

# **WEST SOUND TREATMENT CENTER**

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## **WSTC Housing Participant Handbook & Housing Guidelines**

## Message From the CEO:

Welcome to the West Sound Treatment Center Housing. You are entering into a new phase of stabilization, and WSTC hopes to help you improve your life through restored hope. Let me be the first to say welcome to our housing as you start your journey. Our motto at WSTC is “Together We Move Forward,” and it is our mission to empower holistic wellness and hope to persons with substance use disorders through transitional housing, supportive case management, advocacy, and recovery-focused skill development to help you move forward and assist you in improving and changing your life. Areas of focus will be daily living and self-care, vocational referrals, socialization, recreation, living independently, and community living.

Your Case Manager and WSTC are here to help you every step of the way. The success you experience in our housing will be based on your willingness to change. Keep an open mind during this journey, and you can be successful.

WSTC’s transitional program functions as a place to provide you with the skills necessary to transition back into the community. The program is a program of personal responsibility – meaning, you will get out of the program what you put into it. Our rules, policies, and procedures are in place to ensure your safety, health, and overall well-being.

This handbook is to provide you with a better understanding of Transitional Living, so you can make an informed decision about your participation with us.

You will have some tough choices on this journey, but also opportunities to grow. You may want to give up at times and leave the House, but please make use of your Case Manager and Treatment Professionals to process through these times and stay true to your course.

Sincerely,

Ken Wilson CEO

West Sound Treatment Center

## West Sound Treatment Center’s Mission Statement

West Sound Treatment Center’s mission is to help participants achieve lifestyles free of substance use through person-centered, strength-based treatment methods, defining goals and implementing plans that improve lives and restore hope. We take a holistic and culturally diverse approach to treating substance use disorders that includes case management, housing, education, job placement, and court-involved services.

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## What Is Transitional Housing?

West Sound Treatment Center (WSTC) operates Transitional Housing to assist individuals and families who are homeless or at risk of becoming homeless to secure and maintain safe, decent, and affordable housing. In our houses, we offer Case Management services designed to help participants in securing their immediate housing situation and preparing for the transition to permanent housing (such as Oxford Housing) and greater levels of self-sufficiency. All participants must be willing to create and actively participate in a Transition Plan that identifies a path to achieving needs and permanent housing.

All houses will have designated leaders voted on by the house and confirmed every two months at the house meeting. The leadership will consist of a House Lead and Chore Coordinator. The House Lead oversees house compliance matters and reports infractions or potential problems to the Housing Case Manager. The Chore Coordinator assigns and monitors the chores and the cleanliness of the house and grounds. House Leads may work to resolve conflict as it arises and report to the Case Manager as needed.

WSTC's overall goal is to help program participants transition into permanent, affordable housing and become self-sufficient or improve their level of self-sufficiency.

## Length of Stay

The length of your stay depends on which Transition House you are in, as rules vary.

The **Men's New Start** House and the **Women's New Start in Fuller House** are Transition Housing where the goal is to help you to stabilize and then transition to permanent housing. During the first six months, your Case Manager works with you to help get your basic needs met and to prepare yourself for your move into permanent housing. At month seven, your Case Manager begins working with you to find permanent, long-term housing between month seven and month 12. You may transition earlier than outlined if your basic needs are met, and you have stabilized. The expectation is that you work diligently to obtain housing and move as soon as a permanent place is available, so another at-risk individual may take your place in the house and begin the process.

**Lighthouse** and **Fuller House** are also Transition Housing with the goal of allowing participants to stabilize and then transition to permanent housing. However, the timeline may be different. The Case Manager may work with you for the first 12 months on getting your basic needs met and helping you prepare yourself for permanent housing. Then at the 13<sup>th</sup> month, you will work with your case manager to find permanent long-term housing. This process could last up to month 24. Your Transition Plan will help guide you through the process. You may transition earlier than outlined if your basic needs are met and you have stabilized. The expectation is that you work diligently to find housing and move as soon as a permanent place is available, so another at-risk individual may take your place in Transitional Housing to gain the same tools that you have acquired.

## Basic Requirements for Housing

You must have a substance use disorder (SUD) assessment completed prior to being approved for housing. If the assessment determines you are at risk of withdrawal, you may be required to enter withdrawal management (detox) or wait 72 hours after last use before entering the House.

If at any point you relapse while in the house, your Case Manager (CM) will contact your treatment provider for an updated assessment to determine if detox is necessary. In any case, you will be expected to leave the house for a minimum of 72 hours, and a treatment team will determine if you can return to the house. You must self-report the relapse to any referring agents such as CPS and the Courts, as well. The treatment team's goal is always to intervene before a problem escalates to the level of termination to improve your chances of successful recovery and self-sufficiency.

As a housing participant, you are required to be in SUD treatment to maintain eligibility for housing. You are required to have a release of information (ROI) on file for treating agencies, MH providers, and prescribing providers. When you complete treatment or discontinue services, you are no longer eligible for housing.

You must participate in random urinalysis testing while in WSTC housing. Refusal to provide a UA upon request will result in immediate discharge. WSTC will request the UA results of all other providers on your behalf while you are a participant of WSTC transitional housing.

All new participants will meet with the current participants and the Case Manager to determine compatibility of the house. No one will be discriminated against due to race, religion, sexual orientation or other protected characteristic. The meeting is simply to determine if there may be any conflicts of interest that may bring unrest to the house.

## Intake and Orientation

Your intake and orientation should take place on the day of your admission to recovery housing. The Housing Case Manager will review the following items in the handbook prior to your commitment to the terms of the house:

- Review of Residential Rights
- Financial Obligation and agreements
- Services provided
- Recovery goals
- Relapse policy
- Policies regarding removal of personal property left in the residence

After you have been oriented to the program, you will sign an agreement to abide by all housing policies.

## Rent

You are responsible for paying rent while in transitional housing. Rent is \$350 per person or \$425 if you have a child living with you. If you cannot afford to pay rent, your CM will work with you to find community resources to assist you. The goal is for you to become self-sufficient to the point that you can pay your own rent as you prepare to transition to permanent housing. Rent is due at the first of the month. Late rent must be approved by the CEO. Failure to pay rent or communicate your need to your CM will result in a 14-day pay or vacate and up to termination from housing. Rents or acceptable arrangement must be made to remain in housing. This is your responsibility.

## Rent Refunds

If you move out before the end of a paid month, you have the right to request a refund for the remainder of that month. Refunds are given at the discretion of the CEO. Another person cannot receive a refund for rent that you paid. Refunds will only be given to the housing participant who made the payment.

## Personal Financial Affairs

West Sound Treatment Center will not become involved in any resident's personal financial affairs, including lending or borrowing money, or other transactions involving property or services, except that WSTC may make agreements with residents with respect to payment of fees.

## Blackout Period

For the first 30 days in the house, you will be under blackout status. This means no overnight stays outside of the house during this time. Curfew is set at 9:00 p.m. Any other special circumstances must be brought to the CM for consideration.

## Case Management Sessions and House Meetings

You are required to attend monthly individual house case management and support sessions with your CM, who will help you develop your short- and long-term goals by conducting a Strengths Based Case Management Assessment and Transition Plan. The Transition Plan will be updated monthly or as needed. Your CM will also give you valuable assistance in accessing community resources and support you through the process of transitioning from homelessness and addiction to self-sufficiency and recovery. The CM can schedule more frequent meetings with you if it is determined that you can benefit from more individual sessions.

You are required to attend your mandatory weekly house meetings. If you miss a meeting, you must have a valid reason, or it will be considered an infraction. The CM can help provide time management skills to assist with this requirement.

You are also required to attend a minimum of two support groups outside of the House weekly. This includes groups such as AA, NA, Smart Recovery, HAD, Celebrate Recovery, etc. Attending support group meetings via Zoom/virtual meetings requires the approval of your primary counselor. Your CM may request proof of attendance.

## Cleaning and Chores

You are responsible for maintaining and cleaning your own area (make bed daily, wash laundry, wash dishes) and contributing to the household chores (vacuuming, dusting, mopping, window washing, etc.). You are also responsible for your yard, i.e., picking up children's toys, general tidying up, trash, etc.

You are required to clean up immediately after yourself and your family (i.e.: children) whenever cooking, and in all community areas. Dishes need to be washed (rinsed and put in dishwasher) and food put away before you leave the kitchen so that it is available for other residents to use.

The Chore Coordinator will assign weekly chores to each resident and post on the chore board. The Chore Coordinator will also check chores throughout the week at allotted times. Community chores are assigned weekly and must be completed by 10:00 a.m. on weekdays and 9:00 p.m. on weekends. You are to follow the instructions given to you by the Chore Coordinator on how to complete your chores. You are responsible for the area/zone assigned to you and will conduct deep cleaning as assigned.

Failure to do chores can result in losing privileges and/or possible termination from the program. If you are unable to do chores due to illness or any other reason, it is your responsibility to make arrangements with another resident to do your chores. Part of recovery is learning how to keep a clean house and to take personal responsibility for yourself in your living environment.

A monthly habitability inspection will be conducted by the WSTC Housing Team and an occasional inspection by the COO/CEO.

## Respect and Cooperation

All WSTC housing participants are expected to coexist respectfully and avoid conflict. Living in a group/family setting can be challenging, but you have an opportunity to gain valuable skills and support when cohabitating with others who have a common purpose. Respect others' personal boundaries by treating them as you would like to be treated.

Any conflict which cannot be resolved between you and the other party and within the House Leadership should be brought to the weekly house meeting for discussion with the Case Manager



for dispute resolution assistance. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.

Unsafe, challenging, threatening, or unsanitary behaviors are grounds for termination of the program, and you may be asked to leave. The CM can utilize a designated crisis responder (DCR) if a situation appears to be unsafe for a participant or participants in the house. If you are disruptive and unable to find common ground, you could lose your housing.

## Personal Items

The houses come fully furnished. You are allowed to bring items that hold some significant value to you in order to develop a sense of “home.” All items brought into the House must be approved by WSTC staff.

### Personal Item Suggestions:

- Clothing
- Personal hygiene products
- Bedspread or quilt
- Books/magazines
- Radio/alarm clock
- Diary/journal
- Photos of family, pet, friends
- Hobby/crafts
- Personal notebook computer

### Unauthorized:

- Wood furniture and any large furnishings
- Large electronics
- Illicit drugs (including alcohol and marijuana)
- Firearms, knives, or other potential weapons

It is preferable that you do not bring items of value into the house. WSTC cannot be responsible for any personal items that may be lost or stolen. We will assign you a lock box to store medicine and small valuables. **DO NOT USE ANYONE’S PERSONAL ITEMS WITHOUT PERMISSION!**

We are unable to provide storage space. When you vacate the house, you are responsible to take your personal items with you. WSTC is not responsible for items left behind, and will donate abandoned property to a local donation outlet or dispose of it. If you have personal property, please find storage for it somewhere other than the transitional home.

You are responsible for the purchase and preparation of your own food and the immediate cleanup of the kitchen after cooking. Please have all meals finished with the kitchen clean by 8:00 p.m. unless your work schedule dictates otherwise. Please be respectful of the house if you need to prepare food after 8:00 p.m. Mark all your food items with your initials. Taking someone else’s food without permission constitutes theft and will be dealt with by the treatment staff.

WSTC receives funding to purchase a limited amount of toilet paper, paper towels, cleaning supplies, etc., for the House, but these may not last the entire month, so you may need to purchase your own in some cases. You are responsible for providing your own toiletries. Borrowing from other residents is highly discouraged. If you are unable to purchase food or hygiene products, the CM has community referrals to assist you. All needs in the house should be reported to House Leadership and then to Case Management.

Each housing participant will be assigned a sheet set with blanket, wash cloths, and towels as available. You are responsible for these items and will check them back in when discharging from the house. House Leadership will ensure these items are laundered and folded ready for the next participant.

## Prescription Medication

You must have a valid, current prescription to take any prescribed medication and a release of information must be signed by your mental health professional and prescribing doctor. The CM must have a copy of all prescriptions on file for medication prescribed to you. This includes all routine and PRN medications. You are responsible for alerting the CM of any changes in your medication, discontinued medication, or additional (new) medication that has been prescribed to you by your doctor or mental health professional.

You are responsible for securing your prescribed medication and for keeping your medication out of the reach of children. Sharing prescription medication is a criminal offense and will be treated as such. Keep all medications in your lockbox, in your personal space, and out of view of other house members. Provide the code or key to your lockbox to your CM for random accuracy checks.

## Prohibited Items

The following items are prohibited and if found, will be grounds for discharge from housing:

- **Diet pills and energy drinks** (such as Redline) that have a caffeine level of over 240 mg per container. (Any steroid based supplements or prework out shakes will be at the discretion of the CM.)
- **Weapons** of all kinds are prohibited on the premises.
- **Pornography**
- **Illegal substances**
- **Alcoholic beverages**
- **Marijuana**

## Children

Children are defined as infant – 12 yrs. old. You may have children 12 and under live with you, but no child over the age of 12 may reside in WSTC housing or have overnight stays.

Your children should be in your sight at all times. So, you are expected to get up and stay up with your children to supervise them. You must provide for all your child's personal needs and clean up after them. You are expected to delegate age-appropriate chores to your children. Children will not be allowed to ride any vehicle without the proper safety equipment (car seat, booster seat, etc.). No other participant in the household is permitted to supervise your children, and you may not supervise children from outside the home.

If you relapse while you have minor children in your care, you will need to make arrangements to have them stay with family or trusted loved ones while you are away. You will not be allowed to leave the house with minor children if you are impaired by drugs or alcohol. If you cannot make alternate arrangements for your children, the CM will contact law enforcement/CPS to determine the best alternative. We will not be able to care for your children in your absence.

## Curfew

There is no standard curfew other than during the 30-day Blackout period. However, if you are sharing space with another participant, please be respectful of each other. If you will be coming in late, keep the noise down and lights off when possible. Getting enough rest is imperative to your well-being and is an important part of practicing self-care in recovery.

If you need to come in late, please be respectful of the house and let the House Leadership know. This allows all the housemates to plan accordingly, and it also alerts everyone if you do not return as planned. Take personal responsibility to call the House if you are running late so others do not worry about you in your absence.

## Overnight Passes

After a 30-day Blackout Period, you are allowed to be out of the house for up to two nights per week with a pass. Please let your housemates know if you plan to be out of the house for the night. If you are a Drug Court participant or have other probation oversight that requires otherwise, you will need to consult the treatment team prior to receiving a pass, and you must follow the rules for overnight passes mandated by that program, as well.

Other passes beyond the two days need to be signed by the CM no later than Friday at 12:00 p.m. No passes will be approved after this time. Make sure to leave a contact phone number on your pass form in case there is a house emergency, so we can contact you if needed. If you have any special circumstances, the CM will assess it on a case-by-case basis.

## Visitors

You may have visitors in the House during visiting hours, which are between the hours of 8 a.m. and 8 p.m. Your visitors may stay up to four hours, and they must sign in and out on the visitor's log at the time of each visit. Visitors may be in common living areas only, including the living room, kitchen, and yards. You cannot have a visitor in your bedroom (no exceptions for a significant other/partner), and overnight visits are not permitted. Inform visitors of the House Guideline and remind them to behave respectfully. Public displays of affection are not appropriate on the premises, and sex is prohibited (even in cars or tents outside the house).

All visitors must be approved prior to visits. Each visitor must provide a background check completed no more than 30 days prior to the visitation request. Alternately, they may provide \$12, and the CM will obtain the background check. The CM will review this before issuing an approval or denial.

Registered sex offenders, individuals with a sex offense charge against an adult or minor, and individuals with an arson conviction cannot visit the home. Other charges and convictions will be considered on a case-by-case basis. The CM, COO, and CEO reserve the right to deny or rescind any approval/denial given for visitations at any time for any reason.

No visitor will be allowed while impaired by alcohol or other drugs. The CM may ask a visitor to leave at any time that it is in the best interest of the program or if alcohol or other drug use is suspected.

## Pets

WSTC cannot allow pets of any kind at any of the Houses. That includes fish, rabbits, dogs, cats, reptiles, dragons, tigers, sharks, and birds. We also do not allow visitors to bring in any pets of any kind. If there are any stray animals in the neighborhood, please do not feed them.

## Parking

Parking a vehicle at the house is a privilege. Our parking guidelines help keep us in good standing with our neighbors. If you (or your guests) violate the guidelines, you may lose your parking privilege.

You may have one vehicle on the premises, and it must be in working condition. If you have a vehicle, you must have a valid driver's license and valid insurance and registration. If the vehicle is not in your name, you must have written permission to operate it. Driving without the proper identification and insurance can be grounds for immediate termination from the program. Your probation or other legal oversight will be notified. WSTC staff are mandated reporters which means, legally, we have to report any illegal activity by participants of any program.

## Emergency Plan

The evacuation routes are posted on all floors, and an evacuation plan is in place. In case of evacuation due to fire or another emergency, please proceed to the nearest exit. Everyone is then to proceed to the street directly in front of the house so staff can be sure everyone is out of the building. If staff is not present, follow the evacuation plan, call 911, and alert the CM or on-call staff as soon as possible.

## Fire Safety

- **Smoking:** The WSTC Housing Program is a nonsmoking facility. If you must smoke, smoke in the designated areas, which are 25 feet from the doors. Smoking or vaping in the house is cause for immediate discharge from housing. If you want assistance to stop smoking, please tell your CM who can provide you with cessation information.
- **Barbecuing:** Barbecuing is only allowed in the designated area. Due to fire hazard, no barbecuing is allowed on any wooden deck. You must clean up after yourself each time you barbecue. You will need to provide your own barbecuing supplies.
- **Burning:** Burn barrels are not permitted on WSTC property. Firepits placed by landlords can be used only for small, contained fires and should not be used to burn trash. **Candles, wax burners, and/or open flames are prohibited in WSTC Houses.**

## Infractions

If you do not follow the Housing Guidelines, you may receive an infraction by House Leadership or by Case Management. Infractions are a tool to indicate when changes in behavior or participation need to be made. All infractions will be immediately reported to Case Management. Three minor infractions equal one major infraction. Below are some examples of minor and major infractions\*:

<u>Minor Infractions</u>	<u>Major Infractions</u>
<ul style="list-style-type: none"><li>• Chore not completed/personal space not clean</li><li>• Failing to meet with CM for 1:1</li><li>• Breaking curfew or failing to adhere to blackout</li><li>• Breaking behavioral contract</li><li>• Food in bedroom</li><li>• Failing to respect quiet time</li></ul>	<ul style="list-style-type: none"><li>• Allowing guest in the house without proper background check</li><li>• Unlawful driving/uninsured/car not registered to you/not licensed</li><li>• Smoking/vaping inside the house or closer than 25 ft from the entrance</li><li>• Disruptive behavior with housemates/Staff</li><li>• Contraband</li></ul>

\*This table does not represent a comprehensive list. Infractions are given at the CM's discretion.

After a major infraction, you will meet with the CM and the COO. Infractions are documented in writing and recorded in your electronic health record. You will receive a copy, too. If you receive three major infractions, you may be asked to vacate the House by WSTC staff. Housing Leadership does not have the authority to discharge from the house. If the House Lead sees an issue that merits a major infraction, they must report it to the Case Manager.

The CM and the COO will give you a behavioral contract along with a major infraction. Behavioral contracts clearly specify inappropriate behavior, expected corrective action, and specific consequences if the inappropriate behavior continues. The contract will also specify an end date. While on a behavioral contract, you may return to blackout status. If you do not meet the set expectations for corrective action, you may have to leave the program.

If infractions are not resolved and behavior continues, a 30-day vacate notice will be given. If you use in the house or bring drugs in the house, you will be discharged immediately from the house. A relapse outside the house will result in 72 hours from the house with treatment team review.

## Grounds for Immediate Termination of Housing Contract

- [Committing a Criminal Act on the Premises](#) – If you commit a criminal act on the premises, you will be immediately terminated from housing. This may include but not limited to:
  - Theft of another’s money or personal belongings
  - Domestic violence
  - Verifiable bullying
  - Assault to staff, other residents (including verbal abuse) or self
  - Destruction of property at any WSTC House
  - Anything relating to illegal substances (manufacturing, possession, or distributing)
- [Refusing a Search of Person, Room, or Possessions](#) – Failure to permit to a search of your room, possessions, or person at any time, for any reason, is cause for immediate termination of housing contract.

## Returning After Termination of Housing

If you must vacate the House because you did not follow housing guidelines or because of incarceration, you may re-apply after 30 days. This does not guarantee that you will be approved to return, as beds are not held except in some cases involving hospitalization. The Housing team will review each circumstance on a case-by-case basis. Even if approved, the House beds may be full, and you may be put on a waiting list.

## Paid Work

While it is not the intent of WSTC to employ, contract, or enter into a paid work agreement with housing participants, situations may arise where exceptions are made. In the event that WSTC does offer a participant paid work, the following will be adhered to:

- Paid work arrangements are completely voluntary.
- Residents do not suffer consequences for declining work.
- Residents who accept paid work are not treated more favorably than residents who do not.
- All qualified residents are given equal opportunity for available work.
- Paid work for the operator or staff does not impair participants residents' progress towards recovery goals.
- The paid work is treated the same as any other employment situation.
- Wages are commensurate with marketplace value and at least minimum wage.
- The arrangements are viewed by a majority of the residents as fair.
- Paid work does not confer special privileges on residents doing the work.
- Work relationships do not negatively affect the recovery environment or morale of the home.
- Unsatisfactory work relationships are terminated without recriminations that can impair recovery.

## Resident Information/Data Privacy

West Sound Treatment Center only collects data on participants that is necessary for improving services and reporting outcomes. We will never collect data from you without your knowledge or use your data for purposes that you are not informed of. WSTC will ensure the protection of your data through proper releases and secure data transfer. Data will be used for continuous quality improvement and be part of day-to-day operations and regularly reviewed by staff and residents (where appropriate).

## Grievances

You may request a grievance form at any time for any reason. The grievance will be reviewed by the Grievance Officer, Heather Hickey, or Human Resources, whichever is appropriate. The Officer will acknowledge receipt of your grievance and investigate accordingly. Once the investigation is complete, the findings will be reported to you within two business days and any actions taken or lack of evidence to support. If you are not satisfied with the outcome, you may escalate the grievance to the CEO.

## Suggestions for Successful Transitional Living

Experience has repeatedly demonstrated that there are a number of factors that promote a positive experience. If you are able to embrace new ideas, you will find yourself able to complete your goals and will feel good about the changes you have accomplished.

1. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes and exploring why you made these mistakes.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out and maintaining.
5. Commit yourself to being honest in all your relationships and to avoiding lies and distortions. This also means being honest with yourself.
6. Be willing to follow program rules and limits even if you don't agree with them.
7. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will be an important life goal.
8. Accept the value of work, which means going to work, setting goals for yourself, and striving toward honest financial and personal independence.
9. Accept that you can learn from your own experiences and the experiences of others if you are willing to take advantage of these experiences as "teachable moments."
10. Accept that Transition House staff is dedicated to helping you achieve and maintain your recovery!
11. Keep in mind how to obtain and maintain recovery: Honesty, Open mindedness, Willingness.



## Confidentiality

The staff of WSTC Transitional Housing will respect the privacy of clients and hold in confidence all information regarding clients as indicated in the Notice of Privacy Practices Statement.

Confidentiality may be broken without client consent in situations in which the safety of the client or other individuals are at risk, child or elderly abuse is suspected, or other compelling professional reasons exist.

The Transition House will ensure the safety of client records against loss, theft, defacement, tampering, or use by unauthorized persons. Any documents containing identifying information regarding clients will be locked at all times when unattended by staff.

The Transition House will obtain informed voluntary consent from clients before any information or records are released to agencies or family members.

Transition Living Clients also have a responsibility for keeping confidentiality of others in the program. This includes not confirming or denying another client's participation in the program to outside persons or agencies via telephone, face-to-face, or written requests.

## Non-Discrimination

The WSTC Housing Program expressly prohibits any discrimination against any person based on race, age, parental status, sexual orientation, marital status, religion, creed, national origin, or physical disability (except when the physical disability interferes with participation in the program and when there's a need for higher care). Before approval is given to enroll in the WSTC housing program, you may be asked to complete a background check. Completed background checks will be assessed on a case-by-case basis.

When you have read and understood each section, initial it here:

- \_\_\_\_\_What Is Transitional Housing?
- \_\_\_\_\_Length of Stay
- \_\_\_\_\_Basic Requirements for Housing
- \_\_\_\_\_Intake and Orientation
- \_\_\_\_\_Rent & Rent Refunds
- \_\_\_\_\_Personal Financial Affairs
- \_\_\_\_\_Blackout Period
- \_\_\_\_\_Case Management Sessions & House Meetings
- \_\_\_\_\_Cleaning and Chores
- \_\_\_\_\_Respect and Cooperation
- \_\_\_\_\_Personal Items
- \_\_\_\_\_Prescription Medication
- \_\_\_\_\_Prohibited Items
- \_\_\_\_\_Children
- \_\_\_\_\_Curfew
- \_\_\_\_\_Overnight Passes
- \_\_\_\_\_Visitors
- \_\_\_\_\_Pets
- \_\_\_\_\_Parking
- \_\_\_\_\_Emergency Plan
- \_\_\_\_\_Fire Safety
- \_\_\_\_\_Infractions
- \_\_\_\_\_Grounds for Immediate Termination of Housing Contract
- \_\_\_\_\_Returning after Termination of Housing
- \_\_\_\_\_Paid Work
- \_\_\_\_\_Resident Info/Data Privacy
- \_\_\_\_\_Grievances
- \_\_\_\_\_Suggestions for Successful Transitional Living
- \_\_\_\_\_Confidentiality
- \_\_\_\_\_Non-Discrimination

## Signature Page

By signing below, I confirm that I have read, and understand clearly, the above Participant Handbook and Housing Guidelines and agree to adhere to them while residing at WSTC transitional housing. I understand that my housing may be terminated should I not adhere to the Housing Guidelines.

Housing Client: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

COO: \_\_\_\_\_ Date: \_\_\_\_\_

## Addendum: Bodily Fluids & Contagious Disease Protocol

It is the policy of West Sound Treatment Center that participants in housing receive prompt medical attention, counseling, advisement and follow-up testing, if indicated, upon sustaining a skin injury from needle stick/sharps or mucous membrane splash from potentially contaminated person's blood or bodily fluids.

Exposure to another person's blood or body fluids by needle stick, splash or other exposure may place housing participants at risk for exposure to Human Immune Deficiency (HIV), Hepatitis B (HBV), Hepatitis C virus (HCV) or other infectious agents. Participants are expected to follow the Centers for Disease Control and Prevention recommendations at <https://www.cdc.gov/infectioncontrol/index.html> for Standard Precautions to reduce the risk of exposure.

### Step 1 – Immediate Treatment Protocol

#### **Percutaneous and Non-Intact Skin Injuries**

Injuries from needles or other sharp objects where the integrity of the skin has been broken or where there is the suggestion that the integrity of the skin has been broken by a potentially contaminated item:

1. Wash the skin exposure site well with sudsy soap and running water. Soap directly reduces the virus's ability to infect.
  - a. If water is not available, use alcohol.
  - b. Avoid using damaging substances such as bleach.
2. Remove any foreign materials embedded in the wound, if possible.
3. Do not bleed tissue. (There is no evidence that squeezing the wound reduces the risk of viral transmission.)
4. Rinse well.
5. Remove soiled clothing and place in a sealed plastic bag.
6. Proceed to Step 2 below.

#### **Mucous Membrane Exposures**

Exposures of eyes, nose or mouth to blood, bodily fluids or other potentially contaminated items:

1. Treat a splash to the eye or mouth immediately with a water/bath rinse to the area with tap water, sterile saline or sterile water.
2. Proceed to Step 2 below.

#### **Intact Skin Exposure**

Where there is no suggestion that the integrity of the skin has been compromised by contaminated fluids or parasite infestation:

1. Thoroughly clean and wash exposed intact skin.
2. Remove any soiled clothing and place in a sealed plastic bag.
3. Cover hair with a bouffant cap.
4. Proceed to Step 2 below.

## Step 2 – Exposure Reporting Protocol

1. Notify Housing Case Management immediately. They will advise you.
2. Case Management will notify facility management immediately.
3. The participant must follow the facility exposure protocol and obtain urgent medical care.
  - a. The participant should provide the results of HIV (and AIDS viral load), Hepatitis panel, or any other communicable diseases within 24 hours of results.
4. Depending on the nature of the exposure, it may be necessary to begin post-exposure prophylaxis (PEP) within hours of the exposure. For this reason, it is recommended that the participant seek medical advice immediately.

## Financial Responsibility

Participants are encouraged to follow-up with their healthcare provider after any exposure occurs. West Sound Treatment Center is not responsible for the cost of the care that is involved in the treatment, management or surveillance of exposure to blood or body fluids. Participants are financially responsible for all medical visits, lab tests and prescriptions ordered for treatment of an exposure.