

masada HOUSE **Client Application**

**610 N. Dustin Avenue
Farmington, NM 87401
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Masada House Mission Statement

To provide people recovering from substance abuse a safe, secure home in which to live and to practice the skills taught to them in treatment, so that they may become productive members of their community.

Masada House Vision Statement

We visualize that recovering people will use this home as a daily starting off point. They will learn and practice to use skills in many areas such as living, recovery, employment, parenting, educational, relationships, financial management, and spiritual principles. Because they live in a group situation, they will learn and understand that their contribution can make a difference and they do matter as a person and as a member of a community.

Masada House Services

Provisions of shelter, support, food, case management, supervision, and life skills classes are provided to our clients.

Group meetings provide support and education including:

- Relapse prevention
- Communication skills
- Boundaries
- Recovery meetings
- Substance abuse education
- Stress management
- Relaxation
- Refusal skills
- Financial management
- Self-care issues
- Self-esteem
- Social activities

There are recreational opportunities at the home and throughout the community.

We help develop goals to sustain sobriety and a healthy, independent lifestyle utilizing community support agencies, support networks, local businesses, housing initiatives, religious communities and the education systems of San Juan County.

MASADA HOUSE, INC. RULES AND REGULATIONS

Welcome, we are glad you are here. Relax, have fun, and work your program. Be kind to yourself and others. Here are a few rules to follow in order to keep this a safe environment for everyone. You are very important and so are the others living and working here. Your welfare is important and so is the welfare of the whole house. *Our common welfare comes first.*

We assume you realize that the transition program is a privilege and NOT a right. We assume you want to be in transition and achieve long-term continued sobriety. We assume you will cheerfully comply with the program and rules and will notify staff that you would like to exit the program if these assumptions are not true of you.

Masada House residential program has 4 levels. Each phase earns additional privileges. Focus on completing the phases. In general, our week runs Sunday through Saturday.

Resident Responsibilities

1. Participate in all activities and comply with program requirements including house cleanliness. Follow the recommended treatment plan and the rules. Failure to follow rules or direction will result in consequences.
2. Maintain a positive attitude. Practice tolerance, patience and kindness. If you have a concern, bring it to staff immediately.
3. Take direction from staff and follow the schedule. Any disrespect shown toward staff will be considered as inappropriate and treated accordingly.

4. Be honest about matters that relate to you and be considerate of the rights and property of others.
5. Keep the names of other clients and information about them confidential.
6. Maintain cleanliness and orderliness of your personal belongings and living area and do your daily community chore.
7. Keep all appointments as required in your treatment plan or contract.
8. Relate incidents to the house manager that can be harmful to you or others immediately or as soon as possible.
9. You are responsible for all your personal property at all times including your money and taking your medication.
10. You will be financially responsible for the cost of repair or replacement if you intentionally destroy or deface property.
11. Program fees are \$450 a month, payment arrangements may be set up with staff.
12. Unemployed residents will be required to put in 2 applications per day (unless told otherwise by Staff or Board Committee) in addition to 15 hours of community service each week.
13. Those with SSDI or SSI income will be required to have 15 hours of community service per week, most of which will be done outside of Masada House.

Program Rules

1. The program comes first. Never schedule personal business or visits that conflict with your program.
2. Your health is very important to us. Please notify staff immediately when you are sick.
3. No use of derogatory terms/language regarding race, religion, sexual preference, etc.
4. Gambling is not permitted per probation requirements.
5. There is no sleeping during the hours of 7:15 am and 5pm weekdays, with the exception of those working fulltime and who's days off don't fall on the weekend. On weekends after chores and all requirements have been completed, your time is your own.
6. No visible hickeys – we are a representation of the house as a whole.

Meetings

- Be ready to leave for support meetings on time, and arrive on time.
- Every client is required to attend at least 3 support meetings every week.
- Unemployed residents not attending IOP must attend 1 meeting per day (NA, AA, faith-based, Nexus, or other self-improvement type meetings)
- You may also attend church meetings, and support meeting of your choice (NA, AA, Church, Nexus, Faith-based, traditional – if you have questions please ask staff)
- At least two community events per month must be attended, unless you are on level 1. Level 1 may only attend two per month.
- All meetings must be signed for or the topic must be written down (for NCP meetings).
- Two mandatory house meetings per week. No phones are allowed during this time and you may only miss one if you are working or on pass.
- Check in paperwork is due on Tuesdays either during the meeting or before. Papers due are sponsorship papers, meeting papers, pay stubs, etc.

Suggestions for Attending Meetings

- Get at least two phone numbers and call these people, it helps to build relations.
- Get to the meetings a little early, and leave a little late – spend time talking with the people you relate to.
- Congratulate those who celebrate a birthday. Thank the speaker or the chairperson. Welcome new people.
- Help clean up the room after the meeting.
- If you can, go to coffee or a meal, with other members before or after the meeting.
- Attend group functions, parties, dances, outings, retreats, etc. as often as possible. Get to know the participant's outside the context of meetings. This is where real friendships are developed.

Chores

1. Everyone is responsible for cleaning up their own room area and bathroom daily. Everyone has a community chore. Become familiar with chore board.
2. Chores run from Sunday to Saturday, except in special circumstances.
3. Rooms must remain neat and clean throughout the day. All personal items put away where they belong.
4. Residents are responsible for cleaning up after themselves at all times. If you use a dish you must wash it.
5. Dinner is to be ready to eat by 6:00pm. All dishes used to make dinner will be washed by the cook.
6. Daily morning chores must be completed prior to leaving the house or before 10 a.m.
7. If you leave for work before 7am, you have the option to complete your chore after work.
8. Saturdays have been designated as deep clean days. If you have questions about deep-clean chores please ask the house leader or staff. In the case of a fundraiser or event held on Saturday morning, deep clean may be pushed to the following Sunday, with chores changing Monday.
9. Weekend chores must be completed before noon, unless you work before 8am, in which case they need to be completed by 8pm.

House Rules

1. Residents must wake up on time and follow the daily schedule.
2. Visitors may be at the house only when staff is available, and arranged in advance with staff. There is no visitation allowed in bedrooms. They may visit with you in the living room, kitchen-dining area, multi-purpose room, reception area, or out in the yard. In levels two and three, visitation may take place during the day, again only when staff is present.
3. Level 1 visitation is on weekends only unless special circumstances and pre-arranged with staff.
4. During level 1 you are allowed an hour and a half time at the old Tibbetts track (or around the block) for exercise only and not for socialization.
5. TV time is after 5pm on weekdays, and after meditation and deep clean on Saturdays and after chores on Sundays.
6. Smoke only in designated areas – areas must be kept clean of cigarette butts, also, no e-cigs or vaping are allowed inside the house.
7. Doors are not to be locked unless briefly for someone changing clothing.

8. We do random UA's. You will have a 30-minute notice. You must stay in the house and wait with staff until you can provide one. Failure to provide a specimen is considered a dirty test.
9. Overnight passes may be granted during level 3 and 4, and you meet all requirements.
10. On level 1 and 2, you must call in every three hours while away from house, if not at work. This means you call in immediately when you get off work. Level 3 you call in at least every 5 hours.
11. You must log in and out and list all of your destinations and times; if this changes you must call in to report the changes.
12. Curfew. Sunday-Thursday 10:00 p.m. Friday and Saturday 11pm. All your time away from the residence must be accounted for and you must always be reachable.
13. If you have your own personal car, this must be legal. Masada House will require a copy of license, insurance and registration. Client parking is in the rear driveway.

DISCLAIMER: FAILURE TO FOLLOW RULES MAY RESULT IN WRITE-UPS, RESTRICTION, BEHAVIOR CONTRACT OR DISCHARGE FROM PROGRAM.

Explanation of Write-Ups

There are three levels of write ups as explained below:

White – For minor infractions. After 3 white write-ups you get a pink write-up.

Pink – For medium to major infractions and includes 72 hour to 1 week restriction. Pink write-ups have the potential to send you back a level. After 2 pink write-ups, you get a yellow write-up.

Yellow – For major infractions or continued violations. Possible discharge or Zero-tolerance contract.

Write-ups expire at the end of each month. This is not carte-blanche to get as many as you can each month.

Rules for Restriction

1. May only attend one support meeting per day.
2. Loss of 2 hour shopping time for level 1.
3. No visitation.
4. Must remain at home unless attending required activities.
5. Other restrictions may be added at staff's discretion.

Exit Policy

Any of the following actions or behavior is considered a serious offense and may result in dismissal from program.

1. Refusal to submit to drug and/or alcohol testing or follow the program as printed.
2. Acts of violence, threats of violence, the possession of weapons, physical or verbal abuse of staff or other residents
3. Stealing
4. Unauthorized absence from the facility. Client must have a signed pass request to be absent overnight.
5. Sexual activity on the premises or between residents – ever.
6. Chronic insubordination and disrespect to staff or other residents.

7. Refusal to provide any required documentation.
8. Becoming delinquent in program fees more than 60 days.
9. The use or possession of alcohol or any mood mind altering drug or paraphernalia or non-prescribed medications.

Completion of Program

- On the day you discharge please wash your sheets and towels, clean your room.
- I have read and fully understand and will abide by these rules.

Name _____ Date _____

Witness _____ Date _____

Levels of Success at Masada House

Level 1: First Thirty Days

- Obtain a sponsor
- Obtain a Job-if appropriate to your individual treatment plan
- 3 meetings a week
- No major infractions within 30 days
- Making all case management meetings
- Following treatment plan
- Make arrangements for payment of restitution and bills
- Arrange payment plan for program fees
- Follow house rules
- One 2 hour or less shopping period per week. There is not any rollover time. You only get one opportunity to go shopping, and this time is not for socialization. The week runs Sunday to Saturday.
- Haircut options – speak with staff

As long as there are no major infractions within the 30 days and you are current on fees you may move up a level.

Level 2: 30 days

- Able to attend activities and social events
- Working with a sponsor/mentor
- 3 meetings a week
- No major infractions within 30 days
- Job search continues, appropriate to your schedule
- Fees paid on time according to payment plan
- Restitutions and bills being paid on time
- Actively working on goals
- Following house rules
- Following treatment plan

As long as there are no major infractions within the 30 days and you are current on fees you may move up a level.

Level 3: 30 days +

- Continuing to work with a sponsor/mentor
- 3 meetings a week
- No major infractions for 30 days
- Following treatment plan
- Fees paid on time
- Maintaining a job- or securing employment
- Saving money for future goals (housing, car, etc.)
- Restitution and bills continue to be paid
- Actively working on goals

- Following house rules
- Able to apply for overnight passes

Level 4: Transitional Level

- Continuing to be compliant with all rules and responsibilities
- Able to apply for overnight passes
- Finding permanent housing
- Safety-Exit plan developed
- Fees up to date
- Support network meeting-if needed to meet and discuss progress and discharge plan
- Maintaining employment

Masada House Referral Form

Referral Date: _____
Name: _____
Nationality: _____
(i.e.: Native American; Caucasian; Hispanic; African American; Other)
Date of Birth: _____ Age: _____
Social Security Number: _____
Physical Address: _____
Mailing Address: _____
Phone Number: _____
Emergency Contact: _____

Referring Agency

Name of Agency: _____
Name of Contact: _____
Phone Number: _____
Address: _____
Name of Judge: _____
Docket #: _____
Nature of Charges: _____
Has client been sentenced? _____
Reason for the referral? _____

Name of last treatment center: _____
When? _____ Where? _____
Probation expiration date: _____
Drug(s) of Choice? _____
Is client currently incarcerated? _____ Where? _____

Please include/attach the judgement and sentence. Fax to (505) 325-9216

**MASADA HOUSE, INC.
Intake Application**

GENERAL INFORMATION

Please Print

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____

Date of Birth: _____

Phone Number: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone # _____

Name: _____ Relationship: _____ Phone # _____

What is your marital status? _____

Spouse's name: _____

Do you have children? _____

Child Name: _____ Age: _____

Lives with: _____

Child Name: _____ Age: _____

Lives with: _____

Custody Arrangements: _____

(PLEASE NOTE THAT WE ARE UNABLE TO ACCOMMODATE CHILDREN AT THIS TIME)

MEDICAL HEALTH INFORMATION

Please list all current medications: _____

Do you have any medical issues? List them here: _____

Physician name _____ Phone _____

MENTAL HEALTH INFORMATION

Do you have a mental health diagnosis? _____

Please List: _____

Are you on medications? _____

Please List: _____

Do you have a mental health provider-Physician or counselor? _____

Dr./Counselor/Therapist:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Have you ever considered or attempted suicide? _____

When? _____

Have you ever had any head injuries? _____

Date/age: _____

Have you ever been hospitalized for any mental health issues? _____

Please list when and where: _____

SUBSTANCE ABUSE INFORMATION

Drug(s) of choice: _____

Current diagnosis? _____

Date of last use: _____

What did you use? _____

Why? _____

How old were you when you first used or drank? _____

What did you use? _____

LAST treatment facility: _____

Date completed: _____

Past treatment facility _____

Date completed: _____

(Please include a separate list of other past treatment facilities, and Programs such as Outpatient Treatment and Counseling)

Are you currently attending Aftercare or Outpatient treatment? _____

When and where? _____

(Please include a copy of your current treatment plan)

LEGAL INFORMATION

Have you ever been arrested? _____ Date of last arrest: _____

What were you charged with? _____

Last dates you were incarcerated – From _____ to _____

Are there current or pending charges? _____

Court/Judge: _____

Docket Number: _____

Any legal cases or issues you are aware of that have not been addressed? _____

List them here: _____

Court/Judge: _____

Docket Number: _____

(Please attach a copy of all current court documents)

Are you on Probation/Parole/Compliance? _____

Officers name(s) _____

Phone number _____

Officers name(s) _____

Phone number _____

YOUR TURN

Have you ever been to another transitional living program or halfway house? _____

What was it like for you? _____

How long were you there? _____

Why did you leave? _____

What would you like our staff to know about you? _____

Do you have a job? _____ If so, where? _____

If not, what type of work are you interested in? _____

Do you have a GED or High School Diploma? _____ Do you want one? _____

What are your goals? _____

WHAT DO YOU HOPE TO GET OUT OF MASADA HOUSE?

SIGNATURE: _____ DATE: _____