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Project Unity for Life
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You are asking to have Unity House be your residence for the next few Months.

What are your intentions for moving into Unity House?

What do you hope to accomplish by moving into Unity House?

Application for Membership in UNITY House

To be accepted in Unity House an applicant must complete both sides of this application and be interviewed by the residents of the particular House.

The residents of the house then vote on acceptance, an 80% affirmative vote is needed to be accepted. Carefully read the application and honestly answer the questions. Living in Unity House is special and if you understand its value it can help you achieve comfortable sobriety without relapse.

1. Print Name (Last, First, Middle)		3. Date of Birth	
2. Present address (Street) Check if treatment facility City _____ State _____ Zip _____		4. Phone Where You Can Be Reached Home () Work ()	
5. Are you an Alcoholic? YES NO	6. Have you been through recovery?	9. List drugs you used addictively:	
7. Are you addicted to drugs? YES NO	8. Date Last Drug Used?		
10. When did you attend your first AA or NA meeting?		11. How many AA/NA meeting do you now attend each week?	
12. Do you currently have a sponsor? YES NO If Yes list their name and number. _____ If No, do you agree to get a sponsor within 60 days of entering Unity House? YES ____ No ____		13. Are you employed? YES NO If "yes" who is your employer?	
14. Are you getting welfare or other non-job related income? YES NO If "yes" what?		15. If you do not have a job, you agree to get a job within 14 days of entering Unity House? YES NO If Yes go to Number 16 and 17	
16. What is your monthly income right now?		17. What do you expect your monthly income to be next month?	

<p>18. Marital status [Check One]</p> <p>Married ____ Single ____ Divorced ____</p>	<p>19. Do you have a medical doctor?</p> <p>YES ____ NO ____</p> <p>Telephone number: ()</p>
<p>20. How many times have you been to treatment for alcoholism and/or drug addiction?</p> <p>One time only ____</p> <p>2-4 times ____</p> <p>5 or greater ____</p>	<p>21. Do you take prescription drugs?</p> <p>YES ____ NO ____</p> <p>List the drugs and the Doctor who prescribed them.</p>
<p>22. Date of move in? Immediately ____ Other ____</p> <p>If "other" list the date you would want to move in, if accepted, and why the date is in the future rather than immediately.</p>	
<p>23. Have you ever lived in Unity House before? YES ____ NO ____</p>	
<p>24. List emergency Numbers () Relationship ____</p> <p>25. I realize that Unity House to which I am applying for residency has been established in compliance with the conditions of §2036 of the Federal Anti-Drug Abuse Act of 1988, P.L. 100-690, as amended, which provides that the house requires the house residents to (A) prohibit all residents from using any alcohol or illegal drugs, (B) expel any resident who violates such prohibition, (C) Pay household rent, promptly. (D) Expulsion from the group is different than the normal due process afforded by some local landlord-tenant laws. If terminated for (A) or (C) above, removal will be immediate.</p> <p>26. I have read all of the material on this application form including the limitations set forth in item I have also answered each question honestly and want to achieve comfortable recovery from alcoholism and/or drug addiction without relapse.</p> <p>Signature _____</p>	

I agree:

That I will stay current on my rent, not more than 2 weeks in arrears.

That I will follow a Faith based approach as presented by Project Unity for Life (PUFL).

That I will attend all Project Unity for Life (PUFL) required classes and Bi Monthly Unity House meetings. Meetings are currently the first and third Tuesdays of the month.

That I will NOT use alcohol or Drugs (unless Doctor prescribed) while I live in Unity House. Clients rooms maybe subject to property search with Board approval.

That I will abide by the Smoke Free policy in and around Unity House.

That I will not tolerate or use violence or threat of violence while living at Unity House and I will respect all property of others at Unity House.

That I will be responsible for the cleanliness of Unity House which means I will clean up after myself and remind others to do the same.

That while not employed, I will seek employment daily and will be required to volunteer at non-profits in the area when not attending meetings, work, or job application situations.

That I will work with the other Unity House members to resolve issues of Unity House members.

That I will attend at least 4 AA or NA meetings weekly, or explain nonattendance to house members and get their approval for nonattendance.

That I will search out a Faith community (church) and regularly attend services

Upon leaving Unity House I will take all personal property (PP) with me. Any PP left after One week will be donated to Goodwill unless specific arrangements are made with the Board.

That I may be subject to PBT's and /or drug screens as directed by PUFL.

That there will be no animals allowed in Unity House.

That I will follow all rules regarding visitors as follows:

- All visitors are to be 18 years or older (unless prior approval is given by PUFL).
- All visitors must be accompanied by a house member at all times while in Unity House and must not be given individual access to Unity House.
- Visitors may not be in any bedroom in the house at any time (no exceptions) and must leave house by 11:00 PM.

Failure to comply with any of these requirements may result in immediate removal from Unity House, at the discretion of the Board.

Signed _____

Date _____

UNITY HOUSE MANIFESTO

- “When problems occur, we’ll be prepared to talk openly about them and act quickly to respond to them.”
- “If any Unity House member should know about an issue or problem which could affect Unity House, they will voluntarily talk about it as quickly and as completely as we can.”
- “When problems or changes occur, we will keep the Board and Unity House members posted on a schedule they set until the problem or changes have been thoroughly explained or resolved.”
- “We will answer any questions Unity House members or the Board may have and suggest and volunteer additional information on matters members have yet to ask questions about.”
- “We will be cooperative with the Board and Unity House members, but our primary responsibility is to communicate directly with those most directly affected by our actions as soon as possible.”
- “We will respect and seek to work with each Unity House member.”

Welcome! As you complete this worksheet, you are likely to discover something new about yourself. In a way, you are self-coaching by establishing clarity about what you want to have happen in your own life. You may have more insight about what goals you want to achieve and what you may need to do to achieve those goals. For each of the following statements rate your level of agreement from 1 to 5 with 1 meaning you are not in agreement and 5 meaning you are in full agreement. Mark your answers with a circle around the number that best indicates your level of agreement with the statement as things are for you today.

For example:

If I had my life to live over, I would do it just the same.

1 2 3 4 5

(To circle 1 would mean “no way” and to circle 5 would mean – “sure thing”. To circle 3 would mean “maybe”.)

I believe I am in good physical health.

1 2 3 4 5

I have a good sense of inner peace.

1 2 3 4 5

I am happy with my work and/or a career.

1 2 3 4 5

I am content with my most significant personal relationship(s).

1 2 3 4 5

I am content with my relationships with family and/or friend(s).

1 2 3 4 5

I feel good about my personal growth, improvement, or development.

1 2 3 4 5

I am on a solid path of spiritual growth or maturation.

1 2 3 4 5

I have a good sense of humor.

1 2 3 4 5

I believe in right living: being honest, having integrity, and taking responsibility.

1 2 3 4 5

I have resolved most of my resentments against people, places, and things.

1 2 3 4 5

I have forgiven all the people in my life who have hurt me in any way.

1 2 3 4 5

I feel no shame for my past behavior(s).

1 2 3 4 5

I feel no guilt for my past behavior(s).

1 2 3 4 5

I like helping other people get what they need in life.

1 2 3 4 5

I am able to get most of my needs met without any outside help.

1 2 3 4 5

Most everyone has some things in their lives with which they just put up with. What are three of the things you are putting up with in your life today? These would be things about you, not other people, places, or things. For example, some people put up with a bad habit, or with having a bad temper, or with laziness. What's on your list of things you would be better off without yet you tolerate them?

- 1.
- 2.
- 3.

What three things do you absolutely love; Could be relationships, maybe hunting, maybe surfing the net, or playing baseball – whatever. What things do you love or love doing? Also, if you could have more of that or do it more or more often, what would it be and what makes it that way for you?

- 1.
- 2.
- 3.

Of all the things about you that you want to change, which changes would you want to have completed in the next six months? What makes those changes important to you – in other words, if you made the change, what would you have then that you don't have now?

- 1.
- 2.
- 3.

What might be at risk for you to make those changes? Usually, if there was no risk, you would have already made the change. A risk is usually something we would have to give up or a responsibility we have tried to avoid. What would be different in your life if you made the changes?

- 1.
- 2.
- 3.

Six months have passed; you have achieved your goals; what is different now? How do you feel?

LIFE PLAN ASSESSMENT THE IMPACT OF SABOTAGE

Please consider the following and answer as best you can by circling the response most appropriate for you today.

I might sabotage my efforts to build a better life for myself through:

Procrastination:	YES	NO	SOMETIMES
Insisting on being right:	YES	NO	SOMETIMES
I don't need no stinking help – going it alone; being the tough guy:	YES	NO	SOMETIMES
Tolerating situations and behaviors I know need to be changed:	YES	NO	SOMETIMES
Saying yes when I really want to say no:	YES	NO	SOMETIMES
Trying to control or manipulate people, places, and things to get my way:	YES	NO	SOMETIMES
Avoiding opportunities to say yes because I'm afraid I will fail:	YES	NO	SOMETIMES
Spending time on secondary goals that I know won't get me what I want:	YES	NO	SOMETIMES
I lie, withhold the truth, or am less than honest:	YES	NO	SOMETIMES
Avoid uncomfortable situations:	YES	NO	SOMETIMES
Won't stick with things when they are or become difficult:	YES	NO	SOMETIMES
Blame others for what is going on in my life:	YES	NO	SOMETIMES
Being selfish and/or self-centered:	YES	NO	SOMETIMES

There may be other ways you sabotage your efforts to make a better life for yourself. If there are, maybe you could share them here or maybe say more about one or more of the ways listed above. Maybe you have had some insight you want to share:

LIFE PLAN ASSESSMENT

Following is a list of some goals/objectives/actions that many people want for themselves. To the right of the list are three columns. In the first column, rate from 1 to 5 the importance you place on that item. In the second column, write what step needs to be taken to achieve that goal/objective/action. In the third column, note who should take the action necessary.

Goal/Objective/Action	Importance					Next Step?	Who?
	1	2	3	4	5		
PHYSICAL	1	2	3	4	5		
Get health insurance/Medicaid and visit doctor							
Take care of current medical needs							
Follow medication or treatment plan							
Gain access to rehabilitation services							
Take care of dental needs							
Access vision care services							
Consistent exercise and recreation							
Overall fitness and weight							
SPIRITUAL	1	2	3	4	5		
Relationship with God/Higher Power							
Relationship with religious fellowship/members							
I am comfortable with my spirituality							
I take time each day for prayer or Meditation							
I am disciplined about my spiritual practices							
Determine what you value and what principles, beliefs are important to you.							
I need to develop a spiritual sense and spiritual practices							
SOCIAL	1	2	3	4	5		
The reintegration process – parole/probation guidelines							
Food/meals/meal planning/Bridge Card							
Shelter/housing/mailling address							
Transportation – access to vehicle, bus, rides							
Finances – income, loans, taxes, fees, fines, tuition							
Legal assistance							
Personal ID card/Driver License							
Access to cell phone							
Community contacts...professional/legal							
Getting out and meeting other people.							
Support group (AA, NA, other)							
EMOTIONAL	1	2	3	4	5		
My thoughts and feelings are well controlled							
Maintaining a positive attitude is a priority							
I see support and express my emotions in a suitable manner							
Setting priorities							
Accepting mistakes and learning from them							
Maintaining a balanced work and family life							
I cope with stress in a practical way							
Vocabulary development/management							
Make friends easily							
I am outgoing and have several friends							
Developing a healthy relationship							
Goal/Objective/Action	Importance					Next Step?	Who?
	1	2	3	4	5		
LIFE CHALLENGES CHECK	1	2	3	4	5		
Employment							
Housing							
Cash – money management – bank account							
Sex							
General literacy – read, write, speak, listen							
Addictions/co-dependency							
Pending court/legal action							

GOAL IDENTIFICATION

The idea is to consider what you have reflected on and rated as important in your life. In this section, the opportunity is presented for you to identify the goals established in your Recovery Plan from your treatment. The achievement of these goals will signify your completion of your stay at Unity House. Completion of these goals will indicate your readiness to move on with your life as a valued member of the community. Each plan should be established in conjunction with your therapist upon departure from rehabilitation treatment. If you did not develop a plan upon leaving treatment, you must take the time now to develop your recovery plan. House members and the Board will assist you in development of a plan if you do not have one.

Please bring your treatment plan with you to the interview. House members are responsible for determining who will be selected to move into Unity House.



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Unity House, is non-profit corporation for all It is incorporated in the State of Michigan and is recognized as qualifying under Section 501(c)(3) of the Internal Revenue Code.

Unity House Philosophy

1. Unity House has as its primary goal the provision of housing and rehabilitative support for the persons with Substance Use Disorders (SUD) who wants to maintain their recovery.
2. All Unity Houses are run on a democratic basis
3. No Member of Unity House is ever asked to leave without cause – a dismissal vote by the membership because of using, drug using, or disruptive behavior will determine the member's status.
4. Unity House is not affiliated with Alcoholics Anonymous AA or Narcotics Anonymous NA, organizationally or financially, but Unity House members realize that only active participation in some type of recovery program offers assurance of continued sobriety.
5. Each Unity House should be autonomous except in matters affecting Project Unity for Life, as a whole.
6. Each Unity House should be financially self-supporting.
7. Unity House should remain forever volunteer driven, although outside professionals may be used whenever such utilization is likely to enhance recovery from SUD.
8. Unity House as concept should always be conceived as a recovery program based on connection.
9. Members who leave Unity House in good standing are encouraged to become Board members and/or offer friendship, support, and be examples to newer members.

1) Unity House has as its primary goal the provision of housing and rehabilitative support for persons with SUD. By the time many of us had stopped using, we had lost jobs; we had lost families, and some of us either had no place to live or no place to live which was not an invitation to start using again. Unity House was founded not only to put a roof over our head, but also to create a home where the disease of SUD was understood and the need for the individual to stay away from the first drink or drug fix was emphasized. Unity House is group housing. The bond that holds the group together is the desire to stop using and to stay stopped. Modest rooms and living facilities can become luxurious suites when viewed from an environment of person with SUD working together for comfortable sobriety.

When we stopped using or using drugs, we began to realize that in order to stay stopped, our lives would need to change. Recovery programs provided a framework for us to change physically, mentally, and spiritually. The degree to which we were able to successfully change our lives had a direct relationship to recovery. Many of us soon learned, however, that living alone or living among our old using companions made it more difficult to practice the principles necessary for continued sobriety.



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Some of us had lived for a time in rehabilitation facilities. Those facilities provided us with shelter, food, and therapy for understanding SUD. Initially, the structure and supervision of such facilities were acceptable because physically and mentally, we were exhausted. As our recovery progressed, the supervision and dependency on a halfway house created dissatisfaction. The dissatisfaction was in part the realization that we were shirking responsibility for our own lives and in part a resentment of authority. The third factor affecting us both in the rehabilitation facilities and the tea houses was the realization that the duration of our stay must be limited because space must be made for others in need of help. Unity House grew out of the need for many of us to begin a new life without fear of backsliding because of loneliness leading to renewed dependency on former using companions or drug dealers. Throughout its Policy, Unity House has combined the concepts of self-support and responsibility with a fellowship having the common purpose of continued and comfortable sobriety. Unity House must always have as its primary goal the provision of housing and rehabilitative support for persons with SUD who wants to stop using and stay stopped.

2) All Unity Houses are run on a democratic basis. During the last days of our using or using drugs, most of us ceased to function as responsible individuals. We were not only dependent upon our SUD but were also dependent on many others for continuing our SUD. When we stopped using we began to realize just how dependent we had become, resentments against authority were common. A major part of the Unity House philosophy is that dependency is best overcome through an acceptance of responsibility. In Unity House each member equally shares the responsibility for the running of the House and upholding the Unity House Policies. All aspects of Unity House operations the acceptance or dismissal of members, are carried out under democratic procedures. Each member has one vote and majority rule applies. During our using and even before, many of us found it difficult to accept authority. Many individuals in society are able to abide by the strict letter of any rule, regulation, or law. SUD persons seem to have a tendency to test and retest the validity of any real, potential, or imagined restriction on their behavior. As persons with SUD, we became experts at outwitting "the system." As recovering SUD, it has become important for us to learn how to live, without the use of substances, within a society— which relies on a wide variety of rules. By running Unity House on a democratic basis, members of Unity House become able to accept the authority of the group because the group is a peer group. Each member has an equal voice in the group and each has an opportunity to relearn responsibility and to accept decisions once they are made. The opportunity for a house to democratically function requires periodic meetings within the house. Such meetings should be used to resolve any operational or personality problems facing the house.

3) No member of Unity House is ever asked to leave without cause – a dismissal vote by the membership because of using, drug use, or disruptive behavior. Each individual recovers from SUD at a different pace. All too often, an abrupt transition from a protected environment to an environment, which places



considerable glamour on the use of drugs, causes a return to SUD. There is no reason to believe that society as a whole has the responsibility to provide long-term housing within a protected environment for the persons with SUD. However, there is every reason to believe that a person recovering from SUD can do for them that which society, as a whole has no responsibility to do for them. Unity House is built on the premise of expanding in order to meet the needs of recovering SUD. One of the greatest threats to the sobriety of a recovering SUD person is loneliness. At a time when we acquired a serious desire to stop using, many of us had lost our families and friends because of our SUD. Too often, newly recovering persons with SUD are faced with the necessity of living alone. Some are able to keep from using in spite of the loneliness with which they were faced. Others are not so fortunate. The person with SUD alone begins to compare himself to those members who still have family and friends. Loneliness and self-pity soon lead such individuals back to using. With Unity House there is no need for a recovering individual to live in an environment dominated by loneliness. The only members who will ever be asked to leave Unity House are those who return to using or have disruptive behavior, including the nonpayment of client expenses. No Unity House can tolerate the use of SUD by one of its members because that threatens the sobriety of all of the members. Neither can Unity House function if some do not pay their fair share of the costs. It is obvious why Unity House must strongly protect the sobriety of its other members by asking the using member or member using drugs to leave. A member's tenure is absolutely secure in a Unity House as long as he does not drink or use drugs and keeps his share of household expenses up to date and is not disruptive.

4) Unity House is not affiliated with any recovery program organizationally or financially, but Unity House members realize that only active participation in recovery programs offers assurance of continued sobriety. Every Unity House member attributes his success to recovery programs. Each Unity House member, as an individual, considers themselves a person in recovery. Without that, sobriety would be short-lived. In deference to that Policy, however, Unity House members firmly believe that the Unity House concept can expand as an independent entity, while fully utilizing the benefits of recovery programs. In fact, Unity House creates an environment whereby each member can more fully realize the benefits available from active AA or NA membership. An underlying principle of Unity House is that each individual member has the ability to be responsible. Living within Unity House provides both the opportunity and motivation for all residents to regularly attend AA and/or NA meetings. The example of Unity House members going to AA or NA meetings on their own is contagious. It has been the experience of Unity House that participation in AA and NA is extremely high in an environment where one individual can see another individual, with the same disease, reaping great benefits from AA and/or NA participation. As an organization Unity House is not part of AA or NA. However, the members of Unity House have found only by being active in AA and/or NA have they found comfortable, long-term sobriety – for themselves and the Unity House in which they live. If a resident's non-attendance at AA or NA meetings is causing problems – for the individual or the house – the residents may vote at a meeting to make meeting attendance for a particular member a condition of living in the house. In this



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situation the “group conscience” should be the determining factor. It is guided by the fact that the welfare of the house must always come first.

5) Each Unity House is autonomous except in matters affecting Project Unity for Life, as a whole. The members themselves in a democratic fashion determine the equal share of household governance. Such autonomy is essential for the Unity House system to work. If Unity House follows the democratic principles and Rules of PUFL, it should have no difficulty in running smoothly. Those democratic principles will also enable the members of a particular Unity House to take pride in their new found responsibility. The charter of PUFL requires that Unity House meet certain minimum requirements of PUFL. First of all, no Unity House may permit individuals to remain as members if those individuals are using drugs. Second, Unity House must follow the democratic principles in running the house. Third, Unity House must, in essence be a good member of the community by obeying the laws and paying its bills. Failure to adhere to any of these three requirements would bring the entire Unity House concept into question. Therefore, it is important that each Unity House meet these minimum responsibilities;

6) Unity House should remain forever volunteer driven, although PUFL may be encouraged to utilize outside professionals whenever such utilization is likely to enhance recovery from SUD. It is inconsistent with the Unity House system of democratic rule to have a professional manager of Unity House. Likewise, it is inconsistent with the Unity House concept to have a requirement placed on members to utilize the services of psychiatrists, doctors, or even the certain recovery programs except in very special circumstances. Within Unity House group, it is not unusual to find some members who have problems, which cannot be dealt with by the group. In those situations, it is not uncommon for the Unity House members, at a meeting, to strongly suggest that a fellow member seek professional help. In those situations where a member's behavior is disruptive to the group as a whole, the member may be required to seek such professional help or more self-help meetings in order to avoid being dismissed from Unity House. One can only be dismissed from Unity House because of using, non-payment of rent, or disruptive behavior. Members should be careful not to abuse the dismissal process. Every opportunity should be given to a member who needs professional help to see that he obtains it. Nearly all members of Unity House utilize the AA and/or NA program in order to obtain and keep a comfortable sobriety. However, Unity House relies primarily upon example for assuring a high percentage of AA and/or NA attendance from its members. As a general rule formal AA or NA meetings are not held in Unity House. However, every member who has maintained comfortable sobriety in Unity House makes it a practice to attend AA and/or NA meetings on a regular basis. If a house member does not regularly attend AA or NA meetings, the house may – as a group conscience – decide that an individual resident should attend a set number of meetings each week for both the individual’s well-being and the well-being of others who live in the house.



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7) The PUFL Philosophy should always be conceived as public education rather than promotion. Principles should always be placed before personalities. Those who have benefited from living in Unity House have acquired enthusiasm for the Unity House concept. In their enthusiasm, they have been anxious to share Unity House with any recovering SUD persons who want to establish recovery. Every Unity House member stands ready to explain the workings of his House and the benefits derived there to anyone anywhere. No personal gain is derived from any Unity House promotion. It should also be pointed out that PUFL in no way gains from the creation of new Unity Houses. It has been formed as a non-profit corporation and will continue to operate as one both according to the letter and spirit of the law.

It is not easy to spread the word of a new concept or an old concept with a new twist. Propagation or spreading the word, of the Unity House concept is given the highest priority by the members of Unity House. As with any group or organization, there will be some individuals who will be so impressed with the PUFL Philosophy that they will become "super salesmen." Each super salesman should be keenly aware that the PUFL Philosophy is one based on principles rather than personalities. The situation should be avoided whereby certain individuals will begin to equate their persuasive qualities with the PUFL Philosophy. The concept and the standardized, democratic, self-supported Unity House system of operations itself are far more persuasive than any individual. Be honest and straightforward when sharing the PUFL Philosophy with others. The PUFL Philosophy is a sound one, based on sound principles, and has demonstrated its worth with an established track record. We should spread the word about Unity House, but be wary of individuals who place their own personalities before the principles that made Unity House work. **PUFL through Unity Houses is dedicated to recovery based on connection and group support; not individual gain.**

9) Members who leave Unity House in good standing are encouraged to become associate members and offer friendship, support, and example to newer members. While no one is ever asked to leave Unity House without cause, some individuals will simply outgrow living in Unity House. They will return to their families; they may start new families; they may simply move into another living situation. Once a member has left Unity House, he should be encouraged to become active in working with new Unity House members. Gratitude is a feeling that most SUDs acquire sometime during their recovery process. Often, those recovering from SUDs find it difficult to adequately express their gratitude. Coming back and assisting new members can offer friendship, support, and an example to the active members of Unity House.

Board Policy Statement 2016-2 Code of Ethics

CODE OF ETHICS

Every Board member, employee and volunteer represents Project Unity for Life (PUFL) to the public and will demonstrate behavior consistent with the Christian values of the organization. Personal and professional contacts, telephone conversations, and the written communications sent from the organization all require thoughtfulness and professionalism. Organizational behavior will also be inclusive and respectful of individuals of all backgrounds, and beliefs. The continued success of the organization is dependent upon the community's trust and confidence in its practices, assurance of its assertive compliance with all applicable laws and regulations and careful attention to financial controls and accountability. To that end, Board members, employees and volunteers are required to conduct themselves with integrity, modeling honest, ethical and legal behavior. Any illegal, dishonest or unethical conduct will result in termination from the Board.

Ethical Standards

The Principle. Judge not, that ye may not be judged

The principle of beneficence. Promote good; do the right thing; enhance welfare.

The principle of non-maleficence. Do no harm. Do not exploit one's position of power or influence for personal gain or gratification. Do not condone or engage in any dual or multiple relationships in which there is a risk of exploitation of or potential harm to another.

The principle of autonomy. Focus on the centrality of the individual receiving services. Promote and support consumer rights to choice and self-determination.

The principle of fairness and justice. Distribute resources equitably. Perpetuate individual and civil rights, including rights to privacy, dignity, and confidentiality. Confront discrimination and stigma.

The principle of integrity. Provide accurate and clear information regarding the extent and nature of the services available to consumers. Keep promises and agreements. Maintain personal and professional integrity.

The principle of informed consent. Provide information about options, risks, and potential consequences of choices regarding programs and services.

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The principle of privacy and confidentiality. Respect individual's rights to control information about them.

The principle of mandatory reporting. Any mandatory reporting statutes, as required by law, will be reported unless awareness of a violation occurs while serving a peer review capacity or if such reporting would violate the participant's confidentiality rights, except as bound by other statutes.

The principle of honesty in billing services. Individuals and organizations are charged only for services actually provided, which are summarized on an itemized list including dates of services.

The principle of truthful marketing. Marketing materials accurately and truthfully reflect only the services available.

The principle of appropriate admission. Individuals are informed as soon as possible about any limitations placed on the duration of service.

The principle of conflict of interest. Individual and organizational relationships with other entities must not compromise the agency mission to the individuals served or the community.

Signed: _____



Date: _____

9/13/21

Board Policy Statement 2016-2 Code of Ethics

CODE OF ETHICS

Every Board member, employee and volunteer represents Project Unity for Life (PUFL) to the public and will demonstrate behavior consistent with the Christian values of the organization. Personal and professional contacts, telephone conversations, and the written communications sent from the organization all require thoughtfulness and professionalism. Organizational behavior will also be inclusive and respectful of individuals of all backgrounds, and beliefs. The continued success of the organization is dependent upon the community's trust and confidence in its practices, assurance of its assertive compliance with all applicable laws and regulations and careful attention to financial controls and accountability. To that end, Board members, employees and volunteers are required to conduct themselves with integrity, modeling honest, ethical and legal behavior. Any illegal, dishonest or unethical conduct will result in termination from the Board.

Ethical Standards

The Principle. Judge not, that ye may not be judged

The principle of beneficence. Promote good; do the right thing; enhance welfare.

The principle of non-maleficence. Do no harm. Do not exploit one's position of power or influence for personal gain or gratification. Do not condone or engage in any dual or multiple relationships in which there is a risk of exploitation of or potential harm to another.

The principle of autonomy. Focus on the centrality of the individual receiving services. Promote and support consumer rights to choice and self-determination.

The principle of fairness and justice. Distribute resources equitably. Perpetuate individual and civil rights, including rights to privacy, dignity, and confidentiality. Confront discrimination and stigma.

The principle of integrity. Provide accurate and clear information regarding the extent and nature of the services available to consumers. Keep promises and agreements. Maintain personal and professional integrity.

The principle of informed consent. Provide information about options, risks, and potential consequences of choices regarding programs and services.

Project Unity for Life

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The principle of privacy and confidentiality. Respect individual's rights to control information about them.

The principle of mandatory reporting. Any mandatory reporting statutes, as required by law, will be reported unless awareness of a violation occurs while serving a peer review capacity or if such reporting would violate the participant's confidentiality rights, except as bound by other statutes.

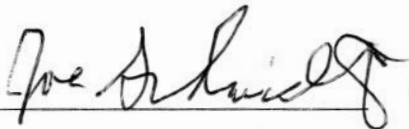
The principle of honesty in billing services. Individuals and organizations are charged only for services actually provided, which are summarized on an itemized list including dates of services.

The principle of truthful marketing. Marketing materials accurately and truthfully reflect only the services available.

The principle of appropriate admission. Individuals are informed as soon as possible about any limitations placed on the duration of service.

The principle of conflict of interest. Individual and organizational relationships with other entities must not compromise the agency mission to the individuals served or the community.

Signed: _____



Date: _____

9-13-21



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House Policy Statement 2017-1 Service Fee delinquency

Project Unity for Life (Unity House) tenants may require assistance with service fee payments pledge, due to job situations that they confront after rehabilitation and/or incarceration. Project Unity for Life (PUFL) may want to consider offering assistance in the form of a revised payment pledge — a visitor's commitment to make a series of debt payments.

The Financial officer with approval of the PUFL Board of Governors will be authorized to approve or deny proposed revised payment pledges. (See the attached revised payment pledge)

A client is out of compliance with the terms of their payment pledge (as outlined in the Application for Membership in Unity House), when they are behind by one half (two weeks) service fee. The Financial Officer should send the visitor a notice of late payment, when this occurs. The notice should remind the visitor that he/she is in default on the payment plan, and that PUFL will terminate tenancy if the default is not resolved promptly.

Regardless of the terms of the payment pledge policy, the Financial Officer should consistently follow the policy in compliance with Application for Membership in Unity House.

The Financial Officer should help the visitor comply with the terms of the payment pledge or other stipulated agreement.

I agree that if for any reason or for no reason, I am unable to pay my First or Fifteenth payment pledge in a timely manner (on time), I will notify the Financial Officer as soon as I am aware of the situation and plan to get and stay current.

Failure to pay First or Fifteenth payment and be in arrears more than Two weeks may require me to find different accommodations immediately.

The standard daily service fee rate for my residency at Unity House is \$14 or \$400 for a month, beginning the date you begin your visit at Unity House. The payment pledge is billed on the First and the Fifteenth of the month. Payments are due based on the schedules established by the Financial Officer.

REVISED PAYMENT PLEDGE

I, _____ (visitor's name), agree to the following payment schedule to ensure payment of my delinquent payments.

The total delinquent payment due is \$_____.

The payment schedule is as follows:

Date due	<input type="text"/>	Amount Due	<input type="text"/>
Date due	<input type="text"/>	Amount Due	<input type="text"/>
Date due	<input type="text"/>	Amount Due	<input type="text"/>
Date due	<input type="text"/>	Amount Due	<input type="text"/>

I further understand that the above-listed payments are in addition to my regular First or Fifteenth payments.

If any single payment stated above is late, all unpaid sums shall immediately become due and payable.

This document has been read to me and I fully understand my obligations.

Date Recommended:

Financial Officer Signature _____

Date Accepted: _____

Tenant signature _____

Date Approved: _____

PUFL Board of Governors

PUFL President Signature _____



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House Policy Statement 2017-2 House Meetings

House meeting the first and third Tuesday of the week.

Each meeting will be used to:

- ☐ Report on the current financial status of the House;
- ☐ consider new applications for membership;
- ☐ resolve any problem affecting members in the House;
- ☐ Resolve general complaints about the house; and
- ☐ consider proposals or projects to be undertaken by the House.
- ☐ Review each individuals RECOVERY PLAN.

If the client fails a drug test the client will be required to go to the local drug testing facility and pay for a full screening. Upon return of the screening if negative the house will move forward. If the client's drug test comes back positive, a special meeting will be called. A note taker will be selected for the meeting. Any individual suspected of violating the rule against using or taking drugs should be directly confronted with the facts leading to the suspicion.

The membership of the House then must vote on whether or not the facts support the conclusion that a member has violated the rule. The decision by the House membership should be viewed simply as a factual determination. If a majority of the House membership, attending the special meeting, believes that the individual did in fact drink or take drugs, expulsion of that member is automatic.

The note taker should take notes about what takes place at each House meeting. The notes of the previous meeting should be read at the beginning of the next meeting so that all the members can agree with the record of what the House had previously determined. If the Note taker has made a mistake in recording what had happened, it should be corrected and the minutes of the meeting should be made a permanent record of the House. The next item of business, except at a special meeting considering the dismissal of a member, should be the report on House rent paid in advance and member's rent due.

The House meeting should then take up new applications and listen to each member who has met or talked to the applicant. A vote should be taken on each applicant whether or not space is available. If the applicant is rejected he or she should be told right after the meeting. If the applicant is accepted, and space is available, he or she should be informed as to when to move in and given a copy of the manual so as to understand how Unity House works. If the applicant is



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accepted, but no space is immediately available, he should be put on a waiting list and told his or her prospects of getting in. Each new member should be told that the application completed constitutes agreement to follow the rules of the House.

Meetings also include the wide range of decisions facing Unity House. The House meeting is the place to resolve any conflicts, which arise from living together as a group. It is also the place to discuss and review where each house member is at relative to their RECOVERY PLAN. Staying clean and enjoying life is at the heart of Unity House living. We will cover each person's RECOVERY PLAN at each meeting. The depth of the review will be based on House member's determinations.



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House Policy 2017-3 Client Recovery Plan

Each person choosing to live in Unity House will have a recovery plan, in writing. The recovery plan will consist of, at a minimum:

1. A recovery program that you will follow.
2. A relapse prevention plan. (see "What is a relapse prevention plan" attachment A-1) 25-28
3. SAMSHA's "Eight Dimensions of Wellness".
4. The recovery plan will address all eight dimensions. (see attachment B-1) 28-51

What Is a Relapse Prevention Plan?

A relapse prevention plan is a vital tool for anyone in recovery.

Having a plan helps you to recognize your own personal behaviors that may point to a relapse in the future. It also outlines ways to combat those behaviors and get back on track.

Relapse usually isn't a spur-of-the-moment event. Typically it is a three-part process, including an emotional relapse, a mental relapse, and a physical relapse. With a relapse prevention plan, it is possible to acknowledge and act upon certain feelings and events, in turn avoiding a physical relapse (which is the stage when an addict uses or drinks).

What to Consider When Creating a Relapse Prevention Plan

While you can create a relapse prevention plan on your own, it may be helpful to walk through the process with someone who has knowledge of the topic like a substance abuse counselor. Relapse plans can be verbalized, but may also be written in order to have a clearer outline of what steps to take should a relapse seem to be a possibility. Regardless, it is important to assess certain factors before creating a concrete plan.

The following are factors to consider when it comes time to create a relapse prevention plan:

1. Assess your history with drugs and alcohol.

It is important to be in a stable mental state when creating a relapse prevention plan. After you feel you are in a good place, begin by trying to determine the factors surrounding your use.

Was there a certain time you were more prone to use? Did specific people factor into the times you used? If you've relapsed before, ask yourself why. Determining what caused a prior relapse is vital in avoiding future ones.

2. Determine any signs that could lead to relapse and have an action plan for each one.

If you've relapsed before, you will probably have some idea of what led to that relapse and how it could have been avoided. If not, this part may be a little bit more difficult for you.

Regardless, try to brainstorm a list of scenarios that could lead to potential relapse and have a plan for what you will do instead of drink or use. For example, if going through a breakup could lead to a relapse for you, think of other outlets for your pain and frustration. Instead of drinking or using, you could plan to attend a support meeting or call a family member or close friend right away. The more specific your action plan is, the better, as this means you will be less likely to come within close reach of a relapse.

3. Have a step-by-step plan of what will happen if you do come close.

Know who you will call first, what you will ask of them, and if you will attend a meeting or return to rehab. The more detailed this plan is, the more likely you will be to get yourself back on track quickly.

Talk to the people included in your plan and make sure they have the necessary knowledge should you need their assistance.

What to Include in our Relapse Prevention Plan

Though relapse prevention plans are unique to each individual, there are specific components that are helpful to include in a final plan. The following is a potential outline for such a plan:

1. Triggers

First, list the people, places, and things that have the potential to lead to a relapse. Triggers are anything that could lead to using or drinking again. No matter how long and hard you think, it may not be possible to list every potential trigger. Sometimes, you won't know a trigger until it is already in front of you, in which case it is important to have a plan to confront such triggers. The following questions could be helpful when listing triggers:

Who could I see that would remind me of drug use?

What places did I use drugs that could trigger me?

What addictive thoughts could make me relapse?

What can I do if I cannot avoid things that trigger me?

2. Cravings

The phrase "cravings" is used to refer to the feeling an addict has when they wish to use again. Cravings can sometimes lead to a relapse. However, if you have a solid plan to confront such cravings, a relapse won't be on the radar. When it comes to cravings, compile a list of who you can call if you have a craving

3. Healthy tools

Compile a list of tools that have been helpful in your recovery. Think about what you could do instead of use, and how such activities would point you back on the right track. Some examples of such tools include writing a list of consequences should you relapse, attending a support meeting, exercising, journaling, or writing a gratitude list.

4. Recovery program tools

This may only apply to those who partake in 12-step programs. When facing a relapse, it can be helpful to revisit the 12 steps and assess wherein the steps you find yourself. This is also where a sponsor comes into play. If you have a sponsor, they should be one of the first people you turn to if you feel like a relapse is a possibility. Since they've likely been in your shoes, they may have some insight and suggestions.

5. Damage control

Relapse prevention plans can include ways in which you hope to amend the damages addiction has brought upon your life. Separating these damages into areas like relationships, legal issues, financial issues, or education can help you regain insight as to why you decided to get sober in the first place and may make you decide not to put positive life changes in jeopardy by using again.

As time passes, it may be important to revisit your relapse prevention plan. The components you acknowledged in your plan at the beginning of your recovery have the potential to change and develop over time, as do the people in your support system, so your relapse prevention plan may need to be revised. This can be done on your own or by sitting down with a professional such as a substance abuse counselor. Each individual's needs will vary, so it is important to assess where you are in your recovery and what you feel your needs are at that point in time.

Relapse Prevention Models

Gorski Relapse Prevention Model

Terry Gorski is an internationally recognized expert within the field of substance abuse, mental health, violence and crime, etc. Within his model he states the following nine steps to be imperative in developing a relapse prevention plan:

Stabilization: This first step within this model is to recenter yourself away from drugs and previous negative tendencies. Taking those first initial steps into sobriety by completing detox is your starting line.

Assessment: Within the assessment, step any negative patterns or problems that contributed to past relapses are identified and resolved. This is inclusive of the following factors: life history, alcohol and drug use history, as well as recovery and relapsing history.

Relapse Education: This is where it's time to get informed. Understanding the process of relapse is a key while in recovery. This not only goes for the person in recovery but their family and Twelve-Step sponsors as well.

Warning Signs Identification: Knowing what can bring you into trouble can equally help you stay away from it. Writing out a list and analyzing each warning sign helps those in recovery continue in their walk of sobriety.

Warning Sign Management: While knowing and understanding your warning signs is great, it means nothing if you don't have a coping strategy in place to fight these temptations. Creating and following through with exit strategies is crucial while in recovery.

Recovery Planning: Recovery isn't meant to be done alone. In recovery planning, the recovering person is placed into contact with people who will help them resist previous tendencies.

Inventory Training: Inventory training prepares you with morning and nightly routines to anticipate, evaluate, and avoid high-risk situations.

Family Involvement: Getting family involved can be the make or break in many situations. Bringing your loved ones into affiliation with groups like Alanon will help prepare them with everything they need to know in how to care for their family in recovery.

Follow up: Recovery is never static. Here, it is crucial to follow up monthly for the first three months, then quarterly for the following two years, to then annually.

Relapse Prevention Workbooks and Worksheets

Here are ten relapse prevention workbooks to help you maintain sobriety. Many contain worksheets that you may fill out to help you perform self-assessment and evaluation.

- [The Mission Consumer Workbook](#)
- [Relapse Prevention Workbook](#) by Bradley A. Hedges, Ph.D., LPCC Psychologist
- [Course Handbook](#) – Mindfulness Relapse Prevention Program
- [Relapse Prevention Plan Worksheets](#)
- [My Relapse Prevention Workbook](#) by Montgomery County Emergency Service, Inc.
- [Reducing Relapses IMR Workbook](#)
- [Cognitive Behavioral Relapse Strategies](#) United Nations Office on Drugs and Crime
- [Relapse Prevention Workshop](#) from Relapse Prevention Therapy And Relapse Prevention Counseling Workbooks.
- [Outpatient Treatment Client Handbook](#) U.S. Department of Health and Human Services, Center for Substance Abuse Treatment
- [Relapse Prevention Tool Worksheets](#) by Peggy Ferguson, Ph.D.



CREATING A **HEALTHIER LIFE**

A STEP-BY-STEP GUIDE TO WELLNESS



CREATING A HEALTHIER LIFE: *A STEP-BY-STEP GUIDE TO WELLNESS*

The Substance Abuse and Mental Health Services Administration's (SAMHSA) Wellness Initiative envisions a future in which people with mental or substance use problems pursue health, happiness, recovery, and a full and satisfying life in the community.

Each individual's path will be a bit different.

Every aspect of wellness can affect a person's life. Working toward all of them in one way or another is a great goal, because wellness relates directly to the quality of a person's life.

This guide offers a broad approach for things we can do—at our own pace, in our own time, and within our own abilities—that can help us feel better and live longer.



WHAT IS WELLNESS?

Wellness is a broad concept. In this guide, we attempt to provide a broad, yet specific sense of what it means. We invite you to think of wellness as meaning being healthy in many dimensions of our lives. That includes the emotional, physical, occupational, intellectual, financial, social, environmental, and spiritual parts. These dimensions are interconnected, one dimension building on another.

We also recognize that we live in a multicultural world, and wellness encompasses areas that may not be specified in this brief discussion. We believe, for example, that trauma is a universal human experience, and that our culture and spiritual beliefs impact our perceptions and everything we do. In summary, wellness is about how we live our lives and the joy and fulfillment and health we experience.



EIGHT DIMENSIONS OF WELLNESS*

When we worry about money (for example, debt or being able to afford what we need), we sometimes experience anxiety (emotional). This can lead to medical problems (physical), and trouble at work (occupational). When this happens, we may even question our own sense of meaning and purpose (spiritual).

At the same time, when we are not working (occupational), we may lose opportunities to interact with others (social), and may not be able to afford the good food and medical care we need to stay well (physical). We may even need to move our home to a place that feels less safe and secure (environmental).

*Source: Adapted from Swarbrick, M. (2006). A Wellness Approach. *Psychiatric Rehabilitation Journal*, 29(4), 311-314.



CREATING BALANCE

Creating balance in our lives is an important part of wellness. Overall, a balanced life can mean many things, depending on culture, circumstances, resources, and other factors. Balance means making sure we have time to do the things that make us feel happy and fulfilled. This includes working (paid or unpaid), having fun, spending time with family and friends, participating in the community, being physically active—including sexually—praying, and relaxing and sleeping.

Because we each have individual needs, preferences, and capabilities, what we consider “balance” will also look different. And it’s important for us to re-balance from time to time, to adjust to what is going on in our lives.

When we’re trying to get through a tough time—whether it is stress, an illness, trauma, or an emotional challenge—balance is especially important. In these times, our habits and routines can help us get that feeling of control back. This means focusing on ourselves as well as the roles we play in the lives of others—like being students, friends, parents, spouses, coworkers, congregants, hobbyists, community members, and citizens.

Our roles and relationships help define who we are, what gives us a sense of purpose, and how our lives are interdependent on other people, animals, and the environment.

Being engaged in life and relationships provides a measure of balance and overall wellness. For example, swimming has physical benefits (building strength, improving circulation), as well as social (meeting other people) and emotional benefits (relieving stress). But we don’t have to swim laps every week to be well; getting into the pool even occasionally is a great step.

Having a safe and clean living environment helps us feel organized and in control. It can be a way to get physical activity in as well, and offers the chance for partners and families to work together.

On the flip side, simply finding time to relax can go a long way toward finding balance in our lives. “Down time” can provide the space we need to think through a situation or work through our feelings, or just let us rest.



EMBRACING SUPPORT FROM OTHERS

Most of us know something that we do that makes us feel good about ourselves, or in balance. It could be as different as taking our dog for a walk, or balancing our checkbook. And any step in that direction, such as finding a new walking route or gathering receipts from a purse, is positive.

However, sometimes we may want advice from family and friends. That's OK, too, and is where support from others comes in.

Talking with someone who has been through similar things—whether it is a mental health issue, addiction, trauma, pain issues, smoking, diabetes, bullying, or abuse—makes us feel less alone. When we realize others have had similar feelings and experiences and have been able to move forward and grow, it can give us the confidence to move forward, too.

With a support group, we can expect:

- Supportive input from people with a range of backgrounds who have experiences similar to ours;
- A chance to support others by our presence, compassion, our ideas, and empathy; and
- People who can suggest services or resources we might not have considered.

We can find supportive people in many places—a community or church/synagogue/mosque/temple group, at work, or through volunteering efforts, to name a few.

VALUING ROUTINES AND HABITS


Having self-defined routines and habits can offer personal balance and satisfaction.

Routine and habit is generally determined by our basic needs (nutrition/food, shelter, social affiliation, safety, etc.), and the various roles we occupy in society. Our habits affect what we eat, what we wear, how we relate to others, how we go to work, how we spend or save money, and more.

Habits become ingrained in us—and are often tough to change. For example, we might put ourselves down or feel we need a particular thing or person to get us through a tough spot. We can learn otherwise.

Life demands, stress, crisis, or trauma can impact or alter our routines and habits. This can lead to emotional (anxiety, depression), social (cranky, isolated, angry), or physical (tired, agitated) imbalances.

Establishing new, better habits that support our wellness goals and values can be challenging, but worth it. Developing healthier routines and habits in our lives can lead to positive feelings (emotional), relationship satisfaction (social), increased energy (physical), inspiration (emotional), and a feeling that we are using our creative talents, skills, and abilities to engage in activities (occupational, intellectual, spiritual).



We may already have regular practices that make us feel better, such as mindfulness exercises, meditation or yoga, or calls to friends. It could even be avoiding the news at night, or spending less time online. You, as the expert on yourself, will know what works and what doesn't in all the dimensions. When you are not sure, you can ask someone and think together about what makes sense and what next steps might work best.

We can also consider:

- Being active in activities that have purpose. If our daily routine lacks meaning, we can feel distressed or powerless.
- Increasing activities that contribute to our wellness. Talking with a friend at the start of the day may help set a good intention or plan for the day.
- Getting a good night's rest. Insomnia can noticeably impact social relationships, physical and emotional reactions, productivity, and our ability to concentrate and accomplish tasks.
- Being aware of the right amount of social interaction. It's important to know our limits.
- Remembering that time zone changes or daylight saving time can impact our mood and our routines; readjusting is normal.
- Using a routine that works for us. Calendars help us remember when or how often we want to get things done, such as get an oil change, clean the refrigerator, celebrate an accomplishment, call a friend or family member, check our financial records, and schedule an annual physical.
- Repeating a behavior until it becomes automatic, such as taking medication. Checklists help us make sure that important tasks are not being forgotten.
- Creating a wellness lifestyle can be challenging, but finding the right information, supports, and resources and tracking our progress can help us get there.



IMPROVING OUR PHYSICAL WELLNESS

A healthy body. Good physical health habits. Nutrition, exercise, and appropriate health care. These make up the physical dimension of wellness. A few ways we can get there might be choosing things that make our body feel good and trimming back the things that bring us down. We can also feel better by creating a routine that balances activity with inactivity, and that is manageable within our obligations and needs. Our body is intelligent, and learning to listen to it more deeply may be very important and empowering.

AREA	THINK ABOUT...	RESOURCES
Nutrition	<ul style="list-style-type: none"> Do you have access to fresh, healthy food? Are you in a position to eat at home so you can better track what you are putting into your body? Are you improving your diet by setting small goals for small changes each day, week, or month? 	<ul style="list-style-type: none"> Check out local food co-ops if one is in your area for good, affordable food. Visit USDA's Choose My Plate (http://www.choosemyplate.gov) or Food Pyramid.com (http://www.foodpyramid.com). Meet with dietitians and nutritionists if you need help, or try programs like Weight Watchers. Explore self-help support groups and organizations, like TOPS or Overeaters Anonymous.
Physical Activity	<ul style="list-style-type: none"> Are you getting regular physical activity whenever you can, and making it fun? Have you been taking "shortcuts" to exercise, like parking further away from the store and taking the stairs instead of the elevator or escalator? Have you identified your healthy Body Mass Index and begun working toward it, one day at a time? 	<ul style="list-style-type: none"> Join and visit local gyms, YMCAs, and fitness clubs, or join a neighborhood pool. Look through fitness and other magazines for exercises you can do at home. Check out free resources, such as YouTube, to learn how to do yoga or other exercises. Search for tracking tools like http://www.myfitnesspal.com that will show how far you've come.
Sleep	<ul style="list-style-type: none"> Are you getting 7 to 8 hours of sleep a night whenever possible? Are you avoiding exercise within a few hours of bedtime, as well as "screen time"? Are you avoiding large meals before going to bed? 	<ul style="list-style-type: none"> Try managing your routine to carve out time to rest and sleep, and cut back on caffeine. Explore the tips found on Healthy People. gov (http://www.healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=38), Mayo Clinic (http://www.mayoclinic.com/health/sleep/HQ01387), and Centers for Disease Control and Prevention (http://www.cdc.gov/sleep).
Alcohol, Tobacco, and Other Drugs	<ul style="list-style-type: none"> Have you tried tools that can help you cut down or quit using tobacco products, alcohol, or other drugs? Are you reaching out to family or friends instead of using substances when you are going through a tough time? Are you being mindful of triggers that make you want to use substances and do you have a plan that can help you avoid them? 	<ul style="list-style-type: none"> Find support groups and 12-step groups, like Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), in your community and attend meetings. Consider engaging in hypnosis, acupuncture, or nicotine replacement therapy to curb the smoking habit (http://health.howstuffworks.com/wellness/smokingcessation/tools-to-help-successfully-quit-smoking.htm).
Medication Safety	<ul style="list-style-type: none"> Do you wear medical alert jewelry to help others help you? Are you storing medications properly and reviewing the expiration dates? Do you carry a list of your medications with you in case of emergency? 	<ul style="list-style-type: none"> Talk to your doctor, using a process of shared decision-making when you are unsure about a prescription or need guidance. (http://media.samhsa.gov/consumersurvivor/sdm/StartHere.html) Learn more about potential side effects from Consumer Med Safety.org (http://www.consumermedsafety.org) and Consumer Reports (http://www.consumerreports.org).
Preventive Medicine	<ul style="list-style-type: none"> Do you visit your doctor, dentist, or other health care provider for routine care and monitoring? Do you know how to check your blood pressure, waist circumference, and blood sugar to prevent chronic conditions like diabetes? 	<ul style="list-style-type: none"> Discuss preventive health care with your doctor, dentist, or other health care provider. Visit your local public health center and use HRSA Find A HelpCenter (http://findahealthcenter.hrsa.gov/) to find the closest location to you. Consider seeing a holistic health provider or attending community health fairs.

WAYS TO IMPROVE MY
PHYSICAL WELLNESS



WHAT I WILL DO	WHAT I NEED



IMPROVING OUR INTELLECTUAL WELLNESS

The Intellectual Wellness Dimension involves many things that keep our brains active and our intellect expanding. In a broad sense, this dimension can involve looking at different perspectives of an issue and taking them into consideration. Through a number of activities—from learning about current events to organizing game nights in your home or community center—you can broaden your perspective and understand diverse points of view.

AREA	THINK ABOUT...	RESOURCES
Personal Interests	<ul style="list-style-type: none"> • Have you considered teaching a class or leading a workshop based on skills, knowledge, or experience you have? • Do you enjoy reading? Might you be interested in books, magazines, blogs, Facebook, etc.? • What would you like to do or learn? Have you considered creative arts such as drawing, pottery, or photography? How about martial arts or learning about nature or about improving your computer skills? • Have you considered inviting a friend, family member, or coworker to attend a lecture, musical performance, or play? 	<ul style="list-style-type: none"> • Find a community group or organization where you could teach a class or a workshop, or lead a discussion. • Consider becoming a member at the local public library to gain access to books, book readings, and other events. • Explore public events in your community by checking out the events section in the newspaper. • Flip through travel books or go online to find places you might enjoy reading about or visiting. • Sign up for a computer class.
Education	<ul style="list-style-type: none"> • If you are interested in continuing education, are there available classes near you that might lead you to getting a volunteer or paid job or to performing better at a job? • Are you interested in improving your language skills or learning a new language, whether one-on-one, through a group class, or via CDs or online resources? 	<ul style="list-style-type: none"> • Check out local college websites for information on classes they offer to the public. • See what kind of skills training—such as writing, sign language, or blogging— might be available at the public library, local congregations, local colleges, or other community organizations.
Brain Exercise	<ul style="list-style-type: none"> • Have you explored thrift shops, libraries, or bookstores for books or DVDs that interest you? • Are you keeping your mind sharp by playing brain games, mind teasers, or fun memory-enhancing games? • Have you read up on current affairs locally, nationally, and internationally lately? 	<ul style="list-style-type: none"> • Subscribe to your local newspaper or pick up a free edition. Many offer sections on subjects that are local, national, and international. • Play crossword puzzles and other games like Sudoku. • Become familiar with websites like Games for the Brain (http://www.gamesforthebrain.com/).
Conversation	<ul style="list-style-type: none"> • Do you enjoy taking part in discussions, intellectual conversations, debates, or other ways of gaining an enhanced understanding of issues? 	<ul style="list-style-type: none"> • Befriend people who can stimulate your mind, and get into a discussion with them about topics that interest you.

WAYS TO IMPROVE MY
INTELLECTUAL WELLNESS



WHAT I WILL DO	WHAT I NEED



IMPROVING OUR FINANCIAL WELLNESS

There are many definitions of what constitutes being financially well, but overall, the Financial Wellness Dimension involves things such as income, debt, and savings, as well as a person's understanding of financial processes and resources. A person's satisfaction with their current financial situation and future prospects also comes into play.

AREA	THINK ABOUT...	RESOURCES
Work	<ul style="list-style-type: none"> • How does the domain of financial wellness impact your life? How it is related to your wellness? • Does your current job allow you to meet your obligations and have resources to do things you enjoy? • Are you working in a field that you are passionate about or do well? Or are you looking at doing something differently, perhaps more personally gratifying? • Are you looking for paid or volunteer work? 	<ul style="list-style-type: none"> • Check out the classified ads— particularly on Sunday. Search them online any day of the week. • Explore sites like Careerbuilder.com or Monster.com, and consider establishing a profile on LinkedIn. • Visit the unemployment office in your state or county to find classes that could train you for a job. • Have your résumé updated so you can promptly submit it when you see an opportunity. • If you receive disability benefits, explore your work options without losing SSI/SSDI benefits until you can support yourself. For a guide to working without affecting your benefits, go to: http://www.socialsecurity.gov/pubs/EN-05-10069.pdf
Checking/ Savings Accounts	<ul style="list-style-type: none"> • Do you balance your checkbook often enough, ensuring that you don't overextend yourself? • Are your savings in line with your life goals, such as taking a vacation, home ownership, or retirement? • Do you have a weekly or monthly budget so you can plan for expenses such as rent and groceries and have a little left over to enjoy? 	<ul style="list-style-type: none"> • Ask the bank about the types of accounts available— such as checking and savings accounts—so you are using them to your advantage and gaining interest where available. • Find out if the bank offers tools you can use to keep track of your money. • If you're receiving disability benefits, there's a limit on how much you can save without affecting your benefits. Read more about allowable savings at: http://www.ehow.com/info_8247348_can-receive-ssi-social-security.html
Debt	<ul style="list-style-type: none"> • Would it be helpful to figure out your total debt and make a plan to pay it down in a manageable way? • Have you thought about getting help from a person who specializes in money management or personal finances? 	<ul style="list-style-type: none"> • Look in your classifieds or search online for organizations that can help you pay down debt. • Make sure you use a company that is credible. • Consider asking your bank to help you with financial planning and other areas where you may want assistance.
Retirement/ Other Accounts	<ul style="list-style-type: none"> • Have you opened a savings account or another kind of account that works for you? • However, if you're receiving disability benefits, there's a limit on how much you can save without affecting your benefits. SSI requires that your resources are under \$2,000 for an individual or \$3,000 for a couple. This includes bank accounts, cash, stocks, bonds. However, your home, household furnishings, car, burial plots, and insurance under \$1,500 are not included. 	<ul style="list-style-type: none"> • There are free or low-cost services that can help you plan for the future. The local library can often direct you to affordable financial planning resources. • If you are receiving disability benefits, read more about allowable savings at: http://www.ehow.com/info_8247348_can-receive-ssi-social-security.html • The Social Security Administration (SSA) has a toll-free number that can answer your questions Monday through Friday: 1-800-772-1213

WAYS TO IMPROVE MY
FINANCIAL WELLNESS



WHAT I WILL DO	WHAT I NEED



IMPROVING OUR ENVIRONMENTAL WELLNESS

The Environmental Wellness Dimension involves being able to be safe and feel safe. This can include:

- Accessing clean air, food, and water;
- Preserving the areas where we live, learn, and work;
- Occupying pleasant, stimulating environments that support our well-being; and
- Promoting learning, contemplation, and relaxation in natural places and spaces.

AREA	THINK ABOUT...	RESOURCES
Green Living	<ul style="list-style-type: none"> • Are you recycling whenever possible, and buying recycled products? • Do you limit the power and water you use at home? • Are you taking public transportation? • Do you check your car's emissions every year, even if not required by law? 	<ul style="list-style-type: none"> • Get recycling bins for your home—they may be free from your town. • Look for cleanup volunteer efforts, such as collecting trash from roadways or parks. • Explore the “green” aisles at home improvement stores; they often have energy-efficient light bulbs and other products
Change of Scenery	<ul style="list-style-type: none"> • Are you spending as much time outdoors as possible? • Have you visited a public park to either play a sport like tennis or basketball or just take a walk? 	<ul style="list-style-type: none"> • Figure out what outdoor activities make you feel good, and then find a few options that make it easy to do that. • During work hours, take a break to walk around the block or buy bottled water from a nearby store.
Home and Work Environment	<ul style="list-style-type: none"> • Are you going through mail and other paperwork frequently to get rid of clutter? • Do you organize your work space from time to time and add things that make you happy? • Is your living space filled with styles and textures you enjoy? 	<ul style="list-style-type: none"> • Make a schedule to clean up your home or living space. It could be by room or activity (bathrooms on Sunday, dusting and sweeping every Wednesday, etc.). • Look in magazines or online and find styles you like best so that you're comfortable in your living space

WAYS TO IMPROVE MY
ENVIRONMENTAL WELLNESS



WHAT I WILL DO	WHAT I NEED



IMPROVING OUR SPIRITUAL WELLNESS

The Spiritual Wellness Dimension is a broad concept that represents one's personal beliefs and values and involves having meaning, purpose, and a sense of balance and peace. It includes:

- Recognizing our search for meaning and purpose in human existence; and
- Developing an appreciation for life and the natural forces that exist in the universe.

AREA	THINK ABOUT...	RESOURCES
Beliefs	<ul style="list-style-type: none"> • Are you taking the time to determine what values, principles, and beliefs are important to you? Have you considered talking about them with others? • Have you learned about other religions and beliefs, and are you respectful of them? • Are you using your spirituality to drive your actions and thoughts and give a better meaning to life? 	<ul style="list-style-type: none"> • Read about other types of beliefs to help you become more understanding, accepting, and open-minded. • Keep your beliefs in your thoughts to use them in your everyday life. • Share your beliefs, values, and principles with others, as appropriate, as a means of deepening relationships and expanding your world view.
Involvement	<ul style="list-style-type: none"> • Have you looked for a group in your community that deepens your spiritual practice and helps you connect with others who share your beliefs? • Are you being social with the people in your organization? • Do you reach out and help others when they are in need? 	<ul style="list-style-type: none"> • Learn about different organizations or groups in your community and decide which ones are the best fit for you. • Find out about the many groups offered within your organization and get involved.
Time	<ul style="list-style-type: none"> • Do you take the time each day to meditate or reflect on your spirituality? • Are you open to exploring different belief systems? • Are you receptive to your own spirituality even in times of pain and grief? This is when we find how our spirituality can help us most. • Do you take the time to appreciate the beauty of nature when possible? 	<ul style="list-style-type: none"> • As often as possible, find a peaceful location to reflect and meditate. • Learn other religions through books or conversation.

WAYS TO IMPROVE MY
SPIRITUAL WELLNESS



WHAT I WILL DO	WHAT I NEED



IMPROVING OUR SOCIAL WELLNESS

The Social Wellness Dimension involves having healthy relationships with friends, family, and the community, and having an interest in and concern for the needs of others and humankind.

AREA	THINK ABOUT...	RESOURCES
Community	<ul style="list-style-type: none"> • Have you found support groups in your area to connect on important issues? • Have you made a date with friends for a movie, dinner, coffee, or other social activities? • Are you keeping in touch with family or friends? You can pick up the phone and catch up if they are too far away—even a phone call can lift your spirits. 	<ul style="list-style-type: none"> • Ask your doctor, a friend or family member, someone from your congregation, or others in your community about support groups. • Look online or in the local paper for groups that share your interests—whether it's knitting or playing softball. • Pick up the phone and connect with others.
New People	<ul style="list-style-type: none"> • Are you getting out and meeting people with your same interests? If you like art, try a gallery; if you enjoy history, visit historic sites. • Are you open to meeting people from different backgrounds? • Have you found a place to volunteer? You never know who you might meet. 	<ul style="list-style-type: none"> • Look in the newspaper to find out what is happening in your area that could be an opportunity to make friends. • Keep an open mind and exercise your curious inquiry when meeting new people. • Ask in your spiritual community or any other community about volunteer opportunities. • Join meet-up groups online.
Social Time	<ul style="list-style-type: none"> • Do you set aside quality time to spend with family and friends? • Are you making time to go to places where you can meet new people, or visiting a new location? 	<ul style="list-style-type: none"> • Keep track of when you need to catch up with someone or when a friend or family member is due for a visit. • Organize a calendar of events that would be good ways to connect, or reconnect, to friends, like a public concert or a class reunion.

WAYS TO IMPROVE MY
SOCIAL WELLNESS



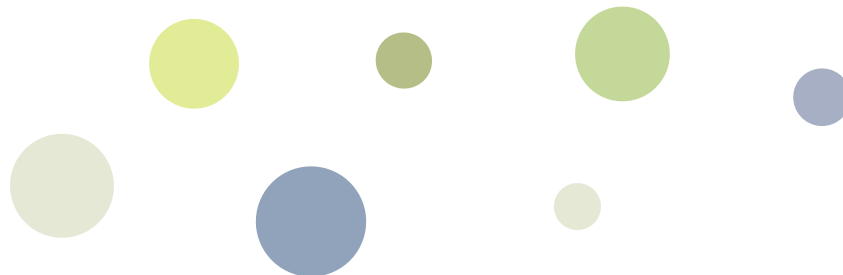
WHAT I WILL DO	WHAT I NEED



IMPROVING OUR OCCUPATIONAL WELLNESS

The Occupational Wellness Dimension involves participating in activities that provide meaning and purpose and reflect personal values, interests, and beliefs, including employment.

AREA	THINK ABOUT...	RESOURCES
Work Relationships	<ul style="list-style-type: none"> • Are you involved in a career or volunteer work that fits your values? If retired, are you planning to do something every day? • Do you have an open line of communication with your employer/ coworkers? • Does your work offer personal satisfaction and stimulation, and allow you to contribute your talents, gifts, and knowledge? 	<ul style="list-style-type: none"> • Think about where you are in your career and life and pursue jobs that will work well within that framework. • Explore all of your career options but review jobs on Careerbuilder.com or Monster.com. • If you receive disability benefits, explore your work options without losing SSI/SSDI benefits until you can support yourself. To calculate the amount you can earn, go to: http://www.socialsecurity.gov/pubs/EN-05-10069.pdf • Talk to your employer/ coworkers about how they like to communicate so everyone can be responsive to individual needs and work styles. • When something is not working at work, let people know what would help.
Balance	<ul style="list-style-type: none"> • Do you schedule time for leisure? Are you spending time with friends, taking nature walks, scheduling massages, or doing whatever it takes to relax? • Are you thinking about how you spend time each day and considering volunteer work in the community? 	<ul style="list-style-type: none"> • Research careers/employment that involve the activities you enjoy most yet provide the flexibility for a balanced life. • Keep a calendar. Be sure to look it over and schedule time for activities that you enjoy. • Use tracking tools to balance your workload. Ask for help if your workload becomes overwhelming.
Accomplishment	<ul style="list-style-type: none"> • Are you in a career that you look forward to and that gives you a sense of accomplishment and pride? • Are you patting yourself on the back for your accomplishments? 	<ul style="list-style-type: none"> • Take the time to think of what you enjoy most, and research careers/ employment in that area.



WAYS TO IMPROVE MY
OCCUPATIONAL WELLNESS



WHAT I WILL DO	WHAT I NEED



IMPROVING OUR EMOTIONAL WELLNESS

The Emotional Wellness Dimension involves the ability to express feelings, adjust to emotional challenges, cope with life's stressors, and enjoy life. It includes knowing our strengths as well as what we want to get better at, and living and working on our own but letting others help us from time to time.

AREA	THINK ABOUT...	RESOURCES
Feelings/ Emotions	<ul style="list-style-type: none"> • Do you allow yourself to be open to and acknowledge your feelings without judgment? • Have you found and developed safe relationships with people or groups where you can express your feelings and thoughts? • Do you see challenges as opportunities for growth? • Do you recognize your limitations and learn from your mistakes? • Are you taking responsibility for your actions? 	<ul style="list-style-type: none"> • Reflect each day on your emotions, what can they teach you, and how you can express them. • Consider using a journal to record feelings and thoughts. • Develop regular habits that help you process and deal with your feelings effectively so you move forward in fulfilling your emotional needs. • Find a place where you feel the most comfortable and go there when you feel a need for comfort, quiet space, or safety.
Self-Care	<ul style="list-style-type: none"> • Have you joined support groups, or thought about starting one? • Do you write your thoughts in a journal, listen to music, or talk to family or friends when you are in need? • Have you tried yoga, breathing, or meditation to remain calm and centered? • Are you maintaining a daily routine? • Do you leave yourself plenty of time to get to work and other obligations? • Are you eating some meals without distractions, like checking your phone or watching TV? 	<ul style="list-style-type: none"> • Discover what you like to do best, and do it often. It will help keep your spirits and emotions up. • Find an outlet for physical activity, such as a sports league or a gym/fitness center. • Take some time to yourself regularly. • Identify resources that can help you with a sleep schedule or ideas for meal planning. • Practice positive self-affirmations. Develop a positive statement to repeat to yourself daily. When you change your thoughts, you can change your mood and attitude.
Stress	<ul style="list-style-type: none"> • Are you learning to manage stress in ways that work for your lifestyle? • Do you recognize stress triggers and appreciate that you are not your feelings? Feelings are fleeting and will pass. • Do you welcome and cultivate positive, empowering thoughts and emotions? 	<ul style="list-style-type: none"> • Take a step back when in a stressful situation. • Practice deep breathing or other relaxation techniques. • Try out different coping exercises or strategies when not in a stressful situation. When challenges arise, you will be better prepared to deal with them. • Practice finding positives (a silver lining) in something that you feel is negative. Support others in doing this, as well.

WAYS TO IMPROVE MY EMOTIONAL WELLNESS



WHAT I WILL DO	WHAT I NEED

Learn more about the Eight Dimensions of Wellness.
VISIT WWW.SAMHSA.GOV/WELLNESS-INITIATIVE

House Policy Statement 2018-1 Drug Testing

The policies and procedures set forth in this document will apply to all recovery clients receiving assisted housing and ongoing drug treatment support. All recovery clients of PUFL must submit no less than one (or more) random drug screens per month with negative results to maintain their placement at PUFL. Failure to comply with random screens or positive test results will lead to further action up to and including termination of residential agreement to reside in the PUFL recovery home(s).

Purpose of Testing:

Drug Testing is an important tool in drug treatment. Detection of ongoing drug usage or intermittent relapses is key to maintaining a safe recovery home free of illicit drugs and alcohol. Urine test results provide PUFL and client a timely opportunity to honestly confront relapses while providing a safe environment for other clients of PUFL. Drug Testing is used as an intervention tool to overcome denial of substance abuse relapses, hold one accountable for their behavior, and strive to live drug free. The inclusion of drug testing in PUFL is very important to document compliance to program standards.

The following procedures are recommended for the uniformity and consistency in the practice of drug testing at PUFL:

1. The person(s) whom conduct the testing will insure that a Drug Testing and Results Log is maintained for each client.
2. All tests will be validated by both the PUFL member conducting the test and the client.
3. Positive results will result in immediate testing at a licensed facility for medically verified results.
 - a. Should those results also be positive, the house members and the president of PUFL will determine if that client will be permitted a second chance or if they will have to leave PUFL recovery housing.

Effective and Safe Procedures for Obtaining Urine Samples:

1. The bathroom must be sanitized before testing to avoid environmental contamination.
2. Before using the room, scan it for contraband.
3. All collected samples must be confirmed by the assigned PUFL staff member.
4. All samples will be collected in a secured and FDA approved testing cup.
5. The staff member should have the client wash their hands prior to the test then hand the empty cup to the client immediately before the sample is provided.
6. The Client should then hand the urine sample directly to the staff member.
7. Staff members should always wear latex gloves while handling urine samples to reduce the risk of infection from contagious diseases.

8. It is recommended that staff receive personal instruction and training by a qualified individual. Training/Certification shall be documented in the employee personnel file. Training can be sought from this or other resources:

- a. DOT URINE SPECIMEN COLLECTOR TRAINING:

- <https://www.drugtestingcourses.com/course/dot-urine-specimen-collector-training-and-certification/#9>

Biohazard Procedures for Urine Testing.

1. All human body fluids should be considered hazardous and must be treated with extreme caution
2. Staff must wear latex gloves at all times when handling urine samples. Do not handle or touch anything outside of the testing room while wearing gloves to avoid contaminating any other surface.
3. Sample containers must always be kept on a hard surface to prevent spills (ie. countertops)
4. Do not place a urine sample directly onto a surface; instead place the test cup on a clean paper towel or plastic tray/mat, which will contain spills.
5. To dispose of urine samples, empty each sample container into the toilet taking care not to splash any liquid outside the toilet bowl and flush.
6. All used urine sample containers and used urine test materials must be placed in a separate receptacle. These materials cannot be disposed of in any other trash container, as they are hazardous.
7. Wash your hands, and have the client wash their hands before leaving the test room.
8. In the event of a urine spill:
 - a. Urine spills must be cleaned up immediately, and the surface must be disinfected using a disinfectant spray or cleaner.
 - b. All cleanup materials must be disposed of in the appropriate receptacle.

I, _____, agree to submit to random urinalysis drug screening in compliance with PUFL's policy and procedure. I have been given a copy of the testing procedure and am aware of all drugs screening protocol. Failure to comply with random screens or secured positive results will result in additional action up to and including PUFL residential occupancy termination.

Resident Signature

Date

PUFL Staff Member Signature

Date

House Policy Statement 2019-1 – Discrimination/Grievance Policy

Objective

Project Unity for Life (PUFL) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. PUFL expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment. PUFL has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. PUFL will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the Board of Directors of PUFL.

These policies should not, and may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of PUFL prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

Nondiscrimination/Anti-Harassment Policy and Complaint Procedure information, or any other characteristic protected by law. PUFL prohibits any such discrimination or harassment covered in the Project Unity for Life Policies.

PUFL encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of PUFL to promptly and thoroughly investigate such reports. PUFL prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to PUFL (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

PUFL encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should file a report of concerns with the Board of Directors of PUFL, within 30 days of any concern.

Complaint Procedure

PUFL encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Allegations of harassment, discrimination or retaliation will be investigated promptly by members selected by the Board, which must include at least two-house members. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

PUFL will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an individual



Project Unity
for Life

for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

House Policy Statement 2019-2 Length of Stay

Project Unity for Life (PUFL) is committed to work with all individuals in their treatment and recovery. Each individual has the right to remain at Unity House or Unity house Too for the duration of their recovery. Under normal circumstances PUFL expects that all clients would prefer to stay no longer than two years, however our policy at PUFL is to ensure that clients feel comfortable in their progress to become a substance free, responsible, community member. Should the client feel that after two years they are not ready to meet that progress, they may ask PUFL Board for an extended stay. The Board of PUFL will then respond in writing to the clients request for an extended stay.

Procedure Statement 2019-3

Collection of client's information

Each client coming into Unity House has as a requirement the filing of their treatment plan upon leaving treatment. The treatment plan will be shared with the house member's, with the approval of the client, so as to assist the client in meeting the items outlined in the treatment plan.

Individuals without a current treatment plan will be asked to complete a plan of recovery. These plans will be protected and will require follow-ups by the PUFL Board on a regular basis.

Procedure Statement 2019-4

Clients Rights

Prior to clients moving into Unity House they will be provided with a copy of all Policies and Procedures of Unity House and will be expected to sign that they have received them, will read them and will abide by them. All residents rights are expressed in the Unity House Application found online at www.projectunity4life.org.



Project Unity for Life
1689 Park Dr.
Traverse City, MI 49686
www.projectunity4life.org
email:projectunity4life@outlook.com

House Policy Statement 2019-3 Client Work agreement

That while not employed, I will seek employment daily and will be required to volunteer at non-profits in the area when not attending meetings, work, or job application situations.



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House Policy Statement 2019-4 Client payment agreements

Beginning October 1, 2021, clients of Unity House are required to pay a monthly service fee for room and board. The amounts are normally equal to or less than current Addiction Treatment Services (ATS) charges for their recovery homes (generally \$14/day or \$400/Month). Any payments by third parties must be reflected in the client's records and the client informed of such payments. Upon leaving Unity House clients will be refunded any amount not reflected as a service fee on client's monthly statement within thirty days of clients' departure.



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House Policy Statement 2019-5 Collection of client's information

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All client's rights of confidentiality are subject to review by the client and Board members. Any records of a confidential nature and described by the client as not subject to sharing will be specifically spelled out in a signed memorandum of confidentiality. This memorandum must indicate specifically any additional items that the client request be kept confidential.

Any use of client's pictures or personal information, along with any other information will not be reflected on any social media platforms. Without the signed authorization of the client.

Procedure Statement 2019-3

Collection of client's information

Each client coming into Unity House has as a requirement the filing of their treatment plan upon leaving treatment. The treatment plan will be shared with the house member's, with the approval of the client, so as to assist the client in meeting the items outlined in the treatment plan. Individuals without a current treatment plan will be asked to complete a plan of recovery. These plans will be protected and will require follow-ups by the PUFL Board on a regular basis.

Procedure Statement 2019-4

Clients Rights

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House Policy Statement 2019-6 Clients Rights

Prior to clients moving into Unity House each client will be provided with a copy of all Policies and Procedures of Unity House and will be expected to sign that they have received them, will read them and will abide by them. All client's rights are expressed in the following:

Client of project unity who reside in project unity recovery homes under the management of Project unity for life board and under board members are subject to receive these rights;

- the right to be treated with respect
- the right to be treated with dignity
- the right to kindness
- running hot cold water
- working electricity
- secure locking doors
- heat
- clean, organized, and sanitary living environment
- any additional rights must be discussed and added to this document before signature

Signed _____

Client

Date _____

Signed _____

Project Unity for Life Representative

Date _____



Project Unity for Life

1689 Park Dr.

Traverse City, MI 49686

231-252-4348 office

www.projectunity4life.org

email:projectunity4life@outlook.com

House Policy Statement 2021-2 – Client Recognition

At all Project Unity for Life house meetings the clients in the two houses will be recognized for their time in substance use recovery without having used addictive substances. All goals established by the clients in their recovery plan will be recognized, discussed and achievements and items still required to be met will be discussed.



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House Policy Statement 2021-3 Board and Client Recognition

At all Project Unity for Life Board members and clients should strive to enhance their understanding of substance use disorder. Board members will be recognized at Board meetings for certifications and meetings attended that show their responsibility to a more informed Board. Board Members accomplishments will be noted in the Board minutes.

Clients will be recognized at house meetings for their participation in classes and meetings that enhance their understandings of substance use disorders, their recovery progress and movement in accomplishment of their goals. They will be given a certificate of accomplishment at the joint house meeting.



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House Policy Statement 2021-4 Neighborhood Compliance

At all Project Unity for Life Board members and clients should strive to enhance our neighborhoods. All clients will be informed of expectations regarding living in the neighborhood. This includes parking only in our driveways and designated parking areas, shoveling all areas not covered by city and parking lot snowplows, appropriate locations for smoking will be 20 feet from premises Clients are expected to keep noise to a reasonable level for a residential neighborhood. Clients are expected to refrain from using inappropriate language. Clients are also expected to keep the yard and surroundings of the house free from trash or debris.

The Board will work with clients during move-in process to ensure that clients understand these concerns and address any issues as they arise. All issues concerning noise, smoking, unruly behavior will be addressed with resident immediately to determine actions needed to be taken.

All concerns of neighbors will be directed to the Board. Any resident who is approached by a neighbor with a concern will notify Board. The Board will take note of the neighbor concern. Immediately after the discussion with the neighbor, the Board will follow-up with neighbors within an appropriate timeframe for resolution of the concern. The proper Board member will be assigned by the President to review the item and take necessary action to resolve the issue with the concerned neighbor. We are to maintain an outside residence that is reflective of a clean and neighborhood esthetics.

All persons from the neighborhood interacting with clients will be treated with dignity and respect. The house client interacting with neighbors will tell the neighbor their name and request any assistance that maybe given to the neighbor.

Contact person for neighbor concerns: Darick Fisher

Contact information: Unity Facebook chat

Date Approved: _____

Date Updated: _____



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email:projectunity4life@outlook.com

House Policy Statement 2021-5 Weekly Events

At all Project Unity for Life Board members and clients should strive to enhance their understanding of Project Unity for Life (PUFL) website. The site includes the calendar of PUFL events and also shows the site for weekly NA meetings. Board member or client should go to www.projectunity4life.org to review the weekly meetings schedules for PUFL and for NA meetings.



Project Unity for Life
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House Policy Statement 2021-6 Parking at Unity Houses

At all Project Unity for Life (PUFL) Board members and clients should strive to enhance their understanding of parking responsibilities when visiting or remaining on PUFL properties. Parking is available in the driveways at both 1103 Barlow and 1689 Park Dr. Parking is also available anywhere behind 1689 Park Dr.



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House Policy Statement 2021-7 Staffing Job Descriptions

At this current time Project Unity for Life does not have any staff or volunteers. When the time comes that we employ paid or volunteer staff the proper channels will be notified along with the proper forms. Current volunteers follow all of the following requirements.

The Board President and Vice resident are the only current volunteers that interact with the clients and we both:

Maintain self-care

Maintain appropriate boundaries according to a code of conduct.

We continue to have a network of support.

We model genuineness, empathy, respect, support and unconditional positive regard.



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House Policy Statement 2021-8 Cultural Competence

All Board members will be trained in Connecticut Community for Addiction Recovery Culture and Cultural Competence (CCAR) as follows. Currently 4 Board Members are CCAR trained.

Defining Culture and Cultural Competence

Please write a definition for both Culture and Cultural Competence. Challenge yourself to do this with a complete sentence and without the use of bullets.

Culture:

Cultural Competence:

Definition of Culture

Culture generally refers to "shared values, norms, traditions, customs, art history, folklore and institutions of a group of people." (Orlandi, Weston, & Epstein, 1992)

Definition of Cultural Competence

Cultural Competence is a set of behaviors, attitudes and policies that come together in a system, agency, or program or among individuals, enabling them to function effectively in diverse cultural interactions and similarities within, among, and between groups.

Sources: U.S. Department of Health and Human Services

Another definition of cultural competence:

Cultural competence is a point on a continuum that represents the *POLICIES and PRACTICES of an organization*, or the *VALUES and BEHAVIOR of an individual* which enable that organization or person to interact effectively in a culturally diverse environment.

Power and Privilege

When we talk about power and privilege, we talk in terms of race, ethnicity, gender and class. And with good reason, as these are some of the strongest cases of privilege in our culture. We also need to understand that one of the strongest aspects of power and privilege is that very often those who have it are not even aware of the extent of their privilege.

White Privilege Checklist

(Adapted from *White Privilege: Unpacking the Invisible Knapsack* by Peggy McIntosh)

I can/cannot if I wish to arrange to be in the company of people of my race most of the time.

I can/cannot avoid spending time with people whom I was trained to mistrust and who have learned to mistrust my kind or me.

I can/cannot go shopping alone most of the time, pretty well assured that I will not be followed or harassed.

I can/cannot turn on the television or open to the front page of the newspaper and see people of my race widely represented.

When I am told about our national heritage or about "civilization," **I am/am** not shown that people of my color made it what it was.

Whether I use checks, credit cards, or cash, **I can/cannot** count on my skin color not to work against the appearance of financial reliability.

When I am told about our national heritage or about "civilization," **I am/am not** shown that people of my color made it what it was, and I can/cannot be sure that my children will be given curricular materials that testify to the existence of their race.

I can/cannot arrange to protect my children most of the time from people who might not like them and I do not have to educate my children to be aware of systemic racism for their own daily physical protection.

I can/cannot do well in a challenging situation without being called a credit to my race.

If a traffic cop pulls me over or if the IRS audits my taxes, **I can/cannot** be sure that I have not been singled out because of my race.

I can/cannot think over many options (social, political, imaginative, or professional) without asking whether a person of my race would be accepted or allowed to do what I want to do.

If I declare that there is a racial issue at hand, or there isn't a racial issue at hand, my race **will/will not** lend me more credibility for either position than a person of color will have.

I can/cannot be late to a meeting without having that lateness reflect on my race.

The full article will be handed out at the training.

Making a Referral

It is important to be familiar with many referral possibilities in your community so that the recoveree has some choice

Research your referral sources as best you can. Try to find out:

-

- Where they are located.
- What the neighborhood is like.
- If public transportation is available.
- If it is well lit.
- Exactly what services are offered.
- What the protocols are.
- What the cost might be.
- If the person will have a choice as to who they will see.
- If the resource is recovery friendly.
- If you would refer a family member there.
- If at all possible, visit the site ahead of time and talk with the people the recoveree will be meeting.
- Share as much information as you can about your referral source - this helps to lessen the anxiety of the recoveree.

- If appropriate, go with the recoveree for the first appointment.
- Stay open to possibilities.
- The outcome is up to the recoveree, not you!



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House Policy Statement 2021-9-Community Connections

All Unity house residents will be given assistance in job searches, i.e. resume writing, job availabilities and training through Manpower. Those residents with families will have a focus on family reunited through assistance by the members of Unity House. Assistance will be given both in getting a doctor and transportation to and from doctor's appointments. Each member will have access to our website, www.projectunity4life.org and will be assisted in finding stable housing utilizing the housing finder on the website. Any other assistance with community endeavors need only require asking.



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House Policy Statement 2021-10-Leadership

As a Leader at Unity House I am but one of the all-inclusive Leaders and I agree:

That I will stay current on service fee, not more than 2 weeks in arrears.

That I will follow a Faith based approach as presented by Project Unity for Life (PUFL).

That I will attend all Project Unity for Life (PUFL) required classes and Bi Monthly Unity House meetings. Meetings are currently the first and third Tuesdays of the month.

That I will NOT use alcohol or Drugs (unless Doctor prescribed) while I live in Unity House. Clients rooms maybe subject to property search with Board approval.

That I will abide by the Smoke Free policy in and around Unity House.

That I will not tolerate or use violence or threat of violence while living at Unity House and I will respect all property of others at Unity House.

That I will be responsible for the cleanliness of Unity House which means I will clean up after myself and remind others to do the same.

That while not employed, I will seek employment daily and will be required to volunteer at non-profits in the area when not attending meetings, work, or job application situations.

That I will work with the other Unity House members to resolve issues of Unity House members.

That I will attend at least 4 AA or NA meetings weekly, or explain nonattendance to house members and get their approval for nonattendance.

That I will search out a Faith community (church) and regularly attend services

Upon leaving Unity House I will take all personal property (PP) with me. Any PP left after

One week will be donated to Goodwill unless specific arrangements are made with the Board.

That I may be subject to PBT's and /or drug screens as directed by PUFL.

That there will be no animals allowed in Unity House.

That I will follow all rules regarding visitors as follows:

- All visitors are to be 18 years or older (unless prior approval is given by PUFL).

Policy Statement 2021-1 cont'd

- All visitors must be accompanied by a house member at all times while in Unity House and must not be given individual access to Unity House.
- Visitors may not be in any bedroom in the house at any time (no exceptions) and must leave house by 11:00 PM.

Failure to comply with any of these requirements may result in immediate removal from Unity House, at the discretion of the majority of the House Members.



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October 12, 2021

I received a copy of the Unity House Policies and Procedures on this date/

Signed _____

Print Your name _____

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I **can/cannot** be late to a meeting without having that lateness reflect on my race.

For the full article see the Additional Materials section of your manual.

Making a Referral

- It is important to be familiar with many referral possibilities in your community so that the recoveree has some choice
- Research your referral sources as best you can. Try to find out:
 - Where they are located.
 - What the neighborhood is like.
 - If public transportation is available.
 - If it is well lit.
 - Exactly what services are offered.
 - What the protocols are.
 - What the cost might be.
 - If the person will have a choice as to who they will see.
 - If the resource is recovery friendly.
 - If you would refer a family member there .
- If at all possible, visit the site ahead of time and talk with the people the recoveree will be meeting.
- Share as much information as you can about your referral source – this helps to lessen the anxiety of the recoveree.
- If appropriate, go with the recoveree for the first appointment.
- Stay open to possibilities.
- The outcome is up to the recoveree, not you!

Recovery Capital

"Recovery Capital is the breadth and depth of internal and external resources that can be drawn upon to initiate and sustain recovery from severe alcohol and other drug problems."

Granfield & Cloud, 1999; Cloud & Granfield, 2004

Take a few moments to write down some of the internal and external resources that can be drawn upon:

Internal Resources	External Resources
Your Physician Your Clergy Family Friends Sponsor AA/NA Recovery Coach Transportation Job	ATS MUNSON HARBOR HALL BEAR CREEK PINE REST GOODWILL ST. VINCENT Depaul Women Resource Ctr. Project Unity 4 Life Alanna AA NA

Recovery Capital Scale*

Place a number by each statement that best summarizes your situation.

- 5. Strongly Agree
- 4. Agree
- 3. Sometimes
- 2. Disagree
- 1. Strongly Disagree

- 5 I have the financial resources to provide for myself and my family.
- 5 I have personal transportation or access to public transportation.
- 5 I live in a home and neighborhood that is safe and secure.
- 5 I live in an environment free from alcohol and other drugs.
- 5 I have an intimate partner supportive of my recovery process.
- 5 I have family members who are supportive of my recovery process.
- 5 I have friends who are supportive of my recovery process.
- 5 I have people close to me (intimate partner, family members, or friends) who are also in recovery.
- 5 I have a stable job that I enjoy and that provides for my basic necessities.
- 5 I have an education or work environment that is conducive to my long-term recovery.
- 5 I have a primary care physician who attends to my health problems.
- 5 I am now in reasonably good health.
- 5 I have an active plan to manage any lingering or potential health problems.
- 5 I have insurance that will allow me to receive help for major health problems.
- 5 I have access to regular, nutritious meals.
- 5 I have clothes that are comfortable, clean and conducive to my recovery activities.
- 5 I have access to recovery support groups in my local community.

*Adapted from William White

- ☒ I have established close affiliation with a local recovery support group.
- ☒ I have a sponsor (or equivalent) who serves as a special mentor related to my recovery.
- ☒ I have access to Online recovery support groups.
- ☒ I have completed or am complying with all legal requirements related to my past.
- ☒ There are other people who rely on me to support their own recoveries.
- ☒ My immediate physical environment contains literature, tokens, posters or other symbols of my commitment to recovery.
- ☒ I have recovery rituals that are now part of my daily life.
- ☒ I had a profound experience that marked the beginning or deepening of my commitment to recovery.
- ☒ I now have goals and great hopes for my future.
- ☒ I have problem solving skills and resources that I lacked during my years of active addiction.
- ☒ I feel like I have meaningful, positive participation in my family and community.
- ☒ Today I have a clear sense of who I am.
- ☒ I know that my life has a purpose.
- ☒ Service to others is now an important part of my life.
- ☒ My personal values and sense of right and wrong have become clearer and stronger in recent years.

Possible Score: 160

My Score: ~~150~~ 152

Jon Bias
Substance Use
Survivor
Recovery = Choice
Addiction - Disease
Remission

Resources Available to Us

One of the roles of a recovery coach is that of resource broker. Use the space below to list resources under the appropriate heading listed below and on the next page. Each of the headings corresponds to an area that you might use to target goals with a recoveree. This can be the beginning of your recovery coach toolkit.

Connectedness to the Community
N/A mtg Thursday night Central U M FAN Meeting first Thursday of month GTDFC - 2nd THURSDAY of month Alanon Thursday mtg 7:00 Monson
Physical Health
Traverse Health Clinic
Emotional Health
Church Service Catholic Saturday 5:00 IC Sunday 10:00 CTK Sunday 10-12 FC Sunday SF 4:00
Spiritual Health
Bible Studies

Living Accommodations

Unity House
Safe Harbor
T-Houses ATS

School/Job Education

NMC
University Cont, T.C.
CTEC (ISD)

Personal Daily Living

FATHER FRED
CUM - Breakfast NOT SURE
LUNCH - Salvation Army.

Other

Please use this page to list any additional resources:

What Is a Relapse Prevention Plan?

A relapse prevention plan is a vital tool for anyone in recovery.

Having a plan helps you to recognize your own personal behaviors that may point to a relapse in the future. It also outlines ways to combat those behaviors and get back on track.

Relapse usually isn't a spur-of-the-moment event. Typically it is a three-part process, including an emotional relapse, a mental relapse, and a physical relapse. With a relapse prevention plan, it is possible to acknowledge and act upon certain feelings and events, in turn avoiding a physical relapse (which is the stage when an addict uses or drinks).

What to Consider When Creating a Relapse Prevention Plan

While you can create a relapse prevention plan on your own, it may be helpful to walk through the process with someone who has knowledge of the topic like a substance abuse counselor. Relapse plans can be verbalized, but may also be written in order to have a clearer outline of what steps to take should a relapse seem to be a possibility. Regardless, it is important to assess certain factors before creating a concrete plan.

The following are factors to consider when it comes time to create a relapse prevention plan:

1. Assess your history with drugs and alcohol.

It is important to be in a stable mental state when creating a relapse prevention plan. After you feel you are in a good place, begin by trying to determine the factors surrounding your use.

Was there a certain time you were more prone to use? Did specific people factor into the times you used? If you've relapsed before, ask yourself why. Determining what caused a prior relapse is vital in avoiding future ones.

2. Determine any signs that could lead to relapse and have an action plan for each one.

If you've relapsed before, you will probably have some idea of what lead to that relapse and how it could have been avoided. If not, this part may be a little bit more difficult for you.

Regardless, try to brainstorm a list of scenarios that could lead to potential relapse and have a plan for what you will do instead of drink or use. For example, if going through a breakup could lead to a relapse for you, think of other outlets for your pain and frustration. Instead of drinking or using, you could plan to attend a support meeting or call a family member or close friend right away. The more specific your action plan is, the better, as this means you will be less likely to come within close reach of a relapse.

3. Have a step-by-step plan of what will happen if you do come close.

Know who you will call first, what you will ask of them, and if you will attend a meeting or return to rehab. The more detailed this plan is, the more likely you will be to get yourself back on track quickly.

Talk to the people included in your plan and make sure they have the necessary knowledge should you need their assistance.

What to Include in our Relapse Prevention Plan

Though relapse prevention plans are unique to each individual, there are specific components that are helpful to include in a final plan. The following is a potential outline for such a plan:

1. Triggers

First, list the people, places, and things that have the potential to lead to a relapse. Triggers are anything that could lead to using or drinking again. No matter how long and hard you think, it may not be possible to list every potential trigger. Sometimes, you won't know a trigger until it is already in front of you, in which case it is important to have a plan to confront such triggers. The following questions could be helpful when listing triggers:

Who could I see that would remind me of drug use?

What places did I use drugs that could trigger me?

What addictive thoughts could make me relapse?

What can I do if I cannot avoid things that trigger me?

2. Cravings

The phrase "cravings" is used to refer to the feeling an addict has when they wish to use again. Cravings can sometimes lead to a relapse. However, if you have a solid plan to confront such cravings, a relapse won't be on the radar. When it comes to cravings, compile a list of who you can call if you have a craving

3. Healthy tools

Compile a list of tools that have been helpful in your recovery. Think about what you could do instead of use, and how such activities would point you back on the right track. Some examples of such tools include writing a list of consequences should you relapse, attending a support meeting, exercising, journaling, or writing a gratitude list.

4. Recovery program tools

This may only apply to those who partake in 12-step programs. When facing a relapse, it can be helpful to revisit the 12 steps and assess wherein the steps you find yourself. This is also where a sponsor comes into play. If you have a sponsor, they should be one of the first people you turn to if you feel like a relapse is a possibility. Since they've likely been in your shoes, they may have some insight and suggestions.

5. Damage control

Relapse prevention plans can include ways in which you hope to amend the damages addiction has brought upon your life. Separating these damages into areas like relationships, legal issues, financial issues, or education can help you regain insight as to why you decided to get sober in the first place and may make you decide not to put positive life changes in jeopardy by using again.

As time passes, it may be important to revisit your relapse prevention plan. The components you acknowledged in your plan at the beginning of your recovery have the potential to change and develop over time, as do the people in your support system, so your relapse prevention plan may need to be revised. This can be done on your own or by sitting down with a professional such as a substance abuse counselor. Each individual's needs will vary, so it is important to assess where you are in your recovery and what you feel your needs are at that point in time.

Relapse Prevention Models

Gorski Relapse Prevention Model

Terry Gorski is an internationally recognized expert within the field of substance abuse, mental health, violence and crime, etc. Within his model he states the following nine steps to be imperative in developing a relapse prevention plan:

Stabilization: This first step within this model is to recenter yourself away from drugs and previous negative tendencies. Taking those first initial steps into sobriety by completing detox is your starting line.

Assessment: Within the assessment, step any negative patterns or problems that contributed to past relapses are identified and resolved. This is inclusive of the following factors: life history, alcohol and drug use history, as well as recovery and relapsing history.

Relapse Education: This is where it's time to get informed. Understanding the process of relapse is a key while in recovery. This not only goes for the person in recovery but their family and Twelve-Step sponsors as well.

Warning Signs Identification: Knowing what can bring you into trouble can equally help you stay away from it. Writing out a list and analyzing each warning sign helps those in recovery continue in their walk of sobriety.

Warning Sign Management: While knowing and understanding your warning signs is great, it means nothing if you don't have a coping strategy in place to fight these temptations. Creating and following through with exit strategies is crucial while in recovery.

Recovery Planning: Recovery isn't meant to be done alone. In recovery planning, the recovering person is placed into contact with people who will help them resist previous tendencies.

Inventory Training: Inventory training prepares you with morning and nightly routines to anticipate, evaluate, and avoid high-risk situations.

Family Involvement: Getting family involved can be the make or break in many situations. Bringing your loved ones into affiliation with groups like Alanon will help prepare them with everything they need to know in how to care for their family in recovery.

Follow up: Recovery is never static. Here, it is crucial to follow up monthly for the first three months, then quarterly for the following two years, to then annually.

Relapse Prevention Workbooks and Worksheets

Here are ten relapse prevention workbooks to help you maintain sobriety. Many contain worksheets that you may fill out to help you perform self-assessment and evaluation.

- [The Mission Consumer Workbook](#)
- [Relapse Prevention Workbook](#) by Bradley A. Hedges, Ph.D., LPCC Psychologist
- [Course Handbook](#) – Mindfulness Relapse Prevention Program
- [Relapse Prevention Plan Worksheets](#)
- [My Relapse Prevention Workbook](#) by Montgomery County Emergency Service, Inc.
- [Reducing Relapses IMR Workbook](#)
- [Cognitive Behavioral Relapse Strategies](#) United Nations Office on Drugs and Crime
- [Relapse Prevention Workshop](#) from Relapse Prevention Therapy And Relapse Prevention Counseling Workbooks.
- [Outpatient Treatment Client Handbook](#) U.S. Department of Health and Human Services, Center for Substance Abuse Treatment
- [Relapse Prevention Tool Worksheets](#) by Peggy Ferguson, Ph.D.