



HOUSE GUIDELINES

Rules of the Home: By entering Transitions For Life (T4L) transitional living homes, and becoming a resident, you are entering into a unique living arrangement. The rules of the home must be strictly followed. Breaking the rules may result in an immediate three-day notice to comply with T4L rules or immediately vacate the premises. In the event of physical threats to other residents' safety, T4L reserves the right to contact the police to assist in removing the offending resident. Otherwise, one person's inappropriate behavior can, and will, adversely affect other residents times with serious debilitating consequences for others. Accordingly, it is important that you know and follow all the rules of the home.

1. **Eligibility:** All residents must be 18 years of age or older, follow all treatment recommendations, take all prescribed medications independently (or under the supervision of a Case Management agency/PSR), abide by rules of Transitions For Life transitional living homes, complete assigned chores, take an active role in their mental and physical well-being and be capable of self-preservation.
2. **Mental Health:** All residents are required to follow the recommendations of their treatment teams, take all prescribed medication as directed, fully participate in PSR and/or Case Management services, and attend all meetings and appointments with their treatment team.
3. **Personal Inventory:** Each resident must complete a personal inventory form within one (1) week of moving into a T4L home. This list must include all personal items in assigned resident unit. Any subsequent personal items purchased or given to resident must be added to the inventory form, a copy of which shall be retained in the T4L offices.

4. Case Managers: T4L collaborates with primary case management providers to specifically address in-home issues. T4L works in tandem with each resident's primary team to better provide service and to provide an adjunct to the primary team. T4L, working in conjunction with each resident, will develop parallel plans to help with the experience of living at T4L. Should changes in the support system be required, T4L staff may meet with the current and potential new providers to discuss and document uninterrupted service delivery to the resident. It is the resident's responsibility to notify T4L of any changes in Case Management providers within 24 hours of such change.
5. Chores: All residents are assigned chores which must be done on the assigned frequency. Each resident must maintain their private rooms in a clean state at all times.
6. Medication: Residents must remain medication compliant at all times and provide T4L with an up-to-date medication list, which shall be posted in resident's unit for emergency personnel access at all times. Each resident must provide T4L with an updated list of medications ANY TIME medications are changed or new medications are added within 48 hours of the change. A copy of changes will be put into residents file. Failure to comply may result in disciplinary action.
7. Guest Rules: No guests may be entertained in any resident's unit past 10:00 PM. Family members may stay past 10:00 PM curfew with advance permission of T4L staff, but must not stay overnight. No one is allowed on T4L property unless with T4L staff or with a resident. No one under the age of 18 is allowed on T4L premises at any time unless otherwise authorized by T4L staff in advance.

8. Sharing & Loaning: Residents may not borrow food, soda drinks, cigarettes, clothing or money from other residents, nor loan such items to other residents.
9. Disease Precautions: Since T4L Group Homes is a group living environment, we understand that at any time one or more housemates could have a communicable disease. All residents agree to practice the following precautions while residing at the home:
 - a. Always wash hands after using the restroom, before preparing or eating food, before handling dishes, after smoking, upon arising, and before retiring for the evening.
 - b. Keep all personal hygiene items in the unit when not in use. Personal sanitary items, for women or men, should be placed in a plastic bag and disposed of in the outdoor trash receptacle.
 - c. Cover completely with bandages (available in the first aid kit) all open cuts, sores or wounds.
 - d. Use gloves when CLEANING, including but not limited to the bathroom and kitchen.
 - e. Not eat or drink from another person's food/drink container
10. Prohibited Substances: It is T4L's policy to maintain a drug and alcohol free environment to provide safe housing. No alcoholic beverages or drugs, or intoxicating substances of any kind, except medications prescribed to the resident as documented in their case file, shall be kept or consumed on the premises, nor shall anyone using illegal drugs, alcohol or anyone who is intoxicated be allowed on the premises.
11. Prohibition of Pornography: No resident or visitor shall have written or video material on, in, or around T4L property that constitutes pornography (or porn) which is defined as the depiction of explicit sexual subject matter for the purposes of sexual excitement. Pornography may use any of a variety of media, ranging from printed literature, photos, sculpture, drawing, painting, animation, sound recording, film, video or video games.

12. Fire Precautionary Measures:

Each resident must:

- a. Maintain the home and surrounding areas free of clutter and volatile or hazardous materials. Use extreme care when using any flammable material. Before emptying ashtrays, residents should ensure that the contents are completely extinguished. Ashtrays should be emptied into a plastic bag before being placed into the outside trash receptacle.
 - b. Immediately notify T4L staff of any malfunctioning appliance or other fire hazard.
 - c. In the event of a fire, alert other residents and call the Fire Department.
 - d. Be able to respond to fire alarm and participate in all monthly fire drills.
 - e. Notify staff in advance of planned overnight stays.
13. Smoking: Absolutely no smoking is allowed inside the home or in your unit. Smoking is allowed outside only in designated smoking areas. Residents must keep the smoking area clean of all smoking materials.
14. House Meetings: Residents must personally attend all home meetings as scheduled. If a conflict exists with court, probation, or treatment mandated events, resident must notify T4L staff in advance and obtain an excused absence from the home meeting. Meetings are held monthly. Unexcused absences, including failure to notify staff of a conflict, may result in disciplinary action.
15. Behavior: Nasty, disruptive, rude, or noisy behavior will not be tolerated in T4L homes. Residents are expected and required to be civil with each other, guests, T4L staff, and volunteers, and treat each other with respect. Quiet hours are between 10:00 PM and 7:00 AM. No loud music or TV should be played during these times.
16. Weapons: Residents cannot possess any weapons or ammunition in the home, including, but not limited to, guns or knives, whether simulated or real weapons. Some examples of prohibited objects are pocket knives, hunting knives, cap/BB guns, paintball guns, mace or pepper spray, and realistic looking toy weapons. This list is in no way comprehensive, so contact the Group Home Director if you have any questions about a specific item.

17. Internet: The password for the T4L wireless network is provided upon request. This password must not be shared with any non-resident. No one other than a T4L resident may use the T4L internet access or the community computers.
18. Pets: No pets are allowed. If you need a service or support animal as the result of a disability, you must discuss the matter with the Group Home Director.
19. House Phone: There is a public telephone located in the common area that provides free local area calls, but no long-distance calls. Residents shall not use the phone information operator (411) to find phone numbers, as each request charges T4L, increasing costs.
20. Cleanliness: You are required to clean up after yourself and contribute to the upkeep of the home, perform assigned chores, keep personal belongings orderly and maintain a clean bedroom. If you use food, dishes, pots, pans, etc., clean all items, place in dishwasher, clean and wipe surfaces and return food and other items to correct place in kitchen. All residents are collectively responsible for keeping the yard in good repair, (e.g., picking up personal trash and helping keep the grounds looking their best).
21. Maintenance and Repairs: Each resident is responsible for maintaining a clean environment in all areas of the home. The resident is responsible for any deterioration beyond normal wear and tear of the premises based upon misuse or abuse of the premises, including but not limited to negligence, carelessness or accidents. The resident shall not alter the premises in any way without permission in writing from the Group Home Director or House Manager prior to the alteration. If you need a modification to the premises as the result of a disability to fully access the premises, you must discuss the matter with the Group Home Director.

If a resident violates an above stated rule, the resident will be first given a verbal warning which will be documented in resident's file. If another violation occurs of any rule, a written warning stating which rule was violated will be given and a mandatory meeting with T4L staff, resident, and case manager will take place to discuss the violation. A prevention plan will be set into place during this meeting. If there is a third violation, the resident will be given a written notice for termination of residency. Any resident who fails to abide by the above-stated terms and conditions, or who does not conform to additional House Guidelines posted in the home, shall be required to leave the premises immediately. Transitions For Life transitional living homes reserves the right to demand a resident vacate the premises due to a violation of the terms stated herein. No refunds of rent or deposit will be given in such instances.

The above stated rules and requirements are mandatory. Failure to follow these guidelines may result in immediate withdrawal of rights to remain a resident of T4L transitional living homes and loss of any partial rent and deposit:

I, _____(resident) have read (been read) the terms and conditions of occupancy stated above and agree to comply with those terms and conditions. If I do not follow those rules, I understand my residency will be immediately terminated.

DATE ____/____/____

Resident Signature	Representative for Resident
Case Manager Signature)	
T4L Staff Signature and Date	