

## PHASED PROGRAM of STRUCTURE & ACCOUNTABILITY

### PHASE GUIDELINES & POLICY

Harmony Haus developed a phased program designed to create a well-balanced sober living recovery community and provides incentives + disincentives for members, which include:

- ☒ Upon initial review of a member’s Sober Living Program Application, Background, Sobriety Review and Interview; member may enter in the sober living program at phase I, II, or III.
- ☒ Due to variations in employment, recovery program status and professional endeavors, phasing criteria may be negotiated to accommodate member’s desired lifestyle and recovery program.
- ☒ Disincentives include loss of phase privileges, which are a direct result of members not adhering to written or verbal warnings and corrective measures.
- ☒ Members not working a solid program of recovery will be declined to a lesser phase than currently on. If no improvement or program growth is displayed through member’s actions working a recovery program, the member will be discharged from Harmony Haus Sober Living and recommended a higher level of care.

NOTE: THERE IS A ZERO TOLERANCE POLICY FOR NOT ADHERING TO PHASING GUIDELINES

### PHASE I

INITIAL	PROGRAM REQUIREMENTS
A.	<b>WEEK 1   BUILD RECOVERY FOUNDATION</b> Obtain Recovery Program Sponsor/Mentor/Advisor – Define Home Group & Service Commitment, Attend Recovery Meetings, Set-Up Therapist/Counselor Appointment, Develop Routine, Settle in Haus, Acclimate to Sober Living Environment, Utilize Gym Membership, Engage in Establishing Personal Recovery Management Program
B.	<b>WEEK 2   9:00AM - 3:00PM   Out of Haus Until Gainfully Employed Rule</b> Mandatory OUT OF HAUS Employment & Service Opportunity Seeking – Engaged if Member Does Not Comply w/Seeking Work
C.	<b>10:00PM - Mandatory Curfew   No Mandatory Wake-Up Time on Weekends</b>
D.	<b>Must Obtain Employment   Education &amp; Volunteer or Service Commitment Within 1<sup>st</sup> 2 Weeks</b> 25 Hours Per-Week Minimum
E.	<b>Attend 4 Additional Program Related Meetings</b> Includes: 3 to 4   AA   NA   CA   SA etc.... 12-STEP MEETING, REFUGE RECOVERY, S.M.A.R.T, CELEBRATE RECOVERY Substitute: 1 Appointments - Sponsor Meeting, or Therapist/Counselor Appointment, Self-Care, Acupuncture, Float-Spa, Massage, Résumé Building, Job Fair, Dietitian Consult - If Not Sure - Ask Haus Manager
F.	<b>Attend 1 Event w/Community Members</b> AA   NA   CA   Speaker Meeting   Hiking   Intramural Sports League Event   Community Outing
G.	<b>Haus Meeting – Day &amp; Time Varies Per Recovery Residence, Attendance &amp; Participation Required</b>
H.	<b>Meeting Sign-In-Sheet</b> To be filled out during the course of phase 1 by submitting to the administrator of meeting attended for a signature.
I.	<b>Mandatory Recovery Program Sponsor: Counseling &amp; Coaching - Must Meet 1X Per Week</b> AA Sponsorship, Accountability Partner, Therapist, Recovery Coach, Spiritual Advisor
J.	<b>Drug Screening - Pass All UA &amp; BAC Testing</b>
K.	<b>Make Bed Daily Upon Awakening</b>
L.	<b>Visitors are allowed at Haus with approval from the Haus Manager</b> Sponsors DO NOT NEED Haus Manager Approval
M.	<b>No Overnight Requests - Phase 3 Only</b>
N.	<b>Perform Assigned Haus Chore</b>

INITIAL PROGRAM PHASE-UP REQUIREMENTS TO PHASE II

- \_\_\_\_\_ A. Recovery Program Review - Goals & Achievements Evaluation
- \_\_\_\_\_ B. Complete ALL Sober Living Phase 1 Line Items
- \_\_\_\_\_ C. Submit Completed Meeting Attendance Sign-In-Sheet
- \_\_\_\_\_ D. Comply with Member Policy & Agreement
- \_\_\_\_\_ E. No Active Warnings or Corrective Measures
- \_\_\_\_\_ F. Schedule Phase-Up Meeting with Haus Manager

PHASE UP APPROVAL SIGNATURES

MEMBER SIGNATURE	PRINT MEMBER NAME	DATE
HARMONY HAUS OFFICER APPROVAL SIGNATURE	PRINT OFFICER NAME	DATE

PHASE II

INITIAL PROGRAM REQUIREMENTS

- \_\_\_\_\_ A. 9:30 AM - Haus Chore Completed
- \_\_\_\_\_ B. 12:00AM - Mandatory Curfew & 1:00AM Friday + Saturday Nights
- \_\_\_\_\_ C. Maintain Employment | Education & Volunteer or Service Commitment  
25 Hours Per-Week Minimum
- \_\_\_\_\_ D. Attend 4 Additional Program Related Meetings  
Includes: 3 to 4 | AA | NA | CA | SA etc.... 12-STEP MEETING, REFUGE RECOVERY, S.M.A.R.T, CELEBRATE RECOVERY  
Substitute: 1 Appointments - Sponsor Meeting, or Therapist/Counselor Appointment, Self-Care, Acupuncture, Float-Spa, Massage, Résumé Building, Job Fair, Dietitian Consult - If Not Sure - Ask Haus Manager
- \_\_\_\_\_ E. Attend 1 Event w/Community Members  
AA | NA | CA | Speaker Meeting | Hiking | Intramural Sports League Event | Community Outing
- \_\_\_\_\_ F. Monday Night Haus Meeting - Attendance & Participation Required
- \_\_\_\_\_ G. No Meeting Sign-In-Sheet
- \_\_\_\_\_ H. Mandatory Recovery Program Sponsor: Counseling & Coaching - Must Meet 1X Per Week  
AA Sponsorship, Accountability Partner, Therapist, Recovery Coach, Spiritual Advisor
- \_\_\_\_\_ I. Drug Screening - Pass All UA & BAC Testing
- \_\_\_\_\_ J. Make Bed Daily Upon Awakening
- \_\_\_\_\_ K. Visitors are allowed at Haus with approval from the Haus Manager  
Sponsors DO NOT NEED Haus Manager Approval
- \_\_\_\_\_ L. No Overnight Requests - Phase 3 Only
- \_\_\_\_\_ M. Perform Assigned Haus Chore

INITIAL	PROGRAM PHASE-UP REQUIREMENTS TO PHASE III
_____	A. Recovery Program Review - Goals & Achievements Evaluation
_____	B. Complete ALL Sober Living Phase 2 Line Items
_____	C. Comply with Member Policy & Agreement
_____	D. No Active Warnings or Corrective Measures
_____	E. Schedule Phase-Up Meeting with Haus Manager

PHASE UP APPROVAL SIGNATURES

MEMBER SIGNATURE	PRINT MEMBER NAME	DATE
_____	_____	_____

HARMONY HAUS OFFICER APPROVAL SIGNATURE	PRINT OFFICER NAME	DATE
_____	_____	_____

PHASE III

INITIAL	PROGRAM REQUIREMENTS
_____	A. 9:30 AM - Haus Chore Completed
_____	B. No Curfew
_____	C. Maintain Employment   Education & Volunteer or Service Commitment 25 Hours Per-Week Minimum
_____	N. Attend 3 Additional Program Related Meetings Includes: 2 to 3   AA   NA   CA   SA etc.... 12-STEP MEETING, REFUGE RECOVERY, S.M.A.R.T, CELEBRATE RECOVERY Substitute: 1 Appointments - Sponsor Meeting, or Therapist/Counselor Appointment, Self-Care, Acupuncture, Float-Spa, Massage, Résumé Building, Job Fair, Dietitian Consult - If Not Sure - Ask Haus Manager
_____	D. Attend 1 Event w/Community Members AA   NA   CA   Speaker Meeting   Hiking   Intramural Sports League Event   Community Outing
_____	E. Monday Night Haus Meeting - Attendance & Participation Required
_____	F. Mandatory Recovery Program Sponsor: Counseling & Coaching - Must Meet 1X Per Week AA Sponsorship, Accountability Partner, Therapist, Recovery Coach, Spiritual Advisor
_____	G. Drug Screening - Pass All UA & BAC Testing
_____	H. Make Bed Daily Upon Awakening
_____	I. Visitors are allowed at Haus with approval from the Haus Manager Sponsors DO NOT NEED Haus Manager Approval
_____	J. Overnight Requests Allowed - Haus Leadership determines allowance of nights available based on progress and performance of members participation in their recovery management. - Overnights can be revoked at any time and for any reason. - Text Approval form Haus Manager is Required 24 <sup>HRS</sup> In-Advance
_____	K. Perform Assigned Haus Chore