



She Brews

TRANSITION PROGRAM

Guidelines and Standard

Last Updated: 08/29/24

Welcome to She Brews Transition Program

Our Vision

To inspire hope, disrupt cycles of incarceration, and restore families.

Our Mission

We equip and empower women transitioning out of incarceration by providing stable employment, safe and affordable housing, life skills, and mentors. By doing so, we inspire hope, disrupt cycles of incarceration, and restore families.

Our Policies and Procedures

The decision for residency will be based on completion and approval of an application. Individual's observed behaviors within the institutions, jails, and recommendations from the courts or of those of integrity within our community or ministry programs will be considered.

The women in the ministry home are expected to obtain jobs, pay rent, fines, court costs and probation/parole fees. The women will meet the requirements of their probation/parole officers or drug court. The women are expected to become involved in a local community church and become active in recovery meetings.

The She Brews Transition Program (SBTP) is designed to be a 12-18 month program.

These guidelines are intended to move women towards self-sufficiency instead of enabling dependency. Failure to follow the guidelines will result in sanctions. * **Three sanctions are an automatic dismissal from the home.**

Rules and Guidelines

1. Weekly church attendance is mandatory.
Claremore First Methodist for the clients in Claremore. Crossover Community Church for the clients in Tulsa. See additional church policy for more details.
2. **Celebrate Recovery (CR) attendance is mandatory.** Celebrate Recovery is a weekly meeting that starts with worship and ends with a small group. There is **zero tolerance** for missing CR meetings. If you choose to miss a meeting you will receive a sanction. Clients are required to become involved in a small group within the church in order to establish new relationships within the community. **Celebrate Recovery 12-step is mandatory as times are made available.** There are three CR meetings in the Claremore area:
 - Monday Nights at Cedar Point at 1660 N. Lynn Riggs, from 7pm to 9:30pm – meals served on the first Monday of the month only (optional)
 - Tuesday Nights at First United Methodist at 1615 N. Hwy 88, begins with a meal at 6pm (required for Claremore SBTP residents)
 - Wednesday Nights at First Baptist at 107 E. Will Rogers Blvd, begins with a meal at 5:30pm (optional)
 - Tulsa House SBTP clients attend CR on Tuesday nights at Battle Creek in Broken Arrow.

If a client has received prior approval to miss a CR meeting, the client is encouraged to attend another recovery meeting in its stead.
3. Random UA's are to be expected and the refusal of one is an automatic dirty. The relapse policy allows for two chances before eviction from the program.
4. Overnight Visits:
 - Every client wishing to spend the night away from the SBTP home **must** fill out an overnight pass form. Please request a form from your case manager.
 - In the first 90 days clients are allowed one overnight visit away from the home pending approval from their case manager.
 - Between 90-180 days two nights at a time visits are allowed.
 - 180 days-365 days, on a case-by-case basis requests may be submitted.
 - **All overnight visits away from home require a drug test immediately upon returning to the SBTP home.**
5. Curfews are as follows:
 - 9:00 pm for all clients in Phase 1 and 2. Note - drug court may give a night or weekend pass but permission from your SBTP case manager must also be obtained to prevent a sanction.
 - 10:00 pm for all clients in Phase 3 or 4. Note - drug court may give a night or weekend pass but permission from your SBTP case manager must also be obtained to prevent a sanction.
 - Curfews may be extended to accommodate work schedules at the approval of drug court and case manager.
6. Everyone is responsible for keeping the house clean and the yard mowed. House and room visits will occur weekly and at random at the house manager's discretion.
7. Jobs are mandatory. There is a 2-week grace period for time to obtain employment. Prior to any change in employment a full 2-week notice will be given to your case manager. Failure to do so could result in dismissal from the home.

- If a resident does not work but is able to pay rent due to help of family or disability checks, the resident is required to volunteer at least 15 hours a week in the community. SBTP has seen how unhealthy habits can often form and lead us astray when we have too much idle time. If clients need help locating a place to volunteer; your case manager or any of the SBTP leadership will be glad to help. Volunteer hours will need to be confirmed.
 - Every client is expected to rise no later than 8 a - job or no job - make their bed, shower, and complete their morning devotional/Bible reading. You may sleep in on your day off.
8. Every client is expected to obtain their GED if they do not already have it. Further education is an option that is strongly encouraged for clients; however, clients are expected to work while attending school.
 9. Signing in and out of the SBTP home is mandatory for every client.
 10. Attendance is required for every client at their weekly house meeting.
 11. Clients are required to attend the All SBTP Clients meeting which takes place on Sunday mornings at 9 am at First Methodist Church in Claremore (Claremore residents only).
 12. Clients are responsible for purchasing their own groceries. Sharing or not sharing groceries must be clearly communicated to the other residents in the SBTP home.
 13. The cost for residing in the home is \$300 per month, unless residing in the 13th Place Home or Tulsa Home which are both \$350. This covers the rent and all utilities. The payments can be made once a month or divided into weekly or bi-weekly payments.
 - Wifi is not included in utilities and is not guaranteed in each home. If clients wish to set up wifi, they may consult with the house manager and work out their own payment agreement.
 - Residents are required to pay \$20 a month towards household supplies to the house manager.

If a resident has paid rent in advance and moves out midweek, they will not be refunded for the week of their move out. Any additional weeks paid in advance will be refunded if there are no outstanding debts within She Brews Transition Program.

14. If the client does not begin to take responsibility for their financial obligations by the beginning of the 2nd month of residing at the SBTP home, then the client will be asked to meet with their case manager and the executive director to discuss the situation which may result in the client being asked to leave SBTP.
15. The client will be encouraged to put at least \$25.00 per week in a savings account.
16. If a client leaves the program, either voluntarily, or involuntarily, before graduation, current clients are not allowed contact with that individual.
17. Clients must read and sign the SBTP Childcare Policy if they wish for another client to babysit their children. This form may be obtained from your case manager.
18. Visitation with children is highly encouraged. Guidelines for children visiting in SBTP group homes are as follows:
 - Children can spend the night a maximum of 4 nights a month.
 - Children can visit their parents 4 hours a week. During the school semester there is a 7 pm curfew and the children need to be leaving the home no later than 7 pm.
 - During the weekends when children spend the night with their parents, they need to have their baths and be in the room with their mom or dad no later than 10 pm.

- Children are the responsibility of the parent they are visiting. No other clients are allowed to look after another client's children that are on visitation, no exceptions.
 - Holiday visitations will be approved on an individual basis. Please discuss with your case manager.
19. Failure to comply with drug court requirements and Anna McBride requirements will result in **immediate** dismissal from the home. Disrespecting the program regulations that are keeping you out of prison is unacceptable and will not be tolerated.
 20. Relationships are not allowed while living in the house for the first 9 months with approval from the Executive Director. Further requirements:
 - Clients are required to read “Boundaries in Dating” by Henry Cloud and John Townsend before they begin dating.
 - Group dates are highly encouraged as well as CR attendance and church.
 - The Executive Director requires a meeting with the significant other before the first date.
 - Curfew for any date is 10 pm with approval from the House Manager.
 21. If a client is legally married and the courts deem it helpful for the relationship, couples may be allowed to be in contact.
 22. If relationships in the house appear unhealthy, then contact will be limited between individuals. That means there will be no running around outside of the homes and limited contact while in the home. Unhealthy relationships are a catalyst for unhealthy behavior and working towards healthy relationships is paramount to the client’s success.
 23. All residents are required to be on life 360 with their house manager.
 24. No vaping in the SBTP houses.
 25. No pets, due to allergies, fear, potential animal bites, or messes in the SBTP homes.
 26. No candles, no incense in SBTP homes.
 27. No extension cords in SBTP homes.
 28. Only supervised electric heaters in SBTP homes when necessary.
 29. Each SBTP house must have a fire extinguisher in the kitchen.
 30. Only PG-13 or lower rated movies are allowed in the SBTP house. No Nudity, No drug references.
 31. SBTP cannot accept men or women who are currently on any mind-altering medication or medication assisted treatment.
 32. There is to be no borrowing money from any other client.
 33. Clients are only allowed to have one phone.

Standards of Conduct

The standard of conduct expected from each resident is to respect the home, the other residents in the home and the neighbors in the neighborhood surrounding the home. The following scripture is the basis for the standards set in the homes: But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22-23.

1. Courteous to others – example: the residents are watching television, or eating dinner together and a phone rings, please leave the area to talk on the phone so as not to disturb others.
2. Responsible for keeping your areas clean after you use them, kitchen, bathroom, bedroom, etc.
3. The television and music must be at a reasonable volume as not to disturb others. Each resident must be considerate of the other residents. If a roommate is in bed, be courteous and attempt to be quiet.
4. Modesty is expected inside and outside the home. No cleavage, short shorts or skirts are acceptable. Low rise jeans may not be worn if skin is shown when bending or kneeling. Length of shorts and skirts is fingertip. No belly showing when arms are raised, no t- shirts with inappropriate writing.
5. No phone communications after 10pm unless the resident goes into a room where no one will be disturbed or goes outside, unless it is for emergency purposes only.
6. No meddling in other resident's personal belongings.
7. No Stealing
8. Honesty is expected. Lying and/or withholding information will be sanctioned.
9. No violent threats or physical attacks on the residents in the home by another resident. There is a zero tolerance for violent threats or attacks.
10. No loud outbursts.
11. Immediate cell phone usage is allowed. Please no contact with old friends. No Facebook or social media for a minimum of 90 days or before talking with the Director. In order to keep a phone, employment must be gotten within 30 days and rent must begin being paid.
12. 30-minute limits on phone calls.
13. Minor problems need to be handled with the house manager within the home. Medium to more severe problems need to be first brought to the house manager, the case manager and then Rhonda.
14. There are to be no secrets, secrets keep us sick. Secrets are avoidance of telling the truth, and that is called lying by omission and it will not be tolerated.

These guidelines have been prayed over and put in place for your own protection to provide a safe place for you to transition back into society. Only if you feel you can live within the boundaries of this contract should you sign below. The last step in successful recovery is service to others. The women and men residing in She Brews Transition Program homes will be expected to give back and fulfill the call to serve others.

No Gossip or Defamation Policy

The purpose of this policy is to promote a culture of respect, integrity, and love within She Brews Transition Program. This policy prohibits gossiping or defamation of clients or employees, as it goes against our values and principles.

"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." - Ephesians 4:29

1. Prohibition of Gossip and Defamation:

- a. Gossiping, which includes spreading rumors, discussing personal or private matters without consent, or engaging in idle talk that may harm the reputation of clients or employees, is strictly prohibited.
- b. Defamation, which includes making false statements or spreading malicious information about clients or employees, is also strictly prohibited.

2. Confidentiality and Privacy:

- a. All information shared by clients or employees within the home must be treated with utmost confidentiality and respect.
- b. Personal and private matters should not be discussed or shared with others unless necessary for the well-being and safety of the individual involved.

3. Conflict Resolution:

- a. If there are concerns or conflicts involving clients or employees, they should be addressed directly and respectfully with the individuals involved or brought to the attention of the appropriate authority.
- b. Engaging in gossip or defamation as a means of resolving conflicts, or feeding into conflicts, is not acceptable and will not be tolerated.

6. Accountability and Consequences:

- a. All clients and employees are responsible for upholding this policy and are encouraged to report any instances of gossip or defamation to the management.
- b. Violation of this policy may result in disciplinary action, including warnings, sanctions, or termination of employment or residency, depending on the severity and frequency of the offense.

7. Encouragement of Positive Communication:

- a. Clients and employees are encouraged to engage in positive and uplifting communication, supporting, and encouraging one another in their recovery journey.
- b. Building each other up through words of affirmation, encouragement, and prayer is in line with our values and mission.

Resident/Client Rights

1. Right to a Safe and Supportive Environment:

- The right to live in a safe and secure environment free from violence, abuse, and harassment.
- The right to have access to emergency services and support in case of crisis or danger.
- The right to be free from any form of discrimination based on race, color, religion, sex, national origin, disability, or any other protected characteristic.

2. Right to Privacy and Confidentiality:

- The right to privacy in personal living spaces, including bedrooms and bathrooms.
- The right to keep personal belongings secure and free from unauthorized access.
- The right to confidentiality of personal information, including medical records and treatment history.

3. Right to Participate in Treatment and Recovery Programs:

- The right to receive appropriate and individualized treatment and recovery support services.
- The right to participate in counseling, therapy, and support group meetings.
- The right to access educational resources and vocational training opportunities.

4. Right to Medical Care and Medication Management:

- The right to receive necessary medical care and medication management.
- The right to access healthcare providers and receive treatment for physical and mental health conditions.
- The right to be informed about available healthcare resources and services.

5. Right to Non-Discrimination and Equal Treatment:

- The right to be treated with dignity, respect, and fairness by staff and fellow residents.
- The right to be free from discrimination based on race, color, religion, sex, national origin, disability, or any other protected characteristic.
- The right to equal access to services, resources, and opportunities.

6. Right to Access Support Services and Resources:

- The right to access community resources, such as employment assistance, educational programs, and housing assistance.
- The right to receive information about available support services, including transportation, childcare, and financial assistance.

- The right to be connected with peer support networks and recovery communities.

Resident/Client Rights Continued

7. Right to Voice and Participation:

- The right to have a voice in decisions that affect the living environment and house rules.
- The right to participate in resident meetings and provide input on program policies and procedures.
- The right to express concerns, suggestions, and grievances without fear of retaliation.

8. Right to Information and Transparency:

- The right to be informed about house rules, expectations, and program guidelines.
- The right to receive clear and accurate information about program fees, payment schedules, and financial responsibilities.
- The right to access information about the sober living house's licensing, accreditation, and compliance with local regulations.

9. Right to Grievance Process:

- The right to have a fair and accessible grievance process to address concerns and complaints.
- The right to be informed about the steps involved in the grievance process and the expected timeline for resolution.
- The right to have grievances addressed in a timely and respectful manner.

Relapse Policy

1. Regular Drug and Alcohol Testing:

- Random drug and alcohol testing may be conducted on residents to ensure compliance with the relapse policy.
- Residents may be required to provide urine, breath, or saliva samples for testing as requested by the sober living house management.

2. When a relapse is reported or observed, the following actions will be taken:

- The resident will be asked to meet with a designated staff member to discuss the relapse.
- The resident's progress in the program will be reviewed to determine appropriate next steps.

3. Consequences for Violations:

- a. The relapse policy allows for two chances before eviction from the program. The consequences for each relapse are as follows:
 - b. First Relapse:
 - The resident will be given a formal warning and a written plan of action to address the relapse.
 - Increased monitoring and accountability measures will be implemented, such as more frequent drug testing, check-ins with staff and/or loss of privileges
 - The resident will be required to participate in additional recovery-related activities and/or educational programs.
 - c. Second Relapse:
 - The resident will be given a final warning and a more intensive plan of action to address the relapse.
 - The resident will be subject to increased monitoring, including random drug testing and increased supervision and loss of privileges
 - The resident will be required to participate in additional therapy sessions and recovery-related activities.
 - The resident will be given a specified timeframe to demonstrate significant progress and commitment to recovery.

4. Support and Accountability:

- In the event of eviction, the resident will be provided with resources to help them get back on track with their recovery.
- The resident will have the possibility of re-entry into She Brews Transition Program after the completion of a 90-day (or longer) inpatient treatment.

5. Confidentiality:

- She Brews Transition Program will maintain confidentiality regarding any relapse incidents, ensuring the privacy and dignity of the resident.

Pain Medication Management Policy

The purpose of this policy is to ensure the safe and responsible management of pain medication for clients of She Brews Transition Program. This policy outlines the procedures and guidelines for outside individuals to manage client medication upon approval from Rhonda Bear.

1. Approval Process:

- a. Clients who require pain management medication must obtain approval from Rhonda Bear, the designated authority.
- b. Clients must provide relevant medical documentation, in the chance of a serious surgery, and a prescription from a licensed healthcare provider.
- c. Documentations and communication are to go through case management of whom will contact Rhonda Bear. Mrs. Bear will review the documentation and make a decision regarding the approval/denial of pain medication. Upon approval case management will communicate everything with the designated house manager. No refill or second prescriptions will be approved.

3. Designated Individual:

- a. Once approved, a designated individual will be responsible for managing the client's pain medication.
- b. The designated individual must be a responsible adult who is not a resident of She Brews Transitional Program; nor in relation to the client.

4. Medication Storage and Access:

- a. The client's pain medication must be stored securely off the premises of the She Brews Transitional Program home.
- b. The designated individual will have sole access to the medication and will be responsible for administering it to the client as prescribed.

5. Communication and Reporting:

- a. The designated individual must maintain regular communication with Rhonda Bear regarding the client's pain management.
- b. Any changes in medication dosage or schedule must be communicated to Rhonda Bear and documented.
- c. The designated individual must report any concerns or issues related to the client's pain management to Rhonda Bear immediately.

6. Compliance and Accountability:

- a. The client and designated individual must comply with all instructions and guidelines provided within this document.
- b. Failure to comply with the pain management medication policy may result in the revocation of approval and further consequences as determined by Rhonda Bear.

Removal of Abandoned Property

1. **Abandoned Property:** Any personal belongings or property left behind by the resident 30 days after the move-out date will be considered abandoned.
2. **Disposal of Abandoned Property:** The management of She Brews Transition Program reserves the right to dispose of the abandoned property at its discretion. We will make reasonable efforts to contact you regarding the abandoned property before disposing of it.
3. **Notification:** This document serves as a formal notice to inform residents/clients that any abandoned property left behind, 30 days after the move-out date, will be disposed of properly. We will not be responsible for any loss or damage to the abandoned property during the disposal process.
4. **Retrieval of Abandoned Property:** If you wish to retrieve any property after you have moved out, you must contact the management of the specific house you resided in to set up a day and time to pick up said belongings. Once you are no longer a resident/client you do not have a legal right to enter the house.
5. **Release of Liability:** By signing this agreement, you acknowledge that the management of She Brews Transition Program will not be held liable for any loss, damage, or theft of the abandoned property during the disposal process.

Resident/Client Acknowledgement

By signing the sections below, you acknowledge that management has reviewed all the sections provided. Your signature attests to the fact that you have read, understand, and agree to the conditions set within She Brews Transition Program.

1. Our Policies and Procedure: _____

2. Rules and Guidelines: _____

3. Financial Obligations: _____

4. Refund Policies/Procedure: _____

5. Standard of Conduct: _____

6. Gossip/Defamation Policy: _____

7. Residents and Clients Rights: _____

8. Pain Medication Management Policy: _____

9. Relapse Policy: _____

10. Removal of Abandoned Property: _____

Witnessed by: _____ Date: _____