

**The Esther House  
Residential Manual  
July, 2022**

Welcome to Mission Missouri's Esther House. This facility is the transitional housing component of Mission Missouri's Recovery Support Services Program. We wish you every success in your stay here. While you are here, you will encounter a caring team of staff and volunteers and will obtain all the assistance you may need to prepare you for the success that you can achieve. Our policies and guidelines are designed to meet the requirements of Mission Missouri's Recovery Support Program. As circumstances arise there may be a need to change a guideline that applies to a particular situation for the overall good of the program. In such cases you will be notified in a timely fashion as to the change.

The team of Mission Missouri has recently developed a Three Phase Recovery Program called **"Sisters Rising"**.



The three phases are:

**Foundation**: Laying a solid base for growth

**Formation**: Establishing structure through discipline

**Fulfillment**: Achieving and accomplishing what brings joy and contentment in the context of "Active Citizenship"  
– the ultimate goal of recovery

## ***“Sisters Rising” Recovery Program***

Phase One: Foundation	Phase Two: Formation	Phase Three: Fulfillment
Thirty Days – Beginning the date of Program Orientation	Six Months	Thirty Days
Primarily individual work with coach and counselor and stabilization support	<i>Eight Wellness Dimensions:</i>  Occupational; Physical; Intellectual; Environmental; Emotional; Financial; Social; Spiritual	Up to 4 additional thirty-day extensions to complete a year program/exit planning

### ***Built on the Eight Wellness Dimensions:***

#### **Emotional**

Coping effectively with life and creating satisfying relationships

#### **Occupational**

Personal satisfaction and enrichment derived from one’s work

#### **Financial**

Satisfaction with current and future financial situations

#### **Physical**

Recognizing the need for physical activity, diet, sleep, and nutrition

#### **Social**

Developing a sense of connectedness, belonging, and a well-developed support system

#### **Intellectual**

Recognizing creative abilities and finding ways to expand knowledge and skills

#### **Spiritual**

Expanding our sense of purpose and meaning in life

#### **Environmental**

Good health by occupying pleasant, stimulating environments that support well being

Our program is described in detail in the remainder of this manual and in your “Sisters Rising” Recovery Program folder. **You will bring your Recovery Folder with you to all classes, meetings, and individual sessions.**

However, let us state a **brief summary** of the **primary guidelines** for your understanding:

1. The **Sisters Rising Recovery Process** will be your guide to the program.
2. **Fees** for housing and food are due each month. **Failure to pay fees will result in discharge.**
3. **Violence** of any type will not be tolerated and will result in your **immediate discharge** with no chance to reapply.
4. **Use of illegal drugs, prescription drugs used illegally, or alcohol** will result in consequences determined by the Recovery Support Team and may include residential treatment, intensive outpatient treatment, restrictions, transfer to another Recovery Support provider, or discharge.
5. **Selling illegal drugs, prescription drugs used illegally, or alcohol on the property or in the Esther House will result in immediate discharge.**
6. **IF AT ANY TIME YOU FEEL YOU ARE STRUGGLING WITH YOUR SUBSTANCE USE DISORDER AND BELIEVE YOU ARE IN DANGER OF RELAPSE, IMMEDIATELY TALK TO YOUR COACH, COUNSELOR, OR OTHER STAFF IN ORDER TO PREVENT REUSE.**
7. Mission Missouri is a **faith-based program**. The Life Recovery Bible will be utilized along with other faith-based materials.
8. Mission Missouri’s residential program is a “**community**” of individuals seeking and sustaining recovery. Because we are a community or family setting, you will be assigned a **daily house chore**. You will also be expected to **exhibit behaviors that are aligned with recovery, with good citizenship, and with healthy relationships.**



God Bless You! We pray for your complete success.

**ALCOHOL/DRUG TESTING**-Alcohol or other drugs may not be used, sold, traded, taken, or given away on or off the premises of The Esther House. **Drinking or possession of alcohol or use of other drugs or possession of alcohol or other drugs including prescription drugs used inappropriately anywhere on the premises will result in your automatic removal from The Esther House by unsuccessful discharge.** This includes any “legal” substance used in order to alter mood such as substances used as an inhalant or something that is sold legally but is smoked, ingested, or drank with a mood altering purpose. Possession of drug paraphernalia such as roach clips, hemostats, or syringes, is considered a serious infraction and may result in your immediate termination.

The Esther House staff reserve the right to take a urine sample for drug testing at any time. Recovery Guests are offered 30 minutes to provide a urine sample. If the Recovery Guest fails to produce urine samples during that time period, a violation is written. A refusal to comply with a request to submit to a U.A. test is grounds for termination from The Esther House program. A tested sample that has shown a positive result may be saved in a

locked and secure location for the possible necessity of sending the sample to your Probation Officer or clinical outpatient counselor.

As deemed appropriate by the Recovery Support Team, Mission Missouri may contract with an outside collection and testing company to perform either urine, breathalyzer, or hair testing or a house drop, the day and time of which will be determined by the Executive Director.

**ARRESTS (NEW) AND OLD WARRANTS**-All Recovery Guests are required to immediately report any contact with police, new arrests, or difficulty with an old warrant.

**BOUNDARIES**-While a Recovery Guest of The Esther House you must remain within certain building boundaries. You are not allowed to visit in the rooms assigned to other Esther House Recovery Guests without them present. This rule is designed to protect your belongings. If you are found in a Recovery Guest's room other than your own, a violation will be written. In addition, you are not to be in the offices of staff members unless invited in for a meeting or program requirements.

**BUILDING DUTIES (HOUSE DUTIES)**-To maintain an orderly and clean environment it is necessary that all Recovery Guests take part in maintaining a safe, healthy, and clean place in which to live.

All Guests are required to:

**EACH MORNING OPEN YOUR CURTAINS AND OPEN THE BLINDS.** This is very important to let in light and decrease the feeling that you are in a dark, hiding place, isolated from the world!

Maintain your belongings; you are in a room with a roommate and you each have space for your own belongings. You are not allowed to keep so many things in your room that your roommate does not have half the space for her belongings. Be respectful of your roommate's space.

Keep your room in order and clean.

See that beds are made and all belongings are stored neatly before leaving premises.

Complete daily house duties and all other tasks that will be assigned.

*Room inspections by staff will be conducted daily;* failure to complete house duties or maintain rooms will be grounds for a violation with appropriate consequences imposed by the Recovery Support Team.

Total building clean-ups are conducted daily. All Recovery Guests are assigned chores to ensure the entire building and outside areas are cleaned. ***Please review the Room Condition requirements included in this handbook.***

**CHURCH ATTENDANCE**- This is a faith-based program and spiritual growth is a primary foundation of your success while at Esther House. While there are many roads to spiritual growth, we have seen that weekly church attendance is a way to measure your willingness to work toward your personal spiritual recovery.

**COMPLAINTS** -If you have a program complaint, you need to document your concern in writing. All complaints are forwarded to the Executive Director. Complaints are generally less serious than submission of a formal grievance (see section on Grievance Procedures). All complaints are taken seriously and may address issues unknown to staff. You are encouraged to document concerns for staff attention.

**COMPUTER**- There is a computer in the office hallway that is designated for residents to use for (1) job search; (2) job applications; (3) to check email; (4) searches related to your recovery program. The computer is to be used in 30 minute time periods by any one client so that all clients will have a time to use the computer. Strictly forbidden is the use of the computer for dating/match.com purposes, search for pornographic or drug related activities, or communication that does not benefit your spiritual and recovery program. The history on the computer can be checked by staff and/or the IT specialist who works with Mission Missouri. Even if you

think you have erased the history, our IT specialist is capable of retrieving the information. If FACEBOOK is abused by inappropriate use, your computer privileges will be discontinued.

**CONDUCT**-Recovery Guests are expected to refrain from any pushing, horseplay, shoving, hitting, or any physical conduct that may promote harm or injury. Verbal threats will not be tolerated.

**COVER-UP**- Recovery Guests, staff members, or volunteers must not cover up for one another. Failure to report inappropriate behavior will result in disciplinary action for both parties. You may report behaviors that concern you for the wellbeing of the House and its Guests to the Recovery Support Team. The team will follow through with investigating your concerns.

**CURFEW**-Recovery Guests other than Pre-Treatment clients may be eligible for a pass. If granted, you must report back to the center at the time specified on your pass. In the event you cannot return on time, you must contact the center immediately. Leaving a message on the voice mail or on a staff member's phone, does not qualify as "contacting the center". Although you may notify the center, late returns are considered a conduct violation. **CURFEW IS 10:00 P.M. SUNDAY THROUGH THURSDAY AND 12 MIDNIGHT ON FRIDAY AND SATURDAY, UNLESS YOU HAVE A WRITTEN PASS STATING OTHERWISE.**

**DELIVERIES**-You are allowed to receive packages and letters from friends, relatives, and businesses. All packages and letters brought inside the building are subject to inspection, regardless of who brings it in (i.e. family, friends, you, postal carrier, or staff). Unless it is an emergency situation, residents are encouraged to wait until visitation to accept items from visitors.

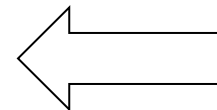
Under no circumstances are Recovery Guests allowed to accept gifts or to purchase items from staff or relatives of the staff. Staff members are not allowed to accept gifts from the Recovery Guests or family or friends of the guest. Exceptions may apply for holidays or birthdays if being celebrated as a House activity.

**DRESS CODE**- The Esther House is a residential facility for female residents. Proper dress and behavior is expected of all Recovery Guests at all times. You must be dressed any time you leave your room. You may not enter any common areas of the building including hallways unless you are in proper attire. Nightwear is not considered proper attire. Never use a towel as a covering to go from room to shower area and vice versa. Shoes or slippers must be worn outside of a resident room at all times.

When leaving your room, you must be fully dressed at all times. Shirt and shoes must be worn at all times. Sweat pants or pajama pants are NOT considered proper attire during the week day or appropriate to be worn in the common area. Clothing which depicts racist statements, promotes alcohol or other drug use and organization affiliation, is profane and offensive, is gang related, or is revealing or sagging is not permitted. Tattered or torn clothing is not considered proper dress. Please see a staff member if you are in need of clothing and have no means to purchase necessary items.

**DRIVING PRIVILEGES**-Recovery Guests other than Pre-Treatment clients are permitted to operate their own vehicle contingent upon employment and phase of recovery.

**The following criteria must be met **prior** to the request being granted:**



It is the responsibility of the Recovery Guest to have updated **license, insurance, and registration** before parking on the property of Mission Missouri/The Esther House and a copy must be placed in your client file.

Driving a motor vehicle must be a requirement of employment.

Copy of a valid drivers license/chauffeur license (both sides) **MUST BE** in the client file.

Any infraction involving the said motor vehicle should be directed to the Executive Director.

**If you are operating a motor vehicle without a valid driver's license, you are subject to immediate discharge from the program and your referring agency will be informed.**

### **ELECTRONIC DEVICES – Privilege but with consequences if found to be misused.**

All electronic devices, (cell-phones, games, PC's, I-pads, etc...) will be documented as being in your possession upon arrival at Mission Missouri. Because we consider that you are adult women and can use your cell phone within the boundaries set in these rules, you are allowed the privilege of keeping your phone when you arrive. HOWEVER, if you are on your phone during classes, if you misuse the phone by contacting those individuals who were part of your substance use disorder and/or dysfunctional life, if you use the phone inappropriately during the work hours by having the speaker on or by disturbing staff with phone calls.....we WILL put your electronic devices in the safe and you will be required to earn back the privilege. It is up to you.

### **EMERGENCY PROCEDURES**

The designated staff member of the Recovery Support Team will conduct regularly scheduled and documented safety meetings including fire drills and severe weather drills. All Recovery Guests should follow this plan for exiting the building safely.

#### **\*FIRE**

Move as quickly as possible to the nearest door and out of the building. All Recovery Guests should gather in the parking lot adjacent to Esther House.

REMEMBER THE FOLLOWING POINTS:

In case of fire, do not waste time gathering personal belongings. **LEAVE THE BUILDING IMMEDIATELY!**

If your door is closed at the time the fire alarm sounds, place your hand on the door to determine how hot the door is. A hot door may mean that hot, toxic gasses may have already spread to the hallway. Open the door cautiously before entering the hallway.

A copy of The Esther House floor plan, with escape exits, and fire extinguishers are located on the walls throughout the building.

#### **\*SEVERE WEATHER or TORNADO**

In the event of a tornado, go quickly to the center hallway or to the west wing Recovery Tech office area on the Residential wing making sure all Recovery Guests are in position with both sets of double doors and office doors closed.

#### **\*FLOOD**

In the event of a flood, all Recovery Guests should move to the highest point of the building.

#### **\*EARTHQUAKE**

In the event of an earthquake, follow this plan when exiting the building: Move as quickly as possible to the north end of the property. Do not waste time gathering personal items. **Exit the Building!**

**EMPLOYMENT PREPARATION –** You will be given an opportunity to learn employment skills to prepare you for a place in the workforce. If you are on disability and do not plan to look for employment, this program will also give you a way to volunteer time and find purpose and meaning. A full explanation of the benefits and structure of this program will be provided in your first month at Mission Missouri.

When you are prepared to be a good employee we recommend that you make reference to Manpower Temporary Services, Express, Missouri Career Center, or other agencies that assist you with job search. Employers must provide pay stubs and deduct all applicable taxes for all Recovery Guests. **A copy of your**

**check stub (or disability documentation) must be included in your file.** You are to give a copy to the Recovery Support Team member who is responsible for updating your file.

**It is recommended that you not quit a job without first counseling with your Recovery Support Team.** You must report any changes of employment status immediately to your Recovery Support Team. If you lose your job you must report directly to Esther House and report to the Recovery Support staff.

When going on job search you will use the job search form provided in your file to document where you have applied for employment. Staff will follow up with those listed on your job search form. When you are going on a job search you must not be absent from Esther House for more than two hours at a time.

After you are employed Mission Missouri reserves the right through your signed release of information to discuss concerns with your employer. This will only be the case if concerns about your program performance/compliance are at stake.

**FAMILY INVOLVEMENT** –Families are encouraged to participate in the recovery process. Family engagement and counseling is available upon request. Family members can receive education, support, and guidance to enter their own recovery process. Individual and group sessions are available and referrals to outside resources such as Al-anon which meets on Tuesday evenings at 7 p.m. in Sikeston.

**FEES**-Recovery Guests are required to pay \$13.33 per day (\$400 per month) which is due monthly to Mission Missouri. In addition, the Food Plan is \$200 per month. If you have Food Stamps the amount you receive can be applied toward your Food Plan fee. A receipt will be issued at the time of payment. You may pay the accounting office team member who will issue you a receipt and maintain an accurate billing statement. Housing and food plan statements will be provided to you monthly. Third Party Payers may be covering the housing and programming and those arrangements will be discussed with the client and documented each month.

If you have allowed your housing fee and/or food plan fee to become past due you must meet with the Executive Director and COO to determine whether or not you will be able to remain at Mission Missouri. A payment plan and budget will be set up in order for you to resolve the situation. At the end of a second month of past due fees with no attempt on your part to pay the past due amount, you will be automatically discharged from the program.

**FOODSTAMPS** – All Recovery Guests who are eligible for Food Stamps will apply for their stamps. Mission Missouri has received Vendor status with the State of Missouri. Food Stamps will be administered by the accounting office team member. When the client leaves Esther House, the Food Stamps will go with the client. If the amount of Food Stamps is not applied to the charge for the food plan, the resident will be required to cover the amount for the food plan which begins on the day of entrance into the program.

**FREE TIME** - Free time is to be used for any constructive purpose as well as personal enjoyment. Free time may not be used when mandatory house activities are taking place; this includes full house clean up. Any errands or personal business should be taken care of during this time.

**GRIEVANCE PROCEDURE**- You have a copy of your Client Rights in your Recovery Guest binder. If your rights have been violated while a participant in the treatment program, you may file a grievance. The forms are available from the Residential Director. All grievance reports will be directed to:  
Executive Director, Mission Missouri, Box 1858, Sikeston, Mo. 63801

Mission Missouri endorses and utilizes the “open door” policy. The policy encourages Recovery Guests to discuss problems with the Recovery Team, beginning with the Residential Director, and to be open about their feelings. Recovery Guests should be able to express their thoughts without fear of recrimination from staff.

Unfortunately, problems do occur no matter how hard we strive to avoid them. For this reason Mission Missouri has a grievance procedure to provide an orderly and fair process by which such differences can be resolved.

A Recovery Guest may process a grievance on almost any issue. However, **WRITTEN POLICIES** are not subject to the grievance procedure. A Recovery Guest will not jeopardize his residency or be subject to recrimination because of his use of the grievance procedure.

Disabled persons may obtain needed assistance with the Grievance Procedure by contacting the Executive Director and/or COO.

The grievance procedure is as follows:

- STEP 1:** The Recovery Guest should talk to the Recovery Support staff on duty first about her problem.
- STEP 2:** If the Recovery Support staff is unable to make an adjustment satisfactory to the Recovery Guest within seven (7) days; the problem should be taken to the Executive Director and/or COO to request problem resolution.
- STEP 3:** If for any reason the Recovery Guest is uncomfortable utilizing Step 1 and/or Step 2, or if either or both were utilized and the Recovery Guest is not satisfied, the problem should be taken through the grievance procedure. The Executive Director will explain how the grievance procedure works, and may assist the Recovery Guest in writing the grievance. However, the Recovery Guest may elect to write her own grievance. The Recovery Guest should file the grievance within 30 days of the incident or occurrence with which she disagrees unless that was not possible for good reason. The Executive Director will have seven (7) calendar days after receipt of the written grievance to respond in writing to the grievance.
- STEP 4:** If the Recovery Guest is not satisfied with the answer at Step 3, she may advance the grievance to Step 4. This must be done in writing, within fifteen calendar days of receiving the Step 3 answer unless it was not possible to do so for good reason. Step 4 consists of a grievance committee as follows:
1. Executive Director – Regular Member
  2. COO – Regular Member
  3. Executive Board Member
  4. Recovery Support Staff
  5. Recovery Guest
  6. 4 people, either employees or Recovery Guests

The Executive Director and COO will act as moderators. The remaining members shall be chosen by the grievancee from a list of employees/Recovery Guests supplied by administration. None of the individuals on the grievance committee will have been involved in the incident or occurrence, which caused the grievance. An Executive Board member shall also set on the grievance committee.

A fourth step meeting will be arranged shortly after the grievance committee has been selected. The staff member responsible for the management of the grieving Recovery Guest will present the organization’s position. The grievancee’s position will be presented by the grievancee or by a Mission Missouri representative if so requested by the grievancee.

At the hearing the time for presentation of both the organization’s and grievancee’s case will be limited to 30 minutes each. The grievance committee will have the opportunity to question and clarify the position of both parties. Following the presentation of each position, the grievance committee will deliberate until it is able to



reach a recommendation. Final recommendation of the grievance committee will be given to Recovery Support staff and the grievancee in writing. The Executive Director and the President of Mission Missouri, who will then make the final decision, will review the recommendation of the grievance committee.

If you have a complaint regarding abuse, neglect, or violation of your rights, you may contact:

Client Rights Monitor  
Department of Mental Health  
1706 E. Elm Street  
Jefferson City, Missouri 65101  
573-751-4122

Recovery Housing Grievance Procedure if local resolution cannot be obtained is available through obtaining a form at [www.mcrsp.org](http://www.mcrsp.org).

**HOUSE MEETINGS**-House meetings of all Recovery Guests are conducted to allow the Recovery Guests to update changes or discuss upcoming events (i.e. extended pass time for holidays, parties, outings, etc.) These meetings are mandatory and other outside obligations should not be scheduled during these meetings.

**ITEMS NOT ALLOWED**- The following items will be removed if found in a room:

Cooking appliances (warmers, stingers, etc.)

Refrigerators

Microwaves

Heaters

Crock pots

Alcohol-based products (mouthwashes, cologne, etc.) and unauthorized medications (no over the counter cough medications containing alcohol)

Aerosol cans such as “duster” products

Hand Sanitizer

Tattoo equipment

Weapons

Pornography is not allowed. If pornography is found in your possession, we will dispose of the material and disciplinary measures will be taken. Guests are not allowed to subscribe, purchase, receive, or possess publications, videos, pictures or any other items which promote violence, disorder, or the violation of any state or federal law or any pornographic material containing specific sexual acts.

**KITCHEN AND DINING ROOM RULES**- Recovery Guests must clean up after themselves. Food should be eaten in the main dining room. If you are eating food prepared in the kitchen, you must eat that food in the dining hall. It is not to be taken to your room. If you choose not to eat meals in The Esther House, you are still responsible for paying for the food plan.

**LAUNDRY LINENS** - Each Recovery Guest will be provided with the necessary bed linens. You are responsible for the upkeep of your own dirty linens. Any lost, damaged, stolen, or heavily soiled linens will be your responsibility, and you will be charged for the damaged items issued to you regardless of the reason. When linen is turned in it should be as neat and clean as the day you receive them. Bedspreads, comforters, linens, should be washed and dried and returned to the room in which it was being used.

**LOANS**- If money is loaned from one resident to another, there is a chance that you will not be paid back. Mission Missouri is not responsible for money you loaned and were not paid back. It is not recommended that you loan money while staying at Esther House.

**MAIL** – All mail is distributed by staff. Intercepting the US mail or removing it from our mail box is against the rules and may be considered a federal offense depending on the circumstances.

**MALE OUTPATIENT CLIENTS** – Dating outpatient clients who attend support services at Mission Missouri is NOT allowed. Inappropriate behavior toward a male on Mission Missouri property will result in consequences from the Recovery Support Team. While you are at Mission Missouri your energy and commitment must be toward your own recovery, not invested in creating more chaos in your life. After completion of your time at Mission Missouri you are free to investigate friendships and relationships with people you met while in the program; however, such activity is not encouraged while you are in this program.

**MEDICAL**- You are responsible for any medical or dental care needs you may require. If you do not have a physician or dentist we can refer you to Semo Health Network. If you require mental, behavioral or emotional needs we can also refer you to Bootheel Counseling or to Ferguson Medical Group depending on whether or not you have Medicaid or Medicare or appropriate payment method. You may receive transportation to these facilities, provided you give at least 24 hours notice to the Recovery staff. We realize there may be some emergencies, which may not allow you to give notice. In this event notify the staff on duty to assist you in making arrangements for proper medical attention. **An ambulance will be called if necessary and you will be transported to Missouri Delta Medical Center in Sikeston.**

**PASS PRIVILEGES**-Recovery Guests other than Pre-Treatment clients **in compliance** with The Esther House rules and expectations will be eligible for a pass. When a pass is granted, Recovery Guests must return to The Esther House by the time specified on each pass. Passes cannot interfere with your individual treatment schedule.

**Compliance means**: meeting attendance, housing/programming/food plan fees paid, chores being completed appropriately, counseling sessions with Counselor and Recovery Coach completed weekly, assignments from Counselor and Coach completed, as well as other stipulations from the Recovery Support Team specific to your recovery. When using a pass, all Recovery Guests must list their destination, must have prior approval **to that destination** from the Recovery Support Team and follow the sign in/sign out process. **LATE RETURNS**-You should immediately contact The Esther House if you cannot return and are subject to Major Conduct Violations.

**\*CRITERIA FOR DAYTIME OVERNIGHT OR WEEKEND PASSES**-After 30 days of probation you may apply for the first level of pass as long as you are **in compliance** with your program. All passes are considered on a case-by-case basis. In order to be considered for a daytime, overnight or weekend pass, the client must be in compliance with all Esther House regulations and expectations, including being current on all housing fees. Below are general guidelines for daytime, overnight or weekend passes:  
All pass times must be approved.

- 1. After thirty days and one six-hour pass successfully completed, you will be allowed one 24 hours overnight pass. That will be all you are eligible after the first thirty days.**
- 2. After the second month you may apply for one weekend pass during that month and the months that follow, and only one weekend pass per month.**

3. For the Thanksgiving, Christmas and New Year holidays, you will be allowed a two-day pass for each of those holidays, but not a weekend pass before or after those holidays.
4. The six-hour pass will not be allowed until the first thirty days of enrollment have been successfully completed.
5. During your first thirty days you will be allowed to leave the facility, ONLY (a) in order to seek employment; (b) for your approved place of employment; (c) for appointments such as medical/dental/mental health, to see the PO, to meet class requirements designated by your PO, or to church.
6. If you are going to job search, you MUST take the job search form and fill out the form for each application that you complete and for each place of employment you visit. These forms will be reviewed and if there is suspicion that you were not on a job search, the places of employment will be contacted to clarify whether or not you did what you said you were going to do.
7. If you have obtained employment, you will be required to complete the Employer Information form which can be found in your file. You will also be required to bring your first check stub for a copy to be made and placed in your file.
8. If you have an appointment such as medical, dental, mental health, PO, or a class assigned by your PO, you will have a form that must be taken with you and which requires a signature to confirm that you were at that appointment.

Pass privileges begin if you are going to be gone more than 6 hours during the day and the purpose for which you will be gone has been approved by the Recovery Team.

First overnight pass privilege is for a 24-hour pass after 30 days and with all requirements met.

Second overnight pass privilege in the second month is for a 48-hour pass (weekend).

All pass requests must be turned in Thursday by noon prior to date of pass to the COO or the Residential Director. Your request for pass and your signature will indicate that you understand you are responsible for transportation to and from your destination. **Staff members of Mission Missouri are not responsible for your return if your transportation does not work out. Your signature also states that you acknowledge Mission Missouri is not held responsible for any unhealthy or illegal choices you make while away from Mission Missouri.**

Staff will verify all pass destinations for approval. All pass forms must be filled out completely-name, complete address, and telephone number for pass destination. **At any time a Recovery Guest is on pass (or job search, or free time) she is to go to her pass destination only.**

Disabled Recovery Guests will be considered for passes on a case-by-case basis.

Recovery Guests are not allowed to change their overnight destination during the specific pass dates.

Recovery Guests could be contacted at their pass destination during the course of the pass. Recovery Guests who are not at their pass destinations will have their pass privileges cancelled and be required to return to The Esther House within one hour. Failure to comply will be counted as AWOL, and a conduct violation will be written.

If a problem develops while a Recovery Guest is out on pass, the Recovery Guest should contact The Esther House immediately to report the problem. The Esther House does not receive collect calls!

**PERSONAL PROPERTY**-Your personal property must be limited. Your rooms/storage facilities should not look cluttered at any time. Any property that does not fit into the drawers or closet space provided will be kept in a storage bin provided for you in the storage shed area. You will have a key to your bin, and the staff will also have a key.

Please make sure all personal property is clearly marked. The Esther House is not responsible for any items not marked appropriately. If your property is confiscated due to dispute of ownership, it will be donated to a charitable organization. Recovery Guests will forgo claim to any property that remains on-site 30 days after client leaves The Esther House. Any items brought into The Esther House will be documented at entrance into the program. It is your responsibility to update your property list as the need arises.

If you arrive without clothing, some may be brought to you. If this resource is not available to you, the staff may refer you to proper agencies which will assist you in obtaining the necessities needed for daily living, as well as work related items.

Any music you play should never be loud enough to be heard in the hallway. You may have a maximum of two plug appliances only.

Any personal property left at your departure will be held for thirty days. If you do not return to pick it up or have someone sent to retrieve it, those belongings will be donated to Good Will or thrown away.

**PROGRAM CONFIDENTIALITY**- All aspects of the recovery support services of the Recovery Guests and staff involved should be kept in the strictest confidence between all Recovery Guests and staff members.

**RECOVERY GUESTS PROGRAM GOALS AND OBJECTIVES** –Each guest is responsible for working on their individual goals as listed in their recovery plan. Upon arrival you will be given an assessment which will include your input on the vision for your future and your spiritual journey along with your history of substance abuse. A Treatment Plan and a Recovery Plan will be developed and staff will work with you on action steps. Your Treatment Plan and Recovery Plan will be reviewed for progress consistently during the first 120 days and periodically moving forward.

**RECOVERY GUEST TERMINATION AND EXIT CONTRACT** – You will enter into an Exit Contract at the time of your orientation. This means that in order for you to receive a Certificate of Successful Completion you must work with the Recovery Support Team for your planned exit from the program. This will include at least a 30 day written notice of your plan to leave. You will work with staff in order to determine that you have stability and a well thought out plan for re-engagement with society. All Recovery Guests must give 30 days written notice to the Executive Director in order to be considered for any applicable refund of program fees. This process begins in your Fulfillment Phase of the Sister Rising Recovery Program.

**ROOM SEARCHES**- Are conducted whether you are present or not. You may observe from the hallway if you desire. Room searches are done at least once a month or as needed.

**RULES and CONSEQUENCES** - The following are the classifications of house rules according to severity. Severity of consequence will depend upon decision of the Recovery Support Team with final decision by the Executive Director and COO. Consequences may include referral to residential treatment, intensive outpatient treatment if you have relapsed; mental health counseling if it is determined that a mental health concern is causing an issue in your recovery program; or **could possibly include discharge** from the program if the

problem stems from a return to criminal thinking/behaviors. Decisions are made on a case by case basis. Refusal to adhere to the decision of the Executive Director and COO will result in immediate discharge.

**\*\*\*\*\*See the attached chart on rules and consequences for reference to specific situations.\*\*\*\*\***

**Cardinal Rules** protect the physical and psychological safety of the community and are strictly enforced. Violating a Cardinal Rule **almost always results in automatic dismissal**. Cardinal Rules include:

No physical violence

No threats of violence or intimidation

No drugs or alcoholic beverage or other substance used for the purpose of altering mood

No selling of illegal drugs on the property of Mission Missouri or in The Esther House

No sexual activity

**Major Rules** are essential to the recovery process. Violating a Major Rule will result in sanctions and possible dismissal. Major Rules include:

No stealing or other illegal activity

No vandalizing or destroying property

No contraband

**House Rules** are similar to society's expectations, are related to pro-social behavior patterns residents are expected to adopt gradually, and include:

Following instructions and all guidelines as presented in the House Manual and Program Binder

Smoking only in the designated area

Being punctual

Maintaining appropriate appearance

Using proper names

Not lending or borrowing money or other possessions

Signing meeting/class logs

Signing house logs daily

Completing house chores daily as assigned

Treating others with respect

Recognizing the chain of command, positions of authority, and systems of operation within Mission Missouri's recovery program

**SIGNING OUT/IN**- All Recovery Guests must sign in/out and have staff permission to leave The Esther House. All information on the sign in/out board in the office hallway must be filled out completely.

**SMOKING** - Smoking is **not** allowed inside The Esther House. Smoking is allowed **ONLY** outside on the back patio. **THIS INCLUDES VAPING.**

At **no time** should you throw the used cigarette on the ground. Locate the nearest dispenser provided for smoking materials and throw the extinguished cigarette away. Failure to comply with any part of this smoking policy will result in an additional \$25 fee added to your monthly statement.

**TELEPHONE SERVICES**- A phone is provided to Recovery Guests with a **20 minute limit** on all calls to be used at designated times. Phone calls will not be received before 6:30A.M. or after 10:30 P.M. Never give out information on another recovery guest. If they are not available, offer to take a message. The resident's phone may be used during business hours only for calls to potential employers or for setting appointments necessary for your program of recovery.

Staff will maintain a list in their offices of people you have approved to receive information about you while you are a Recovery Guest. Those are the only individuals to whom information will be given either over the phone or in person.

**TREATMENT**- All Recovery Guests will have a Treatment plan developed by the counselor and a Recovery Plan developed at the time of assessment. This will serve as a guideline to ensure success of the program. You will also be required to complete classes with FCC staff at Mission Missouri. If deemed necessary, you may be required to go into residential services at FCC for 30 to 120 days. If completing successfully, you may return to The Esther House.

**TRANSPORTATION** – Transportation will be provided by staff for appointments such as Gibson Outpatient, Probation and Parole, and Semo Health Network and others as determined necessary by the Recovery Support staff. We will try to accommodate all reasonable requests. Those residents who have vehicles for employment purposes will **not** be transporting other clients unless given permission by the COO.

**VISITORS**- Visitors are only allowed in the recreational areas. Provide the Residential Staff with a written list of whom you are expecting. Visitors are to sign in and will be issued a Visitor’s Pass. They will also sign a Visitor’s Contract the first time they visit. These will be kept in your client file. Visiting hours are from 12:00 p.m. to 4:00 p.m. Saturdays and 12 p.m. to 4 p.m. on Sundays. Pre-Treatment clients will be allowed visitors only if a staff member is available to sit in the recreational area while the visit is being conducted

### **REFERRALS**

Semo Health Network	200 Southland Drive (Medical) 220 Southland Drive (Dental) Sikeston, Mo. 63801	(573) 472-1770 (Medical) (573) 471-4167 (Dental)
Bootheel Counseling (Mental Health)	760 Plantation Blvd. Sikeston, Mo. 63801	(573) 471-0800
Express Employment Professionals	215 North Main St. Sikeston, MO 63801	(573) 471-1680
Manpower Temporary Services	1214 Linn Street Sikeston, Mo. 63801 Create an account online before going to see them. <a href="http://www.manpower.com">www.manpower.com</a>	573) 472- 3800
FCC	20 S. Sprigg Street Cape Girardeau, MO 63703	(573) 651-4177
Missouri Career Center	202 S. Kingshighway Sikeston, MO 63801	(573) 472-5250
Scott County Family Support Division	106 Arthur Street Sikeston, MO 63801	(573) 472-5222
Scott County Probation and Parole	102 Arthur Street Sikeston, MO 63801	(573) 472-5353

## Client Rights

**Each client shall be entitled to the following rights and privileges without limitation:**

- To humane care and treatment
- To receive prompt evaluation, care, and treatment
- To have the rehabilitation treatment plan explained
- To be treated with respect and dignity as a human being
- To be subject of an experiment only with consent or the consent of a person legally authorized to act
- To have records kept confidential
- To have the same legal rights and responsibilities as any other citizen unless otherwise stated by law
- To not be denied admission or services because of race, sex, creed, marital status, national origin, handicap, or age
- To be free from verbal and physical abuse
- To privacy; if any mail is received at the program which is addressed to client, it will be left unopened and the client will be notified of our receipt of the mail. If the client cannot be contacted, the mail will be forwarded to client's last known address or returned to post office
- To have records explained to them.

To not work without wages or compensation unless part of treatment, rehabilitation, or habilitation

**Confidentiality:** Although all information given by you to Mission Missouri is confidential, you should also know that there are certain situations in which your service provider, due to the requirements of the law, can reveal information obtained during sessions to other persons or agencies without your permission. Also, your service provider would not be required to inform you of his/her actions in this regard. These situations are as follows:

1. If you threaten great bodily harm or death to another person or yourself, your service provider is required by law to inform the intended victim and the appropriate law enforcement agencies.
2. If a court of law issues a legitimate subpoena, your service provider is required by law to provide information specifically described in the subpoena.
3. If you are in treatment or being tested by order of a court of law, the results of the treatment or tests must be revealed to the court.
4. If child abuse or elder abuse is suspected, your service provider is required by law to contact the appropriate officials.

**ACCEPTANCE OF THE ESTHER HOUSE RULES**

I, \_\_\_\_\_ have read and understand the rules for The Esther House and agree to abide by them.

I agree to give full attention to my spiritual growth which shall include weekly attendance at church services. In addition, I acknowledge that Mission Missouri is a faith-based program, and I agree to participate in a faith-based recovery approach., including a Sunday service to which friends and family can be invited.

I also agree to perform upkeep of all chores assigned to me including my room.

I understand that I am responsible for a housing fee of \$400 per month which begins upon arrival but which may be covered by a Third-Party Payer. I understand that the Food Plan is \$200 per month for which my Food Stamp Card can be used if I so choose. The Food Plan must be covered either by the Food Stamp Card or by check/cash at the time of my arrival. I understand that if there are any refunds due me when I leave Mission Missouri, these will be made within ten days of my departure. All payments will be reported in a monthly statement.

I further understand that violation of any of the rules may result in my immediate discharge for unsuccessful completion of the program.

I have been given a copy of The Esther House Handbook.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_



Mission Missouri's The Esther House Rules and Consequences

Rule	Consequence
<p>1. <b>Cardinal Rules:</b> Physical violence; threats of violence or intimidation; sexual activity on property; use of illegal drug or alcohol on the property; selling of illegal drugs; failure to pay program and housing fees</p>	<p>Automatic dismissal</p>
<p>2. <b>Cardinal Rule</b> involving use of illegal drug or alcohol (not on property)</p>	<p>Referral to intensive outpatient or residential treatment; however, the referral could be to another recovery support program or could possibly mean discharge from Mission Missouri depending upon the decision of the Recovery Support Team</p>
<p>3. <b>Major Rules:</b> Do not do the following:                      Stealing or other illegal activity; vandalizing or destroying property; possession of contraband as listed in House Manual; operating a motor vehicle without proper license, insurance and registration; inappropriate behavior toward a male on MM property; not being at your pass</p> <p>Do the following: treating others with respect; recognizing the chain of command, positions of authority, and systems of operation within Mission Missouri's recovery program destination</p> <p>Speaking against staff and the recovery team to other staff or to other clients will not be tolerated. You are instructed to follow the proper procedure for concerns you may have, without exhibiting improper conversation.</p>	<p>Sanction: Being put on <b>contract</b>. Once put on contract, a client may receive only three disciplinary actions before the contract is considered broken by the client and three options will be discussed: (1) discharge with no referral; (2) referral to the FCC women's program; (3) referral to the Amen Center. If client successfully completes the FCC Women's Program, she can apply to return to The Esther House.</p> <p>If client is found to not be at pass destination, pass privileges will be cancelled and will require return to MM in one hour or conduct violation will be written for you as being AWOL.</p>
<p>4. <b>House Rules:</b> Society's expectations related to pro-social behavior patterns expected to be adopted which include following instructions; smoking only in designated area; being punctual; maintaining appropriate appearance; curfew compliance; no cover up of inappropriate behavior by others; misuse of cell phone privilege; no pornographic material; using proper names; not lending or borrowing money to other residents; signing meeting/class logs; signing house logs daily; MM property including linens that are damaged due to misuse will be your responsibility to replace or be charged to replace; completing house chores daily as assigned.</p>	<p>Sanctions and/or positive re-enforcers as determined by the Recovery Support Team could include: denial of pass; cell phone or other electronic device privilege being denied; computer privileges could be denied; additional writing assignments being given; additional recovery workbooks being assigned; additional charges to monthly fee; additional mandatory meetings; additional individual counseling and coaching sessions</p>

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

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