The Trapping Brook Community Residence is a certified facility by the State of New York. It is a residence for those in early recovery from addiction. The governing Board of Directors of Trapping Brook House has sole responsibility for the administration and operation of the facility in accordance with the guidelines as outlined in section 375 Part 8 of the New York State Mental Hygiene Law.

The Trapping Brook Community Residence Program is an attempt at helping its residents through the transition of rehabilitation to independent living. We stress individuality, responsible living, and personal growth; through our structured program we provide the environment for this transition.

By providing a supportive environment, encouragement and guidance in the area of vocation, family relationships and social-recreational skills, Trapping Brook House (from here on referred to as TBH) hopes that its residents will develop life patterns which are supportive of recovery. TBH believes that addiction is a disease that can be treated when individuals share concerns and lend and receive support from each other.

The emphasis at TBH is development of coping skills for all life situations.

If you have any issues and or concerns please feel free to talk with your counselor to find a resolution. If you feel that has not resolved the issue please speak with Tina Wilson, Director of Residential Services. If you still feel your issue has not been resolved then feel free to contact William Penman, Executive Director. Also, feel free to contact the OASAS Patient Advocacy Unit at 1.800.553.5790.
YOUR RIGHTS AS A RESIDENT: EVERY RESIDENT HAS A RIGHT TO......

- An individually designed recovery plan based on individual needs;
- Considerate and respectful care;
- Knowledge of the facility rules and regulations that apply to conduct as a resident;
- Receipt of services from staff who are competent and of sufficient number to provide services adequately;
- Protection from personal involvement, including but not limited to sexual relationships with staff;
- Being treated in a way which acknowledges and respects cultural identity;
- Examination and receipt of an explanation of bill, regardless of source of payment;
- Residence in a facility that is maintained in good repair and sanitary condition;
- Adequate nutrition and access to needed health care services;
- A maximum amount of privacy consistent with the effective delivery of services. This includes, but is not restricted to, privacy of person, of personal belongings, and of communications.
- Object to conditions at the facility and the right to a reasoned prompt response from facility management;
- Complain to the division and to obtain information from the facility about how such complaints may be filed;
- Be informed of his continuing health care requirements following discharge, and that, before transferring a resident to another facility, the facility informs the resident of the need for and alternatives to such a transfer.
- No resident shall be treated by a staff member whose competence is impaired by disease or condition.

A resident’s right to retain his personal belongings upon admission to a residence shall be respected. The Director of Residential Services, for reasons of safety, sanitation or security may take temporary custody of a resident’s money or personal property upon issuance of a receipt detailing the property held. In such cases, any money and property received and held for a resident shall be held in trust on his behalf. All drugs and any objects, the possession of which is illegal, shall be dealt with as provided in residence policy and not be held in trust. Alcoholic beverages shall be disposed of and not returned to the resident.

The Director of Residential Services may take temporary custody of a resident’s personal property which is turned over to the Director of Residential Services by family, friends, or other persons. In such a case the Director of Residential Services shall issue a receipt to the resident and the person turning over said possessions.

Resident Responsibilities:
1. To treat other residents and staff with dignity and mutual respect regarding their personal rights.
2. To participate in the development and follow through on the Individualized Recovery Plan.
3. To participate regularly in the Community Program.
4. To participate in the daily housekeeping responsibilities of the house.
5. To assume responsibility for the safekeeping of personal property.
6. To assume responsibility of the care and safekeeping of Trapping Brook House property and
the property of other residents.
7. To discuss with staff and dissatisfaction with the Recovery Plan and/or the services, staff, facility or policy.

**Trapping Brook House Staff Responsibilities**
1. To provide a supportive and goal-directed living situation to persons diagnosed with addiction so they can maintain and develop a lifestyle of quality sobriety.
2. To provide a transition and continue care planning to residents through referral.
3. To provide counseling staff who: assist residents in identifying and defining needs and problems, developing an Individualized Recovery Plan, making referrals to appropriate agencies, coordinating services, provide counseling and case management and review untoward incidents within the Halfway House.
4. To treat residents with dignity and respect for personal rights, including confidentiality and reasonable privacy.

**RESIDENT COOPERATION AND COMMITMENT POLICY**
Being admitted to TBH is a privilege extended to those who realize that they have an addiction and are sincere in their desire to do something about it. **The program is one based upon self-discipline and the self-help peer group.** We do not help you per se, but we provide the opportunities for you to help yourself.

The length of your stay is affected by many variables, including progress and future plans. This is not a jail or institution, it is your home.

Being a recovery oriented facility, it is necessary to have guidelines and requirements in order to help you achieve your goals during your stay here. Applications will not be considered for residency until the eligibility requirements are met in full.

Residents will be working in close cooperation with TBH staff and will be expected to follow all scheduled activities and assigned tasks unless an approval for change is received from the Director of Residential Services. Remember you are here as a result of addiction. As long as you make an honest effort towards recovery you are most welcome.

**ALCOHOL AND OTHER MOOD ALTERING DRUGS**
There will be positively no use of substances on or off the premises. Any resident who returns to using alcohol and/or other mood altering drugs (except for a responsible use of medication under a physician’s care) may be considered for termination. This action is subject to review by the Untoward Incident Committee.

**NOTE:** The Community Residence will not be responsible for finding alternate housing, providing transportation, or making a referral for residents who violate any residence requirements leading to immediate dismissal of resident.

The resident authorizes and gives consent to the Director of Residential Services, Program Counselor and/or appropriate staff to perform any chemical test feasible for determining alcohol and drug use at any time.
If a resident is suspected of taking an unauthorized mood altering drug, he may be required to submit to such a test. The resident will sign a release form for a medical lab to screen the sample.

Refusal to submit to whatever chemical test found feasible and the resident may be terminated from the facility.

PROGRAM
Each resident entering TBH will be required to participate in each of the following:

• Establishing an individual plan for long and short term goals and participation in that plan.
• Outpatient counseling with the Allegany Council on Alcoholism and Substance Abuse (ACASA) as required;
• Weekly therapy groups:
• Support groups—however arranged;
• Resident’s meeting.

IN-HOUSE ASSIGNMENTS
This house is your home. As with any home, daily chores must be done for maintenance and upkeep of the house. Chore Assignments will be made and coordinated by the Housekeeping Supervisor. Keeping the premises clean and orderly is an obligation you assume upon admittance and a responsibility you will be held to.

All residents will be assigned various housekeeping duties. The duties are arranged so that each resident has an equal share of the work and that the duties can be performed in a minimum amount of time.

Doing the best job possible and cleanliness is a must. Please be prepared for your work to be critiqued by the Housekeeping Supervisor to help you to do the best job possible.

Some examples are:

• Rooms—which are expected to be cleaned and beds made daily.
• Kitchen—tables set and dishes washed.
• Housekeeping-laundry, vacuuming, mopping, dusting and general upkeep, each resident will have a particular assignment and will be expected to use common consideration in respect to general upkeep of the home.
• Grounds—maintenance, residents are expected to mow the lawn, remove snow from the driveway, shovel the walk, and help in the general upkeep of the grounds.

All in-house assignments shall be completed during community residence work time unless otherwise specified on duty sheets. For a more complete job description please see Housekeeping Supervisor. Any deviations from this must be approved by the Director of Residential Services or designee.
PERSONAL HYGIENE
In consideration of others as well as oneself, personal cleanliness must be observed. It is felt that an important part of any rehabilitation program is the area of personal hygiene.

- The residence provides bathing facilities. It is expected that residents will bathe and wash daily by the time on the program schedule, both for you, as well as, in consideration of others.
- Each resident is allowed ten minutes of shower time daily.
- Laundry schedules are assigned by the Housekeeping Supervisor.
- Each resident must wear slippers or shoes, and a shirt at all times in the facility.
- Hair, mustaches and beards are to be neatly trimmed and kept cleaned. Residents must shampoo on a regular basis.
- Residents are expected to maintain a neat appearance and are expected to dress appropriately within the facility, and all other situations. TBH is often used for other programs and is visited by applicants, staff from other agencies and visitors. Residents who persist in failing to maintain an appropriate level of personal hygiene will have this called to his attention with improvement expected.

KITCHEN PRIVILEGES
All meals are planned and prepared daily with and by the Housekeeping Supervisor and the residents assigned kitchen duty. Only those residents assigned are to be in the kitchen during meal preparation unless authorized by the Housekeeping Supervisor. No resident is to be in the food storage areas unless their assigned duties so states.

- A resident (s) will prepare breakfast every a.m. following a menu guideline.
- Any resident who will miss a meal must notify those preparing meals in order to minimize food waste.
- Light snacks are available; no food reserved for either upcoming dinners or resident’s lunches are to be used. Under no circumstances is food to be taken from the freezers or storage area. (Peanut Butter, toast, popcorn, fruits, vegetables, etc, are considered snacks). It will be each resident’s responsibility to follow a nutritional dietary regimen.
- Each resident is responsible for washing and putting away dishes they use after 6p.m. No food is to be taken from the kitchen after Dinner. Dishes, utensils, glasses, and cups are to be washed and put away before 10:45p.m. No resident is to be in the kitchen after Dinner.

RESIDENT ROOMS
Each client is responsible, by the time specified on the program schedule, to have his bed properly made and room cleaned daily. All furniture is to be cleaned, polished and kept neat daily. All woodwork is to be kept clean and polished. Dirty clothes are to be kept in the laundry basket provided and washed on the assigned days. Clean clothes are to be neatly put away. Books and papers are to be neatly stored. All drawers and closet doors are to be kept closed. Lights and electrical equipment are to be off when no one is in the room. Bed linens are to be changed and washed weekly. Windows are to be cleaned weekly inside and out. Each client must be courteous about use of radios. Bedrooms are to be kept clean at all times. Residents will not be allowed in each others room. No food is to be eaten or stored in resident rooms at any time. No resident is to be in another resident’s room unless the resident of that room is present. This is without exception.
ROOM SEARCH
Rooms are subject to search by the Director of Residential Services or the designee accompanied by one (1) witness, if it is felt that the room should be inspected for any reason. Every effort will be made to notify the resident prior to search. When possible, the resident will be present at the time of search but TBH has the right to search any room at any time.

Nicotine POLICY
Nicotine is treated as a drug like any other. It will be addressed on your treatment plan along with all other addictions. Please see attached nicotine contract for further details about how TBH handles this.

WEAPONS
No weapons such as guns, bow & arrow/cross bow, hunting knives, pocket knives, or other potential weapons are allowed. If you have any of these in your possession they will be stored for you in the staff office.

SLEEPING HABITS
The need to establish regular sleeping habits has been proven to be an important factor in recovery. The normal period for sleep is after Community Residence (C/R) work is completed at approximately 10:30p.m. to 6:30a.m. the following morning. It has been found that napping is disruptive to the establishment of healthy sleeping habits. However, on Saturday, Sunday and Holidays residents will be up at 9:00am Sat. and 10:00am Sunday and Holidays. Exceptions may be granted by the Director of Residential Services or the designee.

RADIOS & TELEVISIONS
ALL TV’s will be used according to the following schedule only:

- **MONDAY THROUGH THURSDAY** 5:30P.M. TO 11:30P.M.
- **FRIDAY** 5:30P.M. TO 12:30A.M.
- **SATURDAY AND HOLIDAYS** 5:30A.M. TO 1:30A.M.
- **SUNDAYS** 5:30A.M. TO 11:30P.M.

Exceptions may be granted under the direction of the Director of Residential Services or designee.

- After 5:30p.m. only the Television is to be used. As an alternative area to listen to music, please use the activities room after 5:30p.m.
- Residents, as a courtesy of TBH may have a radio in their room. Each resident must have consideration for their roommates and fellow residents in the use of their equipment.
- If use of Radio in Resident’s room creates problems the Director of Residential Services or the designee may ask that the equipment be removed from the room for a period of time or the length of the client’s stay. Storage will be provided for the equipment.

VISITORS
Visitors are allowed provided that:

- They do not interfere with ongoing programs, daily schedules, activities and meals.
• They pose no disruption or have no problem detrimental to themselves or others. Visitors must be alcohol and drug free (including tobacco), and not creating problems with residents or staff. Any violations of this will lead to immediate expulsion from the premises.
• A visitor is expected to visit. This is not a Drop-In center for sake of the visitor. Therefore, we ask that they visit occasionally and that each visit be limited in length.
• All packages and articles brought in by visitors will be checked and placed on inventory sheets of clients. Visitors will be requested to use only areas designated for visiting. Visitors are required to sign in and out.
• Any questions please refer to the visitation policy.
• Staff has the ability ask visitors to leave any time if the visitor s are disruptive to the program.

UNTOWARD INCIDENTS
The Untoward Incidents are reviewed and dealt with immediately.

Examples of untoward incidents include, but are not limited to:
• The use of alcoholic beverages, either on or off the premises/ use of another mood altering drug (except by Physician’s Prescription).
• Physical Abuse: including but not limited to hitting, kicking, and slapping.
• Verbal Abuse: Language and gestures directed toward a resident, client or staff person.
• Sexual activity: between residents or between residents and staff.
• The committing of or conviction of a crime during residency in TBH.
• Theft of property from staff, the agency or other residents.
• Any other experience that adversely affects residents. TBH staff or the Allegany Council staff.

ABSENCE FROM THE FACILITY/SIGN OUT
All residents are required to sign in and out when leaving the premises. This is for your own benefit in case someone should need to contact you or an emergency situation arises.

• Residents need to be here for all meal times, the only exceptions to this are prearranged passes. All residents returning after those hours may take a chemical test and explain to the Director of Residential Services in writing the reason for the late arrival.
• Absence without proper notification and not having due cause are grounds for dismissal.
• In case of an emergency requiring leaving the facility, special arrangements can be made with the Director of Residential Services or his designee.

For the first month of residency
  1. 10 Day Black Out Period, No weekend pass
  2. A resident may request a pass to leave the residence for a maximum of three hours (after they have been here for 10 days), and only during free time.
  3. Evening support system meetings with area sponsor. (see instructions for evening passes)

After the first month of residency
  1. A resident may request a day pass (any absence over three hours)
a. Request is to be made in writing to the Program Counselor.
b. If over six (6) hours or on a weekend pass the request must be made to the Program Counselor by 3p.m. the preceding Wednesday.

2. A resident may request a weekend pass (any absence from the Residence for the majority of the weekend. A weekend pass may or may not involve overnights).
   a. a request is to be made in writing to the Program counselor by 3p.m. of the preceding Wednesday.

3. A resident may request an evening pass (these passes are commonly used to go to area AA meetings with local AA members).
   a. A request is to be made in writing to the Program Counselor by 3p.m. of that day.

NOTE: A REQUEST FOR A PASS MUST INCLUDE:

- A detailed schedule of activities with the time they will be performed.
- A way that the facility can reach the resident such as telephone number, address, etc.
- The time the resident will leave and return.
- Who will do C/R work along with that resident’s signature. This is done for weekend passes only.

The pass must be turned in to the Program Counselor or the designee, the original is to be placed in the resident’s file. If the pass is approved the resident at the time of leaving the facility must inform the staff verbally that they are leaving on an approved pass and then sign out.

Absences and weekend passes are privileges, not rights. They are earned through cooperation and merit in regards to adherence to the program, the administration of TBH or their designees reserve the right to refuse or revoke any absence at any time.

If a resident is going to be returning after the 10:45p.m. curfew or late for another curfew time as arranged, he will be expected to call in and advise the staff on duty at that time. That staff will then notify the staff on call at that time. Please remember that proper planning is stressed at TBH. Please be responsible. Plan ahead and have any passes submitted on time.

TRANSPORTATION
When possible TBH will arrange transportation for appointments, job interviews, and support group meetings. The facility will under certain circumstances, provide transportation to and from employment for up to two weeks. During that time it is the responsibility for the resident to arrange for his future transportation to and from work.

FINANCIAL CONCERNS/SAVINGS
Residents are urged to establish savings accounts and to make regular savings a habit. Such accounts will enable residents to acquire the basic necessities, lodging, food, and transportation when returning to the community. The per diem rate for room and board and programming will be established annually. Detailed explanations of all expenses are available upon request.

All clients have the right to an explanation of their statement of changes, if any, regardless of the source of payment. Clients having any questions about their fees or having difficulty in making payments are asked to bring this to their counselor’s attention and adjustments may be considered. Charges for required testing procedures (i.e. blood, urine, or psychological), or prescription medications that are not covered by insurance will be your responsibility. Please note that should you choose not to meet your financial responsibility discharge will occur.

CONFIDENTIALITY
Residents may be assured that TBH abides by the rules of the New York State Office of Alcoholism and Substance Abuse Services (OASAS). The records are secured and the staff know of the aspects of confidentiality. If a resident requests that information be released on his behalf, he must sign appropriate consent forms. Under some circumstances it may be necessary to transmit information to another agency or person as part of his rehabilitation and the resident may be requested to sign a consent form.

Within the facility, case record information may by necessity be shared by a staff member with another staff person; but, is not released to any other resident.

MEDICATION
Only medication prescribed by the resident’s physician will be permitted for use. Medications will be evaluated upon admittance and held by the Community Residence staff for daily dispersal.

- The facility will not be held responsible for residents who abuse a drug.
- Specific details on handling medicine is available from the Health Care Coordinator
- Medicine will be locked and taken with supervision unless contraindicated by physician.

PERSONAL ARTICLES
TBH stresses the importance on placing articles of value as well as money in the office safe. Personal inventory will be done upon admission and discharge.

Further, TBH will not be held responsible for resident’s articles of value not recorded and placed in the safe.

When any resident brings a bag, package, or article on to facility property they must be responsible to bring it to the staff on duty to have it inspected and placed on their inventory sheet. If something is not placed on the inventory sheet it will not be allowed to leave TBH at the time of discharge. For safety, sanitation, and security, contents of packages must be checked. If a resident does not bring packages to staff on duty they will be subject to disciplinary action.

Use of the safe may be requested by asking the Director of Residential Services or Program Counselor.
AUTOMOBILE/VEHICLES
Resident’s of TBH may not keep personal automobiles or other motor vehicles at the facility. Those residents with motor vehicles are advised to make arrangements to store vehicles while in the program.

Under no circumstances will residents be permitted to drive TBH owned or staff vehicles.

CELL PHONES
Cell Phones are not permitted at TBH. They are to be handed in to the Director of Residential Services upon admission. When a resident goes home for a weekend pass he will be given his cell phone back if he desires. Upon arrival back into the facility he must turn his cell phone in to the staff on duty.

TELEPHONE CALLS
TBH will not accept any collect telephone calls. Residents will not make or receive calls on office telephones except in the case of an emergency (to be determined by staff member). A telephone is available for all personal calls. All telephone calls must be made or received on the resident’s telephone. Only emergency calls are permitted between the hours of 11:00p.m. and 8:00a.m. The telephone is not to be used during TBH groups, meals, community residence (c/r) work on scheduled activities. All calls are to be limited to 15 minutes as a courtesy to others. Also long distance phone calls should be completed by using a calling card.

EXPENSES
TBH provides room, board, and programming. The residence provides laundry facilities for sheets, towels, washcloths, pillow cases and resident clothing. In addition, we provide laundry detergent. However, the residents are responsible for
  • Medical or health services
  • Local services
  • Dental services
  • Clothing
  • Personal articles (shaving gear, shampoo, soap, etc.)

COMMUNITY AND RECREATIONAL SERVICES
Church Services: Area services are posted on the bulletin board.

Wellsville Library: Hours are posted on the bulletin board. Residents may not apply for a library card until they have been here for thirty (30) days.

Movies: As advertised in the local papers.

AA/NA/Support groups

Special Events: All special events noticed are posted and residents are encouraged to participate. They have included concerts, county fairs, museum tours, dances, bingo, and softball games.
Non Discrimination Policy
This facility will provide service to clients without regard to their race, creed, color, ethnic heritage, national origin, sex, sexual preference, age, financial status, sex-offender status, handicap or arrest record. Whenever possible a client’s specific characteristics, such as race, ethnicity or sexuality, will be taken into consideration in providing services so as to make such services more effective and appropriate to the client.

TERMINATION AND DISCIPLINARY ACTIONS
Immediate Termination may include but is not limited to:
1. Failure to abstain from all mood-altering drugs (except by Physician’s prescription) and alcohol.
2. Failure to comply with staff request for urine sample and/or any test to determine presence of alcohol or drugs.
3. Failure to turn over all guns, weapons and knives to the Resident Manager for safe keeping or his designee.
4. Physical abuse.
5. Sexual activity between residents on Trapping Brook House property and/or sexual activity between residents and staff.
6. The committing of or conviction of a crime committed during residency in Trapping Brook House.
7. Theft of any property (a safe is available for money and valuables of residents.)

Termination may also include but is not limited to:
1. Failure to participate in counseling as required by Treatment Program (missing appointments).
2. Failure to attend all scheduled programming unless given staff permission.
3. Failure to follow through with your Recovery and Plan (i.e. participating in groups, etc.)
4. Failure to complete-on time –any in-house job assigned.
5. Failure to obey all designated curfews, unless permission was previously granted. (Any prolonged absence without notification can result in termination at staff’s discretion.)
6. Failure to be responsible for financial obligations to Trapping Brook House.
7. Abusing visiting privileges. Any legitimate requests will be considered. Courtesy toward other residents regarding the noise level should be observed.
10. Use of ANY tobacco products is prohibited while you are a resident of this facility.

Other Disciplinary Action may be taken by Staff for:
1. Failure to keep room clean and make bed daily.
2. Failure to bathe daily, and maintain a generally neat appearance. (Shirts and shoes or slippers must be worn while in house, no bare feet or bare chest.)
3. Failure to be courteous to others when talking, using stereo, TV, radio etc. in houses (suggested action: loose stereo or TV privileges for one week).
4. Verbal Abuse, toward residents or staff.
5. Including, but not limited to, repeated rule violations and numerous written warnings or any other activity that adversely affects residents, Trapping Brook House or Allegany Council on Alcoholism and Substance Abuse staff.

A weekly Resident meeting is established by residents to try to resolve problems in the house before taking them to the staff. If the problem cannot be resolved, staff will be notified, and
residents and staff will work together to solve the problem. The Resident Meeting and/or all residents will meet once a week on Mondays at 3pm.

A buddy will be assigned to show a new resident around the House, explain all rules, show them where things are, etc. A new resident will be responsible to the buddy assigned for a ten-day period.

Any questions or concerns please feel free to talk with your counselor.
Your address while at Trapping Brook House is:
Trapping Brook House
3084 Trapping Brook Road
Wellsville, NY 14895     Phone is 585-593-2627

By my signature below, I acknowledge that I have read or have had read to me, the Client Handbook regarding policies and procedures at Trapping Brook House.

By my signature below, I understand and agree to abide by and follow all rules, requirements of the program. I understand my rights and responsibilities as a resident of Trapping Brook House.

_________________________________________  ________________________________
Resident's Signature                        Date

_________________________________________  ________________________________
Program Staff Signature                      Date