

Participant Handbook

Vision: To transform the lives of those suffering from addiction by providing opportunities in housing, education, and support services. **Mission:** To offer a transformative and healing community with a Christ centered approach to transitional living and recovery for those seeking freedom from addiction.

Truly Motivated Transitional Living is a phased, structured, goal focused program that emphasizes a holistic approach to the recovery process. We use Genesis Process tools, groups and one on one Genesis tools for relapse prevention and inner healing. We do not see recovery as an event, but a lifelong journey and process. Each phase of our program builds on the next, so completion of each task of the phase you are in is crucial.

Often people suffering from addictions have patterns of irresponsible behavior resulting in lost jobs, lost relationships, and loss of self-respect. By recognizing and using the rules in this handbook as positive guidelines each of us can strengthen our recovery by learning to live orderly and responsible lives.

Living in a community can be an incredible experience and can also sometimes be hard! The policies set forth in the handbook aim to keep our homes safe, clean, harmonious and each participant striving for wholeness.

Truly Motivated is a place for those who want recovery, not those who need it. In other words, by moving to Truly Motivated you are agreeing to be ready to work hard to move forward in your life.

What our program is: a high-accountability, grace-based place that is guaranteed to be clean and sober (for the safety of all). It's a place where new beginnings can happen, a place of second chances. It's a place where goals are made and supported and achieved. It's a place to find new community and healthy relationships.

What our program is NOT: a place to "pay and lay" while you figure things out, a drama place, or a place of blaming others for your issues (either participants or staff). It's not a place to see how little you can do and still stay.

PROGRAM

1) During the first week of your Discovery Phase while you are here at Truly Motivated, you may not leave the property unless you go to an appointment or are accompanied by a Phase 1 participant or trusted person. After that, you may start going off the property on your own but still need to check in and out with staff.

2) Follow the rules for your current phase and refer to the phase contract. Phase work is

essential at TMTL, and you will be assigned a Staff Coach to meet with consistently to go over phase work and targets. We have designed the phases for your success in all areas of life and recovery so do not shorten yourself! If at your Phase meeting with your Staff Coach, you are not continuously meeting your targets for your phase, we will need to decide if our program is the right one for you and may result in termination.

3) Upon admission and at any time the staff deems necessary your room and personal **belongings may be searched** for alcohol, drugs, or other contraband. Room searches will be conducted with the participant present by at least two staff members. In the event that the health and safety of the home and other participants are at risk, staff may perform a room search without the participant present.

4) **Curfew Hours** are 10:00pm weekdays and midnight on weekends, you are expected to be home on time. If working hours conflict prior arrangements must be made. If you anticipate being late, call your House Leader, not the office, and advise in advance, only emergencies are a reason for being late. We will adjust curfew on some holidays.

5) The **use of any alcohol or unauthorized use of all mood-altering chemicals** either on or off the premises is not allowed. This includes Kratom, and other synthetic substances that may be considered legal and sold in stores. Continuous sobriety is necessary for participants at Truly Motivated. Should a participant resume usage, participant is **terminated** from tenancy. Please see Relapse Policy for further information.

6) If you think another participant has been drinking or using drugs, inform a staff member so that the staff can confront the participant in a non-punishing way and appropriate action can be taken. Anonymity will be respected. A drug screen (UA) may be requested when there is suspected chemical use.

7) To keep TMTL a safe and healthy environment, **use of pornography is not permitted** at Truly Motivated. All participants are here to embrace recovery, and pornography is highly addictive and destructive.

8) Fraternalization is not allowed. You are here to work on yourself, not fall in love.

9) We **HIGHLY** suggest you stay away from the casino. It can also be addictive and is a non-recovery behavior.

10) Participants are expected to abide by confidentiality and anonymity of peers. **What is said in the house stays in the house.**

11) Participants are expected to be responsible and considerate of themselves and others and are expected to conduct themselves in a responsible, and respectful manner always. TMTL does not allow intimidation or bullying of any participant. TMTL is a safe place where participants are able to heal from their past experiences. **Quiet hours are between 10pm and 7am. Please have your house TV's volume on a lower setting and keep the noise to a minimum. Playing music out loud can be**



disturbing to some in recovery. As a result, please use ear buds or headphones for personal devices. (Phones, laptops, or other).

12) You are **not** allowed in another participant's bedroom, unless the participant is home and invites you to their room. Only staff and the participants who live in that bedroom are allowed in that bedroom.

13) Your pets may not live on Truly Motivated property.

14) There are no men allowed in the women's house and no women allowed in the men's house.

15) If you lend or borrow something from another participant **you do so at your own risk**, we encourage you not to.

16) For any after-hours emergencies call 911.

17) Everyone in the house **must be meaningfully occupied during the day**. It's not a place to hang around, isolate, and hope that things change. **We do not allow patterns of consistent day-sleeping. Sleeping on couches is not allowed overnight unless approved by staff.**

Ways to get yourself removed from our program

- **Physical violence directed at other participants or staff**
- **Fraternization**
- **Continued, willful use of pornography and casino trips (non-recovery behaviors)**
- **Going AWOL**
- **Continued unexcused violations of curfew**
- **Theft**
- **Illegal activities on or off Truly Motivated premises**
- **Relapse with no honesty**
- **Continued pattern of not doing your part to care for the home; chores, cleanliness as this becomes a burden and distraction for the community.**

18) **Items not allowed on any Truly Motivated properties- Firearms, knives, weapons of any kind, candles, explosives, fireworks, pornographic material, anything related to the occult.**

OVERNIGHT PASSES / TIME AWAY FROM PROGRAM

Leaving overnight requires completing a pass and turning it into the office 24 hours in advance. Pass approval is contingent upon staff review of your program compliance. You may request an overnight pass after completing **Discovery Phase**. Upon approval, you



are allowed to be off property for up to two (2) nights in a seven (7) day period, not to exceed two days in a row. **Pass requests for extended vacation time with family** (one week maximum), will be reviewed on an individual basis and will only be available for **Phase 2** participants or above. **You are responsible** for finding another participant to do your housekeeping tasks while you are away.

GENESIS PROCESS

Truly Motivated uses Genesis Process for relapse prevention, life skills, inner healing & problem solving. It is effective, practical, and just plain works. You will do the Genesis workbook one on one with a staff member once you have moved to Phase 1. You will be given your Genesis book after completing the Discovery Phase. This is a mandatory part of our program along with weekly Genesis Groups on Tuesday at 5:30. Your job may not conflict with Tuesday night Genesis Groups in Phase 1 and Phase 2.

MORNING DEVOTION

Morning devotion is Monday – Friday at 8:00. All participants who do not have work or appointments are **expected to be up and ready for meditation by 8:00 am** to start the day. Morning devo's are what can really set the tone for your day! Staff lead morning devotions, and it is our sincere hope that it becomes something you look forward to and incorporate into your own daily rhythm upon your transition.

PROGRAM FEES

Your monthly program fee is \$530 per month. Our monthly fees are invoiced on the 1st of the month and are due in full by the 5th of the month. A late fee of \$50 will be charged if your fee is paid after the 10th. If your fee is in the rears at the start of the next month, and no arrangements to get caught up have been made with staff, your tenancy will be terminated. If your fee is being paid by a third party, it is your responsibility to submit requests to the funder in the time frame they request. You will receive a receipt for payments made each month showing what party paid your fees on your behalf.

Truly Motivated charges a refundable \$50 move in fee for footlocker, padlock, and linens. You will receive this back at the time of move out if staff have received all these items back in good condition. Program fees and deposit paid are not refundable due to early move out or involuntary termination.

Your move in amount paid may be prorated at the time of move in if the day does not fall on the 1st of the month. We prorate based on the number of days in the month divided by the monthly fee.

MEETINGS



You are required to attend meetings while at Truly Motivated. For participants who are either new (Discovery Phase) or on a 30 in 30 requirement you may- count one Bible study as a meeting weekly, use Zoom twice a week for meetings, count Tuesday night Genesis as a meeting, the other three days you will need to attend an in-person meeting. For participants on a regular meeting schedule, your requirement is three meetings a week. You may- count Bible study as a meeting weekly and your other two meetings must be in person.

HOUSE MEETING

Our House Meetings are **CLOSED** meetings AND ARE MANDATORY. House meetings are on **Tuesday @ 5:00pm sharp** for men and **5:00 pm for the ladies**. All participants are expected to attend the Tuesday house meeting. You must bring your meeting card and weekly report for verification of meetings for the past week. You may only be excused from the house meeting once a month after completing Phases 1 and 2 and only for work. The last Tuesday of the month is our big house meeting with all our participants. We give out awards, phase ups, transitions and celebrate clean time and have dinner at 5:00pm in the meeting hall and staff will prepare and serve a community meal.

RECAP

Truly Motivated uses an app for your phone called Recap, (stands for Recovery Capital) After arriving at Truly Motivated, your Staff Coach will complete an evaluation with you. Recap is a strengths-based evaluation that measures the assets you must maintain your recovery and gives you an idea of your barriers as well. You will have goals based on your feedback to help reduce your barriers and build on your strengths! You will continue doing new evals every 90 days so you can see your progress. If you have a smart phone, staff will set you up with the app at your intake. With the app, staff will help you set goals and track them. There are also links on the app with helpful recovery topics and resources in our community.

DISCRIMINATION

TMTL does not discriminate, nor will we tolerate any discrimination, against anyone, staff, or other participant; based on age, race, color, national origin, religion, sex, or sexual orientation or mental or physical disabilities. Truly Motivated welcomes and supports participants utilizing any prescribed medication to include MOUD, MAUD and MAT and we will not tolerate discrimination of any kind towards those choosing this pathway to recovery. Discriminatory behavior is cause for immediate termination. Keep an open mind, not everyone is at the same level of recovery.

FURNITURE

You are not allowed to add or remove any furniture or fixtures to or from your room. You are also asked to refrain from moving furniture from room to room. All items



in the house or hanging on the walls are Truly Motivated property. You may hang family pictures or recovery items only. Nails, screws, glue, or other fastening items are not permitted. Notify the staff if you are donating something to your house with the understanding the item stays after you move out.

GRIEVANCE BY PARTICIPANT

The grievance process for a participant is to talk to staff. If not resolved, we encourage you to take the matter to our Executive Director. If you are not satisfied with the outcome, you may reach out to our board chair, you may get this contact information from the Director. If you still feel that your grievance isn't resolved, you may reach out to the Washington Alliance for Quality Recovery Residences who, Truly Motivated has our accreditation with. Truly Motivated's policy to resolve a grievance brought to us within 7 business days. Any participant bringing a grievance can rest assured that there will be no retribution, intimidation or negative consequences for doing so.

HOLIDAYS

Holidays can be a difficult time for some, and we encourage you to work to keep your regular routine as much as possible. We do celebrate Thanksgiving as a community during the week of Thanksgiving with dinner and Christmas Eve as well.

MEDICATIONS

Truly Motivated does not administer medications. Prescription medications are permitted if they are prescribed to you by a doctor and are taken as prescribed. **You are responsible for the control of your medications. Not taking medication as prescribed, or running out of medication, may lead to a participant behavior contract.**

Truly Motivated will work with individuals on any prescribed medications to include medically assisted treatment (MAT), medication for opioid use disorder (MOUD) and medications for alcohol use disorder (MAUD). A release of interest must be given by the participant for Truly Motivated staff to speak with the prescriber.

All participants are expected to provide an accurate accounting of the medications they bring to TMTL. All medications must be listed on **Participant Medication Record** with other pertinent information. At any time Truly Motivated deems necessary medications

may be counted to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed and updated with staff. **Do not leave medications** out where they are in the open or unprotected. Your medications are to be always locked in your footlocker and should never be left out in the open. If you are out and about for the day, and need to take any of your medications, please just bring along what you need and leave the rest locked up.

. You are responsible for the control of your medications and any deviations are



considered abuse. Abuse of medications will be considered a relapse.

We are not a mental health treatment facility. If your mental health becomes so unstable that the rest of the house is significantly negatively affected, we reserve the right to require you to leave the house until you are stabilized and able to healthily engage in community.

PHONES

Please answer the phones "Hello." Do not give out any information to the caller. After thoroughly looking for the person, if they are not home, take a message. Write the message on the board; date, time, who the call was for, callers name, and phone number.

RELAPSE

It is your responsibility not to consume anything that may show positive on a Urine Analysis (UA) test, i.e., poppy seeds or over-the-counter medication. You may not consume anything that contains alcohol, including but not limited to, over the counter medications and *mouth wash*. Nor are they allowed on the property.

If you are **not** honest about a relapse and cannot get honest, your tenancy will be terminated. If your residency is terminated due to a relapse and you **were honest** you **may** reapply for admission. We will ask you to pack what you will need and remain out of the house for **48 to 72 hours** based upon usage and staff direction. This is not punishment; it is to keep our homes in integrity and the other participants safe.

Truly Motivated decision to re-admit will be based upon; the commitment to intensify your recovery plan, provide a clean UA test and agree to follow all recommendations set forth by staff. Until Truly Motivated approves you for return you may not be on property unless 15 minutes before and after a 12 Step meeting. And you may not enter the house. **We view relapse as an opportunity to grow and strengthen your recovery, not as a failure. But it all starts with honesty, we cannot work with you unless you are honest.**

UA TESTING

You will be randomly tested for drugs and alcohol while a participant at Truly Motivated. Our tests are quality tests, they test for 19 substances and refusing to give a UA is

grounds for immediate termination. We have a punch card program; a punch card will be kept in your file and after 6 cleans UA tests you will be awarded a Starbucks coffee card

for your accomplishment. We also use Cordant lab if there is a conflict with a UA test, false positive, or staff needs more information on the UA test.

We will at times upon discretion, use a breathalyzer if there is concern of alcohol consumption, if the test shows alcohol present, a UA test will be given to confirm.



CLEANING

You are responsible for cleaning your room. This includes having your part of the room picked up and clean and working with roommates to complete joint tasks such as vacuuming and making your bed daily. If there is an open bed in your room, you are responsible for maintaining that part of the room. Rooms will be checked for

cleanliness daily and a house leader will track on a weekly report which will be provided.

Participant House Leader is responsible for posting a chore list of who is to clean common areas, hallways, kitchen, lounge area, and bathrooms. You will be assigned rotating tasks for keeping the house and yard in order. **Check the chore assignment** list; it is posted on Sunday for jobs beginning Monday AM. Chore assignments are to be completed by 10:00am (Weekdays & Weekends Included). If 10:00am is not possible due to work or appointments, chores must be completed within two hours of returning home. If there are any questions regarding the job descriptions, ask the House Leader.

If you are **unable to do your job** for any reason, you must find someone to do the job for you. If someone agrees to do your job, you will both be held accountable if the chore is not completed. Leave a note with the House Leader who was assigned your chore. Note: **TMTL frowns upon the practice of continually paying another participant to do your job.** Having a chore is meant to teach responsibility.

Please do not leave personal belongings lying around the house, keep them in your room.

DISHES

All participants are expected to pick up and clean their own dishes throughout the day. There should never be dishes left in the sink. If the dishwasher is running, you must hand wash your dishes and put them away. House dishes and glasses **may not be taken to bedrooms or living room.** Dishes, pots, and pans are to be returned to proper places. The kitchen is to be checked after cleaning up by staff or House Leader.

KITCHEN, USE OF

You must be properly dressed and wear shoes anytime you are in the kitchen and wash your hands. You must **clean up after yourself**, in the kitchen after breakfast, lunch and snacks. Do not dump grease, coffee grounds or any non-food item in the sink. Wash and replace pots and utensils. Food, appliances, and utensils are to be left in their perspective houses.

- Eating is permitted in the dining room only, not in the living room or bedrooms. Exception: Beverages are allowed in rooms if they have a sealed

lid.

- All food must be covered and stored after it has been opened or cooked.
- Participants may store their personal food in the refrigerator. Clearly mark your food with your name. Do not eat food that has someone else's name on it.
- Note: Drinks are allowed in rooms if they have a sealed top

FOOD

Truly Motivated provides basic breakfast and lunch foods as a courtesy and to fill the gap for those just arriving to our program. House food is available to all, and supplies are filled on Monday mornings with supply lists turned in on Monday mornings.

BREAKFAST, LUNCH & SNACK FOODS AVAILABLE

pancake mix	cheese	jelly	sugar
creamer	cold cuts	top ramen	butter
peanut butter	syrup	coffee	eggs
bread			

HEALTH & SAFETY REGULATIONS

1. **NO Smoking, vaping, or chewing in the HOUSE!** Smoking and chewing tobacco permitted outside **only**; there are designated areas in the back of the house. Always use the butt cans.
2. No bare feet in common living areas.
3. Food and beverages are not permitted in bedrooms or in the living room. Exception: If beverage has a sealed top.
4. While cooking in the kitchen, please wash your hands.
5. When leaving a room, **shut off all electrical equipment** (TV, VCR, lights, fans, radios, heaters, etc.) or they will be removed.
6. Report all maintenance issues in writing using a Maintenance Request form, they are located by the first aid box in your house.
7. Each house contains a first aid kit. **Each kit contains 2 doses of Naloxone in case of overdose, follow instructions on package. If you believe someone has overdosed in the house immediately follow directions on the Naloxone kit. Then call 911, then call the staff.**

8. Smoke detectors are not to be tampered with in any way and belong to Truly Motivated. If one is beeping, do not take it down! Please let staff know so we can replace the battery.

9. A fire extinguisher is installed in each house.

Exit signs are posted above each exit door.

Houses with upstairs bedrooms have fire escape ladders in case of a fire and the stairs are not accessible.

10. To prevent the spread of contagious diseases please practice the following guidelines-

- Wash your hands well. You probably wash your hands after using the bathroom, before preparing or eating food, and after gardening or other dirty tasks. You should also wash up after blowing your nose, coughing, or sneezing; feeding or stroking your pet; or visiting or caring for a sick person. Wet your hands thoroughly. Lather up with soap or cleanser and rub it into the palms and backs of your hands and your wrists. Be sure to clean your fingertips, under your nails and between your fingers. Rinse under running water. Dry your hands and wrists thoroughly.
- Cover a cough. Cover your mouth and nose with a tissue when you sneeze or cough, then dispose of it. If no tissue is handy, cough or sneeze into your elbow rather than into your hands.
- Wash and bandage all cuts. Any serious cut or animal or human bite should be examined by a doctor.
- Don't share dishes, glasses, or eating utensils.
- Avoid direct contact with napkins, tissues, handkerchiefs, or similar items used by others.
- Sharps containers are available for those using injectable medications such as insulin upon request.
- Truly Motivated supplies disposable gloves in each home for cleaning bodily fluids. If staff are not on site and available to clean up bodily fluids, please adhere to the following steps-

- 1) put on disposable gloves
- 2) use paper towels and disinfectant to clean affected areas
3. dispose of items used for cleaning and affected, unwashable items in a garbage bag, tie closed and dispose of in the outdoor dumpster immediately.
- 4) wash items in hot water immediately
- 4) Make staff aware of the incident by the next workday.
- 5) For exposure to spillage of bodily fluids-



1. wash needlesticks and cuts with soap and water 2. Flush splashes to the nose, mouth or skin with water. 3. Irrigate eyes with clean water or saline. 4. Report incident to staff 5. Seek medical treatment.

LAUNDRY

Use appliances at your own risk. Truly Motivated provides laundry facilities as a convenience and does not assume responsibility for any damage to clothing, or loss.

Please do not overload machines. Irons must be unplugged when not in use. Use of machines is permitted during posted times. All Participants must be attentive to their laundry and may not leave their laundry in the machines for more than 15 minutes after the cycle has completed. You are responsible for getting your own laundry soap.

GOOD NEIGHBOR POLICY

Please be aware that we have a great reputation in the community for a reason! Our participants are expected to be good neighbors both at home and in our community. This means- no blaring music, driving respectfully and slowly down driveways, no obscenities outside for all to hear, being courteous and respectful to our neighbors and being an example of a good citizen; by lending a helping hand when needed. Recovery homes can obviously be given certain stigmas; let's show how much of a value it is to have a recovery home as a neighbor.

If neighbors bring a concern directly to you, do not attempt to resolve it with them. Politely give them the name and number of our Executive Director, Carmin Long- 360-400-TMTL.

Another way that we maintain a good neighbor policy is keeping the outside of our homes and properties clean and well kept. No garbage, and piles of personal items can be

piled up outside. We take pride in our homes and properties!

MISCELLANEOUS

- 1) **All mail must be brought in**, sorted, and distributed by House Leader or Staff and placed it on the kitchen counter. Upon moving from TMTL please enter a change of address with the post office.
- 2) Truly Motivated is not responsible for lost valuables or cash.
- 3) Guests:
 - Are welcome in common living areas only.
 - Must be clean and sober
 - NO guests after 10:00PM, unless approved by staff.
 - There are no men allowed in the women's house and no women allowed



in men's houses.

- 4) Vehicles- one vehicle is allowed at Truly Motivated with the following criteria:
- you have a valid driver's license
 - your car is insured and in good working order
 - Park your car in the designated parking space only. Do not park in front of the neighbor's property or our mailbox.
 - Vehicles must not leak fluids in parking lots or driveways.
 - You are to obey all laws and regulations while driving on and off Truly Motivated property, i.e., no speeding or screeching tires.
 - Do not double park!
- 5) TV, stereo, and video games are not allowed in bedrooms.
- 6) It is your responsibility to receive a receipt for all rent payments. All checks are to be made payable to Truly Motivated without exceptions.
- 7) It is expected that participants will always wear appropriate clothing.

I have read and I understand and agree to all the rules and regulations contained in this document.

Signature: _____ **Date:** _____