is reached, the applicant will be notified of their move-in status.

Appeals Process:

If an applicant is denied admission, they have the right to request an appeal. The appeals process will involve a review of the initial decision of the director by the appeals committee.

Conclusion:

Stable Homes is committed to providing a supportive, sober and safe environment for individuals in recovery. This eligibility and move-in policy is designed to ensure that those who move into the house are genuinely committed to their recovery journey and are willing to contribute positively to the recovery community within the house. Move-in decisions will be made in a fair, transparent, and non-discriminatory manner, in accordance with applicable laws and regulations.

# Personal Belongings and Valuables Policy

Residents are **responsible for their own valuables**, including but not limited to:

- **Medications**
- **Cash**
- **Jewelry**
- **Personal items**
- **Food and other belongings**
- **Vehicles on property**
- **Bicycles**

## Unclaimed Items

- Any **unclaimed belongings left behind after discharge** will be held for **(60) days**. After this period, the **House Manager will donate or dispose of the items** in accordance with this policy.

## Procedure for Left-Behind Valuables

If a resident leaves valuables behind at discharge, the following steps will be taken:

1. **Notification** – The **emergency contact on file** will be informed.
2. **Storage** – The belongings will be **securely stored** at the appropriate **location**.
3. **Labeling** – Items will be **clearly labeled** with the resident's **name and evacuation date**.
4. **Retrieval Responsibility** – It is the **resident's responsibility** to contact their House Manager to arrange pickup of their belongings.
5. **Final Disposition** – If items remain unclaimed after **(60) days**, the House Manager will **proceed with donation or disposal** per protocol.

This policy ensures proper handling of personal belongings while maintaining accountability for residents.

---

# Personal Belongings and Household Items Policy

## Allowed Belongings

- Residents may bring a **maximum of**:
  - **Two (2) suitcases**

- **Two (2) totes**
- Residents may have **one (1) television, 43 inches or smaller.**
- **Mini-fridges are not permitted.**
- Any **additional household appliances require prior approval** from the House Manager.

#### Food and Drink Policy

- **Food and drinks are not allowed in resident rooms** unless stored in a **sealed tote or has a lid on it.** Food should be made and eaten in designated areas, kitchen, dining room.

#### Storage and Walkthroughs

- **Monthly walkthroughs** will be conducted by **Stable Homes Managers and their immediate supervisor** to ensure compliance.
- If a resident **accumulates excess belongings or exceeds their allotted space,** they may be asked to downsize.

#### Prohibited Items and Open Flame Policy

- **Wicked candles, hot plates, and burning incense** are **strictly prohibited.**
- **Smudging and burning sage** is **allowed only under the supervision of the House Manager.**

This policy helps maintain a **safe, organized, and shared living environment** for all residents.

---

## Common Area Use & Community Respect Policy

To ensure a clean, comfortable, and respectful living environment, all residents are expected to be mindful of others when using common spaces. This includes shared areas such as living rooms, kitchens, bathrooms, and any other communal spaces.

#### Common Area Guidelines

- **Clean up after yourself** when using shared spaces.
- **Shower times should be kept to a minimum** to ensure equitable access for all residents.

- **TV time** should be shared among residents to accommodate everyone's preferences. The volume of television should be kept at a respectful level.
- **The kitchen must be kept clean** after each use, which includes:
  - Washing your dishes
  - Wiping down countertops
  - Returning items to their designated places
  - Chores should be done daily and will be checked by the housing supervisor. Everyone will have a chore to do to ensure that the house stays clean.
  - No eating food is to take place outside of designated food preparing or eating spaces, this also applies to drinking liquids. Liquids must be in a closed container that has a lid or consumed in eating areas. No open food containers are to be kept in the room.

#### Wall Use Guidelines

- **Nails, screws, or any materials** that create holes in the walls are **not permitted**.
- For hanging items, please use **3M strips or putty** designed for that purpose.

#### Repairs and Maintenance

- If you notice anything in need of repair, **notify your house manager immediately** so it can be addressed.

By adhering to these guidelines, we help maintain a **clean, respectful, and supportive environment** for all residents.

---

## Safety Measures

#### Weapon Policy

- Firearms and weapons are prohibited on the property.
- Knives must be 2 inches or shorter.
- Tasers are not allowed.
- Pepper spray must be kept in a lockbox unless it is on your person.
- Naloxone is available at each site near the front door, along with instructions.

#### Smoking Policy

- Smoking, chewing tobacco and chaw (spit cups and spitumes) and vaping are prohibited inside all sober homes. Failure to comply may result in a smoking ban on the entire property.

**Residency Requirements**

Clients must be medically cleared and capable of completing ADL's independently self-care to reside in sober living.

## Site Security

To ensure the safety and peace of mind of all residents, security measures such as security cameras and keyless fob entry systems may be installed at sober living sites. These systems are designed to enhance the security of the premises and ensure that all residents are protected in a safe environment.

### Security Measures

- Security cameras may be installed in common areas to monitor and maintain the safety of the sober living environment.
- Keyless entry systems will be implemented to provide secure and controlled access to the building.
- The housing manager will have access to these systems for monitoring purposes and ensuring the security of all residents.

These measures are put in place to maintain a safe, sober, secure, and peaceful living environment for all residents.



## **Interior Camera Policy**

### **Purpose**

The purpose of this policy is to outline the guidelines and procedures for the use of interior cameras within Stable Homes to ensure the safety and security of all residents and staff while maintaining privacy, confidentiality and a home-like environment.

Interior cameras are installed in designated common areas within Stable Homes to enhance the safety and security of residents and staff. This policy outlines the placement, use, monitoring, and retention of camera footage.

Resident Notification: All residents will be notified of the presence of interior cameras upon moving in to Stable Homes. Signage will be placed in visible locations to inform residents and visitors of camera surveillance.

Camera Placement: Cameras are strategically placed in common areas such as hallways, living rooms, kitchens, and entry/exit points. Cameras are not installed in private areas such as bedrooms and bathrooms. Cameras are in shared spaces including entry ways, kitchens, living rooms, dining rooms and hallways.

### **Use of Camera Footage**

Purpose of Footage: Footage from interior cameras is used solely to review incidents related to the safety and security of residents and staff.

Monitoring: Camera footage is not constantly monitored. It is reviewed only when there is a specific need to investigate an incident. Clients need to be dressed appropriately at all times in the common area or walking back and forth to the bathroom.

### **Access to Camera Footage**

Authorized Personnel: Only authorized staff members are permitted to view camera footage.

Authorized personnel are designated by the management of Stable Homes.

Security Measures: Camera feeds and footage are protected by password or other security measures to ensure that unauthorized staff do not have access.

### **Retention of Footage**

Retention Period: Camera footage is retained for a period of 30 days. After this period, footage is automatically deleted unless it is needed for an ongoing investigation.

Secure Storage: All footage is stored securely to prevent unauthorized access and ensure confidentiality.

#### Compliance and Review

Policy Compliance: All staff and residents are expected to comply with this policy. Non-compliance may result in disciplinary action. Management will periodically review the records of who has accessed camera footage to ensure that footage is only viewed when necessary and by authorized individuals.

## **Communicable Disease/Infection Control Policy**

As a part of Stable Homes, you will be living together with others in recovery. People in recovery have the right to keep their personal health conditions private. Therefore, our recovery house or you may not know if someone you are living with has a serious communicable disease.

Therefore, it is recommended that you always follow precautions to avoid the transmission of communicable disease.

It is the policy of Stable Homes that standard precautions will be utilized by recovery housing personnel and residents in the handling/disposal of hazardous materials.

1. First-aid kits will be available at each site for use in cleanup of hazardous/infectious waste. Appropriate cleaning supplies are also provided to all residents that can be used for appropriate cleaning of hazardous waste. Basic instructions on how to clean common hazardous/infectious waste are located in the first aid kit.

2. Residents, staff, volunteers and all other personnel are expected to follow the appropriate instructions when cleaning and disposal of hazardous waste. If anyone has questions on how to clean potentially hazardous or infectious waste, they should ask their house manager.

3. All residents who are prescribed sharps or similar items for disease management are expected to dispose of such materials appropriately according to the prescriber's instructions and in appropriate manner for household use.

4. All residents are informed of expectations around the spread of communicable disease and general expectations regarding reducing the possible spread of such disease. Residents are recommended to wash hands frequently, maintain a clean environment, use appropriate cleaning products, and avoid sharing utensils and personal care items with others.

5. Any resident who discloses to Stable Homes that he/she/they may have a communicable disease will be connected to a health care provider or public health department, as appropriate. The residents will be expected to follow the instructions of the public health department or health care provider.

**Date Approved:** \_\_\_\_\_

**Date Updated:** \_\_\_\_\_

# Chores

Residents are responsible for keeping the property clean and orderly. Bi- Weekly chores will be assigned and are expected to be completed on schedule. The chore list will rotate bi- weekly after the scheduled house meeting. Residents may be asked to participate in a deep cleaning of the entire house after scheduled house meetings. You must keep your room organized and your bed made daily. Due to limited space, a monthly cleaning of freezers and refrigerators will be scheduled. Residents who do not participate in their assigned bi-weekly house chore, the house manager will, with the resident participating, demonstrate what is expected and residents may end up with an extended period of time with that chore. Chores are a mandatory housing expectation.

## **Daily Accountability Sheet**

Item	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Chore							
Employment/school/ Volunteer							
Fellowship							
Working Recovery program? Steps?							
Meeting with Pastor/sponsor/Mentor							
Meetings							
Service Work- House							
Service work- Community							
Service work- Recovery Community							
Appointments kept							

--	--	--	--	--	--	--	--

## **Drug and Alcohol Screening Record Form**

### Complying with Urine Analysis (UAs)

To maintain a substance-free environment, house management will collaborate with a third-party regulated by housing staff on site to implement safety measures. These measures may include the use of breathalyzers and instant Drug and Alcohol testing, with clients given up to 70 minutes to produce a UA sample. Failure to provide a sample within the allotted time, or any missed UAs on site, will be considered a reactive result and may result in a housing behavioral contract.

#### **Resident Information:**

Resident's Full Name: \_\_\_\_\_

Identifier: \_\_\_\_\_

Date of Screening: \_\_\_\_\_

Type of Screening (Initial, Reasonable Suspicion, Additional, etc.):

\_\_\_\_\_

#### **Screening Results:**

Alcohol Test Result (if applicable):

Negative

Positive

Illicit Drug Test Result (if applicable):

Negative

Positive

What substances were revealed?

Observations and Notes (if applicable):

Staff Member Conducting the Screening:

Staff Member's Full Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Resident's Acknowledgment:

I, the undersigned resident of Stable Homes, acknowledge that I have been subject to a drug and alcohol screening on the date mentioned above. I understand that the results of this screening will be kept confidential in accordance with the house's policies. Results may be shared with those who Stable Homes is legally required to share information with and those who I have signed a release of information for. Results are used for the purpose of maintaining a safe and supportive recovery environment.

Resident's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Refusal to Participate in Screening**

I, the undersigned resident of Stable Homes], acknowledge that I have been requested to participate in a required drug and/or alcohol screening on the date listed above. I have chosen not to participate in this screening. I have the option to state my reasons for choosing not to participate below. I understand that this will result in Stable Homes implementing the process outlined in the Resident Illicit Drug and Alcohol Screening Policy.

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Test Refusal(optional): \_\_\_\_\_

---

---

Privacy and Confidentiality:

All screening results and related information will be kept confidential and secure in accordance with Stable Homes policies and applicable laws and regulations. Access to this information is limited to authorized personnel only.

Please retain this record in a secure location and in accordance with Stable Homes record retention policy.



## **Emergency Contact Information Form**

Resident First Name:

Resident Last Name:

Date: \_\_\_\_\_

### **Emergency Contact (Primary)**

Full Name:

Relationship to You

Phone number

Secondary Phone Number

When was the last time you used these numbers?

### **Emergency Contact (Secondary)**

Full Name:

Relationship to You

Phone Number

Secondary Phone Number?

When was the last time you used these numbers?

## **Emergency Policy**

**Emergency Contact Person Name:**

**Emergency Contact Phone Number:**

### **Fire**

If a smoke detector in the house were to sound, or someone in the house were to notice smoke or a fire in the building, everyone should immediately exit the house. Before opening a door, check the door to see if it is hot. If it is hot, drop to the floor and crawl to the next nearest exit. Once you have exited the house via the nearest exit, remain outside the building. Everyone in the house should meet at **FRONT YARD**. Call 911. You will be given directions by the **house manager, property manager**, and/or fire department who will determine if and when it is safe to return to the house.

Staff at the property will bring the sign-in/out sheet with them when they evacuate the building (as long as it is safe to do so). Staff will use this information to inform emergency response personnel if there are any people inside the building.

Do not go back into the house until you are given instruction to do so.

### **Carbon Monoxide**

If the carbon monoxide detector alerts, everyone in the house should evacuate immediately and contact 9-1-1. Anyone experiencing headaches, dizziness, vomiting or otherwise feeling unwell should tell emergency response personnel about their symptoms.

Everyone should meet outside at **FRONT YARD**. You will be given directions by the **house manager, property manager**, and/or emergency responders who will determine if and when it is safe to return to the house.

Staff at the property will bring the sign-in/out sheet with them when they evacuate the building (as long as it is safe to do so). Staff will use this information to inform emergency response personnel if there are any people inside the building.

### **Power Outage**

In the case that the house loses power there are flashlights under the kitchen sink.

In the case that the power outage lasts longer than 4 hours, contact the house manager or director for further instruction.

## **Water Outage**

In the case that the house loses running water or residents are unable to drink the water there is bottled water which will be purchased and sent to the recovery house.

## **Weather Emergency**

In the event of a weather emergency indicated by weather alerts and/or tornado sirens, all residents will follow the instruction of the weather alert.

The tornado shelter is located in the basement. Continue to follow the instructions of the Emergency Management System or other alerts until the end of the emergency.

In the event that there is property damage, this person will contact the property manager for further instruction.

## **Medical**

If a resident discovers that another resident has a medical emergency, 911 should be called and the instructions of the 911 operator should be followed. The resident should call the house manager when medical professionals arrive or when it is safe to do so.

## **Overdose**

There is Naloxone stored in the kitchen in the house. All residents are offered an opportunity to be trained on the use of Naloxone when entering the recovery house by a certified trainer .

In the event of a suspected overdose, the resident should call 911 and administer Naloxone. All cases of suspected overdose are to be reported to 911 and instructions of emergency personnel followed.

After all instructions of emergency response personnel are addressed, staff will check in with each resident and perform a safety check of the property to determine if there are any hazards.

## **Mental Health**

In the event of a mental health emergency, the resident should not attempt to act as a counselor or other professional for a resident experiencing a mental health emergency. 9-8-8 should be called and the instructions of the 9-8-8 operator followed. Once it is safe to do so, the Director should be contacted.

### **House Becomes Inhabitable**

In the event that the house is unable to be inhabitable the following actions should be taken. We will take measures to move the residents to another recover house or to a local hotel until the housing is suitable again.

### **Violence/Threats of Violence**

In the event that there is an incident of violence or threat of violence, 9-1-1 should be contacted immediately. Residents, staff and others should follow the instructions of the 9-1-1 operator and other emergency response personnel. Contact the house manager as soon as it is safe to do so.

After all instructions of emergency response personnel are addressed, staff will check in with each resident and perform a safety check of the property to determine if there are any hazards.

**Date Approved:** \_\_\_\_\_

**Date Updated:** \_\_\_\_\_

# Sober Home Naloxone Management Policy

## **Policy Statement:**

Sober home staff will be responsible for the proper management of Naloxone, ensuring that it is available, monitored, and replenished in accordance with safety protocols. Naloxone will be stored securely, and staff will adhere to procedures for accountability, administration, and destruction of expired or unused doses.

## **Policy Details:**

### **1. Naloxone Accountability and Monitoring:**

Sober home staff will be responsible for tracking and accounting for the presence of Naloxone at the facility during each shift change. This will include the following procedures:

- Naloxone will be stored in an unlocked container labeled “NALOXONE” in the kitchen or dining area.
- Staff will count Naloxone at least once monthly, delete to ensure accurate inventory.
- Staff will sign off on a Naloxone count sheet at the end of each month to document its availability on-site.

### **2. Replenishment and Expiration Management:**

If Naloxone is administered, expired, or otherwise unavailable, sober home staff will notify the appropriate supervisor or designee to initiate replenishment. This will involve:

- Contacting the pharmacy to request an urgent refill (STAT) if Naloxone is used or expires.
- Working with the prescribing physician or designee to obtain a new prescription or standing order if the current prescription has expired, is non-refillable, or otherwise unavailable.

### **3. Expiration Dates and Replenishment Protocol:**

Sober home staff will regularly check the expiration dates of Naloxone, at least once monthly. If Naloxone is found to be expired, used, or unaccounted for, staff will notify the supervisor to ensure prompt replacement.

- At all times, a minimum of two doses of Naloxone will be maintained at the sober home.

### **4. Destruction of Expired or Unusable Naloxone:**

In the event that Naloxone is expired or otherwise deemed unusable, it will be destroyed by sober home staff delete

## **Purpose:**

This policy ensures that Naloxone is consistently available for use, accounted for, and

disposed of appropriately, contributing to the safety and well-being of all residents in the sober home.

**Enforcement:**

Failure to adhere to these procedures may result in disciplinary action, including retraining or reassignment of responsibilities.

## **Exit Planning Checklist**

It is the intent of Stable Homes that each resident successfully move out of Stable Homes fully prepared for the next step in their journey of recovery in accordance with Stable Homes' Exit Planning Policy.

This checklist is designed for residents who are moving out in a planful manner, but Stable Homes recognizes that some residents may not engage in the entire move out process. Not all items may be able to be completed due to the resident moving out without notice or under unpredictable circumstances. The resident may also refuse to participate in specific items on the checklist.

Stable Homes will attempt to complete all items as appropriate or document reasons why steps could not be taken.

### *Exit Date and Logistics:*

Determine the resident's planned move-out date and time.

Collect written notification from the resident that they will be ending their housing contract agreement as of the planned move-out date.

Discuss logistics, such as packing, transportation, and coordination with the new living arrangement.

### *Documentation and Records:*

Ensure the resident's financial account is settled or any further payment plans are clear.

Ensure that the resident receives copies of important documents and records, such as their recovery plan and referral summaries.

### *Property Inspection:*

Conduct a final inspection of the resident's living space to ensure it is clean, undamaged, and free of personal belongings.

Address any outstanding issues related to property damage or lost items.

### *Personal Belongings & Transportation:*

If the resident has a vehicle on the premises, it must be removed.

If a resident is under the influence, they will not be allowed to retrieve all belongings immediately. They may take necessary items and must schedule a pickup within 48 hours with the House Manager.

If a resident returns under the influence, they must reschedule their property pickup for another time.

*Law Enforcement Intervention:*

If a resident refuses help, becomes uncooperative, combative, or attempts to drive under the influence, law enforcement will be contacted immediately.

*Farewell and Support:*

Provide emotional support and encouragement to the resident during their departure.

Reinforce the importance of staying connected to their recovery support network and attending scheduled follow-up appointments or meetings.

Arrange for a time for the resident to come back to the home and visit others, if appropriate.

*Post-Move-out Follow-Up:*

Maintain records of the resident's move-out process, including dates, actions taken, and outcomes.

Document any feedback or insights that may inform future transitions for residents.

Encourage the resident to provide feedback on their experience at Stable Homes and the move-out process.

Use resident feedback to continually improve the transition and support services offered

**Approval Date:**

**Date Updated:**



## **Good Neighbor Policy**

**Name of person to refer neighbor concerns to:**

**Phone number of person to refer neighbor concerns to:**

Stable Homes are committed to being good neighbors.

All residents will be informed of expectations regarding living in the neighborhood.

This includes maintaining clear parking, shoveling sidewalks (up to 2 inches), smoking in the designated smoking areas, some properties don't have back door access or rear areas. Smoking areas must be cleaned and cigarette butts and trash free, rear of the recovery house, 10:00 PM to 8:00 am quiet time every day of the week, not going on neighbors property unless invited, etc. Residents are expected to keep noise to a reasonable level for a residential neighborhood. Residents are expected to refrain from using inappropriate language. Residents are also expected to keep the yard and surroundings of the house free from trash or debris.

The house manager will work with residents during the move-in process to ensure that residents understand these concerns and address any issues as they arise. All issues concerning noise, smoking, unruly, vulgar or aggressive behavior will be addressed with residents immediately to determine actions needed to be taken.

All concerns of neighbors will be directed to the house manager. Any resident who is approached by a neighbor with a concern will notify the house manager immediately. If the house manager is not available, the neighbor will be directed to call the director with his/her/their concern. Contact information will be posted at each location.

The house manager will take note of the neighbor's concern. Immediately after the discussion with the neighbor, the house manager will contact the director with the neighbors concerns and contact information. The director will follow-up with neighbors within an appropriate time frame.

If property is not owned by the operator - the director will share concerns of neighbors with owners of the property within 72 hours. The director or owners can be reached by telephone, in person or by email. The house manager, director and owners will work to come to an amicable resolution.

Local government agencies or information on federal fair housing laws will be posted.

**Date Approved:** \_\_\_\_\_

**Date Updated:** \_\_\_\_\_

## **Grievance Policy and Procedure**

**Name of Person to Submit Grievances To:**

**Contact Information: Email:**

At Stable Homes is our desire to address any concerns or grievances that you may have in a timely manner. There are steps in place for you to have your concern addressed.

If you have a concern or an issue that needs to be addressed, or if you feel that your rights have been violated, you are encouraged to speak to the house manager first to resolve the issue.

If the issue is not resolved by talking with the house manager informally, you may file a written grievance. If you need help writing a grievance, you may request help and Stable Homes will ensure that there is an appropriate person to help you.

We prefer that you use the following process outlined below. However, if you may always contact the director, local board or Minnesota Recovery Housing at any time.

Please include in your grievance the following information:

- Details of the issue that needs to be addressed
- What date or dates the issue or problem occurred
- The names of any individuals involved
- What rights you feel were violated

Stable Homes will investigate the issue. Stable Homes may ask you and other individuals involved about the issue. These questions will be to learn more about your concern.

Within seven business days, Stable Homes will schedule a meeting with you to resolve the issue and at this meeting, Stable Homes will let you know if actions will be taken on your concern and what those actions are. You are not required to attend this meeting.

You may appeal this decision to the Director. To request an appeal - submit a written request to \_\_\_\_\_ - \_\_\_\_\_. The Director will consider your appeal at the next board meeting and provide you a written response of their decision within five business days of the board meeting. All decisions of the Director are final.

At any time, the resident may contact funding agency at phone number or oversight entity at phone number or Minnesota Recovery Housing at \_

**Date Approved:** \_\_\_\_\_

**Date Updated:** \_\_\_\_\_

## **HOUSE MEETING**

### **Agenda**

1. Opening and Welcome (5 minutes)
  - a. Leader welcomes all residents and sets the tone for the meeting.
  - b. If there are new residents there are introductions
  - c. Take attendance of residents, note if any residents have an unexcused absence
  - d. Leader ensures that someone is taking notes for the meeting.
2. Icebreaker or Check-In Activity (10 minutes)
  - a. Engage residents with a brief icebreaker activity or check-in round where everyone shares a brief update on how they're feeling or any successes/challenges they've experienced since the last meeting. An example is sharing the highs and lows of the week - or sharing what they accomplished on their recovery plan.
3. Review of Any Critical Policies and Procedures (10 Minutes)
  - a. The home should periodically review policies such as emergency, visitor, communicable disease and others to ensure residents remember them
  - b. This time can also be used if a policy was updated
4. House Maintenance and Upkeep (10 minutes)
  - a. Discuss any maintenance issues or concerns within the house (e.g., repairs, cleanliness).
  - b. Assign responsibilities for addressing maintenance tasks and follow-up on previous tasks assigned.
5. Community Events and Activities (10 minutes)
  - a. Share upcoming events, workshops, or activities planned for Stable Homes community.
  - b. Encourage residents to propose ideas for future events or activities.
6. Recognition and Celebrations (10 minutes)
  - a. Acknowledge and celebrate residents' milestones, achievements, or contributions to the community.
7. Closing Remarks and Next Steps (5 minutes)
  - a. leader summarizes key points discussed during the meeting.
  - b. Remind residents of any action items or commitments made during the meeting.
  - c. Announce the date and time of the next house meeting.

- d. Leader follows up with appropriate person about any unexcused absences from the meeting
- e. Leader ensures notes and attendance records are filed.

## **Illicit Drug and Alcohol Screening Policy**

Stable Homes is committed to maintaining a safe and supportive environment for all residents in their recovery journey. To ensure the well-being of our community. This policy outlines the procedures for illicit drug and alcohol screening at move-in and under reasonable suspicion of use.

To protect the privacy of residents, the records of these screenings will be kept confidential and secure and only shared in accordance with the privacy policy.

### **Screening Procedures:**

Screening may consist of:

1. Urinalysis (UAs),
2. Instant (UA's) and/or,
3. Breathalyzers

Screenings may be required under the following circumstances:

Screenings are typically performed when deemed necessary by the director.

In addition to these regular screenings, residents may be asked to be screened at any time based upon reasonable suspicion of alcohol or illicit substance use.

Reasonable suspicion can be based on observed or reported behavioral, physical, or other observable signs consistent with potential alcohol or illicit substance use.

The costs of any subsequent screenings requested by Stable Homes will be the responsibility of the resident. Residents wishing to request any confirmation or follow up screenings that may be performed at the expense of the resident.

### **Screening Records:**

Records of all screenings, including the results, will be maintained in a secure and confidential manner by Stable Homes. Access to these records will be limited to authorized personnel only and only shared in accordance with the privacy policy.

The screening records will include the date of the screening, the name of the resident, the type of screening performed, and the results.

These records will be retained for a period of Stable Homes' Retention Period, after which they will be securely disposed of in compliance with applicable laws and regulations.

**Screening Results Indicating Alcohol or Illicit Substance Use:**

If a resident's screening reveals the presence of alcohol or illicit substances, the following actions will be taken:

- a. The resident will be immediately notified of the reactive result in a private and confidential setting.
- b. The resident will be required to meet with Stable Homes staff to discuss the result and follow the process outlined in Stable Homes' Recurrence of Use Policy.

**Screening Results that Do not Indicate Alcohol or Illicit Substance Use**

If a resident's screening does not reveal an indication of use of alcohol or illicit substances, the results will be documented according to this policy.

**Refusal to Participate in Screening:**

If a resident refuses to participate in required drug and alcohol screening, the refusal will be documented and will result in engaging in Stable Homes' Recurrence of Use Policy.

**Date Approved:** \_\_\_\_\_

**Date Updated:** \_\_\_\_\_

## **Incident Reporting Form**

Date of Incident:

Time of Incident:

Resident's Name(s):

Other Residents Involved:

Other persons (visitors/staff) involved/witnesses:

Nature of Incident:

☐ Overdose

☐ Sexual Assault

☐ Physical Assault

☐ Harassment

☐ Serious Resident Injury

☐ Resident Death

☐ Serious Visitor Injury

☐ Visitor Death

☐ Emergency Response Called (Specify: \_\_\_\_\_)

☐ Other (Specify: \_\_\_\_\_)

Location of Incident:

Description of Incident:[Include a detailed description of the incident, including who was involved, what happened, when it occurred, and any relevant details.]

Immediate Actions Taken:[Include any actions taken immediately following the incident, such as administering first aid, calling 911, or notifying the supervisor or manager.]

Emergency Response Personnel (if applicable):

Name of Responding Agency: \_\_\_\_\_

Responding Officer/Paramedic Name (if known): \_\_\_\_\_

Report/Incident Number (if applicable): \_\_\_\_\_

Additional resources provided to individuals involved: (Document any additional referrals made, such as assisting with reporting crimes to appropriate authorities, victim support hotlines, referrals for additional services or supports, etc.)

Supervisor Notified:

☐ Yes (Name: \_\_\_\_\_)

☐ No

Date and Time Supervisor Notified:

Additional Comments or Information:[Include any other relevant information or comments that may be important for the incident investigation and follow-up.]

Completed By (Staff Member):

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**To be completed by Supervisor/Manager)**

Additional Follow-up (To be completed by supervisor): After review of the incident, the following has been determined necessary to prevent future incidents: (Attach any additional action plans and summaries of follow up)

I have reviewed this incident and the subsequent follow up actions.

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Incident Reporting Policy**

Stable Homes is committed to the safety and well-being of its residents, staff, volunteers, visitors and neighbors. This Incident Reporting Policy outlines the procedures for reporting and responding to various critical incidents within Stable Homes. Prompt reporting and appropriate responses are essential to maintaining a safe and supportive environment.

All individuals should follow Stable Homes Emergency Response policy, which outlines specific actions that should be taken for a number of the incidents listed below. Emergency response, medical personnel, law enforcement, and victim services should be contacted as necessary based on the circumstances. Incident reporting should occur immediately after all individuals are safe and secure and it is safe to report the incident.

### **Types of Incidents to be reported**

#### **Overdose:**

**Sexual Assault or Harassment:** Any type of sexual assault or harassment involving a resident or taking place on the property must be reported

**Physical Assault or Harassment:** Any type of physical assault or harassment involving a resident or taking place on the property must be reported

**Serious Resident Injury or Death:** All resident injuries or deaths need to be reported, regardless if the incident took place on the property or off.

**Serious Injury or Death of any other person on the property:** All serious injuries or death of any one, including but not limited to residents, staff, volunteers, neighbors or visitors on the property needs to be reported.

**Emergency Response Personnel Called:** Any situation that necessitates the call for emergency response personnel must be reported

**Serious Threat of Violence:** Any situation where there is a serious threat of violence towards a resident or group of residents must be reported

### **Incident Reporting:**

As soon as it is safe to do so, staff must report the incident to the house manager and Director. If the person is not physically present, they should call the person and notify them immediately of the incident and provide details as accurately as possible including the time, date, location, individuals involved, any witnesses, and actions taken. Staff

should follow the direction of the house manager and Director. The Director will ensure that the Emergency Contacts of any residents are informed of the incident, as appropriate.

**Documentation:**

Within 24 hours of the incident, staff will complete the Incident Reporting form and submit the form to their supervisor.

**Response and Follow-up:**

The Supervisor will review the incident report within 24 hours of it being filed by the staff member. The supervisor will note on the incident form any additional details and follow up that have taken place since the incident and attach any plans that will be taken in the future as a result of the incident.

Details of the incident will also be filed in the appropriate resident's file.

**Policy Compliance:**

Failure to comply with this Incident Reporting Policy may result in disciplinary actions, up to and including termination of employment or eviction from Stable Homes, depending on the severity of the violation and the individual's history.

Date Approved

Date Updated

## **Medication Policy**

At Stable Homes, we prioritize the safety and well-being of our residents. All medications are the responsibility of the individual resident to whom they are prescribed. All over the counter medications are the responsibility of the resident who has purchased or possesses them. Residents who have difficulty keeping track of their medications or need assistance with medication management are to discuss such issues with their health care, treatment or other services provider to be connected to appropriate services and supports.

To ensure the proper management of medications, we have established the following medication policy:

### **Reporting of Prescription Medications:**

All residents are responsible for reporting all prescription medications they are currently taking to the staff upon move-in. Should the resident be prescribed a medication during their residency, they will notify the house manager as soon as possible after the prescribed.

Any changes to prescribed medications should be promptly communicated to the staff.

### **Storage of Medications:**

Residents must secure their medications in a lockbox and never store them in common areas, including bathrooms.

Clients are responsible for the proper storage and disposal of their used needles, syringes, lancets, and other sharp objects by immediately placing them in a designated sharps container to ensure safety and prevent contamination or improper disposal. Sharp boxes are not supplied on behalf of the client.

### **Storage of Scheduled Prescription Medications:**

Scheduled prescription medications (e.g., controlled substances) must be stored securely in a locked location within the resident's assigned area. Residents are responsible for obtaining their own lockbox for storage.

Residents must keep their medication storage area secure and inaccessible to others. If a resident has a question if a medication is considered scheduled, they should ask the house manager.

### **Medication Sharing Prohibition:**

Residents are strictly prohibited from sharing or distributing their prescription medications with anyone else, including other residents.

Sharing or distributing prescription medications without proper authorization is a violation of this policy.

### **Proper Medication Usage:**

Residents must take their medications only as prescribed by a licensed healthcare provider. Altering, increasing, or decreasing medication dosages without medical approval is prohibited.

### **Over-the-Counter Medications:**

Over-the-counter (OTC) medications should be stored securely in a designated location within the resident's assigned area. Residents should avoid keeping OTC medications in common areas to prevent misuse or accidental ingestion. Residents should check the label of OTC medications to ensure they do not contain alcohol, or other prohibited substances. OTC medications are only to be used as indicated on the packaging or by the health care provider.

### **Prohibition of specific Medications & Supplements:**

#### **Prohibited Medications Include:**

- Sedatives, hypnotics, stimulants, benzodiazepines
- CBD oils, medical **marijuana**, kratom
- Opioid medications (except buprenorphine-related medications and methadone, which require prior approval)
- Diet or energy pills (for questions about supplements, consult the House Manager)

Supplements containing CBD (cannabidiol) Including Kratom. are not permitted on the property of Stable Homes.

Residents are advised to consult staff if they have questions regarding the use of supplements.

### **Medication Accountability:**

Residents are responsible for their medications, including obtaining refills and ensuring they have an adequate supply. Staff will not dispense or manage residents' medications but are available for support and assistance as needed.

### **Medication Incidents:**

Any incidents involving medications, such as theft, loss, or suspected misuse, should be reported to staff immediately for investigation and resolution.

Any medication that is discovered to be missing will be appropriately recorded and investigated in accordance with Stable Homes incident reporting policy.

Missing medication may be considered a recurrence of use of substances and Stable Homes recurrence of use policy will be followed.

Compliance with Policy:

Failure to comply with this medication policy may result in disciplinary action, as outlined in the resident handbook and agreed upon during the move-in process.

**Date Approved:**

**Date Updated:**

## **Paid Work Agreement Policy**

At Stable Homes, we believe in fostering an environment that supports the recovery and well-being of our residents. To provide residents with opportunities for paid work, we have established this Paid Work Agreement Policy to ensure fairness, respect, and compliance with all applicable laws and regulations.

### **Voluntary Participation:**

Residents at Stable Homes may choose to participate in paid work arrangements freely and without coercion. Participation in paid work is entirely voluntary, and residents will not be required to work in order to maintain their housing or any other benefits provided by Stable Homes.

### **Fair Market Rate:**

Residents who choose to engage in paid work will be compensated at a fair market rate for the work performed. The rate of compensation will be determined in accordance with prevailing wage standards for similar work in the local community.

### **Alignment with Recovery Goals:**

Paid work arrangements should not interfere with a resident's recovery goals or participation in treatment or other therapy programs. The recovery of our residents remains our top priority.

### **Compliance with Employment Laws:**

All paid work arrangements and employment relationships at Stable Homes will fully comply with local, state, and federal employment laws and regulations. This includes adherence to minimum wage laws, overtime regulations, and other relevant labor laws.

### **No Additional Benefits:**

Residents who participate in paid work will receive compensation solely for the work performed in accordance with Stable Homes' employment policies and practices. Residents will be offered the same benefits and compensation as other employees who are not residents.

Residents who work for Stable Homes will not receive any other benefits besides those listed in Stable Homes' employment policies and practices.

Documentation:

All paid work arrangements will be documented in writing, including the terms and conditions of employment, rate of pay, expected hours of work, and any other relevant details. Residents and Stable Homes will retain copies of these agreements.

Resident Support:

Stable Homes staff will provide support and guidance to residents who choose to engage in paid work, including assistance with job searches, resume building, and skill development. However, residents are solely responsible for securing and maintaining their employment.

Date Approved:

Date Updated:



## **Privacy Policy**

Stable Homes is committed to respecting and protecting the privacy of all residents, staff, and volunteers in compliance with applicable laws and regulations. This Privacy Policy outlines how we collect, use, and safeguard personal and confidential information within our Stable Homes.

### **Information Collection:**

We collect information that is necessary for the provision of services to our residents and the smooth operation of our Stable Homes. This information may include, but is not limited to:

- Resident names
- Dates of birth
- Contact information
- Health information
- Illicit Drug and Alcohol Screening
- Information on Medications taken and amounts
- Addiction treatment records
- Emergency contact information
- Financial information

### **Information Security:**

Staff and volunteers of Stable Homes are committed to maintaining the security of all records and personal information. We follow strict procedures and protocols to ensure that information is kept confidential and secure. Unauthorized access, disclosure, or use of resident information is strictly prohibited.

All paper records will be stored in a secure electronic file. Any records found unsecured are to be reported to management immediately and the issue promptly addressed.

All electronic records are kept on password protected computer programs. Sharing of passwords and information is prohibited.

## **Information Sharing:**

We may share resident information under the following circumstances:

**With Consent:** Resident information may be shared with external healthcare providers, treatment facilities, or support services with the resident's explicit written consent.

**Legal Requirements:** We may disclose resident information in response to a valid legal request, such as a court order or subpoena.

**Health and Safety:** Information may be shared to protect the health and safety of residents or others when there is an emergency or similar concern.

**Service Coordination:** Information may be shared among staff members and volunteers within Stable Homes for the purpose of coordinating and enhancing resident services.

## **Social Media:**

Stable Homes is dedicated to protecting the privacy and confidentiality of all residents. Staff, volunteers, and residents are prohibited from posting any identifying information or images of residents on social media platforms or any other public forums without explicit written consent from the resident.

Residents are also asked to not post or share information that they learn about other residents on social media. Residents are also to not include any identifiable information about Stable Homes on social media platforms. Should residents have questions about what information is appropriate to share on social media they may contact the person.

## **Policy Updates:**

This Privacy Policy may be updated periodically to reflect changes in laws, regulations, or our operational practices. Any revisions will be communicated to all staff, volunteers and residents.

**Date Approved:**

**Date Updated:**

# Room & Property Search Policy

To ensure the safety and integrity of the sober living environment, **room and property searches** may be conducted at any time.

## Search Procedure

- **Room and property searches** may occur **at any given time**, with or without prior notice.
- If a **search is requested**, residents are expected to **fully comply** with the request.
- **Failure to comply** with a room or property search may result in **immediate discharge** from sober living, in accordance with the **discharge policy**.

By residing in Stable Homes all residents acknowledge and agree to comply with **room and property searches** as part of maintaining a **safe and sober living environment**.

## **Questions for Application/ Evaluation to move into Stable Homes**

Application to Move into Stable Homes

### **Personal Information:**

Full Name:

---

Current Address:

---

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address:

---

### **Recovery Information:**

How long has it been since you have last used illicit drugs or alcohol?

Have you completed any formal addiction treatment programs or therapy?

Yes

No

If yes, please provide details (including the name of the program, duration, date completed):

Are you currently attending any support group meetings (e.g., AA, NA, SMART Recovery)?

Yes

No

Do you have a sponsor, recovery mentor, pastor or similar person in your life that you are actively working with?

Yes

No

How Long have you been working with them?

What have you learned on your recovery journey so far?

What do you think you need to be successful on your recovery journey?

**Recovery Program Information:**

Why do you want to live in a Stable Homes?

What do you expect to get out of living in a Stable Homes?

Have you previously lived in a Stable Homes or a Recovery Residence environment?

Yes

No

If yes, please provide details:

Are you willing to participate in regular drug and alcohol testing while living in Stable Homes?

Are you committed to maintaining abstinence from illicit drugs and alcohol during your stay at Stable Homes?

Are you willing to share with Stable Homes what prescription medications you are taking and in what amounts?

Are you willing to be open and honest with all your health care providers about your substance use history and decision to not use illicit drugs or alcohol?

Are you willing to only use prescription medications that are prescribed to you by such health care providers and only take them as they have been prescribed?

Are you open to participating in house meetings and other recovery-related activities as required by Stable Homes' policies?

Do you have any specific goals or plans for your recovery while living in Stable Homes?

Do you have any questions for us that we can answer to help you make a decision if this is the right place for you?

**Policies and Procedures Agreement:**

I understand that living in a Stable Homes requires adherence to its policies and procedures. I have received a copy of Stable Homes' rules and regulations and agree to abide by them. I understand that non-compliance may result in eviction from Stable Homes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments or Information:

Please use this space to provide any additional information or comments you believe are important for us to consider in your application.



## **Recovery Housing Program Orientation Checklist**

Orientation Date: \_\_\_\_\_

Orientation Facilitator: \_\_\_\_\_

New Resident's Name: \_\_\_\_\_

### **Welcome and Introduction:**

- Offer resident drink of water, snack, chance to rest for a minute
- Welcome the new resident to the recovery housing program.
- Introduce yourself and any key staff members.
- Provide an overview of the recovery housing program's mission and values.
- Explain the importance of community support and accountability.

### **Program Policies and Procedures:**

- Review and provide a copy of the recovery housing program's handbook or policies and procedures manual.

1. Resident Application Evaluation and Move-in Criteria
2. Personal Belongings and Valuables Policy
3. Personal Belongings and Household Items Policy
4. Common Area Use & Community Respect Policy
1. Safety Measures
2. Site Security
3. Interior Camera Policy
4. Communicable Disease/Infection Control Policy
5. Chores
6. Complying with Urine Analysis (UAs)
7. Emergency Contact Information Form
8. Emergency Policy
9. Sober Home Naloxone Management Policy
10. Exit Planning Checklist
11. Good Neighbor Policy
12. Grievance Policy and Procedure
13. HOUSE MEETING
14. Illicit Drug and Alcohol Screening Policy
15. Incident Reporting Form
16. Incident Reporting Policy

17. Medication Policy
18. Paid Work Agreement Policy
19. Privacy Policy
20. Room & Property Search Policy
21. Questions for Application/ Evaluation to move into Stable Homes
22. Recovery Housing Program Orientation Checklist
23. Sponsor/Mentor Policy
24. Resident Code of Conduct
25. Resident Recurrence of Use Policy
26. Resident's Rights
27. Safety Equipment Checklist
28. Staff Code of Conduct
29. Visitor Policy
30. Children/Minors Visitation Policy
31. Visitor Notification Form
32. Weekly Recovery/ Relapse Prevention Check in (offered tool)
33. Resident with Less Than \_7\_ Days Policy
34. Stable Homes: Limitations and rationale regarding the presence of service animals
35. Vehicle Policy
36. 254B.181 Sober Homes
37. Complaints
38. Legal Action for Violation of Policies
39. Resources

- Collect Emergency Contact Information. Ensure Accuracy
- Explain the process for addressing rule violations and consequences.
- Answer any questions that the resident has about policies

#### Program

- Provide house meeting schedule
- Collect Documentation of Illicit Drug/ Alcohol Screen or perform screen

#### Safety and Security:

- Provide Tour of the home and the resident's room/ bathroom
- Show resident laundry facilities
- Discuss any supplies provided and how residents can request additional supplies
- Explain the process for reporting maintenance issues and concerns.

- Explain how chores are assigned and rotated among residents.

Conflict Resolution:

- Explain the conflict resolution process within Stable Homes.
- Stress the importance of open communication and conflict resolution skills.

Financial Responsibilities:

- Discuss rent payments, due dates, and acceptable payment methods.
- Provide information about financial assistance programs if available.

Orientation Completion:

- Provide contact information for the orientation facilitator and other staff members.
- Read the entire resident agreement out loud with the resident and sign agreement after all questions are answered

Acknowledgment of Orientation:

I acknowledge that I have received and reviewed the information provided during the orientation of the recovery housing program. I understand my responsibilities and the rules and guidelines of the program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of staff member: \_\_\_\_\_

Date: \_\_\_\_\_

## **Questions for Initial Recovery Plan**

Do you have a photo ID?

Are you able to purchase food for yourself (and your family)?

Do you have health insurance? (Are your children enrolled in health insurance?)

Do you have your insurance card?

Do you have a social security card?

Do you have your birth certificate?

Have you had a clinical assessment for drug and alcohol use disorder?

If yes, have you followed up on the recommendation?

Do you have all of the medications that you need?

When are you due for any refills?

Are you able to get refills?

Do you have a primary care physician?

Are you involved in a recovery support pathway? (12 steps, Celebrate Recovery, SMART Recovery?)

Do you have access to reliable transportation?

Are you on probation or parole?

Do you have any pending court dates?

\*Depending on the answers you can set appropriate goals

## Sponsor/Mentor Policy

During the **first 60 days** of your stay, you will be **encouraged** to find a **sponsor or mentor** to support you in your recovery journey. This connection is a **key element** of building a strong and positive **community support system**, which is vital to your recovery process.

## Role of Sponsor/Mentor

- A sponsor or mentor will provide **guidance, support, and accountability** throughout your recovery journey.
- It is important to find an individual whose **approach and recovery structure** align with your personal goals and values.
- Connecting with a sponsor or mentor helps to build a **supportive network** that enhances your chances for long-term success.

By engaging in this process, you are taking an essential step toward **strengthening your recovery** and becoming an active participant in your healing community.

## **Recovery/ Relapse Prevention Plan (offered tool)**

**Resident Name:** \_\_\_\_\_

Identify Goals (Use SAMHSA's eight dimensions of wellness assessment and Guide to identify appropriate goals).

1.

2.

3.

What specific Action Steps are you going to take this week to reach the above goals?

1.

2.

3.

What motivates you to reach these goals?

1.

2.

3.

What challenges do you think you may face in reaching these goals?

1.

2.

3.

What Coping skills do you have that will help you overcome those challenges?

1.

2.

3.

How do you plan on practicing self-care this week?

1.

2.

3.

Who are the people that you can rely on for support this week?

1.

2.

3.

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Resident Code of Conduct**

As a resident of Stable Homes, I acknowledge and agree to abide by the following code of conduct, which is essential for creating a safe, supportive, and recovery-focused environment within our home. Failure to follow the expectations listed below may result in removal from Stable Homes.

This code of conduct reflects our commitment to sobriety, mutual respect, and maintaining a harmonious community.

### **Substance Use**

I agree not to use or possess illicit drugs, alcohol, non-prescribed medications or any mind-altering substances during my stay at Stable Homes. I will also immediately report any use or possession of illicit substances or alcohol of any other person on the property.

I understand that this rule is essential for maintaining a drug-free environment and supporting my recovery journey and the recovery journey of the others in my community.

### **Respect and Support:**

I commit to treating all residents, staff members, and visitors with respect, kindness, and support. I understand that we are all on our unique paths to recovery, and I will do my best to contribute positively to the community.

I understand that this means that I will address all individuals by their appropriate names and pronouns and will refrain from using any vulgar, discriminatory or hateful language.

- Racial, sexual, or any other discriminatory slurs will not be tolerated and may result in immediate discharge.
- If discrimination is reported, the Director of Sober Living has the authority to remove the resident immediately.

### **Reporting and Consequences**

- If discrimination is observed or reported, the **Director** will review the situation and has the authority to take **immediate action, including removal from housing**.
- Each case will be **assessed individually**, and appropriate steps will be taken to ensure a **safe and supportive community** for all residents.



I commit to providing support to others in Stable Homes. I will support others in their chosen recovery pathway and offer support to them. If I notice that anyone is struggling and needs additional help, I will bring this issue to the recovery housing manager out of concern for that person.

I commit to being a good housemate to others in my community. This means that I will not use items that belong to others without asking, I will not enter their rooms without getting permission, and I will not eat food or beverages that one person has reserved for themselves. I will also keep any personal valuable items stored securely. Residents are responsible for purchasing lock boxes or a small safe to store valuables.

### **Gambling and Pornography**

Gambling and pornography in any form are not permitted in Stable Homes.

### **Relationships:**

I agree not to enter into sexual or romantic relationships with any members of the staff or other residents at Stable Homes. Such relationships can compromise the integrity of the recovery program. I also commit to reporting any inappropriate relationships or behavior that I may become aware of.

No individual that is currently in a Stable Homes property is allowed to enter any sober house without prior approval from the sober house manager.

In the event that fraternization takes place at any Stable Homes property, the following steps will take place.

1. A verbal conversation will be had with both parties involved with the fraternization
2. If the expectations are not followed the client in question could be moved to a written contract
3. In the event the verbal and written contract do not deter behavioral change, the individual may be removed from housing.

### **Recommendations of Health Care Providers**

I agree to implement the recommendations of all of my health care providers, including behavioral health, mental health, and physical health treatment providers. I also agree to be open and honest with all of my health care providers about my history with substance use and/or alcohol use disorder and my commitment to live in recovery.

**Safety and Cleanliness:**

I commit to keeping our home safe and clean. This includes maintaining personal hygiene, taking care of shared living spaces, following the agreed upon chore chart and promptly reporting any safety concerns or maintenance issues to staff. I will also only store food in the designated areas and not in my bedroom.

**Smoking Policy:**

I will not smoke indoors. Smoking will be done in designated outdoor areas and all cigarette butts will be disposed of in the appropriate container. Smoking indoors is terms for removal from housing.

**Safety Equipment:**

I will not tamper with or disable any safety equipment or alarms within the home. This includes smoke detectors, fire extinguishers, and security systems.

**Attendance and Participation:**

I agree to attend all house meetings unless appropriately excused by staff. Active participation in meetings is essential for effective communication, support, and the overall success of our community.

**Privacy**

I agree that keeping our home safe is important. Therefore, I will not share any information that I learn about others with anyone else. This includes posting information about others or the recovery housing property on social media apps and websites.

**Weapons and Paraphernalia:**

I will not possess firearms or any items designed as weapons within the home with the exception of approved personal items in policy "Safety Measures". Additionally, I will not possess drug-related paraphernalia.

**Compliance with Policies:**

I agree to follow all other policies and protocols outlined in the resident handbook provided by Stable Homes. These policies may include rules related to visitors, medications, illicit drug and alcohol screening, and other aspects of daily living within the home. If I have questions about the policies, I will ask the house manager to make sure I understand.

## **Good Neighbor**

I agree to be a good neighbor to others around me. This means that I will only park my car in the designated area in front of housing. I will also keep noise to a reasonable level at all times and observe quiet hours before 8:00 am and after 10PM 7 days a week. I will also keep the property in presentable condition. I will help keep the yard free from trash and debris, I will not bring indoor furniture outside, and I will not hang blankets, towels or other items on the windows. I will use all furniture and other items for their intended purpose. If a neighbor has a concern, I will bring it to the attention of the house manager promptly in accordance with the Neighbor Concerns policy.

## **Consequences of Violations:**

Violations of this code of conduct may result in disciplinary actions, which can include warnings, implementation of a corrective action plan or other actions. Disciplinary actions will be determined by staff and may be documented appropriately.

If warnings and corrective action plans are not implemented, Stable Homes may proceed with eviction proceedings.

In cases where the health or safety of others is put at risk, Stable Homes may immediately begin eviction proceedings from Stable Homes.

By signing below, I acknowledge that I have read, understood, and agree to abide by the Resident Code of Conduct for Stable Homes.

Updating this policy

This policy may need to be updated from time to time. In the event that an update is needed, changes will be shared with all residents and residents will be afforded an opportunity to provide thoughts and comments.

Resident Name (Printed): \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Resident Recurrence of Use Policy**

Stable Homes is committed to providing a drug- and alcohol-free living environment for all residents. To provide a safe, supportive and drug- and alcohol-free living environment, Stable Homes must address any recurrence of symptoms or use if they occur.

### ***Relapse Prevention***

Stable Homes seeks to prevent relapses before they happen. As such, all residents are expected to follow all house program guidelines, including policies regarding medications, visitors to the home, and refraining from using or possessing illicit substances. All residents also agree that if they suspect that a resident may be at risk for a recurrence of symptoms or is otherwise in need of additional support, they should reach out to the person out of concern for that other resident.

### ***Response to a Resident Relapse***

If a resident were to experience a recurrence of symptoms or use Stable Homes will take necessary steps to ensure that the resident receives appropriate medical attention. Naloxone is stored in this location. Any resident or staff who suspects that a person is experiencing an overdose should contact 911 and administer Naloxone. For more information, refer to Stable Homes emergency policy. A recurrence of use also is considered an incident for which the incident policy needs to be followed.

Upon entering Stable Homes, each resident will be asked about what they would like to happen in the event that they experience a recurrence of use and/or their presence in the home is not safe for other residents.

In the event that it is determined that the resident is able to return to Stable Homes, Stable Homes will inform the resident of any specific tasks or actions that need to be taken. If the resident is able to complete all the tasks, he/she/they will be able to reenter the home. The resident will also agree to an ongoing plan to ensure that appropriate supports are in place to prevent any future incidents of recurrence of use.

If it is determined that the resident needs cannot be met by Stable Homes or the residents future stay at Stable Homes puts the health or safety of the other residents at risk, then the home and the resident will mutually agree to end residency at Stable Homes resident will be notified in person, text or over the phone if not present. In the event that such a mutual agreement is made, Stable Homes will assist the resident with finding alternative appropriate housing or treatment options.

## **Resident's Rights**

1. The right to be verbally informed of all resident rights in a manner that the resident will understand.
2. The right to request a written copy of all resident rights and the grievance procedure.
3. The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations.
4. The right to file a grievance in accordance with Stable Homes policy.
5. The right to be treated with courtesy and respect at all times, and with consideration for personal dignity, autonomy and privacy.
6. The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of resident information under state and federal laws and regulations.
7. The right to have access to one's own record.
8. The right not to be discriminated against on the basis of race, ethnicity, age, religion, gender, national origin, sexual orientation, physical or mental disability, developmental disability, genetic information, human immunodeficiency virus status or in any manner prohibited by local, state or federal laws.
9. The right to practice a religion of his or her choice or to abstain from the practice of religion.
10. The right to be informed in writing of the rates charged by the recovery house, as well as any additional charges.
11. The right to personal property and possessions, unless prohibited by house policy.
12. The right to full explanation regarding the loss or restriction of housing privileges, and methods to reinstate the privileges.
13. The right to request and receive in a timely manner a written receipt for any payments made or statement of account that details any expenses, charges and payments made.

Resident Signature:

Date:

Operator Signature:

Date:

## **Safety Equipment Checklist**

Stable Homes will use the following process to ensure that safety equipment is in good working condition. Any resident who notices that a safety equipment item is in bad repair or needs to be replaced will submit a request for maintenance to be addressed immediately by Stable Homes.

All smoke detectors will be checked every six months by the operator. Checks will be recorded using the following charts.

Detector location:

Installed date:

Date Checked	Initials

## **Staff Code of Conduct**

### Introduction:

As members of the team at Stable Homes, we are committed to creating a safe, supportive, and respectful environment for all residents on their journey to recovery. Our code of conduct outlines the principles and behaviors expected of all team members to ensure the well-being and dignity of our residents, maintain the integrity of the program, and uphold the privacy and confidentiality of those we serve. This Code of Conduct applies to all individuals who have essential duties within the organization, including members of staff, contractors, volunteers, senior residents, and others with leadership positions within Stable Homes, here in after referred to as “staff”,

1. **Modeling Recovery:** All staff members are expected to model recovery principals and positive prosocial behaviors at all times when performing duties assigned by Stable Homes.
2. **Prohibition of Sexual or Romantic Relationships:** Staff members shall not engage in, initiate, or pursue sexual or romantic relationships with any residents of Stable Homes. Such relationships are strictly prohibited to maintain a professional and ethical environment.
3. **Harassment and Threats:** Staff members must treat all residents, fellow staff members, visitors, volunteers, and neighbors with respect, dignity, and kindness. Any form of harassment, bullying, intimidation, or threats, whether verbal, physical, or otherwise, is strictly forbidden.
4. **Borrowing or Lending Money or Items:** Staff members should never borrow or lend money or items of value to residents. Such financial transactions may compromise the professional boundaries between staff and residents.
5. **Personal Finances of Residents:** Staff members should not be directly involved in the personal finances of residents. This includes not managing resident money directly, making financial decisions for them, becoming a cosigner on bank accounts, or providing financial assistance beyond what is specified in program policies.
6. **Privacy Policies:** Staff members are required to uphold and strictly adhere to all privacy policies and confidentiality agreements in place at Stable Homes. This includes safeguarding the personal information and histories of residents.
7. **Reporting of Inappropriate Relationships:** All staff members have a responsibility to promptly report any suspicions or knowledge of inappropriate relationships, violations of this code of conduct, or any other unethical behavior within Stable Homes. Reporting should be made to the appropriate supervisor or designated authority.

8. Professionalism: Staff members should maintain professionalism at all times, which includes dressing appropriately, refraining from the use of offensive language, and conducting themselves in a manner that reflects positively on Stable Homes and its mission.
9. Non-Discrimination: Staff members shall not discriminate against any resident, staff member, visitor, volunteer, or neighbor based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic. We value diversity and inclusivity.
10. Conflict Resolution: Staff members are encouraged to address conflicts or concerns through appropriate channels, such as speaking with a supervisor, manager, or utilizing conflict resolution procedures in place at Stable Homes.
11. Compliance with Policies and Regulations: Staff members are expected to comply with all policies and regulations established by Stable Homes and relevant government authorities.
12. NARR Code of Ethics: Staff members are expected to sign and uphold the National Alliance of Recovery Residences Code of Ethics.

Consequences of Violations: Violations of this staff code of conduct may result in disciplinary action, up to and including termination of employment. Additionally, violations may be reported to relevant licensing or oversight agencies when required.

By signing below, I acknowledge that I have read, understood, and agree to abide by Stable Homes Staff Code of Conduct. I understand that violations of this code may result in disciplinary action.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Visitor Policy**

Stable Homes is committed to ensuring a safe and healthy environment of all residents. As such, Stable Homes has implemented the following policy regarding visitors to Stable Homes. All residents will be informed of this policy prior to entering into a resident agreement, making a payment for recovery housing, or moving into Stable Homes. This policy applies to all residents.

All visitors are expected to be clean, sober and courteous. Visitors may include **family members only or sponsors/persons in recovery**. Visitors are only permitted to be in downstairs common areas, never upstairs.

For the privacy and safety of all resident visitors are not permitted resident bedrooms. Visitors are expected to be accompanied at all times by the resident who is welcoming the visitor. Unaccompanied visitors are not permitted at any time. For the safety and privacy of all residents, visitors are expected to be respectful and courteous to all residents. Any visitors who are or are reasonably suspected of being under the influence or in possession of illicit drugs or alcohol will be asked to leave the property immediately. If visitors are causing disruptions, bringing drugs into the premises or in any unauthorized areas, they will be asked to leave and not return.

Residents who are expecting visitors are expected to notify all other residents of their plans to have a visitor and to cover all the rules while visiting with the visitor. Also informing the house managers.

### Visiting Hours

- **Weekdays (Monday – Friday): 3:30 PM – 10:00 PM**
- **Weekends (Saturday & Sunday): 12:00 PM – 10:00 PM**

### General Visitation Guidelines

- Visitors of the **opposite gender** are **not permitted** in the sober home.
- **Romantic partners, regardless of gender, are not allowed to visit.**
- **Family members of the opposite gender may visit** but require **prior approval** from the Sober house Manager.
- Visitors **are not allowed in resident bedrooms.**
- No visitor may stay for **more than 4 hours per day** without prior House Manager approval.
- Visitors must **respect the shared living environment** and be mindful of all residents.
- **Residents of other sober homes** must adhere to these same visitation policies when visiting.

### Violation of Visitation Rules

- Any violation of these rules may result in **temporary or permanent restriction of visitation privileges.**

House Managers reserve the right to **deny or revoke** visitation at any time if it becomes disruptive or problematic.

### Unallowed Visitors:

- If a resident with a vacate notice has unallowed visitors on Stable Home property, the visitors will be banned from all Stable Home properties.
- If banned visitors return, they will be considered trespassing, and law enforcement will be called.

No guests or children are allowed to visit or stay overnight.

A resident who violates this visitor policy. The resident will be placed on restrictions of future visitations or may have more serious consequences if drugs and alcohol are involved.

**I have read and understand the above visitor policy.**

Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

## Children/Minors Visitation Policy

Stable Homes recognizes the **importance of maintaining parent-child relationships** during recovery. We strive to support **healthy family connections** while ensuring a structured and respectful environment for all residents.

### General Visitation Guidelines

- **Children must remain under the direct supervision of their parent** at all times during visitation.
- **Overnight visits are not permitted** to ensure the safety and well-being of all residents.
- Visitation must occur **within the designated visiting hours** as outlined in the sober living policy.
- **Children may stay for the full duration** of the allotted visitation hours for that day.
- Minor children **are only allowed in the resident's bedroom for napping purposes** and must be supervised.

### Respect for the Community

- We acknowledge that some residents may not have access to their children at this time, so we ask that all visits are **conducted with mindfulness and respect** for others in the house.
- Our goal is to **balance family visitation** with fostering a **strong, recovery-focused community** for all residents.

By following these guidelines, we aim to provide a **supportive, family-friendly environment** while maintaining the integrity and structure of sober living.

---

## Visitor Notification Form

Date:

Resident's Name:

Visitor's Name:

Purpose of Visit:

Scheduled Arrival Time:

Scheduled Departure Time:

Additional Information/Comments:

Acknowledgment of Resident:

I acknowledge that I am aware of the visitation policies and rules of Stable Homes. I agree to comply with these policies while the above listed visitor is visiting Stable Homes. I have notified the other residents of the home of the upcoming visit.

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Weekly Recovery/ Relapse Prevention Check in (offered tool)**

**Resident Name:** \_\_\_\_\_

Number of Weeks since initial assessment: \_\_\_\_\_

When resident has reached X number of weeks, conduct a follow-up assessment to re-examine goals.

Did you achieve the specific Action Steps you identified last week? If yes, what helped you do this? If no, what happened?

- 1.
- 2.
- 3.

Did you practice self-care last week like you planned? What did you learn?

What Action Steps are you going to take next week to reach your goals?

- 1.
- 2.
- 3.

What challenges do you think you may face this week?

- 1.
- 2.
- 3.

What Coping skills do you have that will help you overcome those challenges?

1.

2.

3.

How do you plan on practicing self-care this week?

1.

2.

3.

Who are the people that you can rely on for support this week?

1.

2.

3.

Is there anything else that you need help with right now? Is there any additional support that you need?

Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Resident with Less Than 7 Days Policy**

Procedure for Residents who enter Stable Homes and have less than 7 days of continuous non-use of alcohol, non-medical cannabis, or illicit substance (in recovery).

Any resident who has fewer than 7 days of continuous non-use of alcohol, illicit substances or non-medical cannabis may be welcome into our Level II housing program if they are willing to engage in the following.

1. Residents will remain on full restriction protocol. This means that the resident will only leave the property to engage in work, treatment, medical appointments or recovery support activities. If the resident needs to leave the property for another reason, they will arrange for another approved person to go with them. If the resident needs to leave for another reason, they may discuss with the house manager to get approval.
2. Residents will stay accountable of their whereabouts to the house manager. The resident is to text the house manager each time they leave the house for approved purposes and let them know when they have arrived and when they are leaving. After the approved purposes, they return straight home. If there is a delay in arriving home, they are to notify the house manager right away.
3. Residents will meet all housing expectations.

I understand that the staff of Stable Homes wants to see me succeed with my recovery and that these added supports are being put in place to help me be successful.

My status with Stable Homes will be reviewed on a daily basis. After I reach 28 days of continuous non-use of alcohol, illicit substances and non-medical cannabis this agreement will be reevaluated. Violation of this agreement can result in further supportive actions, including immediate referral to higher level of support.

Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

## **Stable Homes: Limitations and rationale regarding the presence of service animals**

### **Purpose:**

To outline the limitations and rationale regarding the presence of service animals within the sober living environment, while maintaining compliance with applicable federal and state laws and ensuring the therapeutic safety and well-being of all clients.

---

### **Policy Statement:**

Stable Homes is committed to supporting individuals with disabilities, including those who use service animals, in accordance with the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), and relevant Minnesota statutes. However, due to the unique structure and therapeutic nature of the sober living environment, limitations must be established to prevent undue hardship to the program, staff, and clients.

---

### **Scope:**

This policy applies to all clients, staff, and visitors within the sober living setting operated by Stable Homes.

---

### **Policy Guidelines:**

#### **1. Non-Public Therapeutic Setting:**

Sober living residences operated by Northstar Behavioral Health Network are not considered public accommodations under the ADA. These are therapeutic, recovery-focused environments governed by structured programming, shared living arrangements, and oversight.

#### **2. Client Population Considerations:**

Residents in sober living programs often present with diverse clinical backgrounds, including histories of trauma, mental health diagnoses, substance use disorders, and cultural sensitivities. The presence of one or more service animals may trigger fear, anxiety, or emotional dysregulation for other residents, which interferes with their treatment and recovery progress.

#### **3. Environmental Limitations:**

The physical design of sober living homes, including shared bedrooms, communal spaces, and limited square footage, is not adequate for housing multiple service animals.



Noise, sanitation, allergies, and animal-related phobias further increase risk to the therapeutic environment.

**4. Programmatic Disruption and Undue Hardship:**

While individual accommodations will be considered, the presence of multiple service animals may result in a fundamental alteration of the program's operations and create an undue administrative and clinical burden on staff and clients. In such cases, alternative accommodations may be explored in collaboration with the individual and care team.

---

**Procedures:**

1. Clients requesting to bring a service animal must submit documentation supporting the need for the animal and must participate in an individualized accommodation review process.
2. Each request will be evaluated based on:
  - The individual's clinical needs
  - The impact on other residents
  - Environmental capacity
  - Staffing and supervision limitations
3. If a request cannot be reasonably accommodated without causing programmatic disruption or hardship, alternative housing or care options may be discussed.

---

**References:**

- [Americans with Disabilities Act \(ADA\)](#)
- [Fair Housing Act \(FHA\)](#)
- [Minnesota Human Rights Act](#)
- [42 CFR Part 2](#) (as applicable for SUD confidentiality)
- [Service and Emotional Support Animals in Employment](#)
- [Service and Emotional Support Animals in Housing](#)

# Vehicle Policy

If a resident has a vehicle they must provide the following:

- proof of insurance and
  - a valid license in order to drive your vehicle and park on sober living property.
  - If you choose to drive illegally you are not allowed to park on any Stable Homes property.
- 

## 254B.181 Sober Homes

Subdivision 1. **Requirements.** All sober homes must comply with applicable state laws and regulations and local ordinances related to maximum occupancy, fire safety, and sanitation. In addition, all sober homes must:

- (1) maintain a supply of an opiate antagonist in the home in a conspicuous location and post information on proper use;
- (2) have written policies regarding access to all prescribed medications;
- (3) have written policies regarding evictions;
- (4) return all property and medications to a person discharged from the home and retain the items for a minimum of 60 days if the person did not collect them upon discharge. The owner must make an effort to contact persons listed as emergency contacts for the discharged person so that the items are returned;
- (5) document the names and contact information for persons to contact in case of an emergency or upon discharge and notification of a family member, or other emergency contact designated by the resident under certain circumstances, including but not limited to death due to an overdose;
- (6) maintain contact information for emergency resources in the community to address mental health and health emergencies;
- (7) have policies on staff qualifications and prohibition against fraternization;
- (8) permit residents to use, as directed by a licensed prescriber, legally prescribed and dispensed or administered pharmacotherapies approved by the United States Food and Drug Administration for the treatment of opioid use disorder;
- (9) permit residents to use, as directed by a licensed prescriber, legally prescribed and dispensed or administered pharmacotherapies approved by the United States Food and Drug Administration to treat co-occurring substance use disorders and mental health conditions;
- (10) have a fee schedule and refund policy;
- (11) have rules for residents;
- (12) have policies that promote resident participation in treatment, self-help groups, or other recovery supports;
- (13) have policies requiring abstinence from alcohol and illicit drugs; and
- (14) distribute the sober home bill of rights.

Subd. 2. **Bill of rights.** An individual living in a sober home has the right to:

- (1) have access to an environment that supports recovery;
- (2) have access to an environment that is safe and free from alcohol and other illicit drugs or substances;
- (3) be free from physical and verbal abuse, neglect, financial exploitation, and all forms of maltreatment covered under the Vulnerable Adults Act, sections [626.557](#) to [626.5572](#);
- (4) be treated with dignity and respect and to have personal property treated with respect;
- (5) have personal, financial, and medical information kept private and to be advised of the sober home's policies and procedures regarding disclosure of such information;
- (6) access, while living in the residence, to other community-based support services as needed;
- (7) be referred to appropriate services upon leaving the residence, if necessary;
- (8) retain personal property that does not jeopardize safety or health;
- (9) assert these rights personally or have them asserted by the individual's representative or by anyone on behalf of the individual without retaliation;
- (10) be provided with the name, address, and telephone number of the ombudsman for mental health, substance use disorder, and developmental disabilities and information about the right to file a complaint;
- (11) be fully informed of these rights and responsibilities, as well as program policies and procedures; and
- (12) not be required to perform services for the residence that are not included in the usual expectations for all residents.

Subd. 3. **Complaints; ombudsman for mental health and developmental disabilities.** Any complaints about a sober home may be made to and reviewed or investigated by the ombudsman for mental health and developmental disabilities, pursuant to sections [245.91](#) and [245.94](#).

Subd. 4. **Private right of action.** In addition to pursuing other remedies, an individual may bring an action to recover damages caused by a violation of this section.

**History:** [2023 c 61 art 4 s 14](#); [2024 c 108 art 4 s 24](#)

NOTE: Subdivision 1, clause (9), as added by Laws 2024, chapter 108, article 2, section 24, is effective June 1, 2026. Laws 2024, chapter 108, article 2, section 24, the effective date.

---

## Complaints

**Complaints; ombudsman for mental health and developmental disabilities.** Any complaints about a sober home may be made to and reviewed or investigated by the ombudsman for mental health and developmental disabilities, pursuant to sections [245.91](#) and [245.94](#).

---

# Legal Action for Violation of Policies

In the event of a violation of any policies outlined in this manual, individuals have the right to pursue various remedies to address the situation.

## Legal Recourse

- In addition to pursuing other available remedies, an individual may choose to bring an action against **Stable Homes** to recover damages resulting from a violation of these policies.

This clause ensures that responsibility is upheld and individuals can seek appropriate action if they are harmed by violations of established rules and regulations.

---

## Resources

St. Cloud:

- **Dial 988 Suicide & Crisis Lifeline**
- **Place of Hope (shelter)**
  - Address: 511 9th Ave North St. Cloud, MN 56303
  - Phone: 320-203-7881
- **CMMHC (Alcohol and Drug Detox and Mental Health Center)**
  - Address: 1350 14th St N, St Cloud, MN 56303
  - Phone: (320) 252-6654
- **Recovery Community Network**
  - Address: 3400 1st St N #404, St Cloud, MN 56303
  - Phone: (320) 428-1887
- **St. Cloud Hospital ER**
  - Address: 1406 6th Ave N, St Cloud, MN 56303
  - Phone: (320) 251-2700
- **Va Medical Center-St Cloud**
  - Address: 4801 Veterans Dr, St Cloud, MN 56303
  - Phone: (320) 252-1670

- **Catholic Charities Emergency Services**
  - Address: 157 Roosevelt Rd Suite #100, St Cloud, MN 56301
  - Phone: (320) 229-4560

Metro:

- **Dial 988 Suicide and Crisis Lifeline**
  - **Ramsey County Detox Center**
    - Address: 402 University Ave E, St Paul, MN 55130
    - Phone: (651) 266-4009
  - **Gateway Recovery center (Drug and alcohol Detox)**
    - 6775 Cahill Avenue East, Inver Grove Heights, MN 55076
    - Phone: (651) 999-3537
  - **Regions Hospital Emergency Room**
    - Address: 640 Jackson St, St Paul, MN 55101
    - Phone: (651) 254-3456
  - **Union Gospel Mission homeless shelter 651-337-4892**
    - General Information 651-228-1800
    - Men's Programs 651-292-1721
    - Women's Programs 651-444-5880
  - **Catholic Charities Saint Paul Opportunity Center And Dorothy Day Residence**
    - Address: 422 Dorothy Day Pl, St Paul, MN 55102
    - Phone: (651) 404-6407
-