



Mission Statement

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

PROGRAM OVERVIEW

Christian Recovery Centers, Inc. is a non-profit organization offering comprehensive drug and alcohol treatment services to individuals struggling with addiction. We differ from conventional short-term rehabilitation centers in that we offer a broad range of recovery resources, including a 12-step program and professional therapeutic services, as part of our treatment curriculum. Our approach also incorporates traditional educational and social reform methods to support residents in their recovery journey at no cost to them or their families except as noted (ie, personal needs, such as certain medical, dental, etc.)

Our program is experience-based and has been shown to be effective for anyone who is willing to engage in the recovery process. Our primary objective is to equip each resident with the spiritual and educational tools necessary for a sustained recovery from addiction and a successful future.

Recovery from addiction is unique in that it requires the full participation of the individual for the process to be successful. As such, CRCI requires all participants to willingly enter our residential program.

Admission

Admission to Christian Recovery Centers, Inc. (CRCI) is open to qualified applicants who are 18 years of age or older and seeking assistance for substance use disorders. A personal interview is a mandatory component of the admissions process, and interested applicants may be placed on a waitlist until placement becomes available. To ensure the safety of all residents, prospective residents must be detoxed or provide a physician's clearance prior to being accepted into the program.

Please note that CRCI is not a medical detoxification center and all residents will be required to undergo a breath and urine analysis upon arrival. Random drug screenings will be conducted regularly to maintain a drug-free environment. Communication with individuals outside of the program, including in-person visits, phone calls, and mail, is strictly prohibited until the resident has completed the initial phase of their program. This policy applies to all activities, both on and off the campus. Applicants should strive to extend all possible personal appointments to provide each participant with the opportunity to complete the program without interruption. If necessary, the intake team will provide an acceptance letter for legal proceedings that require documentation (such as a continuance.)

Introductory Phase (Motivational Track)

This phase of the program lasts between 2 to 6 weeks and is designed to help residents smoothly transition from their current state of addiction to the structured environment of the residential recovery program. The motivational track serves as a gentle introduction to the program, allowing residents to acclimate to the infrastructure at a less intense pace. During this phase, residents will be expected to demonstrate their ability to follow policies and procedures, respond appropriately to authority and basic direction, and be open to receiving and applying new information. Once they have met these time and behavioral requirements and placement is available, they will be eligible to move on to Phase I of the residential program.

Phase 1 of CRCI Program

The first phase of the program is designed to last 6-8 weeks and provides a structured environment for spiritual growth and recovery. Our approach focuses on empowering each program participant to actively participate in their own recovery journey and develop healthy decision-making skills. This phase introduces a new approach to decision-making that emphasizes personal responsibility and ethics to promote sustainable growth and recovery. A daily schedule is provided to all residents to aid in their progress through each phase of the program. Daily chore and project assignments, kitchen duties, and laundry days are posted on the scheduling boards for residents to review each morning. Residents are expected to fulfill their responsibilities to the best of their abilities and provide feedback as necessary.

Transportation for personal appointments, such as medical, legal, or personal business, is limited to an as-needed basis to minimize disruptions to the treatment curriculum.

Phase II of CRCI Program

Once the eligibility date for phase 2 has been reached and the resident has completed all required evaluations and assessments, a comprehensive performance review will be conducted by the program staff and senior residents. This review will be documented in the resident's file and will provide valuable feedback on their progress, including areas of strength, areas for improvement, and program compliance. The areas of assessment will include, but are not limited to, adherence to policies and procedures, character development, attitude towards oneself and others, and participation in the program.

Successful completion of the first phase will make residents eligible for advancement to the second phase, which offers a unique opportunity to further their recovery journey by taking on increased responsibility and leadership roles. Residents accepted into phase 2 should have a solid understanding of the program operations and spiritual principles, as well as an understanding with the first three steps of the 12-step program and the overall recovery process. The duration of this phase will range from 6-8 weeks.

Note that phase 2 is a privilege that will only be granted to residents who have demonstrated active engagement in their recovery journey. Attendance at all meetings and functions is mandatory for phase 2 residents.

Phase III of CRCI Program (Exit Strategy)

Following successful completion of Phase II, residents will be scheduled for a meeting with the staff to assess their progress and create a timeline for their promotion into Phase III. This meeting will also include a discussion to determine if the resident will be awarded a Senior Resident leadership role and to further evaluate the resident's understanding of the principles and practices needed for sustained recovery and a productive life.

Residents who demonstrate the capability during the third phase will be assigned the role of mentor to residents in the first or second phase of the program. We believe in the principle that "the student never truly learns until they become the teacher" and that true retention of knowledge and skills is achieved through sharing them with others. As such, Phase III residents will be expected to take responsibility for the needs and well-being of their assigned Phase I residents, promoting a positive attitude and providing any necessary resources for their participation.

As experienced residents, Phase III residents will not only be expected to adhere to program policies but to also serve as leaders, instructing and enforcing these policies with all residents, including their Phase III peers. The servant-leader model of leadership will be emphasized, in which leaders prioritize the needs of others and facilitate their growth and success.

The staff meeting to determine Phase III entry will also initiate the creation of an individualized exit strategy for each resident. During Phase III, residents will continue to meet with staff weekly to further develop this plan, covering areas such as continuing care, finances, employment, living arrangements, and long-term goals. Our objective is to provide a safe and supportive environment during the early stages of recovery and to facilitate a smooth transition back into normal life.

In addition to the ongoing development of their exit strategy, Phase III residents will receive instruction on finance, budgeting, and balancing work and recovery. Upon successful completion of Phase III and approval of their exit strategy, residents may be eligible for financial assistance from CRCI, up to a maximum of \$500, to cover expenses such as rent, transportation, and other necessary costs as determined during the exit strategy process. However, this is subject to the availability of CRCI's financial resources and may be adjusted based on the resident's performance and future planning efforts.

The goal of Phase III is to provide residents with the necessary resources and support to transition smoothly from the structured program environment to a more moderate living situation. This phase will only be offered to residents who remain engaged and open to instruction, continuing to work with staff to develop and execute their exit strategy as they did with their initial recovery process.

PROGRAM GUIDELINES

PHASE UP APPLICATION: The length of the program is contingent on the resident's demonstration of progress, as evidenced by their behavior, communication, and attitude. A designated eligibility date for advancement to the subsequent phase can be inferred from the date of promotion out of the previous phase. To be considered for promotion, residents must submit the relevant application packet within 5 days of the eligibility date. Failure to submit the packet by the specified deadline will indicate the resident's desire for additional time in the current phase. Residents are encouraged to consult resident management for further information on obtaining the application and to confirm receipt after submission. In the event that the required work is not completed in a timely manner or to the satisfaction of the staff, the next eligible promotion date may be postponed accordingly. Approval is based primarily on performance, personal development, and responsibility.

DISMISSAL FROM PROGRAM: Residents may face dismissal from the program for non-adherence to established program policies and procedures. The agency follows a three-strike policy for minor violations, leading to dismissal after the fourth recorded disciplinary action. CRCI reserves the right to modify these guidelines at any time and ignorance of the guidelines will not be considered a valid defense against disciplinary action or dismissal. Upon dismissal, residents must promptly vacate the program for the safety of other residents and to maintain a suitable recovery environment. Personal belongings not retrieved within 24 hours will be disposed of. Dismissed residents are not permitted to remain on the premises after checkout. If the resident has any legal or medical concerns, CRCI may notify the designated legal authority or emergency contact listed in the resident's file. Residents who leave the program prematurely are not allowed to return to the campus without prior arrangement.

ADDITIONAL SCREENING: Upon arrival and at any time deemed necessary by authorized staff, residents' belongings will undergo a search to ensure the safety and suitability of the recovery environment. Residents are not required to be present during the search of personal belongings. Regular drug and alcohol testing will be conducted to ensure compliance with program policy.

MEDICAL ASSISTANCE: Residents will receive support for minor medical appointments, such as approved medication refills or dental emergencies. CRCI makes an effort to ensure affordable medical care when possible through partnering agencies, but personal medical expenses will remain the responsibility of the resident. Requests for medical assistance must be submitted to the office with a clear description of the issue. Pre-existing medical conditions must be disclosed prior to admission, and appropriate arrangements must be made to care for these conditions. Residents who require continuous care of medical conditions that place a burden on the program may be referred to alternative programs with more robust medical supports. In case of a medical emergency, residents will be referred to the nearest emergency room at their own expense. Residents must be accompanied and supervised during medical visits and are responsible for providing all documentation related to the medical visit when they return to the campus. Residents will not be permitted to return to the program without discharge paperwork and a clean breath and urine analysis. The distribution of prescriptions is the responsibility of the resident and non-compliant residents may be dismissed. CRCI is not a medical facility and does not provide professional medical care. CRCI is not responsible for the cost of emergency room visits, ambulance transportation, treatment, or evacuation.

TRANSPORTATION: Residents are responsible for their own transportation to and from the CRCI program. Upon discharge, residents may be provided with transportation to a nearby public location, but may be financially responsible for any additional transportation costs incurred. Personal vehicles are not permitted during any phase of the program.

SICK LEAVE: During their residency, residents who experience illness may request permission to take a day of rest in bed. On a sick leave day, residents will be confined to their bed for the entire duration and are prohibited from entering the kitchen for any reason. The kitchen staff will be responsible for delivering three meals to the resident's room. Residents are allotted two sick days per phase of residency, and any additional days will not be credited towards the completion date. The graduation date may be postponed by an equivalent number of days for any excessive sick days taken, excluding any quarantine or isolation periods related to COVID-19. Residents must secure approval from the staff before using a sick leave day and any consistent abuse of the sick leave policy may result in a restart of the phase.

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. Computer access for exit planning purposes may be approved by staff during the final phase. Access to social media is strictly prohibited.

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: CRCI programs do not function as medical facilities and do not employ medical personnel. Residents who possess a diagnosis or require prescription medication necessitating a level of care beyond what CRCI offers will be referred to alternative programs. However, certain low-risk mood and mind-altering medications, prescribed before admission, may be authorized for use within CRCI programs, subject to pre-approval prior to intake. The acquisition or usage of unauthorized mood or mind-altering substances, regardless of whether they are prescribed or over-the-counter, such as sleep aids, non-caffeine stimulants, narcotics, narcotic substitutes,

and other substances known to induce a "legal high," may result in immediate dismissal from the program. Use of illegal drugs or alcohol will result in an immediate discharge from the program whether the resident is present or not, and if they do not return to collect their property within 24 hours it will be considered abandoned.

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 and prohibited items will be confiscated and disposed of. All contact is limited to *immediate family members only (parents, siblings, spouse or children)*. If mail is received from an unapproved person, it may be returned if sender pays for shipping. Otherwise, all items will be disposed of or donated to a local charity. Individual food items will not be distributed- if accepted, all food will be entered into the community supply.

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 if the program makes a shopping visit available to residents. Money earned through all program opportunities will be awarded upon completion of the program.

STORE POLICY: Residents may be able to have a maximum of one store stop each week if approved by the Director of Operations. No unauthorized store stops are permitted for anyone transporting residents. Residents will be supervised at all times while in the store, and prohibited items will be confiscated if purchased and disciplinary action may be taken.

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 signup sheet and will be subject to the time available to the program for calls on that day. There will be no contact with friends, unmarried 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 occupational training or community service opportunities and other events 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.

VIDEO VISITATION: A program Director may approve residents to participate in a supervised video chat with immediate family. The primary purpose of this privilege is to provide a more personal connection for children whose parents are away from them during the course of their treatment. Video chats with family may begin at the start of visitation privileges and will be subject to the limitations of time and supervision coverage of the program, but the recommended timeframe for this type of visitation is once every 2 weeks for Phase 2 and 3 residents.

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 program 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: The purpose of the Bell Award program is to reinforce positive behaviors. Bell Awards are a type of positive behavioral reinforcement that is awarded to residents for doing good deeds, going above what is required of them, and attendance. Residents who are on time 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 and each resident will be able to use these awards to "purchase" additional privileges. During the excellence party residents will be able to have exceptions and privileges granted to them by program directors that other residents may not have the opportunity to experience.

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. A genuine greeting is acceptable to avoid the perception of rude behavior, but beyond that the resident should excuse themselves and walk away or seek help from staff or other leadership.
- Physical contact of an intimate nature with any person is strictly prohibited. All other non-consensual contact is strictly prohibited.
- CRCI campuses, vehicles, and other property are nicotine free areas. Any nicotine products (cigarettes, dip, electronic cigarettes, E-liquid, vaporizer juice, gum, or lozenges) will be immediately disposed of upon arrival. There will be no storage of said products.
- Workout supplements and performance-enhancing drugs, including (but not limited to) caffeine pre-workout, protein powder, prohormones, SARMs, SERMs, and anabolic steroids are not approved for use within CRCI programs. It's important to note that essential supplements like vitamin C, as recommended by medical professionals, are not included in this restriction.
- Provocative or inappropriate clothing or language on or off campus will not be tolerated. This includes clothing in poor taste that contains images/text that promotes secular music, television, and other offensive content.
- No clothing displaying any representation of vulgarity, drugs, or alcohol is allowed.
- 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. If a resident leader is provided with a cell phone for office use, it must be turned in at night.
- Residents shall attend classes, meetings and functions as scheduled and requested by staff and should be prepared and on time.
- Residents may not leave CRCI premises or an off-campus group setting 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. Living areas should be presentable for a campus tour at any time. Personal food and drink items (other than water) are prohibited in the

community living spaces.

- Residents must be dressed and ready for the day at appropriate scheduled time and not return to sleeping areas until the time determined by the daily schedule/staff permission. Clothing should be appropriate and respectful of a community living environment. Shirts and bottoms (pants, shorts, dresses, and skirts- all of which should be an appropriate length as determined by program director) should be worn at all times while outside of personal living space. Residents must remain fully dressed during operational hours (8am-5pm Mon-Fri) and wear appropriate clothing for all off campus activities.
- Residents must wear appropriate clothing for all off campus activities. Hats, leisure wear, activewear, or open toe shoes (male residents) are prohibited while attending church services at any off campus location.
- Violence, intimidation, or threats of violence will result in immediate expulsion.
- No lying down, watching television or sleeping during normal program operation hours. Bedrooms are off limits to recovery program residents Mon-Fri from 8am-5pm unless a special event or exception occurs. Not applicable to motivational track residents (separate schedule maintained for new residents).
- A storage area will be issued to each resident for access to personal items during operational hours. Handling another resident's personal property without permission will result in disciplinary action. Residents are responsible for securing their own belongings and being trustworthy. CRCI is not responsible for lost or stolen items.
- Vulgar music and literature is prohibited for residents during all phases of the CRCI recovery program.
- Sitting/laying down during chore or project time is not an acceptable use of time.
- Residents should plan ahead of scheduled working, chore, and project times by using the restroom **before or after** these times. If a restroom break is needed, they should obtain permission to avoid the appearance of apathy towards teamwork.
- 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 if they are not currently in the possession of the resident. Bags/backpacks/large purses should not be carried into church services or other places where security measures may be important.
- No exchanging or moving beds, linens or furniture without express consent from staff. Bed assignments are records that must be kept accurate in case of an emergency.
- Residents should not enter areas not approved or assigned to them, such as another resident's living quarters.
- Laundry is permitted on designated days. Residents must wash clothes and bed linens on the 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. If the assignment is still refused, the resident will be considered noncompliant and the resident dropout PTC process will begin immediately.
- All assigned duties must be completed properly and to the best of residents ability. A lack of interest in matters of personal benefit may result in a resident's dismissal from the program.
- Each resident is responsible for his or her personal hygiene every day.
- Theft, dishonesty, negative attitude, and aggressive behavior is strictly prohibited and may result in dismissal from the program if the individual is deemed to be disruptive to the other residents in such a way that diminishes the effectiveness of their program participation.
- 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 must be removed, and explicit tattoos must be approved or covered. Residents are not permitted to get new tattoos or piercings as a resident of CRCI programs.
- Residents of CRCI programs may be asked to remove nontraditional jewelry.
- Residents will be required to trim head and facial hair to a neat length for the purpose of maintaining personal hygiene standards.
- Residents may not leave a meeting or any group setting without first receiving permission from a leader in attendance.

Agreement

By submitting this application, I affirm that the facts set forth are true and complete. I affirm that I have read and understand the Program Overview and Guidelines and that I consent to all of them and will comply with all of them. I understand that if I am accepted as a resident, any false statements, omissions, or other misrepresentations made by me on this application may result in my dismissal. I understand that CRCI is not a medical facility and does not employ a medical staff. This means that I may be asked to leave if I am not healthy enough to participate or require medical appointments repeatedly during my residency. Also, I have examined the schedule and program overview and agree to offer my compliance and participation to all avenues of the program.

In addition, I understand that if my residency is terminated for any reason, I will not be eligible for readmission for a minimum of ninety (90) days following my departure. I further understand that readmission is limited to two terms of residency. Readmission is not a guarantee.

I understand CRCI is not liable for injuries, accidents, or medical conditions that may occur on or off campus.

I understand that if I am dismissed from the program for any reason in any setting, I must remove myself from the program immediately.

I understand that I will be attending Fundraising events, community service, and volunteer work events that will require my participation as a program resident, and that these events will not directly benefit my personal finances but instead will benefit CRCI or another in need individual or organization.

I hereby grant CRCI permission to use basic information such as my name, testimony, and photo on social media accounts held by Christian Recovery Centers Inc. for any promotional material or fundraising event. I understand that I may be in the background of photos and videos that are posted or that I may be the focus of such stories. The primary intent of these posted materials is for my success to serve as encouragement to those who may be seeking a similar form of treatment for a similar affliction. Additional personal information such as date of birth, addresses, and details of my treatment will not be shared.

Resident Initial _____

Cash declared upon arrival \$ _____ Staff initial _____

Stored Devices: Cell Phone; Tablet; Computer; MP3 Player; Keys; Other _____

DETAILS ON ELECTRONICS OR OTHER ITEMS: _____

I, _____ have read and understand the Christian Recovery Centers, Inc Program Overview and Guidelines. I agree to comply with all rules, regulations, and schedules that are set forth by CRCI and understand that privileged and confidential information may be exchanged with staff or partnering organizations that will become a part of my record. I further understand that CRCI reserves the right to amend these guidelines at any time and will comply with such amendments.

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____

****This page to be entered into resident file****





“CRCI Notice of Privacy Practices - Therapeutic Services”

THIS NOTICE INVOLVES YOUR PRIVACY RIGHTS AND DESCRIBES HOW INFORMATION ABOUT YOU MAY BE DISCLOSED.

I. Confidentiality

Records kept by the staff of Christian Recovery Centers Inc. and its interns, associates, contractors, and volunteers (simplified as “CRCI” “CRCI staff” “staff” or “agency”) may describe the services provided to you and contain the dates of counseling or therapy sessions, functional status, behavioral reports, symptoms, relevant notes, prognosis and progress, personal information disclosed by you or your records, and any psychological testing reports. Health care providers are legally allowed to use or disclose records or information for treatment and health care operations purposes. Except in cases of an emergency, as ordered by a judge, or as released by you, CRCI staff will share information about you and your treatment process for internal purposes only.

II. “Limits of Confidentiality”

Possible Uses and Disclosures of Mental Health Records without Consent or Authorization

There are some important exceptions to this rule of confidentiality – some exceptions created voluntarily by CRCI staff’s discretion, some because of policies of this agency, and some required by law. In order to comply with and participate in the CRCI program you must agree to receive mental health services by signing this form, which indicates that you understand and accept these policies about confidentiality and their limits. You will discuss many private matters in an effort to provide agency with a better understanding of your treatment needs and to consider the effects these needs may have on your personal recovery. If you cannot read or understand this agreement it will be read to you, and a reasonable attempt will be made to ensure your understanding of the content of this agreement. This agreement is mandatory for receiving treatment or recovery services from CRCI.

CRCI staff may use or disclose records or other information about you without your consent or authorization in the following circumstances, either by policy, or because legally required:

- **Emergency:** If you are involved in a life-threatening emergency and CRCI staff cannot ask your permission, agency will share information if agency believes you would have wanted them to do so, or if agency believes it will be helpful to you. This includes credible threats of violence and cases of verbalizing imminent suicidal ideations, in which case agency may not ask your permission, and will act upon the reasonable assumption that a person being of sound mind would choose to be protected from harm from themselves or others.
- **Child Abuse Reporting:** If agency has reason to suspect that a child is abused or neglected, agency will report the matter immediately to the North Carolina Department of Social Services or law enforcement.
- **Adult/Elder Abuse Reporting:** If agency has reason to suspect that an elderly or incapacitated adult is abused, neglected or exploited, agency will immediately make a report and provide relevant information to the North Carolina Department of Welfare or Social Services and/or contact law enforcement.
- **Court Proceedings:** If you are involved in a court proceeding and a request is made for information about your diagnosis and treatment and the records thereof, such information is privileged under state law, and agency will not release information **unless:** you provide written authorization, or in the case a judge issues a court order. If CRCI staff receive a subpoena for records or testimony, agency may release your records in an effort to comply with the order. Agency may elect to contact you so that you may have an opportunity to block the order through the proper legal channels.
- **Serious Threat to Health or Safety:** If CRCI staff is engaged in our professional duties and you communicate to any person a **specific and immediate threat to cause serious bodily injury or death, to an identified or to an identifiable person, and we believe you have the intent and ability to carry out that threat immediately or**

imminently, CRCI will take steps to protect third parties. These precautions may include 1) warning the potential victim(s), or the parent or guardian of the potential victim(s), if under 18, 2) notifying a law enforcement officer, or 3) seeking your hospitalization, which may include an involuntary commitment ordered by a magistrate or judge.

Other uses and disclosures of information not covered by this notice or by the laws that apply to CRCI staff will be made only with your written permission.

III. Patient’s Rights and Provider’s Duties:

- Right to Request Restrictions-You have the right to request restrictions on certain uses and disclosures of protected health information about you. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care. If you ask me to disclose information to another party, you may request that we limit the information we disclose. However, we are not required to agree to a restriction you request. To request restrictions, you must make your request in writing, and include: 1) what information you want to limit; 2) whether you want to limit our use, disclosure or both; and 3) to whom you want the limits to apply.
- Right to a copy of this notice – You have the right to a paper copy of this notice. You may ask CRCI staff to provide you with a copy of this notice at any time. Changes to this notice: CRCI reserves the right to change these policies and/or to change this notice, and to make the changed notice effective for medical information we already have about you as well as any information received in the future. The notice will contain the effective date. CRCI will have copies of the current notice available on request, which will be provided to you within 48 hours of receiving such request.

AUTHORIZATION TO RELEASE INFORMATION

To Exchange information to/from: Any relevant staff, interns, associates, contractors, and volunteers of Christian Recovery Centers to/from any relevant staff, interns, associates, contractors, and volunteers Christian Recovery Centers staff, for purposes including safety, and relevant treatment disclosures, and for continuity of treatment.

EFFECTIVE DATE: _____

Please sign, print your name, and date this acknowledgement form.

I, _____ have read, understand, and have been provided an opportunity to request a copy of “CRCI Notice of Privacy Practices - Therapeutic Services”

We have discussed these policies, and I understand that I may ask questions about them at any time in the future.

I consent to accept these policies as a condition of receiving mental health services.

Resident’s Signature: _____

Printed Name of Resident: _____

Date Signed: _____



WAIVER AND RELEASE OF LIABILITY, EXPRESS ASSUMPTION OF RISK, INDEMNITY AND HOLD HARMLESS AND VOLUNTARY CONSENT AGREEMENT

THIS AGREEMENT (hereinafter, "Agreement") MUST BE CAREFULLY READ AND SIGNED IN CONSIDERATION OF my ability to participate, provide services for, conduct, prepare for or participate in any of Christian Recovery Centers, Inc or affiliated activities leading up or related to, or otherwise attend or be present at the Campuses or events (hereinafter, the "Events")

(and hereinafter, collectively, the "Activities"). The undersigned, on behalf of himself/herself, his/her personal representative, heirs, and next of kin (hereinafter collectively, the "UNDERSIGNED") hereby:

1. **EXPRESS ASSUMPTION OF RISK:** UNDERSIGNED hereby acknowledges and understands that the World Health Organization has declared COVID-19 a worldwide pandemic. COVID-19 is extremely contagious and spreads mainly from person-to-person contact. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions may have a higher risk for severe illness from COVID-19. There have been recommended guidelines and preventative measures put in place to reduce the spread of COVID-19; however, it CANNOT GUARANTEE that UNDERSIGNED will not become exposed to or infected with COVID-19, despite reasonable efforts to mitigate such dangers. Furthermore, the Activities could increase UNDERSIGNED's risk of contracting COVID-19. By signing this Agreement, UNDERSIGNED acknowledges the extremely contagious nature of COVID-19 and voluntarily assumes the risk that UNDERSIGNED may be exposed to or infected with COVID-19 from the Activities, and that such exposure or infection may involve the RISK OF SERIOUS INJURY, ILLNESS, PERMANENT DISABILITY AND/OR DEATH. UNDERSIGNED understands that the risk of becoming exposed to or infected with COVID-19 by UNDERSIGNED's participation in the Activities may result from the actions, omissions, or negligence of others and/or UNDERSIGNED, including, but not limited to, the RELEASEES (as defined below). UNDERSIGNED hereby expressly assumes all such risks and dangers whether presently known or unknown. _____ (Initial)
2. **WAIVER AND RELEASE:** UNDERSIGNED hereby **RELEASES, WAIVES, AND FOREVER DISCHARGES**, Christian recovery Centers, Inc and its parents, affiliates and subsidiaries) or any subdivision thereof, any Director, Employee, Trustee, participant, owners and lessees of the premises used to conduct the Event(s), insurers, underwriters, consultants and others who give recommendations, directions or instructions or engage in risk evaluation or loss control activities regarding the Event(s), and each of their respective parents, subsidiaries, affiliated corporations and entities, shareholders, officers, directors, managing agents, employees, independent contractors, members, agents, and all other persons or entities participating or involved in the Events (hereinafter collectively, the "RELEASEES"), from any and all actions, causes of action, claims, suits, debts, dues, sums of money, bonds, bills, balances, losses, costs, expenses, damages, covenants, agreements, commitments, undertakings, promises, liabilities, obligations, lawsuits, judgments, orders and demands whatsoever, in law, at equity or otherwise, of whatever kind or nature, whether known or unknown, suspected or unsuspected, asserted, accrued, unaccrued, actual, contingent, or otherwise, direct or indirect and whether or not concealed or hidden arising out of, on account of or relating to any INJURY TO OR RESULTING IN DEATH (including but not limited to INJURY TO OR RESULTING IN DEATH FROM COVID-19) of the UNDERSIGNED arising out of or related to any of the UNDERSIGNED's Activities (hereinafter, the "RELEASED CLAIMS"). The UNDERSIGNED covenants that the UNDERSIGNED shall not directly or indirectly, bring, commence, institute, maintain, prosecute, aid or fund in any way any action of any kind or otherwise assert against any of the RELEASEES anywhere in the world any Released Claim. _____ (Initial)
3. **INDEMNITY AND HOLD HARMLESS:** UNDERSIGNED hereby agrees to DEFEND, INDEMNIFY AND HOLD HARMLESS, to the fullest extent permitted by law, the RELEASEES from losses, liabilities, obligations, claims, damages, settlements, injunctions, suits, actions, proceedings, demands, charges, fines, penalties, costs and expenses of every kind and nature, including reasonable fees, expenses and disbursements of attorneys, accountants and other professionals imposed upon, asserted against or incurred by any RELEASEE in connection with, arising out of or relating to (i) any Released Claim or (ii) the UNDERSIGNED's Activities, in each of (i) and (ii), whether caused by the ordinary negligence of the RELEASEES or otherwise and including and/or arising out of UNDERSIGNED's improper and/or tortious conduct in connection therewith. _____ (Initial)
4. **INFORMED CONSENT AND VOLUNTARY PARTICIPATION:** UNDERSIGNED fully acknowledges and understands that **COVID-19 is extremely contagious**. UNDERSIGNED has taken it upon himself or herself to be fully informed of the **numerous risks and potential dangers associated with COVID-19**, including **SUFFERING SEVERE PERSONAL INJURY OR DEATH**.

UNDERSIGNED acknowledges that he or she has been informed that his or her **PERSONAL SAFETY CANNOT BE GUARANTEED**. **UNDERSIGNED** acknowledges that his or her participation in the Activities are completely voluntary, and he or she believes that the potential benefits of participation and/or services provided outweigh the risk and danger associated with COVID-19. For more information please see the Center For Disease Control's site at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. _____ (Initial)

5. **UNDERSIGNED** acknowledges that it is his or her responsibility to do all of the following: (1) exercise caution and follow any CDC or OSHA issued protocols (including without limitation those guidelines specifically referenced by CRCI Management) to protect the health of the **UNDERSIGNED**; (2) inform management of any Activities which the **UNDERSIGNED** does not feel comfortable performing; (3) cease any activity and promptly report any physical discomfort, illness or complications while participating in any Activity; and (4) clear his or her participation of any Activity with his or her personal physician. **UNDERSIGNED** also agrees, represents, and warrants that he or she will not participate in any Activity if he or she (i) experiences symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID 19. _____ (Initial)
6. **UNDERSIGNED** acknowledges that THIS AGREEMENT IS INTENDED TO BE FULLY SEVERABLE, and that if any portion of this Agreement is held invalid, it is agreed that the balance the Agreement shall continue in full legal force and effect. That shall include modifying the Agreement to allow the remainder of claims to be waived, released, and indemnified against in the event that the inclusion of any particular type of claim is found to be invalid or contrary to public policy. This Agreement is to be interpreted and enforced under the laws of North Carolina. _____ (Initial)
7. **UNDERSIGNED** hereby accepted all terms set forth herein and acknowledges this is the complete agreement between the parties regarding these issues, and **UNDERSIGNED** agrees and acknowledges that NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENTS HAVE BEEN MADE APART FROM THIS AGREEMENT. **UNDERSIGNED** HAS COMPLETELY READ BOTH PAGES OF THIS AGREEMENT, FULLY UNDERSTANDS ITS TERMS, AND UNDERSTANDS THAT THIS IS AN IMPORTANT LEGAL DOCUMENT AFFECTING SUBSTANTIAL LEGAL RIGHTS. **UNDERSIGNED** SIGNS THIS DOCUMENT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO HIM OR HER AND **UNDERSIGNED** INTENDS HIS OR HER SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW. **UNDERSIGNED** was given ample opportunity to read the Agreement and/or have it reviewed by legal counsel of his or her choice. **UNDERSIGNED** was also offered a copy of this Agreement. _____ (Initial)

DATE OF BIRTH: _____

NAME (PRINT): _____

TODAY'S DATE: _____

SIGNATURE: _____

Staff Use Only As a representative of the leadership at Christian Recovery Centers, Inc. I have assisted this applicant in understanding this document and answered all questions. I am satisfied that this applicant understands this document and has verified their understanding by signing above.

STAFF SIGNATURE: _____



Waiver and Release of Liability

1. By signing this Waiver and Release of Liability (Agreement), I waive and release Christian Recovery Centers Inc and its agents, servants, employees, insurers, successors and assigns from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.

This waiver and release are intended to and does release Christian Recovery Centers Inc from all liability for damages or injuries on account of or in any way related to or growing out of organization negligence. This is not intended to release Christian Recovery Centers Inc from any liability resulting from their intentional conduct.

I further covenant and agree not to institute any claims or legal action against Christian recovery Centers, Inc for any claim released by this Agreement. I further agree that should any claim be made against Christian Recovery Centers, Inc in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Christian Recovery Centers, Inc for any such claim and expenses including attorney’s fees and costs incurred by Christian Recovery Centers, Inc in defending themselves or security indemnity hereunder.

2. I understand that Christian Recovery Centers Inc is not responsible for any lost, stolen, or damaged valuables or property.

3. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Christian Recovery Centers, Inc.

I am signing this Agreement freely, voluntarily, and competently and am at least eighteen (18) years of age.

Name (please print): _____

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____

****This page to be entered into residents file****



Family Visitation Rules and Regulations

- No Overnight visits are allowed during Motivational track or Phases 1-3 of CRCI programs
- Residents are only permitted to participate in visitation with immediate family members that have been approved by staff. Residents are **not** permitted to visit with friends or intimate partners at any time
- Visitation will exclusively be available on approved Saturdays
- Family members may **arrive at 9am** to sign a resident out for their approved visitation
- Residents must return to campus **no later than 7:00pm**
- Residents are **not** permitted to be left unsupervised at any time during their family visit and must remain in the presence of the immediate family member(s) they left with
- Residents are **not** permitted to use telephones, computers, or any other prohibited electronic device to contact anyone who is not an immediate family member while on visitation. If it is suspected or determined that a resident has made unauthorized contact with individuals outside of their immediate family, disciplinary actions will be taken, up to and including dismissal. This policy is in place to protect the safe environment CRCI has promised to all participating residents
- Visitation should be planned one week in advance and is not to interfere with any program scheduling
- There is a zero tolerance policy in place for all residents regarding use of prohibited substances, including all mood or mind altering chemicals, whether illicit, OTC, or legal synthetic. Absolutely **no** drug (illicit or legal synthetic), alcohol, or nicotine use will be tolerated.
- Residents will not be released with family members who are suspected of being under the influence of any drug. If a resident makes an unauthorized departure from a CRCI campus with any person, a discharge summary will be completed and the resident will be listed as "Dropped Out" under the PTC policy.
- Resident will be required to submit to a breathalyzer, urinalysis, and/or saliva drug & alcohol screening upon return. Results will be addressed immediately.
- Any items brought back from a visit must be turned into staff and approved for use and possession while on CRCI campus.
- Residents may **not** return to campus with secular music or movies that are rated R, MA, or NR.
- Violation of any rule will result in forfeiture of privileges or possible dismissal from the program
- Tobacco use is prohibited during family visitation. Staff may administer a nicotine detection test at their discretion. Testing positive for nicotine will result in disciplinary action.

I, _____, agree to all items in the Visitation Rules and Regulations document.

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____



Passenger Rules

- I agree to remove all personal items from the vehicle, including trash, whether it was mine or not.
- I agree to wear a seatbelt at all times while the vehicle is in motion and/or on a roadway.
- I agree to not operate the AC, radio, or another other device located inside or attached to the vehicle without staff approval.
- Radio volume must be kept at a sensible level and only on approved stations.
- I agree to maintain a minimal level of noise while inside of any vehicle.
- I agree to not bring any tobacco products inside the vehicle.
- I agree to adhere to instructions given by law enforcement.
- I agree to keep myself in the safest possible situation.
- I agree to help ensure others remain in the safest possible position.
- I agree to not place my feet on the seats.
- I agree I will not rip, tear, puncture, break, destroy, or damage any part of CRCI vehicles or other property.
- I agree to never leave the campus without express permission from staff.
- I agree to report any unsafe driving to upper management.
- I agree to not place others in a dangerous situation.
- I agree to respect all vehicles by ensuring I always leave the vehicle in better shape than when I found it.

I, _____, agree to all terms explained in these rules. I further understand that if I take control of a vehicle at any time, any legal trouble occurring as a result of my actions will be my own personal fault and I agree to take on liability for these actions.

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____

****This page to be entered into residents file****



Resident Name: _____ Check in date: _____

Fill in the table below to show the people that you will want to contact when you are eligible for phone and mail privileges. You will only be able to call or write to the people who are on this list. The phone numbers, addresses, and relationships will be verified to assure they are true and accurate. **All phone calls and letters are to be to immediate family members only** (Parents, Siblings, Spouse, Children). Call times will be scheduled to take place on Friday 5:00pm-8:00pm, Saturday 11:00am to 5:00pm, and Sunday afternoon after church services until 5:00pm. All Phone calls are a privilege and not a right and are limited to 15 minutes. If your parents do not reside in the same house you may take two ten-minute phone calls to call your mother and father. If you have more than one child who is old enough to speak (or reasonably understand verbal cues) through the phone, you may use an additional 5 minutes for each child. Otherwise you may have one fifteen-minute phone call per week while in good standing with the program.

All contact requests are subject to relationship verification. By providing names, numbers, or addresses, you agree to allow staff of Christian Recovery Centers Inc. to contact these individuals to verify relationships and to give information about your residential status, performance, and emergencies through phone numbers and addresses listed above. The same permissions are valid for a received call from one of the approved individuals listed above. All contact requests are subject to relationship verification.

I, _____, fully understand the rules of the contact policy disclosure and willfully accept that contact privileges may be revoked at any time by CRCI staff as a disciplinary action for not abiding by outlined program policy and procedures.

Resident Contact Request Sheet				
Name	Relation	Address	Phone #	Approval

Resident Signature: _____ Date: _____

Intake Staff Signature: _____ Date: _____

****This page to be entered into residents file****



Workforce Redevelopment Program (WRP) Overview

Preface

Christian Recovery Centers, inc is a network of non-profit 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 cost to them or their families. This is a proven program that works absolutely 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.

Purpose

The purpose of the Workforce Redevelopment Program (WRP) is to better assist each resident in the search of meaningful employment after satisfactorily completing the treatment curriculum. It is our goal to produce opportunities in the residential treatment setting that will translate into lived experience, training hours and resume items for future employment. These opportunities will help to alleviate the unattractive gap that recovery participants incur from their months in residential treatment. This process will also provide certain residents recommendation letters from their immediate supervisors that can be utilized in the next employment opportunity.

Overview

The Workforce Redevelopment Program (WRP) works with 2 primary trade service industries.

1. Landscaping & Pressure Washing
2. Cleaning and Sanitation
3. Retail Store



These trades are found to be some of the most universal and competent jobs that can offer any type of employment ranging from a basic temporary position all the way to career employment. Upon entry, residents are asked to rank the trade services in terms of interest and skill set. Moving forward in their individual treatment curriculum they will be given opportunities to attend active jobs as part of their WRP training hours. On these jobs they will be offered guidance and instruction from their immediate supervisor in a hands-on type experience. All hours from the WRP are recorded and totaled in preparation for the resident's program completion. Residents graduate with certified training hours from one to potentially all three trades covered in the workforce redevelopment program. However, a narrow program that utilizes a more focused field is the most common practice for most residents.

Contract Services

Christian Recovery Centers, Inc holds many different event-based contracts for organizations such as PGA, Nascaar, State Fairs, Seasonal Amusement parks and many more. These contracts serve as a primary source of income for CRCI's program operations. One of the major benefits to program participants from these contract services include employment transitions from the residential setting into full time career opportunities with companies where employment partnerships exist, and the participant has already had exposure to the company. Applications can be submitted directly to these employers from the residential setting and all stages of the interview process can be completed before program completion.

Measure for Success

WRP is broken down into 5 attainable measures for success.

1. Increase program residents work ethic and on the job etiquette
2. Introduce program residents to other skill sets that will serve either as fall back or primary career
3. Provide resume items for program residents who would otherwise experience a gap in previous employment
4. Increase each graduates' employability through certified lived experience (on the job) training hours as well as recommendation letters from immediate supervisors
5. Increase graduates' opportunities for job mobility by certifying existing trade skills and introducing new, not yet developed trade skills

Program Enhancement (Understudy)

Select program residents who have shown an interest in pursuing a position in the addiction recovery field may have the opportunity to be selected as a staff member's full time understudy. Only extremely willing and motivated residents will be given this opportunity as it comes with more specialized training and leadership roles. Program residents selected for the understudy program enhancement will not only be offered training hours in an additional field but will also be given the opportunity to gain managerial experience. Many of these residents will engage with the Leadership Development Initiative and commit to an additional 6-months of training to solidify their expertise in their respective fields.

Understudies additional opportunities

1. Direct guidance and mentorship from program staff members in their field of expertise.
2. Managerial experience obtained in problem solving situations and direct leadership for special projects.
3. Access to training for essential staff positions in residential treatment centers.
4. Opportunity to qualify for internship for Christian Recovery Centers, Inc

Residents seeking employment with Christian Recovery Center, Inc must have certified Leadership Development Initiative training hours completed as well as a recommendation from their immediate supervisor.

WRP offered in multiple locations with a multitude of career and trade pathways

****This page given to resident****

“Skills and Work Ethic Aren’t Taboo”

Provided by: Mike Rowe Work Ethic Certification Course

- 1:** Gratitude For Work - I believe that I have won the greatest lottery of all time. I am alive and I walk the Earth. I live in America. Above all things, I am grateful.
- 2:** Life, Liberty, And The Pursuit Of Happiness - I understand that happiness and the pursuit of happiness are not the same thing.
- 3:** Opportunity - I believe that there is no such thing as a bad job. I believe that all jobs are opportunities and it is up to me to make the best of them.
- 4:** Passion - I do not follow my passion. I bring it with me.
- 5:** Avoid Debt - I deplore debt and do all I can to avoid it. I would rather live in a tent and eat beans than borrow money to pay for a lifestyle that I can’t afford.
- 6:** Safety At Work - Safety is my responsibility. I understand that being in compliance does not necessarily mean I’m out of danger.
- 7:** Distinguish Yourself - I believe that the best way to distinguish myself at work is to show up early, stay late, and cheerfully volunteer for every crappy task there is.
- 8:** Complaining - I believe that the most annoying sounds in the world are whining and complaining. I will never make them. If I am unhappy at work, I will either find a new job or find a way to be happy.
- 9:** Education Is My Responsibility - I am resolved to learn as much as I can from whatever source is available to me. I will never stop learning and understand that library cards are still free.
- 10:** Choices Not Circumstances - I will never blame anyone for my shortcomings or the challenges that I face. I will never accept the credit for something I didn’t do.
- 11:** Fairness - I understand that the world is not fair- and I am fine with that fact. I will not resent the success of others.
- 12:** Equal Opportunity - I believe that all people are created equal. I also believe that people make choices. Some choose to be lazy. Some choose to sleep in. I choose to work hard everyday.



Clinical Service & Counseling Definition for Treatment Programs

Purpose: To provide a reduced physical workload and expanded clinical focus for residents who are in earlier phases while training more mature residents for the reality of engaging with society on a productive level and simultaneously managing the needs of their personal recovery.

Process: As residents work their way through the 4 phases of the inpatient recovery program, they'll experience progressive involvement with more hands-on vocational training and, in exchange, will see fewer classroom hours. This process is part of a series of stepped transitions that allow residents as many clinical and counseling services as possible during their time in the recovery program while also beginning to prepare them for the full-time work they'll be experiencing post-graduation.

The priorities for each phase will vary slightly as residents advance through the program so that the balance will shift slowly over time from clinical services to occupational training. Initially, residents will be assigned low-impact activities in an effort to provide time for the brain and body to heal from the damage of aggressive substance use. Each phase thereafter will increase the amount of physical activity so that during the final phase of the program residents should be capable of engaging in work activities for approximately 30-32 hours per week. They will achieve this while still participating in recovery functions like group substance use counseling, church services, and pastoral counseling. This interaction with a variety of experiences is designed to demonstrate to the residents that they *will* have time for employment while maintaining active participation in recovery-based interests. The determining factor is often the individuals' willingness to dedicate personal time to positive avenues that will provide productive results.

How do we know? We've worked with hundreds of individuals and studied the results carefully to assemble the most commonly positive characteristics of those who reported success after 1 year. When surveyed, some of our past residents who were found unsuccessful on their annual check-in reported that they were able to make time to do all the recovery work while they were in the program, but when they graduated, got a full-time job, and were no longer held to a specific standard, they felt that they "couldn't make time" to continue participating in recovery activities. Essentially, this process has been designed to replicate the application of a healthy recovery experience with real-world examples.

The following guidelines are enforced on an individual basis:

Workforce Redevelopment Training Hours:

- Moto- 0% No Occupational Services (Community Service only, minimal)
- Phase 1- 25% ≤16 Hours
- Phase 2- 50% ≤24 Hours
- Phase 3- 75% ≤32 Hours
- Phase 4 Transitional- 95% ≤40 Hours

Clinical Service & Counseling Attendance (units per week):

- Moto - 1 Individual Substance Use Counseling, 1 Pastoral Counseling, 1 Resident Meeting, 3 Group Substance Use Counseling Sessions
- Phase 1- 1 Individual Substance Use Counseling, .5 Pastoral Counseling, 1 Resident Meeting, 2 Group Substance Use Counseling Sessions

****This page given to resident****

- Phase 2- .5 Individual Substance Use Counseling, .5 Pastoral Counseling, .5 Resident Meeting, 2 Group Therapy Sessions
- Phase 3- .5 Individual Substance Use Counseling, 1 Exit Planning (in place of Resident Meeting), .5 Pastoral Counseling, 1 Group Substance Use Counseling Session
- Phase 4/LDI - .25 Individual Therapy, .25 Pastor Counseling, .25 Group Substance Use Counseling Session

At the conclusion of each phase of the program, the number of times the resident attended each activity should average based on the listed weekly amount in relation to how many weeks the resident was in each respective phase. E.g. Resident A is nearing completion of Phase 2 after 6 weeks. Each number listed in the Phase 2 category should be multiplied by 6 to determine Resident A's attendance requirement to qualify for advancement into the next phase, which would be:

- 3 Individual Substance Use Counseling
- 3 Pastoral Counseling Sessions
- 3 Resident Meetings
- 6 Group Substance Use Counseling Sessions

Items may be substituted (within reason- excessive substitution should be avoided whenever possible) to ensure attention is given to each resident on a person-centered basis.

Additional Description

Residents entering CRCI programs will begin their new life in recovery by initially being placed into a “beginner” phase, which CRCI has designated the “Motivational Track.” Residents in this phase will have the opportunity to learn Recovery 101, which begins with the basics of accountability and forgiveness and primarily highlights the clinical aspects of the program. One may refer to the Motivational Track as the "treatment" portion, and it grants the new resident an opportunity to begin their growth with a high level of supervision by qualified and experienced individuals. Activities are tracked constantly and residents will be promoted based on their performance and personal desire to move forward in their recovery process. Residents progress through the program by meeting certain time and attendance requirements and submitting and application for promotion at the appropriate time. Each application will be reviewed and compared against any disciplinary actions they may have earned, and if it is deemed appropriate, the resident will be approved for advancement. When residents complete the entire portion of the inpatient residential services, they may be provided with an opportunity to extend their stay further by entering our Phase 4 Re-Entry Program. Phase 4 will offer multiple opportunities, and residents will have the ability to choose a trade pathway (as a Social Enterprise Technician) or a career pathway (as a member of the Leadership Development Initiative). Trade pathways will create immediate employment opportunities within one of our various enterprises, and the LDI will be an intensive training process of developing the future leaders of the recovery program. LDI participants will receive educational benefits and work towards multiple college-level certifications, state licenses, and may include traditional college or seminary education.

****This page given to resident****



CRCI Resident Rights

CRCI management recognizes the following fundamental rights of each resident in our facilities. These rights are non-negotiable and designed to provide a supportive environment for all residents:

1. **Right to Adequate and Appropriate Food, Housing, and Clothing:** Every resident is entitled to receive all items necessary to meet their basic human needs.
2. **Right to a Clean and Safe Living Environment:** CRCI is committed to providing residents with a clean, and safe environment that promotes well-being and overall health. It is the responsibility of both the staff and residents to ensure the standards of personal hygiene are kept.
3. **Right to Assigned Personal Bed:** Each resident will be allocated a personal bed, however, other temporary sleeping arrangements on a cot, couch, or floor mat may be used in times of high occupancy to address emergency housing needs.
4. **Right to Communication:** Residents, after completing the probationary period, have the opportunity to maintain appropriate communication with immediate family, within the bounds of our contact policy and with respect to the safety of each resident.
5. **Right to Personal Possessions:** Residents are permitted to possess personal items, provided they can be accommodated within their designated personal space.
6. **Right to Voice Opinions and Participation:** CRCI values the opinions and perspectives of our residents and strives to involve them, to the fullest extent possible, in decisions that may impact their lives.
7. **Right to Freedom of Individual Beliefs:** Residents have the freedom to enjoy reasonable freedom of thought, conscience, and convictions.
8. **Right to Engage in Program Activities:** Residents have the opportunity to participate in program activities equally with other residents.
9. **Right to Receive Appropriate and Reasonable Guidance, Support, and Supervision.**
10. **Right to Respect and Dignity:** Residents are entitled to be free from physical, mental, emotional, or sexual abuse. Inhumane treatment of any person is strictly prohibited.
11. **Right to Confidentiality:** CRCI endorses the confidentiality of personal information and case planning, respecting the privacy and dignity of each resident.
12. **Right to receive care without discrimination of race, age, religion, sex, national or ethnic origin, socioeconomic status, sexual orientation, disability, or veteran status.**
13. **Right to File a Grievance:** Residents have the right to file a grievance if they believe their rights have been violated or if they have concerns regarding their treatment or living conditions. We have established procedures to address and resolve such grievances.
14. **Right to Refuse Service and Self-Discharge:** Participation within CRCI programs is voluntary. Residents have the option to refuse service and choose to leave the facility if they so desire, while being appropriately supported in their transition.

We are committed to upholding these resident rights, promoting a culture of dignity, respect, and hope within our recovery program.

****This page given to resident****

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00am		Program Wake up	Program Wake up	Program Wake up	Program Wake up	Program Wake up	
6:45am		Room Inspection (Rooms off limits) Moto Wake up	Room Inspection (Rooms off limits) Moto Wake up	Room Inspection (Rooms off limits) Moto Wake up	Room Inspection (Rooms off limits) Moto Wake up	Room Inspection (Rooms off limits) Moto Wake up	
7:00am		Awakening	Awakening	Awakening	Awakening	Awakening	
7:15am		Chore Begin Moto morning prep	Chore Begin Moto morning prep	Chore Begin Moto morning prep	Chore Begin Moto morning prep	Chore Begin Moto morning prep	
7:45am	Wake up	Chores End	Chores End	Chores End	Chores End	Chores End	Wake Up
8:00am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30am	Awakening	Breakfast ends	Breakfast ends	Breakfast ends	Breakfast ends	Breakfast ends	Awakening
8:45am		Clean Up	Clean Up	Clean Up	Clean Up	Clean Up	Clean Up
9:00 am	Leave for SS @ BAG	Assembly Service	Assembly Service	Assembly Service	Assembly Service	Assembly Service	Chores Begin
9:30am	SS @ BAG						
9:45am		Assembly Review	Assembly Review	Assembly Review	Assembly Review	Assembly Review	
10:00am		Assembly Ends	Assembly Ends	Assembly Ends	Assembly Ends	Assembly Ends	
10:15am	BAG Service WAG Service	Speaker Meeting Begins	Speaker Meeting Begins	Speaker Meeting Begins	Speaker Meeting Begins	Speaker Meeting Begins	Additional Projects Begin & Phone Calls Begin
11:00am		Speaker Meeting End Prepare for Lunch	Speaker Meeting End Prepare for Lunch	Speaker Meeting End Prepare for Lunch	Speaker Meeting End Prepare for Lunch	Speaker Meeting End Prepare for Lunch	
12:00pm		Lunch Served	Lunch Served	Lunch Served	Lunch Served	Lunch Served	Lunch Served
12:30pm		Lunch Ends	Lunch Ends	Lunch Ends	Lunch Ends	Lunch Ends	Lunch Ends
12:45pm		Advisor Meeting Begin	Advisor Meeting Begin	Advisor Meeting Begin	Advisor Meeting Begin	Advisor Meeting Begin	
1:15pm		Advisor Meeting End	Advisor Meeting end	Advisor Meeting end	Advisor Meeting end	Advisor Meeting End	
1:30pm		Step Meeting Begin	Step Meeting Begin	Step Meeting Begin	Step Meeting Begin	Step Meeting Begin	
2:30pm		Step Meeting End Moto room access	Step Meeting End Moto room access	Step Meeting End Moto room access	Step Meeting End Moto room access	Step Meeting End Moto room access	Additional Projects End
2:35pm		Free Time	Free Time	Free Time	Free Time	Free Time	Free Time
3:30pm		Projects Begin Moto Chores Begin	Projects Begin Moto Chores Begin	Projects Begin Moto Chores Begin	Projects Begin Moto Chores Begin	Projects Begin Moto Chores Begin	
4:00pm	Prep for BAG						
4:30pm		Leave for Graduation					
5:00pm		CRCI Graduation	Projects End	Projects End	Projects End	Projects End	
5:15pm	Dinner		Dinner	Dinner	Dinner	Dinner	Dinner
5:30pm	Leave for BAG	Weekly Store Stop					
5:45pm			Dinner Cleanup	Dinner Cleanup	Dinner Cleanup	Dinner Cleanup	Dinner Cleanup
6:00pm	BAG Service	Dinner at CR	Retirement	Retirement	Retirement	Retirement	Retirement
6:30pm			Rec/Personal Time Snack Area Open	Leave for BAG	Rec/Personal Time Snack Area Open	Rec/Personal Time Snack Area Open	Rec/Personal Time Snack Area Open
7:00pm		CR Large Group		Service Begins BAG	Phase 4 Meeting		
8:00pm	Retirement Snacks Open	CR Small Group					Calls End
9:00pm	Quiet Time Kitchen Close	Clean up after CR	Quiet Time Kitchen Close	Quiet Time Kitchen Close	Quiet Time Kitchen Close	Quiet Time Kitchen Close	Quiet Time Kitchen Close
9:30pm	Kitchen Clean	Kitchen Clean	Kitchen Clean	Kitchen Clean	Kitchen Clean	Kitchen Clean	Kitchen Clean
10:00pm	Quiet Time	Quiet Time	Quiet Time	Quiet Time	Quiet Time		
11:00pm	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Quiet Time	Quiet Time
12:00am						Lights Out	Lights Out

Color Key				
All Facilities	MOTO Residents	Phase 4 Residents	Men Only	Women Only