

Next Step Recovery, Inc. (NSR)

House Manuel

- Use of alcohol or drugs will result in immediate dismissal. Residents suspected of alcohol or substance abuse will be subjected to a urine test. Refusal to give a urine test will result in dismissal. Urine tests will also be given at random on a daily basis. Residents coming in from a weekend pass or extended curfews must have a urine screen. If you are asked by a house manager for a U.A., you cannot leave the main house until you have given them a U. A. If you suspect a house member of using drugs or alcohol, it is your responsibility to report this matter immediately to a staff member or a house manager.
- There is a ZERO tolerance policy on:
 1. Violence
 2. Threats of Violence
 3. Weapons
 4. Stealing on or off property (**Including food**)
 5. Sexual Harassment
 6. Destruction of property
 7. Drugs and/or Alcohol on the premises
 8. Sexual Intercourse on Next Step Recovery property
 9. Racial or Sexual Slurs

NSR'S RULES AND REGULATIONS

- New residents will not be permitted to go on an overnight pass the first 30 days. Curfew is 10:00 p.m. while on Stage 1. (Including weekends) no exceptions.
- All residents must sign in and out, with location and time of return.

- All residents must obtain a sponsor according to AA/NA guidelines. All residents must go to at least 3 AA/NA meetings a week or a continued care program. If you do not make your designated AA/NA meetings per week, you will be given an infraction report which may lead to dismissal from the house.
- After the 30 day probationary period, all Overnight Passes must be approved at least one week in advance. Extended Curfew requests must be approved one day in advance.
- Smoking is prohibited in all of the houses. Smoking is allowed outside in designated smoking areas. No burning of candles or incense allowed.
- No animals are permitted.
- Residents are allowed to have their own car provided they have a valid driver's license and insurance. Must be verified.
- All residents will share a room with another person. Residents are responsible for cleaning their rooms and bathrooms on a rotating schedule. Room inspections may be conducted at any time by a house manager, authorized employees of NSR, and/or building owners. Room checks will be conducted on Wednesday and Friday by noon. If your room / bathroom are not cleaned, you will be fined.
- No visitors are allowed in sleeping areas. Visiting family members may be shown the sleeping area for a maximum of 10 minutes. NO visitors are allowed to "hang-out" on NSR's property. Females are allowed to pick you up or bring you home only. Wives / family members / sponsors are always welcomed.
- All residents must attend the weekly House Meeting. If you have to miss a meeting, you must get approval from one of the house managers a week in advance. Meetings are: Monday @ 6:00 p.m. Immediately following the Business Meeting is a mandatory field day clean up for the entire house. You cannot leave the property until checked off by one of the chore coordinators.

- All residents should have direct deposit (of pay checks directly to a checking account) if their employer provides this service. Having more than \$20.00 in cash on you is not recommended.
- All residents must have a job that does not require serving alcohol to patrons, such as, bartending jobs. All residents should either be employed, in college, or volunteering during the daytime hours (from 9am-3pm weekdays). If you don't have a job upon entering NSR, you must agree to work for Labor Finders at least 4 days a week.
- You are required to pay \$125.00/week (due on Fridays). There will be a \$3.00 a day late fee added to your account if you are over 3 days late on payment. Talk to Susan if you need to make other arrangements.
- All residents entering NSR with medication are responsible for their own refills. Residents cannot stop taking medication without a written consent from a doctor. Residents will self-administer medication as prescribed by a physician. All medications will be locked and given out nightly by a house manager. Medications will be available Monday thru Friday @ 5:45 pm and 10:30 pm. Make sure that you have plenty of medicine for the weekend and Monday morning.
- Over the counter medicine or mouthwashes that contain alcohol are prohibited. Residents are prohibited from taking narcotic pain medications and benzodiazepines, (Xanax, Ativan, Klonopin, ect.).
- Residents cannot share razors or cut each others hair. This is for your own protection from infectious diseases transmitted through blood borne pathogens.
- NO illegal cable hook-ups or illegal cable boxes will be tolerated.

- Residents must respect the anonymity of all residents. Resident and/or house business is confidential and must not be discussed outside of the house meeting. Any personal problems should be discussed with the Executive Director, a house manager, a sponsor, or a counselor.
- 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 within three (3) days of the expulsion, or the belongings become property of NSR and will be distributed as needed.
- NSR is NOT responsible for stolen or missing property. We encourage residents not to bring items they cannot replace. We will do our best to provide a safe place for residents to use for expensive items.
- ALL residents, except those working 2nd or 3rd shift are required to come back to NSR after work each day to eat and clean-up before going back out to a meeting or a group.
- NSR will not reimburse funds if a resident relapses and is asked to leave. Please give us at least a week notice before you leave NSR.
- Chores are expected to be done daily. For each day a chore is not done; a fine will be assessed. If you receive 3 or more X's on your chore list within one week, you will be put on probation for the following week. If within the probationary period you receive another 2 or more X's you will be asked to leave the program. If you have a problem or concern, contact the chore coordinator.
- Clean up after yourself. You are required to wash your own dishes/pans. Don't leave it for someone else to pick up.
- Residents are responsible for washing their own clothes. Laundry facilities are provided. Don't leave your laundry sitting in the laundry room. You are not allowed to leave the property while you are doing laundry. Any clothes left in laundry room for more than 1 full day will be given to the Salvation Army.

- All residents must provide their own food and prepare their own meals. House food is for everyone in the house. Do not put house food in your personal bin. All your personal food must fit within your bin, if you have food sitting around your bin it will become house food if not marked with your name on it.
- Office bathroom is for office personnel only. The only time that you should use that bathroom is to give a U. A.
- No resident of NSR can loan out their car to another resident. (No Exceptions)

NSR's Daily Schedule

Monday: House meeting / Field Day @ 6 pm (Mandatory for all)

Tuesday: Relapse Prevention 1 @ 6 pm (as assigned)

Wednesday: In-house AA meeting @ 8 pm

Thursday: Relapse Prevention 2 @ 6 pm (as assigned)

Friday: Outside meeting / Free night

Saturday: Outside meeting / Free night

Sunday: Outside meeting / Free night

Next Step Recovery Stages

Stage I 1 - 30 days (Review by Executive Director at 30 days)

- **Curfew at 10:00 p.m. (no exceptions)**
- **No Home Passes or Extended Curfews**
- **Attend Relapse Prevention**
- **Attend all House Meetings, Monday @ 6 p.m.**
- **Get a sponsor and use your sponsor**
- **Secure a job, school, or volunteer position**
- **Pay rent every Friday**
- **No Incident Reports on file**

Stage II 30 - 90 days (Review by Executive Director at 3 months)

- **Curfew 10:30 p.m. Sunday thru Thursday & 12:00 a.m. on Fri. & Sat.**

- Home Passes & Extended Curfew requests are accepted
- Attend Relapse Prevention
- Attend all House Meetings, Monday @ 6 p.m.
- Pay rent every Friday
- No Incident Reports on file

Stage III / Seniors 90 - 180 days (3 months -- 6 months)

- Curfew 11:00 p.m. Sunday thru Thursday & 12:00 a.m. on Fri. & Sat.
- Home Passes & Extended Curfew Passes are accepted
- Attend Relapse Prevention
- Attend all House Meetings, Monday @ 6 p.m.
- Pay rent every Friday
- No Incident Reports on file
- Seniors will not be assigned a weekly house chore unless needed
- Develop an exit plan with Executive Director

Buncombe-County Community Clinics

ABCCM Medical Ministry (Free)

155 Livingston Street
Asheville, NC 28801
259-5339

Medical Clinic: Mon., Tues, Wed. 9:00 a.m.- Noon
Tues., Wed., Thurs. 5:30 p.m. – 8:30 p.m.

Dental Clinic: Mon. & Thurs. 5:30 p.m.

Buncombe County Health Center (Low Cost)

35 Woodfin Street
Asheville, NC
28801
250-5000

Mon & Thurs. 7:30 a.m.- 7:00 p.m.
Tues, Wed, Fri 8:30 a.m. -5:00 p.m.
Sat. Walk-in Clinic 8:00 a.m.

Emma Health Clinic (Low Cost)

Emma Elementary School
West Asheville

281-0060

Walk-in Clinic: Tues & Thurs 10:00 a.m. - 6:00 p.m. other times by appointment

Minnie Jones Family Health Center (Free)

1 Granada Street

Asheville, NC

28806

251-2455

(Pisgah View Apartments)

Walk-in Clinic: Mon.-Fri. 1:00 p.m. - 5:00 p.m.

Daily Inventory

**The purpose of this is to reflect on your day and to learn how to take a personal inventory.
Be honest with yourself and practice honesty when answering.**

HALF MEASURES AVAIL US NOTHING

1. Did I practice honesty today? _____
2. Was I resentful or vindictive towards others today? _____
3. Was I depressed about something that I am not sharing? _____
4. Did I practice self-pity today? _____
5. Did I criticize myself or others today? _____
6. Did I put off something (procrastinate) I needed to do today? _____
7. Was I impatient with myself or others today? _____
8. Was I angry with myself or others today? _____

9. Did I use guilt about something to hide behind today? _____
10. Did I use fear to hide behind today or did fear about something come up for me today?
11. Did I refuse to take responsibility for my words and my actions today? _____
12. Am I still holding on to resentments today? _____
13. Did I isolate myself today? _____
14. Did I demand something from someone that I thought I was entitled to? _____
15. What am I grateful for today? List 5 things.