

# Living Clean

2019 APPLICATION & RESIDENTIAL ADMISSION GUIDELINES

HARBOR HOUSE





Essentials

Application Date:	<input type="text"/>	Admission Date:	<input type="text"/>
HH Intake Rep:	<input type="text"/>	HH Location:	<input type="text"/>
Referred by:	<input type="text"/>		

Client Name:	<input type="text"/>		
Client DOB:	<input type="text"/>	Client SSN:	<input type="text"/>
Cell Phone	<input type="text"/>		<input type="text"/>
E-Mail:	<input type="text"/>		
DL or State ID:	<input type="text"/>	Issuing State:	<input type="text"/>

	NAME	PHONE	RELATIONSHIP
Emergency Contact Info:	1. <input type="text"/>	<input type="text"/>	<input type="text"/>
	2. <input type="text"/>	<input type="text"/>	<input type="text"/>

Client Street Address

Client current or last Address:

City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Currently Employed?	YES	NO
Employer Name:	<input type="text"/>	
Employer Phone:	<input type="text"/>	
Employer Address:	<input type="text"/>	
Current Income:	\$	<input type="text"/> per HR WK MO
Other Income Sources and Amounts	<input type="text"/>	



Client Name:

Drugs / Alcohol of choice:

Use this space if more explanation is needed for any of the questions on the right side of the page.

Do you have a primary care physician? YES NO

Doctor's Name:

Doctor's Phone:

Doctor's Address

Current medical conditions & prescribed medications:

Are you currently under the care of a psychiatrist? YES NO

Doctor's Name:

Doctor's Phone:

Treatment for:

Prescribed medications:

Any hospital visits within the last 6 months? YES NO

Location and Reason

Health History



Client Name:

Do you have any pending court cases / litigation?

YES

NO

Attorney's Name:

Attorney's Phone:

Attorney's Address

Describe active cases / charges and status

Do you have a vehicle?

YES

NO

Year / Make / Model:

Vehicle State / Tag:

Insurance Info:

Highest Level of Education completed:

9 10 11 12

Other (Describe)

Use this space if more explanation is needed for any of the questions above

Legal & Vehicle

Client Name:

Fee Schedule:

**Client Basic Living Fees**

- Admission & Set-Up fee is \$50
- Initial Drug Screen Panel - \$20 (required for move-in)
- Housing is \$200 if paid weekly / \$700 if paid monthly
- Fees are based on a MONDAY start and will be prorated for mid-week entry at \$28.50 per day or the balance of the current week
- **MOVE IN requires a minimum of two weeks of basic living fees plus admission fee and initial screen.**

- Fees may be paid by cash or credit card (Visa, MasterCard, American Express, Discover)
- Basic Living Fees include housing and standard utilities only
- NOTE: Living fees must be current to remain in the program
- Initial fees must be paid prior to admission and ongoing Basic Living fees must be paid at the start of the calendar month or by MONDAY (if paying weekly) for the next week
- Receipts will be issued for all fee payments indicating the nature of the fee and the period covered
- Clients are responsible for all personal medication costs

Additional Testing and non-standard fees:

**Additional expenses and testing fees**

- Random testing is charged at \$20 for the 5-10 panel screens
- Lab Synthetic THC - \$40 (minimum)
- Notarized Documents - \$5 per notarized page
- Transportation is “on your own” or by Uber/Lyft

**IMPORTANT NOTE**

**All Testing, Lab and Notary fees are 100% non-refundable. Housing fees will be refunded on a case-by-case basis**

*Fee Schedule*



Initial for acceptance:

Getting Ready

Client Name:

Harbor House is a residential living facility and not a hotel or hospital. You will still be required to manage your daily life and live peacefully in a diverse community. Harbor House is operated on the "peer management" model and that means everyone is treated equally and shares equally in the responsibilities and activities that ensure the smooth operation of the community.

To that end, each client/guest is expected to bring (at minimum) the following to begin residence at Harbor House::

Getting ready for move in:

- Personal hygiene items: toothbrush and paste, deodorant, bath towels, shower shoes
- Laundry detergent and a covered laundry container
- Dress and casual clothing, work clothes and any work supplies
- Chargers, stamps, envelopes, pens, paper and notebook
- At check-in, be sure to bring your license and Social Security card
- If needed, bring personal snacks and reading materials
- Bring personal medications and advise if a sharps container is needed or being used

Personal Property and Liability:

Please note that Door To Serenity / Harbor House cannot be responsible for theft of, or damage to, personal property. We suggest bringing a personal storage locker or cabinet with a lock to protect your valuables. Harbor House does not provide storage facilities.

Visitors:

- Visitors must be logged in and must stay in common public areas
- Visitors are not allow before 10AM or after 9PM
- Visitors are not allowed during regular house meetings

Client Name:

Living well with others  
& sharing the house:

Door To Serenity and Harbor House assumes and expects that adults will be responsible and considerate of others so we do not create a rule for every living consideration. Instead, we have listed below a few items of special note that we consider necessary to foster the safe and supportive atmosphere that we are committed to providing for all of our resident clients / guests.

- Bedrooms are shared spaces and all clients are expected to keep beds made and rooms / personal spaces tidy
- Food is not permitted in rooms. Bottled beverages in leak-proof containers are allowed.
- All clients must manage their own laundry
- All residents and guests will be expected to use headphones on personal listening devices
- Clients and guests are asked to refrain from loitering, hanging out in cars or otherwise being disruptive to the house or the neighbors.
- There is a 100% NO SMOKING policy inside the residence. Smoking areas will be provided outside.
- Everyone is expected to join in on assigned housekeeping tasks found on the monthly "CHORE CHART"

Check-in requirements and random drug testing:

- Residents are required to check-in at the residence and be "home" no later than 11:00PM nightly. Specific work exceptions may be granted but all other exceptions will be granted ONLY AFTER discussion with the Director. Failure to comply with check-in will result in early departure from program.
- All program clients/ residents are subject to 5-panel and 9-panel random drug screening. Each test is billed to the client at \$20 per test.

*Important Living Considerations*

Client Name: 

The importance of meetings:

Door To Serenity and all of its subordinate programs operate under the umbrella of the 12 Steps. The community members routinely participate in meetings at the residence and “off-campus” so understanding the importance of working the steps and staying involved is a key to client success. Because of that, we have requirements for the house and each other :

- Unless on a pre-approved pass or working at a regular job, all clients must attend ALL house meetings - both for 12-Step meetings, required discussion groups and for general check-in
- Guests will not be allowed during formal meeting times
- No loitering outside of meetings in progress

Newcomer restrictions, passes and relapse consideration:

- For the first two calendar weeks or acceptance into the residential program, residential clients are restricted to the property except for work, meetings or medical appointments pre-approved by the staff / Director.
- Clients can request a full weekend pass after 30 days of residency (max of one per calendar month). Weekend is considered Friday NOON to Sunday at 11:00PM Check-in.
- Passes will only be considered if all fees, including testing are fully paid
- In the event of a relapse, clients will be asked to leave the program and may be restricted from re-admission for a minimum of 30 days.
- If re-admitted, clients will be considered “new” and be required to pay fees in advance, including application fees and will be on 14 day restriction.





Initial for acceptance:

Client Name:

Door To Serenity 's Harbor House is a welcoming and inclusive residential program, offering what we believe is a liberal environment for acclimating back into Living Clean. It is our fervent wish that all who come to us take full benefit of the program's opportunity and leave when they are ready to migrate into a more personalized sober-living experience. Having said that, we do have some conditions or actions that will result in program termination and expulsion from Harbor House. The rules below are explicitly stated but Harbor House reserves the right to ask any client to leave the program if their continued presence, for any reason, creates a hostile or unsafe environment for a particular client or guest or for the program's overall operational integrity.

Living well with others  
& sharing the house:

The following will be cause for immediate dismissal:

1. Use of alcohol or drugs not specifically prescribed for medical treatment
2. Sex on the premises
3. Default on the living fees
4. Stealing
5. Verbal or physical abuse of ANY kind to a resident, guest, neighbor or staff member
6. Breaking curfew / missing local check-in 3 times
7. The presence on your person or in the living area of any kind of weapon (defined at the sole discretion of Harbor House staff)

NOTE: All acts of abuse , theft or other clearly unlawful practice will be dealt with severely, including dismissal and full engagement of law enforcement for prosecution

*Staying in the program*