



WORTHY WOMEN RECOVERY HOME (WWRH)

1001 Maple Ave. La Porte, IN 46350

Office Phone: 219-325-3360

Office Hours: Mon-Fri 9:00 a.m. – 5:00 p.m.

WWRH Mission Statement

Worthy Women Recovery Home is a Christian home that provides recently incarcerated women with re-entry programs and the tools necessary to reduce recidivism rates, substance abuse and addictions, and to empower them to live as positive role models for their children and in their community.

Worthy Women Recovery Home (WWRH) is a 6-24 month transitional recovery program, with supervision 24 hours a day and 7 days a week for the residents first 60 days. WWRH exists to encourage and support a journey of hope, recovery and sobriety. The following programs and opportunities will help you to successfully participate as a resident in the WWRH Program.

Prior to applying, a potential resident must complete a pre-intake telephone interview that includes convincing verbal confirmation of her desire for both sobriety and positive, productive reentry into society. **PERSONAL DOCUMENTS** including a Birth Certificate, Driver's License, Insurance Card and Social Security Card must be brought upon initial arrival to WWRH.

PROGRAMS & OPPORTUNITIES

The WWRH programs are a VITAL part of the residents journey to recovery at the WWRH Treatment Program. The Executive Director will meet with each resident individually and with her support system to learn the imminent needs of the resident. However, a resident will not be limited, and shall apply expecting mandatory participation in the programs that will benefit her the most. WWRH utilizes the Moral Reconciliation Therapy (MRT®) Cognitive Behavior Program, consisting of a 12 Step workbook, as our primary program. For more details: www.ccimrt.com

1. **Mandatory Cognitive Behavioral Therapy programs include:**
 - a. Moral Reconciliation Therapy - MRT®
 - b. Character Development
 - c. Job Readiness

2. **Supplemental MRT® Cognitive Behavioral Therapy programs for specific needs:**
 - a. Parenting & Family Values
 - b. Staying Quit
 - c. Coping With Anger

3. Substance Abuse Classes:

- a. Women's AA Group Wednesday evenings
- b. NA Group Saturday evenings
- c. NA Group Sunday afternoons
- d. AA Group coed Monday evenings

4. Educational programs for residents without a high school diploma:

- a. TASC (High School Equivalence Diploma) Tutoring for 6 hours weekly.
- b. WorkOne practice tests and pre-testing.

5. LIFE SKILLS - PACE Learning Systems and Life Skills:

- a. Interpersonal Skills: Listening Effectively, Speaking Effectively, Being Assertive, Relating to People, Following Directions, Giving Directions, Identifying Work Styles, Working Well with Teams
- b. Budgeting & Financial Responsibility, Resume writing, mock interviews

6. Job Readiness:

- a. Begin the Job Readiness cognitive behavioral therapy 6 module workbook
- b. Sign up with 2nd Chance Job Coordinator to begin working, (after 7 days)
- c. Shop at Goodwill for two sets of dress clothes, if you do not have any.
- d. WWRH requires all residents to schedule jobs around Church (over at 10:30 am) on Sunday Morning; make TASC and/or MRT[®] groups on Tuesdays and Thursdays a top priority over work; **residents must work around these activities.**

7. Spiritual Components:

- a. Sunday Morning Church Attendance (8:15 – 10:30am)
- b. 12 Step AA Spiritual Journey Workbook (self-paced)
- c. Monday or Wednesday Bible Study

8. To successfully graduate the WWRH Program Resident will complete:

- a. MRT[®],
- b. Character Development,
- c. 12 Steps to a Spiritual Journey,
- d. Job Readiness,
- e. and a minimum 4-page written testimony of what the resident has learned, prior to graduating from the WWRH Treatment Program.

ADDITIONALLY, THE FOLLOWING EXPECTATIONS SHALL BE DISCUSSED WITH RESIDENTS:

9. **STATEMENT OF FAITH** – Each resident must sign the *WWRH Statement of Faith* to indicate her acknowledgement, that the founders, board of directors, volunteers and staff of WWRH believe in God.
10. **PAYMENT OF SERVICE FEES** - Client agrees to pay \$250.00 for the first two weeks fees upon arrival. If Client is unable to pay, she will agree in writing to a mutually satisfactory arrangement with the Worthy Women Recovery Home Executive Director.
11. **EMPLOYMENT RECORD** – If resident is employed upon arrival, with pre-approval from the Executive Director only, the record of employment sheet shall be filled out.
12. **INTAKE PACKET** – Resident must complete the intake packet within 48 hours of arrival.
13. **MAIL/VISITOR/PHONE LIST** – This record must be documented within 48 hours and submitted for approval. See Program Guidelines.
14. **100 WORD ESSAY** – resident will write at least 100 words to describe how entry into the program has affected their personal growth within 7 days of arrival.
15. **MENTOR**- resident will meet with a house-approved mentor preferably within their first 30 days, based on availability of a suitable mentor. The mentor will be familiar with Program Guidelines as well as the Resident Program LEVEL System.
16. **SUCCESS** – residents will participate in a Program LEVEL system to demonstrate their achievements and trust levels within the WWRH Treatment Program. Privileges and opportunities are guided by success.

By my signature, I agree that I have read and accept the RESPONSIBILITIES, PROGRAMS & EXPECTATIONS as outlined above. I agree to review them with a staff of the WWRH Treatment Program within 48 hours of entry.

Program Entry Checklist:

Upon Arrival	48 Hours	72 Hours (Intro only)	7 Days
<input type="checkbox"/> Statement of Faith	<input type="checkbox"/> Intake Packet	<input type="checkbox"/> MRT® Orientation	<input type="checkbox"/> 100 Word Essay
<input type="checkbox"/> Personal Documents	<input type="checkbox"/> Approved Mail/Visitor/Phone List	<input type="checkbox"/> 12 Steps to a Spiritual Journey	<input type="checkbox"/> Success Orientation (review program levels)
<input type="checkbox"/> Service Fee Agreement			
<input type="checkbox"/> Employment Record			

PROGRAM GUIDELINES

1. Smoking/Vaping:

- a. These actions are prohibited, and a zero-tolerance policy is enforced in and around the premises of the Worthy Women Recovery Home.
- b. Cigarettes/E-Cigarettes/Snuff/Lighters/Matches and any other similar items are not allowed in the WWRH or around the premises. Non-compliance will result in termination.

2. Drugs/Alcohol:

- a. **The possession and/or use of drugs/alcohol is strictly prohibited.**
- b. When entering the facility, residents must surrender all over the counter and/or prescribed medication. All medication will be secured and dispensed by trained staff as prescribed. A **Medical Log** will be signed by both staff and residents.
- c. Residents shall submit to a drug screen and/or alcohol breathalyzer tests at any time. If a sample cannot be produced as directed, the resident will remain in sight of staff. The resident will be required to drink 8 ounces of water within a two-hour time frame until a sufficient sample is obtained. If resident leaves the premises prior to the completed drug screening or breathalyzer test, she will be terminated from the program.
- d. If a resident's drug screen or breathalyzer test is positive, she may request the result of the test to be confirmed by an independent agency. The resident will incur all applicable fees.
- e. The resident may be terminated if results are positive. The referring agencies (Probation, Parole, Field Officer, and Judges) shall be contacted.
- f. If a resident's drug screen indicates negative results due to prescribed medication, consideration of these facts will be recognized.

3. Medication:

- a. Residents may not store, possess or traffic medication of any kind. When entering the facility, residents must surrender all over the counter and/or prescribed medication.
- b. Narcotics, mood altering drugs, and any other medication addictive in nature must be exchanged for alternative non-narcotic medication by the resident's Physician.
- c. Resident must complete an Authorization for Release of Medical Information, to give staff permission to discuss alternative medication options with residents' medical professional(s).
- d. All medication will be secured and dispensed as prescribed by authorized staff. A **Medical Log** will be signed by the staff and resident.
- e. It is the responsibility of the diabetic resident to obtain injector pens in place of hypodermic needles. Residents must surrender these to staff to be secured.
- f. Residents must notify staff prior to accepting any medication outside of the premises

of WWRH. Failure to do so can result in sanctions and possible termination.

4. SEARCHES:

- a. **Physical Environment (PE)** – WWRH utilizes 12 active security cameras at all times, five outside and seven inside. Authorized Staff can and will perform room searches and area searches at random times and if staff has any suspicious reason to do so. Residents must immediately comply when requested to submit to a search. If resident does not agree to submit to an area or room search she can be terminated.
 - i. No food items, candy, or snacks may be upstairs or stored in a resident's area or in their belongings. ONLY water bottles or sealed drinking cups are allowed.
 - ii. If during a room search, any prohibited items are found in a resident's area or in their belongings, results of the search will be reported to the Executive Director and logged in the appropriate files. This information may be sent to the resident's referral source (Probation, Parole, Field Officer, Case Manager, etc.)
- b. **Physical Body (PB)** – Upon initial resident intake or any time suspicion arises, Trained Staff may perform a physical body search upon order of the Executive Director. Refusal to comply can result in immediate termination. PB searches may occur when:
 - i. Any type of alcohol, drug or paraphernalia use or trafficking is suspected.
 - ii. Suspicion upon reentering the WWRH after any event, outside activity, work, etc.
- c. **Other Prohibited items include:**
 - i. Prescription medicine (no narcotics, barbiturates, sleeping pills, nerve pills, psychiatric drugs, laxatives, etc.)
 - ii. Over-the-counter medication
 - iii. NO Nicotine patches or gum, any tobacco products, lighters or matches
 - iv. NO drug paraphernalia of any kind,
 - v. NO weapons, guns, knives, box cutters, scissors, straight razor, etc.
 - vi. NO gaudy jewelry or jewelry with drug, alcohol, tobacco or occult symbols.
 - vii. NO nose rings/studs, eyebrow, tongue piercings are allowed.
 - viii. NO poker cards, dice or other means of gambling or devices.
 - ix. NO EXPENSIVE personal items are allowed unless resident takes full responsibility for storage at their own risk. Items will not be locked up.

5. Monday thru Friday Schedule:

- a. **Morning:** All residents are to be out of bed, showered, dressed, beds made and personal area cleaned by 7:45 am. Residents must be finished eating by 7:55 am and have their devotional and bible at the dining room table by 8:00 a.m.
- b. Residents may sleep in on Saturdays. Sundays, residents must be dressed and ready for church by 8:10 am.
- c. Breakfast and kitchen clean-up will be completed by 7:55 a.m. Daytime sleeping is not allowed unless pre-approved by staff (due to work schedule or illness).
- d. Daily devotions will begin at 8:00 a.m. You do not have to read, but you must sit at the table with the other residents.
- e. **Evening:** Residents must be inside the home by 9:00 p.m. unless otherwise approved by the Executive Director. Lights out is required by 10:30 p.m.

6. Employment/Program Fee:

- a. Residents are required to pay a weekly program fee of \$125.00, due every Wednesday by 10:00 a.m. It is the resident's responsibility to pay the program fees by seeking help, including calling family members, contacting churches, etc. A onetime one month scholarship may be available to new residents with preapproved conditions.
- b. Once employed, the resident must make regular payments toward current and past due rent until paid in full. Program fees are prioritized above personal wants. Paying your program fee communicates respect for the program, for its current and future residents, and for the personal value of the resident's recovery.
- c. Upon successful employment, you must submit your work schedule to the Executive Director. Residents must call upon arriving to their work place and upon the scheduled quitting time from the same work phone number.

7. Boundaries:

- a. Residents are not allowed in the staff office without express permission of a staff member in the office and never when the office is empty.
- b. Disrespect of any staff member by intimidating body language or verbal insults will not be tolerated. Such attitudes and behaviors will result in loss of privileges and, with repetition and/or lack of remorse, may include dismissal from the program.
- c. Residents are not allowed to marry while in the program. If currently married, resident must provide proof of legal marriage.
- d. Current relationships that do not rise to the level of marriage will be handled on a case by case basis, with consideration given to the health and stability of the relationship.
- e. New dating relationships will not be initiated while a resident of the program.
- f. Residents must stay in assigned beds and are not allowed in any other resident's room or in the bed/bed area. Failure to comply will result in immediate termination.

- g. Physical aggression, violence, or verbal threats will not be permitted and will result in immediate termination (and charges filed). Restitution for destruction of property is also required or charges will be filed.
- h. Residents are not to be associated with anyone who uses drugs or alcohol while they are residing at the WWRH. Residents cannot write or receive letters from anyone recently released, on probation, parole, or in jail/prison (unless it is a pre-approved family member).

8. Hygiene:

- a. Residents will maintain personal hygiene by brushing teeth and showering daily. Residents will wash their own clothes, towels, and bedclothes per the laundry schedule.
- b. If a tampon is flushed down the toilet, tampons will be banned. Residents must dispose of personal items sanitarily to avoid paying for plumbing costs that may be incurred resulting from flushed items.
- c. Resident's personal area will be clean, tidy and tour ready at all times. Resident's belongings must fit in assigned space neatly. Please respect our home, your home.

9. Interactions and Social Rules:

- a. When a staff member gives a resident a direct order, the resident must listen and obey, in order to be in compliant. Be the lady God created you to be!
- b. Residents must attend required meetings and with timely participation and engage with a good attitude. No sleeping is allowed and attendance will be taken.
- c. Congregating in the outside alley or driveway is prohibited. No **loud** outdoor group discussions are permitted. Be the lady God created you to be!
- d. No loud music or loud talking or yelling is allowed inside or outside of the WWRH.
- e. Television and movie time is a pre-scheduled and pre-approved privilege.
- f. Gossiping will not be tolerated. Horse play, name calling, negative or foul language (cursing) is prohibited. Be the lady God created you to be!
- g. Sexual language, innuendos and sexually explicit behavior is unacceptable and will result in termination. Be the lady God created you to be!
- h. Lending any personal belongings, money or medications to other residents is at your own risk. WWRH shall not be responsible for residents' personal belongings. Items of value such as bank cards, money or checkbooks must turned in and locked up in the office and a receipt retained.
- i. Any resident who is aware of a rule infraction committed by another resident must notify staff immediately. Protecting WWRH and your recovery shows a sincere commitment to this program. Residents keeping secrets of infractions will be considered guilty of the same infraction and, at the discretion of the Executive Director, subject to similar consequences.

10. Chores and Rules:

- a. The Kitchen Team (KT) cook/clean list comes out every Saturday by 8:00 p.m. Staff will plan meals for the following week by Monday at 8:30 am. Rotations run from Monday to Sunday. Meals will primarily be planned around donated food. Special menu needs must be communicated to staff by Saturday at 8:00 pm, to buy groceries on time.
- b. Please do not hoard or waste food. Plate only what you intend to eat. Clean up after yourself immediately. **No food is allowed outside of the kitchen.**
- c. Dinner is served at 5:30 p.m. Monday - Thursday. Residents in WWRH will meet in the dining room for prayer and eat dinner together. Friday – Sunday are pizza/left-overs.
- d. Each resident is expected to wash their own dinner dishes. Dinner plates will be made up and labeled with name and date for any resident writes her name on the “Save a Dinner” sign-up board.
- e. A new chore list is issued Saturday at 8:00 p.m. It is the residents’ responsibility to complete assigned chores and additional cleaning as requested by staff. Chores will be randomly inspected by staff, and improvements will be requested as necessary.

11. Mail:

- a. Residents may not write/receive letters from anyone recently released from jail or prison, on probation/parole (unless pre-approved by staff).
- b. Approved names must be listed on the Phone/Visitor/Mail log in the residents file.
- c. Letters and packages must be opened by residents in front of authorized staff only.
- d. Outgoing letters or mail may be reviewed by staff. Please do not seal the envelope until staff gives you permission to do so.

12. Telephones:

- a. Residents cannot call or receive calls from anyone recently released from jail/prison, on probation or parole (unless pre-approved by staff).
- b. Cellphones are limited due to the poor choices of the first residents of WWRH. Once the resident earns Program LEVEL 4 status, she may use her personal cell phone, if rent is paid and current, and residents behavior is exemplary. Phone must be checked in/out.
- c. Telephone use is a privilege subject to the compliant attitudes and behaviors of the resident. Frequency/length of calls are determined by the **Program LEVEL System**.

13. Travel:

- a. **Residents will travel with supervision until** completion of Program LEVEL One. Residents will be responsible for transportation to and from work, appointments, etc. after completion of Program LEVEL One. The City Bus stops in front of WWRH.

- b. Cars are not allowed until you enter Program LEVEL 3 and only with approval from the Executive Director. There is a bank parking lot across the street. Modes of available transportation include the City Transporte Bus, walking, 3 bicycles, etc.

14. Passes/Visitation:

- a. **WWRH does not permit overnight passes or visitations at any Program LEVEL.** Day passes/visitation are conditional upon the resident's **Program LEVEL**.
- b. Written requests for passes/visits are due by Sunday at 8:00 p.m. for the following week (Monday through Sunday). Passes and visits must be pre-approved by Staff, per the residents' Telephone/Visitor/Mail list.
- c. Children under age 16 may visit for 2 hours. Resident will sign in/out for the child on the provided log upon arrival/departure. Visits will occur in the TV/family room downstairs. Children may **use** the downstairs bathroom.
- d. Visitors must follow all house rules for visiting, including but not limited to:
 - I. Visitors will use the front door **ONLY** and sign in/out on the visitor's log.
 - II. Visits are limited to 2 hours unless otherwise approved by the Executive Director. Visits can be held in the family room downstairs or the recreation area and visitors may only use the downstairs bathroom.
 - III. Visitors must show a state issued identification and fill out a visitation form. Failure to provide personal identification, correct name or other requested information will result in loss of visitation privileges for that day.
 - IV. Visitors must leave when asked by the resident they are visiting, or by staff.
 - V. Upon suspicion, visitors are subject to search and seizure policies by the La Porte Police, Probation or Parole Departments.

15. Disagreements and Dismissals:

- a. Any complaint concerning staff, programming, or guidelines must be made in writing to the Board of WWRH. Neither verbal complaints nor hearsay will be investigated. After a written complaint is filed with the Board of WWRH, it will be investigated.
- b. If a resident leaves WWRH prior to completion of the program, she will still be responsible for past rents and outstanding fees. A small claims suit may be filed if payment arrangements are not made in good faith and within a reasonable time.
- c. Residents leaving without authorization will be immediately terminated and referral sources (Probation, Lawyer, Case Manager, etc.) will be notified.
- d. Provided log will be signed by the resident upon exiting the program. Only a pre-approved person from the Phone/Visitor/Mail list can pick up items from a discharged resident and only after signing a verification form for picking up the belongings. Resident's property will be donated within 72 hours of leaving the program unless otherwise approved and documented by the Executive Director.

PROGRAM LEVEL SYSTEM

The Worthy Women Recovery Home **PROGRAM LEVEL SYSTEM** is designed to create structure and incentive towards requests and privileges. Based on a resident’s attitude, behavior, length of time in the program, and overall compliance, the resident may be moved back and forth in the **PROGRAM LEVELS** at the discretion of the Executive Director. This evaluation will be based on observation and interaction with the resident, plus interaction from other residents, staff and/or volunteers. Achieving Higher **LEVELS** in the system are indicative of greater freedoms and imply higher levels of trust.

PRIVILEGES	ARRIVAL (First 7 Days)	LEVEL 1 (First 30 days)	LEVEL 2 (minimum 60 days)	LEVEL 3 (minimum 60 days)	LEVEL 4 (minimum 30 days)
Phone Phone numbers must be on pre-approved list of family and sober friends.	None Staff will call family members for residents’ personal needs.	Weekly 3 calls of 15 minutes each (evenings only)	Weekly 6 calls of 15 minutes each (evenings only)	Weekly 9 calls of 15 minutes each.	Phone calls unlimited with approved list. Cell phone approved ONLY if exemplary behavior is consistent. All fees must be paid.
Visitors	None	WEEKLY ONSITE: After 14 days compliance, One approved visit, 2 hours each	WEEKLY ONSITE: One approved visit, 2 hours	WEEKLY ONSITE: Two (2) approved visits, 2 hours each	WEEKLY ONSITE: Two (2) approved visits, 2 hours each
Employment	None	JOB READINESS: Workbook, Indiana Career Connect online, 2 nd Chance Work Program	Approved work permitted (no 3 rd shift or excessive overtime)	Approved work permitted (no 3 rd shift or excessive overtime)	Approved work permitted (no 3 rd shift or excessive overtime)
Day Passes (approved family)	None	None	2-4 hour day pass, on weekends, twice per month, family visits only.	4-8 hour day pass, on weekends twice per month, family visits only.	8-12 hour day pass, on weekends, 3 per month, family visits and/or sober friends only.
Curfew	Per Guidelines	Per Guidelines	Per Guidelines	Per Guidelines	Per Guidelines
Television	Per Guidelines	Per Guidelines	Per Guidelines	Per Guidelines	Per Guidelines
Volunteer Assignments	None	Off-site with a buddy only	Off-site with a buddy only	Off-site as a senior buddy	Off-site as a senior buddy
Programs & Activities	Begin MRT®, 12 Step Spiritual Journey, Church	Prior PLUS: Job Readiness, Bible Study	All Prior PLUS: Coping with Anger Staying Quit	All Prior PLUS: Parenting & Family Values, Character Development	All Prior PLUS start: Self-directed learning opportunities.
Education	TASC if needed	TASC if needed	TASC if needed, PACE Life Skills, Financial-Responsibility	TASC if needed, Research College Degrees, PACE Life Skills, Financial-Responsibility	TASC if needed, Research College Degrees, PACE Life Skills, Financial-Responsibility
Off Site	None	Weekly: AA/NA 12 Step with approved Sponsor	Weekly: AA/NA 12 Step <u>and</u> evening Bible Study with approved Sponsor, after 30 days.	Weekly: AA/NA 12 Step <u>and</u> evening Bible Study with approved Sponsor, Outings with approved Mentor.	Weekly: AA/NA 12 Step <u>and</u> evening Bible Study with approved Sponsor, Outings with approved Mentor.

Level 4/Reentry Level

No earlier than completing the 5th month, if all other levels have been satisfactorily completed, the resident will enter Level 4/Reentry Level **for a minimum of 30 days**. This Level is a focus on preparations to leave the home including continued budgeting worksheets, searching for an appropriate residence, planning for a child/children to enter a school district, and creating an action plan to identify and incorporate support from various agencies to ensure a successful transition out of WWRH into independent living.

Level 5/Aftercare Treatment

To continue successful transitioning into the community, a Level 5/Aftercare Treatment is offered for an additional 6 months*. The graduated resident can continue to meet with a Mentor or Sponsor weekly. She will also be required to schedule monthly meetings with the WWRH Executive Director for ongoing support of financial responsibilities, education and career goals, discuss her quality of relationships, and submit periodic unscheduled/random drug screens*. Ongoing involvement with a bible study, church attendance and volunteering will be recommended and noted. ****Additional Program Fees apply. Separate agreement documentation will be required to be signed.***

Other important considerations:

1. When working a paying job, weekly budgets will be expected and financial transparency regarding paystubs and/or bank statements are required. All income and expenses must be accounted for. **No food stamps are accepted** for the benefit of a resident while staying in the WWRH, but they may be directed to her children.
2. Residents are responsible to request meetings (one on ones) with the Executive Director.
3. Residents are accountable to follow all rules and expectations as written in the WWRH Guidelines. This will require reading regularly until you understand the guidelines.
4. Consequences for not following rules and expectations may include loss of privileges, preparing a special assignment, writing a lesson to share at a home meeting, reduction in Program LEVEL, extension on time required to complete a Program LEVEL, or even dismissal from the WWRH.
5. Late arrival to any type of class will be treated as an absence. One absence is allowed per class per group without the potential for extended time required to complete a specific Program.
6. While on Volunteering assignments, outings, or group activity outside of WWRH, residents will be assigned to a buddy. Residents must use the buddy system and be responsible for knowing their buddy's location at all times; report to staff immediately if your buddy is missing.

By my signature, I agree and confirm that I have read, understand, and will comply with the WWRH program and opportunities as well as additional procedures written above.

Resident Printed Name: _____

Resident Signature: _____ Date: _____

Signature of Staff: _____