



## WELCOME TO NEXT STEP RECOVERY

Next Step Recovery for men is a transitional sober living facility located in downtown Asheville, NC where residents can learn to recover from alcoholism and chemical dependency; both diagnosable and treatable diseases. Our program is designed to help you live in a sober environment; immerse yourself in the program of AA or NA, and to help you live a healthy lifestyle. Recovery is possible *if you are willing to follow the principles of any 12- step program.*

Next Step Recovery requires residents to commit to a minimum of 90 days. Research shows that duration of stay increases the odds of staying clean and sober over a lifetime. In any group of individuals, there must be standards for behavior and expectations for participation. At Next Step Recovery, these standards are based on practical needs. We want to help you build self-respect and foster self-discipline. Establishing a chemical free community life with other residents is essential.

At Next Step Recovery, you are responsible for your own treatment and recovery. You will become a part of a community with other recovering people. The respect that you deserve will be earned. Each of the other residents must be equally respected. You will join a community where cooperation and consideration for others are the cornerstones of this program.

This program is designed to immerse all residents in the 12-step way of life. We encourage you to find employment, obtain a sponsor and attend frequent AA/NA meetings, as well as, follow all the house rules and guidelines during your entire stay. Next Step Recovery's standards promote self-discipline, which is required for full acceptance of any 12-step program. These standards are essential to your health, safety, and welfare. They are not to be viewed as disciplinary or punitive measures.

We sincerely want you to be an active participant in your own recovery process. There is one goal at Next Step Recovery - **SOBRIETY**. Do not try to change the program; try and change yourself.

Sincerely,

*Susan Stader*

Susan Stader, MS, LPC, LCAS, NCC  
Executive Director

## **THE STANDARDS OF NEXT STEP RECOVERY**

### **Introduction**

Next Step Recovery affords the time to acquire the necessary skills to effectively transition into a healthy sober lifestyle and return to work while residing in a structured environment.

Addiction Treatment and Chemical Dependency Professionals stress the importance of long term client exposure to recovery and addiction treatment. Alcohol and drug addiction studies have shown that the chances of achieving long-term sobriety are greatly increased by an extended stay in a sober living home that offers 12-step support. If a client forgoes an alcohol and sober living home, the result is all too often a return to alcohol and/or drug abuse, thus leading to further costly addiction treatment.

Everything you are asked to do at Next Step Recovery has a therapeutic value. The standards are a therapeutic tool written and adhered to by residents for their protection and care. At first, you may not understand the value of these standards, but as your time at Next Step Recovery increases, it will become clear. Here, life in the community may be difficult at times, but you will soon find the meaning and strength that comes with being a part of a community of individuals working together in their recovery program.

Standards will be discussed periodically by the residents of Next Step Recovery to insure understanding and compliance.

Failure to comply with the Standards will lead to one of the following interventions:

- 1) Meeting with the Director to develop a therapeutic resolution
- 2) Depending upon the seriousness of the problem and the frequency of the offense, a decision for a therapeutic discharge may be made

## **Criteria for Admission**

Any male 18 and over is eligible for admission if the applicant meets the following criteria:

- 1) No sex offenders, violent crimes, or arson charges/convictions.
- 2) Dating other house members of ANY Next Step Recovery community is strictly prohibited.
- 3) Comes directly from any chemical dependency treatment facility or has at least 30 days clean and sober from any mind-altering chemical.
- 4) Commits to at least 90 day length of stay.
- 5) Is in recovery and wants to live in a community with others for the purpose of remaining clean and sober and practice the 12-step way of life
- 6) Able to pay the \$2,000 entrance fee (non-refundable) and \$150.00 a week.
- 7) Willing to attend at least three 12-step self-help meetings a week; get a sponsor, and work a 12-step program of recovery.
- 8) Willing to do daily chores.
- 9) Willing to no overnight visits and a 10:00 pm curfew for the first 30 days.
- 10) Understands upfront that they will be discharged from Next Step Recovery, Inc. if there is any use of drugs or alcohol on or off premises. No act of violence or threats of violence towards other residents, staff, or visitors will be tolerated.
- 11) Understands upfront that there is **no** sexual activity of any kind on or near Next Step Recovery property. Female visitors are allowed to pick-up and drop-off residents only.
- 12) Understands upfront that Next Step Recovery is not responsible for lost or stolen property. We strongly discourage you from bringing valuables during your stay.

## **Financial Responsibility**

- 1) The entrance fee is \$2,000. The weekly fee is \$150.00 due each Friday by 7 pm. The **entrance fee is non-refundable** and due upon admission. Forms of payment include: Cash, Check, or Money Order.
- 2) Residents who have an outstanding balance on their accounts, regardless of what stage they are in, will have a 10:00 pm curfew seven (7) days a week until account is paid in full.
- 3) Residents who relapse or are asked to leave Next Step Recovery will not be reimbursed any funds.
- 4) Residents are responsible for all fines incurred while at Next Step Recovery.

# House Manual

## Zero Tolerance Policy

Violation of any of the following will result in immediate dismissal from Next Step Recovery:

- 1) Violence or threats of violence
- 2) Weapons of any kind
- 3) Stealing of any kind
- 4) Sexual Harassment
- 5) Destruction of property
- 6) Use or possession of drugs and/or alcohol on or off property
- 7) Sexual intercourse on property
- 8) Racial or Sexual Slurs
- 9) Abuse of over the counter/prescription medication
- 10) Repeated rule violation
- 11) Smoking, lighting candles, or incense in any and all houses
- 12) Dating men or women from Next Step Recovery houses is not tolerated.

## AA / NA / Groups

- 1) All residents must attend at least three 12-step meetings a week.
- 2) If needed, Next Step Recovery will provide transportation to 12-step meetings.
- 3) All residents must obtain a sponsor within two weeks of admission.
- 4) Working the 12-step program is not negotiable.
- 5) You are responsible for writing down your meeting attendance in the AA/NA log.
- 6) Three IOP classes count as one meeting towards your required (3) 12-step meetings per week.
- 7) All residents are required to attend a weekly house meeting.

## Drug and Alcohol Testing

- 1) Use of alcohol or drugs **will** result in immediate dismissal.
- 2) Refusal to give a urine analysis or breathalyzer **will** result in immediate dismissal.
- 3) If you are asked to submit a urine analysis (U.A.) or breathalyzer (B.A.), you must stay at main office until completed.
- 4) Tests are conducted at random on a daily basis.
- 5) After an overnight pass or extended curfew, all residents **must** find the house manager on duty to submit a U.A. & B.A.

- 6) If you suspect another resident of using drugs or alcohol, it is your responsibility to report this matter immediately to staff. Knowledge of others using mood altering chemicals and not notifying staff will result in discharge from the program.
- 7) Anyone dismissed from the house will not be permitted to return to the premises for a minimum of 30 days with the exception of picking up personal belongings. This must be done three (3) days of dismissal or the belongings become the property of NSR. **Please note:** You can make special arrangements in advance with the Director if you need longer than three (3) days.

### **Safety**

- 1) In case of a true emergency call 9-1-1 and then notify the manager on duty.
- 2) Safety is the primary concern for Next Step Recovery; therefore any suspicious activities should be reported to the manager on duty immediately.
- 3) In case of a fire drill, all residents and staff are to evacuate the buildings immediately closing all windows and doors behind them. All residents and staff are to assemble in the front yard of their house. Roll call is to be taken to assure that no one remains inside. As residents, your responsibility is to be outside in the quickest possible manor.
- 4) Fire extinguishers are located throughout all the buildings. Familiarize yourself with their location.
- 5) Residents **cannot** share razors or cut each others hair. This is for your own protection from infectious diseases transmitted through blood borne pathogens.
- 6) All residents are required to sign in and out every time they leave the house; with location and time of return. In case of an emergency, we will know how to find you.
- 7) No smoking, burning candles or incense will be allowed in any of the houses. Smoking is permitted outside only.

### **Visitation**

- 1) No visitors are allowed to “hang-out” in bedrooms. Females are allowed to pick you up and drop you off only. Family members may be shown bedrooms for a maximum of 10 minutes, but are always welcome in common areas.
- 2) Residents must respect the anonymity of all other residents. Resident information is confidential. Any personal problems can be discussed with the Executive Director, a house manager, a sponsor, or a counselor.

### Chores / Fines

- 1) All residents are expected to keep their room and bathroom clean. This includes making of beds, keeping your belongings neatly organized, and keeping the bath, commode, sink, and floor cleaned daily. Room checks will be conducted weekly or at random. There is a (2) hour community service fine for rooms and bathrooms that are messy and unkempt.
- 2) Every Tuesday night immediately following the mandatory house meeting is a mandatory spring cleaning. This is a chance for residents to pay attention to cleaning details that do not usually take place during the busy work week. No one leaves the facility Tuesday night; AA/NA meeting conducted on-site.
- 3) Cleaning-up after your self is mandatory. You are required to wash your own dishes/pans. Do not leave dishes for someone else to clean-up for you.
- 4) There is no food allowed in the living room or bedrooms. If dishes or cups are found in your room you will receive a (2) hour community service slip.

### Medication

- 1) All prescription medication will be turned into the office upon arrival at Next Step Recovery.
- 2) Over-the-counter medications or mouthwash containing alcohol are prohibited.
- 3) Narcotic pain medications and/or benzodiazepines (Xanax, Ativan, Klonopin, etc...) are prohibited.
- 4) Each client is responsible for obtaining their own medication refills. You are not allowed to stop taking your medication(s) without a doctor's note.
- 5) Residents will self-administer medication as directed by a physician. All **prescription medication must be locked** in the office.
- 6) Abuse of over the counter medication and/or prescription medication will result in immediate dismissal from the house.

### Employment/School/Volunteer

- 1) All residents must be working, volunteering, or going to school full-time. If you do not have a job (and don't intend to go to school or volunteer full-time), and you do not have the funds on-hand to support yourself during this transition, you must agree to work for a day labor company at least **4 days a week** in order to pay rent. If you do have the funds on hand, and do not need to work to provide for yourself, you must be volunteering your time somewhere in the community.
- 2) You are responsible for getting yourself to and from work each day. Next Step Recovery **is not** responsible for your transportation to and from work. Buses run on an hourly basis and arrive right out front of all our facilities.
- 3) Every resident must check-in with the main office Monday-Friday at 9:00 am until they have secured employment, started school, or secured a volunteer position.

### General Guidelines

- 1) It is understood up front that you are a **guest** in our home and not a tenant.
- 2) You are allowed to have your own car provided you have a valid driver's license and a valid insurance policy. You **are not** allowed to loan out your car to another resident for any reason.
- 3) You must see a physician or psychiatrist if required by the Program or Executive Director.
- 4) Next Step Recovery **is not** responsible for stolen or missing property. We encourage residents not carry large sums of money or bring items they cannot replace.
- 5) All residents are required to purchase and prepare their own food
- 6) Laundry facilities are provided on-site at no extra charge.
- 7) No illegal cable hook-ups or illegal cable boxes. All rooms have Charter Cable.
- 8) Shoes and shirts must be worn on property at all times. **No Nudity** is acceptable in common areas. Clothing advertising drugs, alcohol, or with double or offensive messages are not permitted.
- 9) All residents must adhere to all the rules of their assigned stage.
- 10) Volume on radio and televisions are to be kept at a reasonable volume.
- 11) Borrowing or lending money is **not** permitted.
- 12) Gambling of any kind is strictly **prohibited**.
- 13) "War stories" is not permitted.
- 14) Residents are expected to comply with the daily schedule. Participation in the full spectrum of community life is expected.
- 15) Confidentiality provides the basic structure of trust within a community, as well as, the safety for residents to do the work necessary for healing. Revealing the issues of residents, even to other residents, is a breach of confidentiality and may result in discharge from the program.

- 16) I understand that Next Step Recovery may search my belongings; including luggage, room, closet, dresser, nightstand, etc. for contraband items.

### **Stages**

In order to move up a stage you must fill out and turn in a request form to the Program Director for approval (advancement to another stage is not automatic).

#### **Stage I**

1. First 30 days all resident will have a 10:00 pm curfew.
2. Residents must attend at least 3 AA/NA meetings per week.
3. Residents must obtain a sponsor within the first two weeks.
4. Attendance at all house meetings, life skills classes, and relapse prevention groups is required.
5. Resident must obtain employment, go to school, or be volunteering.
6. All residents must report to the main office Monday-Friday at 9:00 am until employment, school, or volunteer position has been secured.
7. No overnight or extended curfews will be permitted.

#### **Stage II**

1. Eligible after 30 days, residents will have a curfew of 10:30 pm Sunday thru Thursday, and 12:00 am Friday and Saturday.
2. Residents must attend at least 3 AA/NA meetings per week.
3. Residents must maintain a sponsor and maintain 12-step work.
4. Attendance at all house meetings, life skills classes, and relapse prevention groups is required.
5. Resident must obtain employment, go to school, or be volunteering.
6. Overnights and extended curfews will be approved on a case by case basis. Residents must turn in a request form one week in advance for an overnight pass. Extended curfews must be approved by a manager on duty.

#### **Stage III**

1. Eligible after 90 days, residents will have a curfew of 11:00 pm Sunday-Thursday and 12:00 am Friday-Saturday.
2. Residents must attend at least 3 AA/NA meetings per week.
3. Residents must maintain a sponsor and continue with 12-step work.
4. Attendance at all house meetings and relapse prevention classes is required.
5. Resident must remain employed, be a student, or be volunteering.
6. Overnights and extended curfews will be approved on a case by case basis. Residents must turn in a request form one week in advance for an overnight pass. Extended curfews must be approved by a manager on duty.

#### **Stage IV**

1. Eligible after 6 months 12:00 am curfew Sunday-Saturday.
2. Residents must attend at least 3 AA/NA meetings per week.
3. Residents must maintain sponsor and continue 12-step work.
4. Resident must remain employed, be a student or be volunteering.
5. Attendance at house meetings or relapse prevention group is no longer required.

What to bring:

1. Identification, i.e., Drivers License, Social Security Card, Birth Certificate
2. Toiletries, i.e., toothbrush, toothpaste, shaving cream, soap, deodorant
3. Prescribed medication you are currently taking
4. Clothing (suitable for current weather)
5. Automobiles are permitted (proper insurance required)
6. Cell phones are permitted
7. TV and stereos are permitted
8. Bicycles are permitted
9. Bedding ( twin size)
10. Computers are permitted

What not to bring:

1. Any products containing alcohol
2. Anything that can be considered a weapon
3. Pets of any kind
4. Offensive clothing
5. Items that can not be replaced

## **Complaints / Grievances**

Next Step Recovery is committed to meeting the needs and expectations of our residents. We will work with you to try to resolve any conflict and try to provide a satisfactory outcome for all parties involved within seventy-two (72) hours whenever possible.

If you have a complaint and/or grievance or wish to participate or convey your feelings regarding any ethical issue during your stay at Next Step Recovery, please follow the procedures outlined herein.

### **Residents**

Copies of the Complaint/Grievance form are enclosed in your admissions packet. These forms are also available in the office. The form is to be completed, signed and placed in a sealed envelope. The envelope is to be given to the Executive Director of Next Step Recovery.

If you are making a verbal complaint to a staff member, the staff member must complete the complaint form. The form is to be signed by both you and the staff member. The form is to be read back to you for accuracy and completeness.

The form will be forwarded to the Executive Director for review. If necessary, the Executive Director will meet with you to discuss potential resolutions. If you are not satisfied with the outcome, you may forward your complaint to the Board of Directors for review. And if you are still unsatisfied with the outcome you may make a formal complaint to Western Highlands Network at 1-800-951-3792.

## **RESIDENT RIGHTS**

Admission into a sober living house **does not** constitute the surrender of your rights as a human being. Next Step Recovery supports and protects the fundamental human, civil, constitutional and statutory rights of each resident. We want you to be involved in your care, and as such, you, as the resident have the right to:

- 1) Reasonable access to adequate and humane services regardless of your race, religion, sex, sexual orientation, ethnicity, age, handicap, or financial status. Next Step Recovery does not discriminate against residents on the basis of color, national origin, or marital status.
- 2) Provision of services within the least restrictive environment possible that preserve personal dignity.
- 3) Communication and information regarding your stay at Next Step Recovery.
- 4) Attention that is considerate and respects your personal value/belief system, by an adequate number of competent staff.
- 5) Freedom from censorship of mail or phone calls, unless therapeutically contraindicated.
- 6) Assurance of your health and safety. Emergency medical care will be accessed by using 9-1-1, but Next Step Recovery is not responsible for resident's medical bills if they are hurt or require medical attention while at Next Step Recovery.
- 7) Visits from family and significant others, regardless of age, unless contraindicated.
- 8) Obtain the fee for residency at Next Step Recovery in writing.
- 9) Rules and regulations in writing of Next Step Recovery that govern your conduct during your stay with us.
- 10) Confidentiality and privacy as outlined in your "Resident Standards."
- 11) To express your personal values, belief systems, and cultural practices. You are encouraged to discuss it with the staff. However, these beliefs and practices may not harm others or interfere with the planned course of action.
- 12) If at any time you desire to leave, please give one week notice to discuss this decision with staff so that appropriate procedures can be followed.