



Mission Statement

"Providing the spiritual and educational tools necessary for a long-term recovery from the illness of addiction and the beginning of a successful life."

PROGRAM OVERVIEW

Christian Recovery Centers, Inc is a network of non-profit drug and alcohol treatment centers serving those suffering from active addiction. We are not traditional short-term rehabilitation facilities. CRCI includes multiple types of recovery resources, including the 12-step program and therapeutic professional services in its treatment curriculums. Opportunities to move forward in the recovery process are also presented in a traditional educational and social reform standpoint to each resident at no out of pocket cost to them or their families (except as noted). This is a proven program that works for anyone willing to adopt it. Our primary purpose is to provide each resident with the spiritual and educational tools necessary for a long-term recovery from the illness of addiction and the beginning of a successful life. Unlike other illnesses, the process of recovery from the illness of addiction is unique in that it requires the full compliance of the host for the process of recovery to be successful. CRCI requires all participants to willingly enter the residential program.

Admission

Eligibility for admission is open to qualified applicants who are 18 years or older and voluntarily seeking assistance for active substance abuse issues. A personal interview is required, and applicants may be placed on a waiting list pending admission. CRCI requires potential residents to be detoxed or provide a physician's release prior to being accepted as a resident. CRCI is not a medical detoxification facility and prospective residents will be required to submit to a breath and urine analysis upon arrival. This is for the safety of others and their own. Constant random drug screening will be used to maintain this environment. Contact, including in-person visits, phone calls, and mail, with persons outside of the inpatient recovery program is strictly prohibited until completion of the phase in which the resident initially entered the program. This includes all functions, both on and off the campus.

Introductory Phase (Motivational Track)

Each resident will be given 2-6 weeks to complete this stage. CRCI's motivational track is designed to assist qualified residents bridge the gap from addicted living into the residential treatment programs' heavily structured environment. It is our goal that in the early stages of recovery residents can successfully acclimate to a heavily structured environment with more ease by first going through a less intense, residential transition period that will further prepare them for residential treatment. The Motivational track serves as an introductory phase to the program and offers a less rigorous schedule and more room for residents to acclimate themselves to the infrastructure of the program. Residents will need to show they have achieved certain goals, such as, but not limited to: adherence to policy and procedure, an appropriate response to authority and direction, and a willingness to receive and apply new information both in recovery and daily living. Significant improvements in these areas must be evident before the resident will be considered for transition into the treatment program. When criteria for program entry is fulfilled and a bed is available residents will be eligible to move out of the introductory phase and into Phase I of the residential program.

Phase 1 of CRCI Program

Each resident will be given 4-7 weeks to complete this stage of the program. Entering into this more intensive main portion of the program, our aim is to provide a structured environment for spiritual growth. The CRCI program is designed to encourage recovery by offering each program participant the opportunity to partner on a plan for their recovery process and reinforce healthy decision making. We have introduced a process of continuous action that incorporates recovery theory into long-term daily living. Recovery from drugs and alcohol is a formidable process that requires extreme focus and discipline. Phase 1 is designed to introduce a

brand new process of decision making in a way that teaches sustainable personal growth through responsibility and ethics. A schedule is provided to all residents to assist them daily in each phase of the program.

Residents will check the scheduling boards each morning for chore and project assignments, kitchen duty, and laundry days. Residents are responsible for completing these duties to the best of their ability.

Transportation for personal business, personal medical, or personal legal appointments will be provided out of necessity based upon your current situations. It is management's goal to continue/extend all possible personal appointments so each participant may be provided with the opportunity to complete the treatment curriculum uninterrupted.

Phase II of CRCI Program

Once the phase 2 eligibility date has arrived and the resident has completed the phase up applications, resident performance and documentation will be reviewed by staff and senior residents. A progress report will be completed and submitted into the resident's file, which will have comments from staff and senior residents containing positive and constructive feedback. Affirmations will be given in areas of strength, as well as guidance for areas that need improvement. Main areas of review include compliance with policy and procedures, character improvements (trust, kindness, helpfulness), general attitude toward self and others, and program participation. These areas will be addressed to determine where additional improvement is needed and to determine if the resident will be approved to move into Phase II of the program. The review will also determine if the resident becomes eligible for the understudy program, for visitation and other privileges. Phase II is a privilege and will not be offered to residents who have not taken an active role in their recovery thus far. Phase II residents are required to attend ALL meetings and functions.

Residents accepted into the second phase of the program will have the opportunity to move into new territory in their recovery process. They will be given an immediate opportunity to take on more responsibility and a bigger leadership role. By this time residents should have a thorough understanding of program operations, and more importantly, an initial understanding of spiritual principle, the first 3 steps of the 12-step program, and the recovery process as a whole.

Phase III of CRCI Program (Exit Strategy)

After approved completion of Phase II staff will schedule a meeting with residents to determine progress and eligibility for an official leadership post as a Senior Resident. Staff will also take this opportunity to assess if the resident seems to have a decent understanding of what it takes to continue to have a successful recovery and productive life.

Each resident in the third phase who has proven themselves capable will be assigned the role of advisor to residents who are in their first or second phase of the program. We believe in the premise, "The student never learns the lesson until they become the teacher." We also believe that one will never be able to keep what they have received unless they are willing to give it away. Phase III residents should make themselves personally responsible for all their assigned phase I resident's needs, especially by encouraging a positive attitude and supplying any necessary materials for their participation.

Phase III residents will also be expected, as a more seasoned resident, to not only adhere to policies, but also teach and enforce them with all other residents. This especially includes their phase III peers. Servant leadership is an indispensable trait that every leader must operate with on a regular basis. The servant-leader shares power by putting the needs of others first and helping them to develop and perform at their greatest potential.

The staff meeting to determine Phase III entry will not only include a performance review but will also initiate the process of creating an exit strategy. Residents will meet with staff each week during Phase III to continue developing a strong plan for continuing care in recovery.

By this time, each resident should be well prepared to partner with staff in planning their recovery plan. Topics of discussion will include continuum of care, finances, employment, living situation and a discussion of short and long-term goals. The exit strategy will be unique for each individual pertaining to their specific needs as well as their social, moral, and personal obligations. It is our goal to provide a safe environment for the beginning stages of recovery and to make sure each resident can easily transition back into a normal living

situation. Each resident should be equipped to continue their recovery on a more personally accountable basis.

Phase III residents will also be exposed to different teachings that will help better prepare them for their next step. These teachings will include instruction on finance, budgeting and how to successfully balance full time employment with a recovery conducive life. If our budget allows, CRCI will attempt to provide graduates with a stipend to fund initial living expenses after completing Phase III. [GS1] The size of the stipend will depend on CRCI resources and will typically be no less than \$300 and no more than \$750.

Phase III of the program was created to help posture each resident for a well-prepared exit from the rigorously structured environment and entry into a more moderate environment. It is our goal that each resident has a good plan for a smooth transition and the resources necessary to move into their next immediate living situation.

Phase III will only be extended to those who are still willing to receive instruction and to continue to partner on an exit strategy just as they did with their initial recovery process.

PROGRAM GUIDELINES

PHASE UP APPLICATION: Program length is determined by the resident's willingness and ability to progress as displayed by their actions, words, and disposition. There will be an eligibility date posted for residents to be aware of the date when they will be considered for promotion to the next phase. Residents will need to fill out the appropriate packet for the upcoming completion of their current phase within 5 days of the posted date of eligibility. If the packet is not turned in by the phase-up date, it will be assumed that the resident is not ready to complete their current phase and is requesting more time before transitioning into the next phase of the program. See the resident manager for details and to obtain the application, and be sure to follow up with the resident manager after turning it in. If phase work is not completed on time or to a level of satisfaction determined by staff, all future dates of eligible promotion will be pushed back by the number of days respective to the amount of time it takes for the phase up application to be approved. Approval is primarily based on performance, personal growth, and accountability.

DISMISSAL FROM PROGRAM: Residents may be dismissed from program at any time for non-compliance with program policy and procedures. CRCI uses a three-strike guideline for minor offenses resulting in dismissal at the time of the fourth written disciplinary action. CRCI reserves the right to amend these guidelines at any time and failure to be aware of the guidelines is not a defense from disciplinary action or dismissal. Personal belongings left behind will be stored for a period of 24 hours before disposal. Once a resident has been removed from the program, they must immediately exit the care of the program. This is for the safety of the other residents and for the purpose of maintaining a recovery conducive environment. You will not be permitted to remain on campus after checking yourself out against staff advice. If the discharged resident has legal or medical concerns staff may notify the appropriate legal authority or emergency contact listed in the resident's file.

Residents leaving prior to successful completion of the program are not permitted to return to campus following departure without an appointment.

ADDITIONAL SCREENING: Resident's belongings will be searched upon arrival *and at any time for any reason* by anyone appointed by staff. A resident is *not* required to be present at the time of search called for by staff. Regular drug and alcohol testing will be administered to ensure we are providing an environment that is safe and conducive for recovery.

DOCTOR VISITS AND EMERGENCIES: We will assist residents with minor medical appointments such as approved medication refills or dental emergencies. Medical requests will need to be submitted to the office with a detailed description of the chief complaint of the non-emergency medical issue. Pre-existing medical conditions are to be acknowledged prior to entry and appropriate arrangements should be made. Medical emergencies will be referred to the emergency room at the resident's expense. The emergency room is for EMERGENCIES only and is not to be used except for emergency situations. Residents must always be accompanied by a senior resident during their medical visit. All documentation must be brought back to the campus so a copy can be entered into the resident's file. Residents who accept narcotic or other unapproved medications during a medical visit will not be permitted to remain in the program as a resident and will be dismissed upon return. CRCI will not pay for the cost of emergency room visits, ambulance transportation or treatment, or emergency evacuation. If no transportation is available at the time of the emergency staff will call an ambulance.

CRCI is not a medical facility and does not employ a medical staff or provide professional medical care of current conditions. CRCI will not take any responsibility for the distribution of prescriptions required by residents. This means that a resident may be transferred if they are not healthy enough to participate in all activities or require medical appointments repeatedly during residency.

TRANSPORTATION: CRCI does not provide transportation for residents entering the CRCI program. If necessary, CRCI will provide transportation upon discharge from campus to a nearby public location. Residents may be financially responsible for any excessive cost incurred by CRCI for transportation and all approved personal business, personal medical, or personal legal appointments. Personal vehicles, electronic and cellular devices are not permitted during any phase of the program. Computers may be accessed in the final phase, with staff approval, for exit planning purposes only. Social media access is strictly prohibited.

SICK DAYS: Residents who become sick during their residency may ask for permission to rest in bed. They will be confined to their bed for the entire day. Residents taking a sick day will not be permitted to enter the kitchen for any reason. The kitchen staff will be responsible for providing them three meals for that day. Residents are permitted two sick days during each phase of residency and any excess sick days will not count toward your final completion date. Graduation date will be postponed the number of days respective to the amount of excessive sick days taken by a resident, not to include quarantine or isolation time due to COVID-19. Any resident that wishes to use a sick day must request permission from staff prior to missing any scheduled items. Repeated abuse of the sick day policy will result in a phase restart.

EBT: New residents will be asked to apply for EBT benefits if eligible upon arrival. If the incoming resident already receives EBT benefits we must notify DSS of the address change and have DSS complete a recertification form. CRCI will use \$50 for each week of residency to offset some of the cost of meals.

ELECTRONIC DEVICES: Electronic devices including cell phones, smart watches, iPods, tablets, computers etc... are strictly forbidden and will be removed from campus at resident's expense. If caught with a cell phone at any time in the program, the resident will be immediately dismissed. Television is prohibited during daytime hours Monday through Friday. Residents will be allowed to listen to approved radio or music during appropriate daytime hours at a volume that does not disturb others.

GAMBLING: Gambling or purchase of lottery tickets is forbidden.

HVAC: Operation of heating and air units, including electric and gas heaters, are restricted to approved individuals only.

MOOD OR MIND-ALTERING SUBSTANCES: Purchase or use of mood or mind-altering substances, including over the counter (OTC) sleep aids, stimulants and/or energy drinks is strictly forbidden, both on and off campus.

MAIL CONTACT: Mail contact may be permitted upon completion of the phase in which the resident initially entered the program. All incoming and outgoing mail must be from immediate family approved by staff. All incoming packages will be searched upon arrival. If mail is received from an unapproved person, it will be returned to sender.

MONEY POLICY: Residents will only be allowed \$10 a week on their persons at any time while in the program. All excess personal money will be stored by staff and the allowed \$10 will be distributed on the same day every week.

STORE POLICY: Residents may be able to have one store stop a week. No unauthorized store stops are permitted.

PHONE CONTACT: Residents who remain in good standing, without major disciplinary actions may, after a period of four weeks, have the opportunity for one fifteen-minute phone call or two ten-minute phone calls per week to an *immediate family member only (mother, father, sibling, wife or children)*. If the resident is the parent of multiple children in the household, the resident may speak to each child for an additional 5 minutes. This must be noted on the sign-up sheet and will be subject to the time available to the program for calls on that day. There will be no contact with friends, intimate partners, or anyone who is not a legal relative. Phone calls will be supervised, and staff will determine which immediate family member a resident may contact using the information they provided on the resident contact sheet upon admission. All contacts will be verified by staff and proof of relation may be required (ID, marriage certificate, etc.). No incoming calls are permitted. Phone call times during on the job training/connection opportunities will be adjusted to reasonable hours during workdays and may not always be on a Saturday or Sunday. Family members may contact the main office to leave messages or to initiate contact in the case of an emergency that requires the resident's attention.

VISITATION: Phase II & III residents who have been approved by staff may schedule one visit with immediate family while in the program. During visitation, residents must remain with the approved person(s) (immediate family member or other approved by staff) who picked them up and must follow the provided guidelines while on visit (No

phone or computer use is allowed). Any resident who is found to be with unapproved persons will be immediately dismissed from the program. CRCI is not responsible for resident transportation to and from visitation. Visitations must take place on Saturday between 9 A.M. and 7 P.M. A resident's family must contact the office and ask to schedule one week in advance for visitation. Approval is at the discretion of staff to ensure that it does not interfere with program scheduling. Resident's person and/or bags will be searched upon return. Any unauthorized items brought back from visitation will be confiscated and disposed of. A drug, alcohol, and nicotine test will be administered upon return to campus.

OFF CAMPUS PROCEDURE: At staff discretion residents will attend off campus events and functions where they will be expected to remain in a group. Residents will fill in all seats from front to back in designated sections of any seating arrangement. Restrooms may be used before or after the event or function but will not be available during. If any resident needs to leave the group for any reason, including to use the restroom, they must ask permission and be accompanied by a senior resident or staff member. Residents will be expected to return to the group as quickly as possible. Verbal contact should be kept brief with all persons outside of the program. If friends or family are present during a church service, contact is not allowed in any form unless written approval was granted prior to the event.

Workforce Redevelopment Program: Residents will be given the opportunity to learn valuable skills by participating in Trade School type activities and interacting with potential employers on projects staffed by CRCI residents. Further information about this important component of residents' recovery is found in the Workforce Redevelopment Program Overview.

On The Job Training/Connection Opportunities: Residents may participate in select On the job training opportunities. This will require that a resident be willing to work in scheduled events with a positive attitude while being physically capable of standing/walking for extended periods of time. Residents must also be able to travel across state lines without legal restrictions. Fundraiser trips are designed to support the organization so that the program may continue to offer care without requiring any financial obligation from residents or their families. As such, residents will not receive monetary compensation for their efforts but rather will begin to see the benefits of an altruistic lifestyle. This can potentially be one of the most effective virtues they come to learn that will continue to aid in their recovery process. We believe there is true value in selfless service. Residents may opt out of any fundraiser/volunteer service by simply informing the staff that they no longer wish to participate.

EXTENSION POLICY: Residents who have been found to be progressing at a rate deemed unacceptable by the Program Directors will be selected to have their graduation date extended by a then-determined amount of time.

RESTART POLICY: In the case of an extension not being the most productive measure, a resident who has been found to be repeatedly non-compliant with policy may be subject to a day 1 program restart, at the discretion of any director.

BELL AWARD/BELL BUCKS: The purpose of the Bell Award program is to reinforce positive behaviors. Bell Bucks are a type of CRCI branded "currency" that is awarded to residents for doing good deeds, going above what is required of them, and attendance. Residents who are 5 minutes early to every meeting in a day will automatically receive 1 Bell Award. Other awards will be given for exceptionally good interactions and behaviors, such as helping another resident or volunteering to do extra things that aren't necessarily expected. The awards will be tabulated bi-weekly, and each resident with a minimum of 10 awards will become eligible to attend the next hosted excellence party. During the excellence party residents will be able to spend their bell bucks on a list of prizes that vary based on the perceived value of the item.

ADDITIONAL GUIDELINES

- No sexual advances, comments, or suggestions may be made toward anyone while in the program. Any sexual contact will result in immediate expulsion of any willing parties.
- Program Residents are not allowed to engage with the opposite sex in any way (verbally or Physically) at any event/function. If anyone outside of the CRCI program attempts to have contact with any resident it is the responsibility of the resident to remove themselves from the situation.
- CRCI campuses are tobacco free. Any nicotine products (cigarettes, dip, electronic cigarettes, E-liquid, vaporizer juice, gum, or lozenges) will be properly disposed of upon arrival. There will be no storage of said products.
- Provocative or inappropriate clothing or language on or off campus will not be tolerated.
- No clothing displaying any representation of vulgarity, drugs, or alcohol.
- Use of cell phones and/or personal vehicles on or off campus is strictly prohibited. Cell phones will be securely stored during resident's stay.
- Residents shall attend classes, meetings and functions as requested by staff and should be prepared and on time.
- Residents may not leave premises without approval of a staff member.
- Beds must be made first thing in the morning; bedrooms and living areas should always remain clean and free of debris. Do not leave clothes, books, etc... on beds during the daytime operational hours.
- Residents must be dressed and ready for the day at scheduled time.
- Violence, intimidation, or threats of violence will result in immediate expulsion.
- No lying down (couches, beds, etc...), watching television or sleeping during daytime hours Monday through Friday.
- No sitting down on beds during the daytime operational hours. Bedrooms are off limits to program residents Mon.-Fri. from 8am-5pm unless a special event occurs.
- A locker will be issued to each resident for access to personal items during operational hours. Opening another resident's locker will result in disciplinary action. Residents are responsible for securing their own belongings.
- Vulgar music and literature is prohibited.
- No sitting down during chore or project time.
- If you need to use the restroom, do so **before or after** the scheduled working, chore, and project times.
- All personal belongings, including personal hygiene items, books and study material are to be stored neatly in resident living quarters or in their assigned locker.
- No exchanging or moving beds, linens or furniture without express consent from staff.
- Laundry is permitted on designated days. Residents must wash clothes and bed linens on assigned day only.
- All corrective action written assignments must be completed on time & must be completed before any recreational activities. (*No watching TV, playing cards, sports, etc... until assignment is turned in.*)
- If a resident does not complete their written assignment on time, it will be doubled.
- All assigned duties must be completed properly and to the best of residents ability.
- Each resident is responsible for his personal hygiene every day.
- All phone calls must always be approved & supervised by staff and contact must be with approved immediate family members only. Residents must schedule a call time with staff prior to 5pm on Friday to participate in weekend calls.
- Personal dishes that were assigned to residents must be used every time they eat. Do not use kitchen containers, paper towels, etc. Residents must use a dish/tray for all food consumption. All dishes must be cleaned immediately after use.
- Piercing or tattoos must be removed, approved, or covered.
- Head and facial hair must be neatly trimmed. It is at the discretion of CRCI staff to determine an appropriate length. Upon entry to the program, every male resident must shave their face clean for a fresh start.
- Residents may not leave a meeting or any group setting without first Receiving permission.
- Residents must remain fully dressed during operational hours (8am-5pm Mon-Fri)