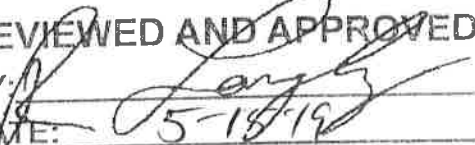


ABUNDANCE LIVING, INC.

Transitional Treatment Program

Client Handbook

REVIEWED AND APPROVED
BY: 
DATE: 5-18-19

ABUNDANCE LIVING, INC.

Welcome

Welcome to Abundance Living, Inc., a Transitional Supportive Residential Treatment Facility. Thank you for accepting this program to continue your recovery and begin your transition back into society. You have entrusted the entire professional staff to assist you in your treatment, and we accept that responsibility with a great respect for your trust and confidence.

The treatment services provided here at Abundance Living, Inc. are designed based on years of experience with effective treatment programs. It is important for you to know; however, the treatment program is not something that is done to you, but rather requires hard work and cooperation from you. The treatment team members are here to assist you as you work on the issue which will be identified as problematic in your life. We encourage you to trust and share in working towards resolution of those personal issues.

Entering treatment is usually a very difficult time, and many confusing and possibly painful emotions will surface as counseling leads you to personal insight. As you work through the program, be assured that you are in a safe environment that allows you to take risks in processing sensitive life issues.

This handbook is provided to you upon your admission to the treatment program. You will find it useful in understanding program guidelines and definitions. The information enclosed will also identify the expectations we have of you and the expectations you may have of our treatment services as part of orientation. We wish you success in your recovery.

Abundance Living, Inc. accepts clients from Texas Department of Criminal Justice, and offers adult men facing economic, physical or emotional issues due to substance abuse, the opportunity to rethink and regroup to reconnect back into the community following Incarceration.

The rules, policies and procedures of Abundance Living, Inc. are to ensure clients' safety, health and overall well-being. The facility functions as a place to provide the skills necessary for functioning free from addictive behaviors such as drug and alcohol use. The interaction with staff and others offers you the skills needed to live a productive, chemical-free and self-sufficient life as you transition back into the community.

You are not under facility arrest here, but you are mandated by Probation or Parole to be here. You choose to leave; we are required to contact the referral entity immediately. Abundance Living, Inc. is designed to be a self-governing community of peers who maintain responsibility and self-respect. The Therapeutic Community facility staff functions primarily to ensure the safety of clients and oversee the daily operations of the facility. Upon your arrival you will be provided any necessary hygiene items, be assigned a Primary counselor who will complete the intake process within 24 hours. You will be assigned living quarters and oriented to the program and facility.

It is the goal of Abundance Living, Inc. that you receive the best quality care we can provide.

Sincerely,
Treatment Team Members

CLIENT'S CORRESPONDENCE POLICY & PROCEDURES

Incoming clients' correspondence and all client mail will be delivered to property mail reciprocal by staff by the United States Postal Service and other delivery companies. Incoming client Correspondence-All Client's mail will be delivered to the tech staff by the United States Postal service and other delivery companies. The tech staff on duty will inform the clients that mail has arrived for them and will be distributed between the hours 5:00p.m.-6:00 p.m.

Outgoing client correspondence-all clients shall deliver any outgoing mail to the tech/staff on duty between the hours of 7am-10am. The tech will forward the mail to the Abundance Living, Inc. outgoing mail reciprocal to be picked up by the United States Postal Service.

All incoming mail MUST be opened in the presence of Abundance Living Staff. Any mail pertaining to drugs, alcohol or gang related insignia will be confiscated by Abundance Living, Inc. staff.

Clients are not permitted to gather or place mail from mail reciprocal.

PROGRAM RULES AND PROCEDURES

During your treatment here, you will be assigned a Primary Counselor who will work with you while you are in the program. Due to the nature of the physical accommodations and the necessity of living with others, the following rules and operating procedures were established to provide general guidelines for clients:

1. For the first 10 days at Abundance Living, Inc. all clients are restricted to the facility with the exception of medical or legal appointments. During this orientation phase, clients are expected to learn the rules and policies of the program to avoid future rule violations.
2. When clients complete the Orientation phase of the program, they are eligible to engage in job search activities. Job search activities are to be conducted 4 days a week Monday thru Thursday. No job search is allowed on Friday, Saturday or Sunday. Clients are encouraged to obtain, maintain stable employment and must advise staff of plans to terminate employment. Clients are allowed to work up to 40 hours per week and must also satisfy program group requirements. Any weekend work or overtime must be requested in writing and approved by Primary Counselor or Program Director. Clients are required to return directly from work and not make any unscheduled stops that have not been approved on the Gate Pass.
3. Clients must ask the tech/staff member on duty when needing to consult with their primary counselor. Clients must knock on the office door for permission to enter the office, pick up laundry supplies, take medication and/or if they are signing in or out, and to receive needed supplies.
5. Abundance Living, Inc. is not responsible for clients' personal property. You are not to borrow or loan money, clothing or any other personal property. The selling of personal property or other goods is also prohibited. If a client absconds from the program and leaves personal property behind, it will be held for 7 days and then placed in the program donations.
6. Use of alcohol, tobacco, drugs and/or other chemicals, violence, sex, gambling, physical or verbal abuse in the program is strictly prohibited. Random drug screening will be conducted on all clients in the program, and Parole clients will be tested each month as mandated by Parole. Anyone testing positive for alcohol or drugs will be staffed by the Treatment Team, which includes the Primary Counselor, Probation or Parole Officer and Program Director; and sanctions could be implemented up to termination from the program.
7. The staff of Abundance Living, Inc. is periodically required to conduct a Shakedown (search of person and premise) without notice. Please understand that this is Not harassment, but is for the protection of you and all Abundance Living, Inc. clients.

8. When a client is sick and does not report to work, staff and the employer are to be notified immediately. Medical facilities are available and services may be obtained through the Harris County Hospital District. Gold cards are required for treatment at county hospitals and/or clinics. Please contact your Primary Counselor for additional information.
9. It is your responsibility to notify staff of any medication (prescribed or over the counter). Deliver such medication to staff to lock up, and inform staff on duty when you are due to take medication. The program has specific medication times and asks that clients abide by those times unless medication dosage requirements dictate otherwise. Clients who go to the hospital must call the office at 281-931-5953 at least every two hours and report his progress.
10. Visiting in client rooms is strictly prohibited. You are not to congregate in the administrative offices, kitchen, or the front entrance to the complex. This is a safety issue as well as a negative behavior, and may result in disciplinary action. The administration offices are a confidential area and need as little traffic as possible when Counselors are meeting with clients.
11. Clients are allowed visitation on Saturday and Sunday from 2:15p.m. to 4:00p.m.
Visitors are to provide valid identification to staff upon arrival, sign in the visitation log. Visitation areas are provided by Abundance Living, Inc on the day of visitation. The visitation area may vary depending on what activities may be planned on that day. Visiting in other unauthorized areas is prohibited and may result in the conclusion of the visit and future visitation restrictions.
12. Clients that are on a MONITOR ONLY will be allowed to have their visitor(s) bring food once a month during their Saturday or Sunday visitation. All leftover food must be taken from the property when the visit is over. If any Client found in violation of this rule, the following weekend visit will be denied.
13. No incense or candles are allowed in client rooms, offices or group rooms. Fire drills are conducted monthly, at which times you must evacuate the building immediately. Failure to comply may result in disciplinary action.
14. Random urinary specimens and Alcohol tests are conducted here at the facility.
If notified of the need for a specimen, you have two hours in which to comply.
You will remain under staff surveillance until a complete specimen is given, and if you leave the area before completing it this will result in disciplinary action. Failure to give a specimen within a two-hour period is considered a stall, and a stall is considered a positive, which will result in disciplinary action. Clients who test positive will staff with their Probation/Parole Officer and Primary Counselor to determine actions to be taken.
15. Business phones are for staff and emergency use only.
16. Clients must be properly dressed when not in their rooms. Earrings, caps worn backwards, cross-dressing, cut-offs, sleeveless or tank tops and wave caps are considered unacceptable attire at Abundance Living, Inc. You are also required to maintain good personal hygiene practices. Hair and nails should be clean and neatly trimmed, as determined by staff. Hair must be kept at collar length, ponytails; and sunglasses are not to be worn on the property. Clients are not allowed to cut hair on the facility premises until the client has a license.
17. Loud noise are not allowed on the facility. Personal TV's, stereos, pagers and cell phones are strictly prohibited, with the exception of an alarm clocks. You cannot possess a Walkman or iPod.
18. Upon arrival to Abundance Living, Inc., you will be provided essential personal

hygiene items upon entering the facility. Indigent clients will also be provided with clothing donated by the community. When a client needs to obtain more hygiene while a client at the facility, the facility will supply the client with soap and toiletry only. The client is required to sign the hygiene/toiletry log sheet. The facility will supply the clients with washing detergent and bleach to wash their clothes (until employed). A client may have their family member to bring them their own laundry and bleach items but these items will be kept in the office and will be available to you to use when you are doing your laundry. Each client is responsible and accountable for their personal hygiene. The facility will supply the cleaning products for room when doing room sanitation. Sheets are to be used on the beds at all times, and sleeping in clothing other than sleep attire will not be tolerated. Abundance Living will provide the clients with all bedding items; Beds will be neatly made when not in use. Rooms will be inspected daily by the staff on duty.

19. Bedtime is at 9:30 pm Sunday through Thursday and Friday & Saturday bedtime is at 11:30 pm. This means that you are to be on property and signed in. These bed times are also considered rack time as well. No one is to be on the phone, eating, or talking in the Courtyard or Front office after curfew unless you are signing in/out on a work pass or an emergency situation.

20. Clients are allowed to have automobiles at the facility. Anyone needing to have Possession of a vehicle for specific reasons (transportation to work) must get permission from their Parole Officer or Probation Officer, Primary counselor and Program Director for approval.

- Valid driver's license
- Insurance
- No expired tags
- If car is not registered in client's name, clients must have a NOTARIZED
- Statement/letter from owner of vehicle stating that the client has
- Permission to have possession of vehicle and can be driven by the client.

21. Clients are required to follow the program schedule as permitted. Permission to miss a group due to illness must be obtained from the Primary Counselor not the tech staff. Scheduled study times must be used as time to complete treatment assignments not for recreation.

22. All clients must complete all required assignments and any group assignments in order to receive a successful completion from the program.

It is the responsibility of the client to read this handbook and become familiar with the rules and guidelines of the program. If there are any sections that you do not understand, please ask staff.

RULES WILL BE ENFORCED BY THE ABUNDANCE LIVING STAFF!

Compliance with Instructions

A client is responsible for his input in the treatment plan developed by him and his Primary Counselor. This includes adhering to instructions of staff and administrative personnel as they enforce community rules and regulations. The client is responsible for keeping appointments or notifying his Primary Counselor or other staff when he is unable to do so.

Refusal of Treatment

Abundance Living, Inc. is not responsible for the client if he refuses treatment or does not follow the Primary Counselor's instructions. This may constitute grounds for staffing and discharge from the program.

Facility Rules and Guidelines

The client is responsible for following facility rules and guidelines. If the client does not follow rules and guidelines, the staff will complete a Client Infraction Sheet and submit to the client's Primary Counselor. Actions will be taken and graduated sanctions will be implemented in cases of repeated violations.

Respect and Consideration

All clients are responsible for being considerate of the rights of others and responsible for respecting property belonging to Abundance Living, Inc. and other clients.

Facility and Responsibilities

Each client will have the opportunity to be responsible for service in various departments of the Community Structure. Upon arrival, all clients are placed on the Service Crew and after 10 days are required to complete a Structure Application for a different department. It is ultimately the responsibility of all clients in the program to maintain the up keep of the areas that they utilize.

Accountability

As a Therapeutic Community, clients are expected to hold their peers accountable for violation of program rules and guidelines. The pull-up system is in place here at Abundance Living, Inc. to ensure the structure of the program is not compromised and for the safety of both client and staff. If you see a client breaking the rules, you are to verbally pull them up. If the behavior is repeated, you can complete a pull-up slip for them to be confronted in the Encounter Group on Saturday. Please do not allow the 'snitch' mentality to influence your decisions because the results could cost someone their life.

CLIENT GRIEVANCE PROCEDURE

Clients who have complaints concerning their treatment at Abundance Living Center, Inc. performance of staff, complaints of abuse, neglect, and exploitation, termination and/or interruption of treatment or any valid problem which they deem necessary to grieve, may seek to rectify their problem by following each step of this procedure.

- a. The client should submit his grievance in writing to the primary counselor for discussion and attempt to obtain a reasonable and satisfactory solution. If your primary counselor is not able to solve the grievance, arrange to talk it over with the Program Director, to whom your primary counselor reports to, in the presence of the primary counselor, or if you prefer by yourself.
- b. The client may seek remedy for any complaint and may grieve directly to any staff member.
- c. You have the right to grieve directly to the Department of State Health Services, Substance Abuse Unit and/or Consumer Protection Division of the Attorney General of Texas.

Department of State Health Services
Substance Abuse Unit
1100 Austin, TX 78756
1-800-832-9623
and/or
Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548

- d. If the problem or the interpretation of policy or regulation has not been resolved or satisfactorily explain by staff, make an appointment to the Grievance panel. **The Grievance Panel of six (6) members, three (3) selected by the client and three (3) selected by Administration. Clients eligible for the Grievance Panel should have a minimum of five (5) days treatment stay or participation in the outpatient treatment setting.** It will be the duty of the panel to hear your grievance investigate all the circumstances surrounding it by contacting all parties concerned and render its decision in writing to you within two (2) calendar days.
- e. If after receiving the written decision or interpretation from the Grievance Panel, you are not satisfied that your grievance has been solved by the Panel within two (2) calendar days, you may request in writing to Administration that the appeals Board be convened to hear your grievance and render a decision.

The Appeals Board is composed of one member selected by the client, the duty of the appeals board to use whatever means it deems necessary to thoroughly investigate the case brought before it and render decisions which be binding on all parties concerned.

The Appeals Board must convene within ten (10) calendar days after request for a hearing has been presented in writing. The Board's findings must be rendered within seven (7) calendar days following the conclusion of the proceedings. The governing authority forwards all complaints that cannot be resolved to the Department of State Health Services. Within documentation of all complaints and results of any investigation will be maintained in the administrative office for inspection.

- f. Abundance Living Center, Inc. Administrator or the Program Director will receive and respond to all grievances. If client is not satisfied with the outcome of his grievance, he should follow Step II and mail his grievance to the below address.

Information on file Step II Grievance

Grievance HV Headquarter
2 Financial Plaza Ste. 300
Huntsville, Texas 77340

CLIENT GRIEVANCE PROCEDURE

Abundance living, Inc. shall have a written grievance procedure. Staff shall give each client and consentor a copy of the grievance procedure within 24 hours of admission and explain it in clear, simple terms that the client understands.

The grievance procedure shall tell clients that they can:

File a grievance about any violation of client rights or Commission rules;
Submit a grievance in writing and get help writing it if they are unable to read or write; and
Request writing materials, postage, and access to a telephone for the purpose of filing a grievance.

You may submit your complaint directly to the following Departments

For Counselors

Professional Licensing and Certification Unit

Investigations and QA Groups

MC 1982

P.O. Box 141369

Austin, TX 78714-1369 / 1(800) 942-5540

For Substance Abuse Facilities:

Substance Abuse Facility Investigations

MC 2823

Texas Department of State Health Services

P.O. Box 149347

Austin, TX 78714-9347 / 1(800) 832-9623

Abundance Living, Inc. shall:

1. Evaluate the grievance thoroughly and objectively, obtaining additional information as needed;
2. Provide a written response to the client within seven days of receiving the grievance;
3. Take action to resolve all grievances promptly and fairly; and
4. Document all grievances, including the final disposition, and keep the documentation in a central file.

Abundance Living shall not:

1. Retaliate against clients who try to exercise their rights or file a grievance; or
2. Restrict, discourage, or interfere with client communication with an attorney or with the Commission for the purpose of filing a grievance

Abundancia vida Inc.

PROCEDIMIENTO DE QUEJAS DEL CUENTE

Clients queue tengan quejas acerca de su tratamiento en abundancia Living Center, Inc. rendimiento del personal., las denuncias de abuse, neglrgencia y explotaci6n, terminaci6n o interrupci6n del tratamiento a cualquier problema vcilido que estimen necesarios hacer el duelo, pueden intentar sofucionar su problema siguiendo cada paso de este procedimiento.

- a. El cliente debe presentar su queja por escrito a la consejera principal para la di.Scusi6n e intentar obtener una soluci6n razonable y satisfactoria.

Si su principal consejero no es capaz de resolver la queja, hacer arreglos para hablar con el Director del programa, a quien informa de su principal consejero, en presencia de la consejera principal, o silo prefiere por si mismo.

- b. El cliente puede buscar remedio para cualquier queja y puede sufrir directamente a cualquier miembro del personal.

C. Usted tiene el derecho a llorar directamente al Departamento de servicios de salud, unidad de abuso de sustancias y/o divisiOn de protecci6n del consumidor de la Procuraduria General de Texas.

Servicios de salud
del Departamento de estado
Unldad de abuso de
sustancias
1100 Austin, Texas
78756
1-800-832-9623

Yfo

Oficina de la Procurad'oria
General DivisiOn de protecci6n
del consumidor P.o.Box
12548
Austin, Texas
78711-2548
1-512-463-2185

d. Si el problema o la interpretación de la Directiva o Reglamento no ha sido resuelta o explicado satisfactoriamente por el personal, el paciente puede solicitar al panel de apelación. El panel de apelación debe tener un tratamiento mínimo de cinco (5) días de estancia o participación en el ajuste de tratamiento ambulatorio. Será el deber del panel para escuchar su queja, investigar todas las circunstancias que lo rodean mediante la contratación de todas las partes interesadas y rendir su decisión por escrito a usted dentro de dos (2) días.

e. Si después de recibir la decisión por escrito o interpretación desde el panel de la queja, usted no está satisfecho que su queja ha sido resuelta por el grupo en los dos (2) días, usted puede solicitar por escrito a la administración que se convoca la Junta de apelaciones para escuchar su queja y hacer una decisión.

La Junta de Apelaciones se compone de un miembro elegido por el cliente, el deber de la Junta de Apelaciones utilizar todo lo que significa que considera necesario investigar exhaustivamente el caso planteado antes de que pueden hacer que las decisiones que serán vinculantes para todas las partes interesadas.

La Junta de Apelaciones deberá convocar dentro de diez (10) días de calendario después de solicitud de audiencia se ha presentado por escrito. Conclusiones de la Junta deben procesarse dentro de (7) días de calendario después de la conclusión del procedimiento. La autoridad gobernante remite todas las quejas que no puedan ser resueltas para el Departamento de servicios de salud. Documentación escrita de todas las reclamaciones y los resultados de cualquier investigación se mantendrá en la oficina administrativa para la inspección.

f. Abundancia Living Center, Inc. administrador o Director del programa recibirán y responderán a las quejas de todos.

Abundancia de vida., Inc.

Programa de tratamiento de transición

RECONOCIMIENTO DE PROCEDIMIENTO DE QUEJAS DE CLIENTE

___ Reconozco que he recibido una copia del procedimiento de quejas del cliente. Además, reconozco que la información fue explicada a mí de una manera que yo podía entender y el lenguaje. También me dieron la oportunidad de hacer preguntas y las respuestas recibidas que aborda satisfactoriamente mis preguntas. Se me informó que yo puedo hacer preguntas. También me informó que yo puedo hacer preguntas en cualquier momento que siento la necesidad sobre el programa. Personal y servicios.

ABUNDANCE LIVING, INC.

GRIEVANCE REPORT

Submitted by _____ Client TCDJ# _____

Date Submitted: _____ Time Submitted: _____ AM or PM

Explanation of Grievance:

(Use additional paper if needed)

Client Signature: _____

ADMINISTRATIVE RESPONSE

Date of Receipt _____ Grievance# _____

Date of Meetings/Response: _____ Time of Meeting _____

Administrative Action Taken/Administrative Response:

Circle (circle one) DOES/DOES NOT agree with the response given, if the client does not agree, the grievance was forward to: _____

Client received a copy of the grievance : _____ (client Initials)

Client Signature: _____ Date _____

Answered by: _____ Date: _____

Administrative Review By: _____ Date: _____

Comments: _____

ABUNDANCIA VIDA INC.

INFORME DE LA QUEJA

Enviado por: _____ ClientTCDJ# _____

Fecha: _____ Tiempo enviadoed: _____ AM or PM

Explicacion de la queja: _____

(utilice hoja adicionales si es necesario)

Firma del cliente: _____

RESPUESTA ADMINISTRATIVA

Fecha de reunions/Repuesta: _____ Queja# _____

Fecha de reunions/Repuesta: _____ Tiempo de Meeting _____

Accion administrative tomada/Administrativo respuesta _____

Cliente (ciircudi uno) no esra esta de acuerdo con la respuesta dada. Si el cliente no dsta de acuerdo, la queja fue enviada a: _____

Clienta recibo una copia de la queja : _____ (inciales del cliente)

Firma del Cliente: _____ Fecha _____

Answered by: _____ Fecha: _____

Revision administrative por:: _____ Fecha: _____

Comments:

Client Bill of Rights

Abundance Living, Inc. shall respect and protect Clients' rights. Staff will be provided training regarding the Client's rights. Prior to admission staff will inform clients of their rights and clients will sign a copy acknowledging receipt of their rights. The client will receive a copy of the **Bill of Rights** and a copy is located in the Tech office. The client Bill of Rights to include:

- (a) Abundance Living, Inc. shall respect, protect, implement and enforce each Client right required to be contained in the facility's Client Bill of Rights. The Client Bill of Rights for all facilities shall include:
 - (1) You have the right to accept or refuse treatment after receiving this explanation.
 - (2) If you agree to treatment or medication, you have the right to change your mind at any time (unless specifically restricted by law)
 - (3) You have the right to a human environment that provides reasonable protection from harm and appropriate privacy for your personal needs.
 - (4) You have the right to be free from abuse, neglect, and exploitation.
 - (5) You have the right to be treated with dignity and respect.
 - (6) You have the right to appropriate treatment in the least restrictive setting available that meet your needs.
 - (7) You have the right to be told about the program's rules and regulations before you are admitted including, without limitation, the rules and policies related to restraints and seclusion. Your legally authorized representative, if any, also has the right to be and shall be notified of the rules and policies related to restraints and seclusion.
 - (8) You have the right to be told before admission:
 - (a) The condition to be treated
 - (b) The proposed treatment
 - (c) The risks, benefits, and side effects of all proposed treatment and medication
 - (d) The probable health and mental health consequences of refusing treatment
 - (e) Other treatments that are available and which ones, if any might be appropriate for you
 - (f) The expected length of stay
 - (9) You have the right to a treatment plan designed to meet your needs and you have the right to take part in developing that plan.
 - (10) You have the right to meet with staff to review and update the plan on a regular basis.
 - (11) You have the right to refuse to take part in research without affecting your regular care.
 - (12) You have the right not to receive unnecessary or excessive medication.
 - (13) You have the right to have information about you kept private and to be told about the times when the information can be released without your permission.

(14) You have the right to be told in advance of all estimated charges and any limitations on the length of services of which the facility is aware.

(15) You have the right to receive an explanation of your treatment or your rights if you have questions while you are in treatment.

(16) You have the right to make a complaint directly and receive a fair response from the facility within a reasonable amount of time

(17) You have the right to complain directly to the Texas Commission on Alcohol and Drug abuse at any reasonable time.

(18) You have the right to get a copy of these rights before you are admitted, including the address and telephone number of the Texas Commission on Alcohol and Drug abuse

(19) You have the right to have your rights explained to you in simple terms, in a way you can understand, within 24 hours of being admitted.

(b) For residential sites, the Client Bill of Rights shall also include:

(1) You have the right not to be restrained or placed in a locked room by yourself unless you are a danger to yourself or others.

(2) You have the right to communicate with people outside the facility. This includes the right to have visitors, to make telephone calls, and to send and receive sealed mail. This right may be restricted on an individual basis by your physician or the person in charge of the program if it is necessary for your treatment or for security, but you still have the right to contact an attorney or the Texas Commission on Alcohol and Drug Abuse at any reasonable time.

(3) If you consent to treatment, you have the right to leave the facility within four hours of requesting release unless a physician determines that you pose a threat of harm to yourself and others

Proyecto de ley de derechos del cliente

Abundancia vida, Inc. deberá respetar y proteger los derechos de los delincuentes. El personal se proporcionará capacitación sobre los derechos del infractor. Antes de la admisión personal informará a los delincuentes de sus derechos y los delincuentes

- (2) Si accedes a tratamiento o medicamentos, usted tiene el derecho a cambiar de opinión en cualquier momento (a menos que específicamente restringido por la ley)
- (3) Usted tiene el derecho a un ambiente humano que proporciona una protección razonable de daño y privacidad apropiada para sus necesidades personales.
- (4) Usted tiene el derecho de estar libres de abuso, negligencia y explotación.
- (5) Usted tiene el derecho a ser tratados con dignidad y respeto.
- (6) Usted tiene el derecho a un tratamiento apropiado en el ambiente menos restrictivo disponibles que satisfacen sus necesidades.
- (7) Usted tiene el derecho a ser dicho sobre reglas y reglamentos del programa antes de que eres admitido incluyendo, sin limitación, las reglas y políticas relacionadas con las restricciones y el aislamiento. Su representante legalmente autorizado firmará una copia reconociendo sus derechos. El delincuente recibirá una copia de la **carta de derechos** y una copia se encuentra en la oficina de tecnología. La declaración de derechos de delincuentes para incluir:
 - (a) Abundancia Living, Inc. deberá respetar, proteger, aplicar y hacer valer cada delincuente derecho debe estar contenida en de las instalaciones agresor de derechos. El delincuente carta de derechos para todas las instalaciones incluirán:
 - (1) Usted tiene el derecho de aceptar o rechazar el tratamiento después de recibir esta explicación.
si los hubiere, también tiene derecho a ser y se notificará de las normas y políticas relacionadas con la restricción y reclusión.
 - (8) Usted tiene el derecho a decir antes de la admisión:
 - (a) La condición para ser tratada
 - (b) El tratamiento propuesto
 - (c) Los riesgos, beneficios y efectos secundarios de medicamentos y tratamiento propuesto
 - (d) La probable salud y consecuencias para la salud mental de rechazando el tratamiento
 - (e) Otros tratamientos que están disponibles y cuáles, si podrían ser apropiados para usted
 - (f) La duración prevista de la estancia
 - (9) Usted tiene el derecho a un plan de tratamiento diseñado para satisfacer sus necesidades y usted tiene el derecho a participar en el desarrollo de ese plan.
 - (10) usted tiene el derecho de reunirse con el personal para revisar y actualizar el plan sobre una base regular.
 - (11) usted tiene el derecho de negarse a participar en la investigación sin afecto su regular atención.
 - (12) usted tiene el derecho a no recibir un medicamento innecesario o excesivo.
 - (13) usted tiene el derecho a tener información acerca de usted se mantiene como privado y se habló de los tiempos cuando la información puede ser divulgada sin su permiso.
 - (14) tiene el derecho a ser dicho antes Estimados todos los cargos y las limitaciones sobre la duración de los servicios de los cuales son consciente de las instalaciones.

(15) tiene derecho a recibir una explicación de su tratamiento o sus derechos si usted tiene preguntas mientras usted está en tratamiento.

(16) usted tiene el derecho a presentar una queja directamente y recibir una respuesta justa de las instalaciones dentro de un periodo de tiempo razonable

(17) tiene el derecho a reclamar directamente a la Comisión de Texas sobre alcoholismo y drogadicción dentro de un plazo razonable.

(18) usted tiene el derecho a obtener una copia de estos derechos antes de que eres admitido, incluyendo el la dirección y el número de teléfono de la Comisión de Texas sobre abuso de drogas y Alcohol.

(19) usted tiene el derecho a tener sus derechos explicados en términos simples, de manera que puedasEntender, dentro de las 24 horas de ser admitido.

(b) para los sitios residenciales, la cliente también deberá incluir la declaración de derechos:

(1) usted tiene el derecho a no ser refrenada o colocado en una habitación cerrada por ti mismo a menos que usted es un peligro para la usted mismo u otros.

(2) usted tiene el derecho a comunicarse con la gente fuera de las instalaciones. Esto incluye el derecho a tener visitantes, para hacer llamadas telefónicas y para enviar y recibir correo sellada. Este derecho puede ser restringido en un individualmente por el médico o la persona a cargo del programa si es necesario para su médico o la persona a cargo del programa si es necesario para su tratamiento o para la seguridad, pero incluso entonces puede contactar a un abogado o a la Comisión de Texas sobre alcoholismo y drogadicción en cualquier de tiempo razonable.

(3) si usted da su consentimiento al tratamiento, usted tiene el derecho a abandonar la instalación en cuatro horasde solicitar la liberación a menos que un médico determine que usted representa una amenaza de daño a usted y otros.

(c) si un cliente derecho a la libre comunicación está restringido bajo las disposiciones del párrafob (2) de esta sección, el director del programa deberá documentar las razones clínicas para el la restricción y la duración de la restricción en el registro de cliente. El programaDirector informará al cliente y su caso, identificación del cliente de larazones clínicas para la restricción y la duración de la restricción.

Telephone Policies

The telephone policy ensures reasonable rules and procedures governing the use of telephones by clients in the least restrictive manner.

Clients may make phone calls only during the times that no functions are scheduled, with the exception of an emergency. You may make phone calls during the following times and for the following reasons:

- Phones times are permitted during the hours of 8a.m.-2p.m. for business and medical use only with counselor approval.
- Evening phone times:
 - Sunday thru Thursday from 4:00 pm to 9:30 pm
 - Friday and Saturday 4:00pm-10:30pm
- Phone calls are limited to 8 minutes. Client must sign the phone log sheet

Clients are allowed to make contact with family members upon arrival at the facility and may use the telephone for that purpose.

Clients phone calls may be limited if they exhibit inappropriate behavior while on the phone, (i.e. profane language, prank calls, monopolizing the telephone).

Phone use will not be permitted after curfew times.

Television Policies

All clients have access to the television set in the chow hall house; however, it is only to be turned on/off by tech/kitchen staff during approved television hours at appropriate time. Television times are seen as an opportunity for clients to experience a chance to compromise, interact and enjoy acceptable entertainment. No television shows depicting violence, nudity or use of explicit language is to be viewed on the facility television set. If the type of viewing is discovered by staff, television privileges may be revoked.

The Television may be utilized by staff as an educational tool for clients during specified activities and group sessions.

Staff supervision and discretion is to be exercised on a regular basis to ensure that subject matter is appropriate for client's viewing.

In the event of a conflict a house compromise will be utilized to determine selections for viewing when more than one resident wishes to watch different television programs.

Clients are expected to utilize the television in an appropriate manner, which includes: reasonable volume, adherence to the user's manual when operating controls, cooperation and fairness in sharing T.V. time.

The following is not permitted; excessive volume, continuous flipping of channels, monopolizing the control of television time, utilizing the set during any scheduled group activity.

If the television set begins to malfunction, clients are expected to notify staff for adjustments. They are to refrain from tuning sets without staff supervision or attempting any type of repairs.

Clients must obtain permission from staff for television viewing outside the scheduled times.

Television Times

Television times are as follows:

Weekdays Monday thru Friday-

During Free Time (not Study Time) & during meals

12:00 Noon to 1:00 pm

3:00 pm to 6:00 pm

(News)

Fridays

6:30pm-11:15pm

Saturday

6:00 am to

11:15 pm

Sunday

9:00am-9:15pm

Client Pass Privileges

Abundance Living, Inc. is set up to allow clients to receive pass privileges while in the program. These pass privileges are contingent on several factors that include; client compliance with program rules and guidelines, client completion of required assignments and required group attendance, and adherence to stipulations of Probation or Parole. In the event that any of these requirements are not met, a client pass will be denied. Clients are always required to submit a gate pass for permission to leave the facility. Anyone leaving the facility without an approved gate pass will be considered AWOL and appropriate actions will be taken that could include termination from the program and reporting to legal authorities.

The procedures for submitting pass requests are as follows:

1. Clients are to use the **Abundance Living Transitional Treatment Center Gate Pass** to request permission to attend all legal appointments, engage in job search activities, have home/family weekend visits, and to attend 12-Step meetings or other recovery related activities. Clients must complete each item on the pass with specific times and destinations, copy of form is attached.
2. Clients are to have an Abundance Living, Inc. **Gate Pass Planner** attached to gate passes when submitted and completed all information on it, copy of planner is attached.
3. All passes must be signed by the client before being submitted for approval.
4. Clients will be issued Gate Pass packets between Monday and Wednesday of each week, and the client must have them completed and submitted for approval by 9p.m. Wednesday. Passes submitted after that time will not be considered.
No exceptions unless it is an emergency situation.
5. Abundance Living does allow 24 or 48 hours passes; however, counselors can approve the passes only with the authorization from clients Parole or Probation officer.
6. Clients may be asked to submit to a urine drug screen and alcohol swab when returning from a pass.
7. Approval of client passes is at the **discretion** of the **Primary Counselor** and the decision will be final. Passes already approved can be revoked at the Counselor's discretion if a client violates any of the program rules and policies.

REMEMBER, PASSES ARE A PRIVILEGE, NOT A RIGHT!

Signing In/Out Procedures

Each client is required to sign in and out with Staff approval when leaving and returning to the facility. The client must personally sign the **"Sign Out Book"**. No one is allowed to sign in or out for the client.

The client must complete the **Sign Out/In sheet** with the following information when leaving the facility:

1. Name and TDCJ number
2. Time leaving the property (time will be given by the tech/staff); the tech/staff will write the time and put their initials next to the time given.
3. Name of destination
4. Physical street address,
5. City, state and zip code
6. Telephone number to destination
7. The client signature is required
8. The tech/staff member will sign the **Sign Out/In sheet**

The client must complete the **Sign Out/In sheet** with the following information when returning to the facility:

1. Return time and their signature on the sign in/out sheet. The return time will be given by the client by the tech/staff.
2. The tech will enter the date, the time of return and initial on the pass

Client Schedule of Pass Hours

Upon the 10 days Orientation, clients are permitted to have these pass hours. Completion of the program hours does not automatically earn these hours. If a client receives an infraction or violates program rules the number of hours on his pass can be changed by the Primary Counselor.

11 – 30 Days	4 hours up to 8 hours
31 – 59 Days	6 hours up to 10 hours
60 – 90 Days	10 hours to 11 hours

Any additional hours needed must be approved by the client's Primary Counselor. If you attend church 2 hours will be added to pass for church only.

"All passes are to end at 7 p.m. and clients must be back on the facility grounds". If a client is required to work on weekends, pass must be approved by Counselor and client must bring his work schedule in as proof.

"Clients are allowed to leave the grounds before 10 days only in the event of medical emergencies and Death of immediate family member but must be approved by Parole/Probation Officer,

Overnight Pass Guidelines

Clients may be allowed to receive overnight passes with the approval of the Treatment Team however the team shall have at least one representative from the Department or CSCD. Written approval of overnight passes must be obtained from the client's Parole or Community Supervision Officer and shall be maintained in the client's records.

Clients are only to go to designated places, which are stated on the Overnight Pass.

Overnight passes must also have the primary counselor or Program Director's approval.

Client must not have any infractions within the month of the date of the pass.

All infractions will be forwarded to the Parole Officer for a Disciplinary Treatment Team Meeting.

GATE PASS GUIDELINES

- 1) Clients are to only go to designated places listed on the Gate Pass.
- 2) Clients are allowed to go to the store, shopping for clothing or go visiting however it must be also designated and the time for shopping is limited to 5 hours.
- 3.) When you go places other than what is listed on the gate pass, you are abusing the Gate Pass and this will not be tolerated. It could result in future pass Privileges being revoked.
- 4) In order to go to places that are **not listed** on the Gate Pass the client must:
 - a) Have approval from the Primary Counselor or Program Director
 - b) The Primary Counselor must inform the Tech/Staff on duty so it may be written in the communication log.
 - c) If this procedure is not followed the client will be issued sanctions.

COMMUNITY STRUCTURE

Abundance Living Program is set up as a Therapeutic Community. In a Therapeutic Community the clients are responsible for ensuring that the structure is maintained and work together as a community to ensure that all rules and guidelines are followed. There are positions assigned to clients in a Therapeutic Community and all clients are required to be involved. The Community Structure Board consists of the following:

Sr. Coordinator

Asst. Sr. Coordinator (1)

Education Department Coordinator & Crew

Service Department Coordinator & Crew (Must have (4) crew members at all times)

Inspiration Department Coordinator & Crew

Expediter Department Coordinator &

Crew Creative Energy Department &

Crew Information Department

Upon arrival to the program clients are automatically assigned to the Service Crew. After leaving the Service crew clients are required to submit an application for structure. Failure to apply for a department will result in a client being assigned to one.

All clients are required to participate in the Community Structure.

Department Coordinators are to meet with their crew at least 30 days in the program to be eligible for the Sr. Coordinator. A client must have at least 30 days in the program and must be in compliance with program rules with no infractions. Clients may apply for a position and final approval must come from staff.

COMMUNITY AND SUPPORT GROUPS

The clients are the primary decision makers in their community; however, when the need arises, the staff can provide assistance in those matters.

SPECIAL ISSUES GROUP

Specialized groups addressing issues such as sexuality, HIV/AIDS Education and Testing, TB testing, Relationship issues, and Family/Multi-family Education group is offered here at Abundance Living, Inc. Please refer to your program schedule or consult with your Primary Counselor for specific dates and times.

GROUPS

There are many peer's facilitated groups in the therapeutic community to which clients may refer. These groups are held throughout the course of the week and serve to motivate clients to become more effective problem solvers. There are

also 12-Step support group meetings held here at the facility on Monday at 6:00pm this is mandatory which are facilitated by outside entities. They are people just like you who find strength through the support of others. (i.e., AA, NA, CA, etc.) We encourage you to get the benefit of these groups to gain valuable insight and preparation for re-entry.

OTHER T.C.POLICIES AND TERMS

PEER SUPPORT GROUP (P.S.G.)

A P.S.G. is a group of peers that meet as needed for any one family member who feels a need. Normally when someone receives a letter from home that is hurtful, feels that he is being treated unjustly in the program, or anything of that nature, a P.S.G. is formed. When peers meet in the P.S.G., everyone should be supportive. This is a peer support group, not a counseling session from peers. Peers (family members) are asked not to give assignments to the family member during the P.S.G.

GLUE CONTRACT

Such a contract requires two clients; harboring resentments, to do everything side by side for a specific number of hours, days, or weeks, at no time should they be seen apart.

PROCESS GROUP

Usually, the purpose of this group is to become comfortable with uncomfortable feelings and their causes. However, it is appropriate for two or more clients to air their resentments toward each other and, with the aid of the community, reach a solution.

THRAPEUTIC COUNSELING GROUP

TC's focus considerable attention on consequences and attempt to control them as a means of supporting desirable behavior or eliminating undesirable behavior. Consequences may be positive, in the form of affirmation or privileges or negative, in the form of reprimands, or loss of privileges. The three levels of infractions are minor, intermediate, and major.

CONFRONTATION AND ACCOUNTABILITY

Accountability is the key to making the community real or genuine in contrast to a game. Accountability moves a person from a position of observer, to a participant, and eventually, to a member. It creates the stress that brings an individual to a point of decision: to maintain his familiar behavior patterns or change to the appropriate behavior and attitudes, appreciation for community values, and responsibility.

CONFIDENTIALITY GUIDELINES

The TTC Program takes great steps to preserve your confidentiality while here in treatment. No information will be released unless you sign and Consent for the Release of Information form which indicates the recipient, or unless the Program receives a court request for information. To ensure this confidentiality, the Technical staff of duty will not acknowledge or deny your presence in the program to any callers. You must sign a release of information for family members to call your Primary Counselor concerning your treatment progress. In the case of an emergency, the Primary Counselor must be contacted to relate the information to you. We will ensure that needed emergency information is forwarded to you as expediently as possible.

All information discussed between peers in group sessions should be treated as confidential. You need to respect your peers' rights to confidentiality; just as you would want them to respect yours. Do not discuss over the telephone or in person, information revealing the identity of any peers in the facility. Information discussed in groups need to stay in groups and not be a topic of conversation throughout the facility. Failure to comply with the above mentioned confidentiality guidelines may be grounds for disciplinary sanctions, up to and including recommendation for discharge staffing with your Probation/Parole Officer, Primary Counselor, and the Program Director.

After discharge, your medical records remain confidential and require your signature for release.

SUGGESTIONS FOR SUCCESSFUL TRANSITIONAL LIVING

Experience has repeatedly demonstrated that there are a number of factors which promote a positive experience. If you are able to embrace new ideas, you will find yourself able to complete your goals and will feel good about the changes you have accomplished.

1. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes, and exploring why you made these mistakes.
3. Commit to being open about your thoughts and feelings, and don't keep secrets.
4. Commit yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out or holding them in.
5. Commit yourself to being honest in all of your relationships and to avoid lies and distortions of information. This also means being honest with yourself.
6. Be willing to follow facility rules and guidelines even if you don't agree with them.
7. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will become an important life goal.
8. Accept the value of hard work, which means obtaining employment, setting goals for you, and striving toward honest financial and personal independence.
9. Accept that you can learn from your own experiences and the experiences of others if you are willing to take advantage of them and look at them as "teachable moments".
10. Accept that transitional facility staff is dedicated to helping you achieve and maintain recovery from chemical dependency and all the ramifications that come with that condition.
11. Keep in mind **HOW** to obtain and maintain recovery.
12. Smoking is strictly prohibited at Abundance Living Inc.. No incense or candles are allowed in the client's room, office or group rooms. Fire drills are conducted monthly, at which times you must evacuate the building **immediately**. Failure to comply may result in disciplinary action.

No smoking on Abundance Living, Inc directive of TDCJ.

13. Random urinary specimens and Alcohol swab test are conducted here at the facility. If notified of the need for a specimen, you have two hours in which to comply. You will remain Under staff surveillance until a complete specimen is given and if leave the area before Completing the UA OR Mouth Swab it could result in disciplinary action. Failure to give a specimen within a two-hour period is considered a stall, and a stall is considered a positive, this could result in disciplinary action and your Probation/Parole Officer will notified by your Primary Counselor or the Program Director to determine what action will be taken.

Honesty, Open-mindedness, and Willingness

CLIENT RESPONSIBILITIES

Belonging to a Therapeutic Community facility requires that each member do his part in maintaining a healthy and safe environment.

1. You are responsible for keeping your own room clean, doing your own laundry and completing any assigned job responsibilities in the facility. Being a community member also requires that you keep in mind both your needs and the needs of others.
2. You are responsible for treating peers and staff members with respect. This includes helping peers whenever possible. Helping others is a critical part of living a clean and sober lifestyle, and you can begin here.
3. You are responsible for attendance at ALL scheduled groups and meetings while in the program. You must be on time and ready to participate to receive maximum benefit.
4. You are responsible for getting what you need by:
 - a. Asking for help when you need it;
 - b. Sharing your feelings with staff and peers;
 - c. Staying away from initiating, engaging in, encouraging and/or supporting the unhealthy behavior of others;
 - d. Telling the truth and doing what you believe is right (which includes doing unto others as you would have them do unto you);
 - e. Achieving your treatment plan goals and objectives
5. If you ever have information that another client plans to bring harm to himself or others, please report this immediately to a staff member (person). It is important that you understand this is not viewed as "snitching" but instead as a tool to protect the community members and/or staff members and it represents an act of responsible care and the concerns for others.

Provision of Information

A client has the responsibility to provide accurate and complete information about present complaints, past illnesses, hospitalizations, medications, and other matters relating to his health. He has the responsibility to report unexpected changes in his condition to his Primary Counselor, and is responsible for consulting with his counselor if he does not understand what is expected of him.

CLIENT DRESS CODE

One important aspect of recovery involves the development of a healthy and autonomous identity. Ultimately, the person in recovery develops a mode of dress that reflects the emotions, values, and social relationship they wish to have with others. Clients who have difficulty in their relationships often reflect this in their mode of dress. Whether we like it or not, we are judged by others on the appearance we present. An equally important part of recovery is learning to conform to the expectations of society while maintaining our individuality. The dress code of Abundance Living, Inc. is designed to establish healthy and realistic guidelines that allow for self-expressions and self-care.

1. Clients are to be fully dressed upon exiting their rooms.
2. Hair is to be kept clean and neatly trimmed at collar-length or above (no ponytails).
3. Caps are not to be worn sideways or backwards. The wearing of caps during groups, in the offices, or in the dining area is strictly prohibited; and will be confiscated.
4. Wave caps or bandanas are not allowed outside the client rooms.
5. Wearing earrings at the facility is strictly prohibited and will be confiscated.
6. Sunglasses are not to be worn on the property. Outside property only
7. Nails are to be kept clean and neatly trimmed.
8. Tank tops and sleeveless shirts are unacceptable except during recreation.
9. Shorts must be worn at knee length. **NO CUT-OFFS ALLOWED**
10. Socks and shoes must be worn at all times. No open toes or flip-flops are to be worn outside of client rooms with the exception of those with medical conditions that require them to wear open shoes. Those clients will receive permission from their Primary Counselor or the Program Director to keep in their possession.
11. No cross-dressing allowed.
12. Absolutely no articles of clothing are to be worn bearing emblems, insignias or other graphics alluding in **ANY** respect to alcohol or drugs, or gang affiliation.
13. All clothing (and the person therein) is to be kept neat, clean and presentable at all times.
14. All clients must be neatly groomed every day. Those that arrive at Abundance Living, Inc. with beards or goatees are allowed to keep them, with the Counselor approval, provided they are neatly trimmed. If the beard or goatee is not kept neat, the Clients will be required to shave it off.

PERSONAL BELONGINGS GUIDELINES

Clients are allowed to bring items that hold significant value to them to assist in developing a sense of "home". All items brought to the facility must be cleared by Abundance Living, Inc. staff.

PERSONAL ITEM SUGGESTIONS

In addition to the necessities, some of the personal items allowed are limited amount:

Books, Magazines Radio/Alarm Clock

Diary/Journal

Photographs of family, friends and pets

Markers, drawing paper, writing utensils

Stationary, Envelopes and Postage Stamps Hobby Crafts

UNAUTHORIZED ITEMS

While it is our intent to allow a reasonable degree of freedom and flexibility regarding personal belongings brought to the facility, it is equally important that we ensure a safe and therapeutic environment for clients, staff and visitors. With this in mind, a variety of items are prohibited.

Such items include, but are not limited to, the following:

Clothing not in compliance with dress code

Televisions, Stereos

Cell Phones

Illicit drugs (including alcohol)

Products containing toxic substances (i.e., airplane glue, etc.)

Glass objects, sharp metals, heavy blunted items

Firearms, knives, or other potential weapons

Literature, music, clothes, etc. that contain sexually explicit materials or themes that promote violence, drug/alcohol use, exploitation of others, discrimination, anarchy, and/or other questionable content

Extension Cords

Candles

Tobacco products

Observations and opinions of staff will govern in questionable situations.

A. All personal belongings brought into the facility will be screened by staff to ensure that they meet appropriate safety standards. Items that are not in accordance with the policies will not be allowed. The judgment of staff will be absolute in deciding whether an item is appropriate or not.

B. The clients are allowed to have 14 days of clothing; these clothing items can be casual, business and work wear. The client is also allowed 5 pairs of shoes. The amounts of personal items should be kept at a reasonable limit as suggested above. Items must be adequate for proper storage in the available drawer, closet, and/or other storage space provided. Remember the amount of storage space is limited and at any time if it is determined that you have too many items clothing or shoes you will ask to send those items home.

C. Clients are discouraged from bringing expensive or valuable personal items could be lost or stolen.

D. Clients may not bring free standing heaters (electric or otherwise) into the room.

E. Abundance Living, Inc. will not be liable for any items that are lost or stolen. Clients agree to hold harmless Abundance Living Inc. or its employees for the loss or destruction of personal property. Pets of any kind are strictly prohibited at the facility. At no time are pets allowed.

F. Pets of any kind are strictly prohibited at the facility. At no time are pets allowed.

G. Staff's judgement will be used to determine appropriate or inappropriate dress.

Personal Inventory Record

Client Name: _____ Date of Arrival _____ RM# _____

ITEM	IDENTIFYING COLOR	CONDITION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Client Signature _____ Date _____

Staff Signature _____ Date _____

Bedding and Towels Check

Client Name: _____

SPN/SID# _____

Arrival Date: _____ Discharge Date _____

ITEM	ISSUED	CONDITION RETURNED
1.		
2.		
3.		
4.		
5.		
6.		

Received By: _____ Returned By: _____

Automobiles

Clients are allowed to have automobiles at the facility. Anyone needing to have possession of a vehicle for specific reasons (transportation to work) must get permission from their PO, primary counselor and the program director for approval

Automobiles are allowed at Abundance Living under the following conditions:

1. Primary Counselor gives permission and receives copies of #3
2. The purpose is to assist the client in obtaining or maintaining part-time or full-time employment.
3. The following have to be submitted to the Counselor and a copy must be provided to the tech staff for filing in the Vehicles on property binder.
 - Valid driver's license
 - Insurance
 - No expired tags
 - If car is not registered in client's name, clients must have a NOTARIZED
 - Statement/letter from owner of vehicle stating that the client has
 - Permission to have possession of vehicle and can be driven by the client
4. If the car is not registered in the client's name, the client must have NOTARIZED statement or letter from the owner stating that the client has their permission and approval for the car to be in the client's possession and is able to be driven by the client.
5. Once the criterion is met for possession of a vehicle, the client may park the vehicle on Abundance Living, Inc. property.
6. Abundance Living is not responsible for any damages or theft of automobiles that are brought onto the property.

SECURITY AND SAFETY

Abundance Living Center, Inc will provide you a secure environment in which to complete your transition. To do so, we reserve the right to search possessions and persons.

Searches will be conducted on all clients items upon return from a gate pass. In cases of suspicion of contraband, searches of possessions, units and persons will be conducted. Contraband is described as anything that can pose a danger to one's self, member of the facility and the facility staff. Such articles as alcoholic substances, drugs, weapons or sharp items, are contraband and will be confiscated. Additionally, any package (i.e. mail, parcels, care packages, etc.) delivered to you at the facility are subject to search.

A drug screen UV and/or a mouth swab may be required upon your return from a gate pass. Refusal to submit to a drug screen will be interpreted as an acknowledgement of use.

CONTRABAND ITEMS (items not permitted to be brought on to the facility)

Drug

Alcoholic substance Candles Incense

Tobacco products

Food or beverages

Glass or ceramic objects

Metal objects

Wire coat hangers – client may have plastic hangers for hanging their clothing

TV's stereos, cameras, tape recorders

White Out or Toxic markers

Aerosols

Knives or any weapons

Items depicting drugs, alcohol, violence, sex, Satanism, or Profanity

Toxic substances

Pornographic material

Plastic bags - acceptable

Poisonous plants

Extension Cords

Mouthwash or any liquid containing alcohol

Lighters and matches

The client (client) will be required to send any unacceptable of the items home with a friend or family member at the request of a staff member. Abundance Living Center, Inc. will not be responsible for any item(s) classified as contraband.

CONTROLLED RESTRICTED ITEMS

The following personal items must be kept in the Tech Station's Property Room. These items may not be kept in the client's room.

- Musical instruments
- Hair Dyer
- Iron
- Starch -acceptable
- Personal Laundry Detergent –acceptable
- Irons - acceptable

These acceptable items are to storage in the tech's office

STAFF ROUNDS

The staff makes rounds to ensure the safety and wellbeing of all clients. These rounds continue through the day and night.

KITCHEN/DINING AREA RULES AND GUIDELINES

1. No tank tops or sleeveless shirts are to be worn when in the kitchen.
2. No sandals or open-toed shoes may be worn in the kitchen.
3. All kitchen workers must wear long pants.
4. No one is allowed behind the serving line, except those who are serving.
5. All kitchen workers must wear hairnets; clients and visitors are not to wear baseball caps or hats of any kind, etc. while in the kitchen.
6. No personal containers inside the **kitchen area**. Containers or cups are allowed in the dining area.
7. The cook or the Tech on duty will give out sack lunches to clients who work. The lunches are to be prepared by the kitchen staff and delivered to the tech office for storage in the office refrigerator
8. Clients are to line up at meal times in an orderly manner, without horseplay or skipping in line.
9. All clients are to clean up behind themselves, and members of the Service Crew that are assigned to kitchen/dining room duty must complete those assignments.
10. TV News only viewing while eating meals
11. No food /drinks are allowed to be taken from the kitchen without permission. This does not include meal trays or sack lunches that are provided to the clients who work during meal time.
12. Working clients must sign the late/sack lunch tray list.

MEALTIMES

Mealtimes are an opportunity for clients to refine social and etiquette skills. Family style dining is expected and clients should dine together in the designated area when at all possible. This ensures that the appropriate amount of food is prepared and none is wasted. Late trays will be prepared for clients who are employed or have appointments that keep them away from the facility during meal times. This requires them to sign the late tray list to ensure one is prepared for them. Client meal times are as follows: The kitchen area close at 6:00p.m.

Monday thru Friday

Breakfast	7:00 am- 7:30 am
Lunch	11:30 am-12:00 noon
Dinner	5:00 pm - 6:00 pm

Saturday, Sunday & Holidays

Breakfast	8:30 a m - 9:00 am.
Lunch	12:00 noon - 12:30 pm.
Dinner	5:00 pm - 6:00 p.m.

MEDICATION PROCEDURES

The self-administering of medication is monitored by Abundance Living Tech Staff on duty. All medications, prescribed or OTC (Over the Counter) must be turned in when brought into the facility. It will be logged in the Medication Log Book and dispensed at the following times unless otherwise specified by dosage directions. Clients are not permitted to have narcotic medication or any medication containing alcohol. It is the client's responsibility to let doctors know their situation and not accept any prescriptions that violate this rule.

MEDICATION SCHEDULE

MORNING.
7:30A.M.

12 NOON (BEFORE OR AFTER LUNCH)

EVENINGS

7:30P.M. to 8:15 PM

DISPENSING OR SHARING MEDICATION BETWEEN CLIENTS IS NOT ALLOW

SMOKING/TOBACCO POLICY

Abundance Living Inc. is a non-smoking facility. ALL tobacco products are prohibited.

LAUNDRY GUIDELINES

1. Clients may not launder clothes during facility activities.
2. Clients are to read and comply with operational directions posted on machines to proper use.
3. Clients are to remove their laundry from the washer to the dryer in order to allow others to use.
4. Clients are to launder their clothing and linen at least once a week.
5. Clients are responsible for keeping the laundry room neat and clean
6. Laundry detergent and bleach will be supplied to the clients and the client will sign the log for receiving laundry supplies. Laundry products will not be issued after the last time wash.
7. Laundry will be done on the specific day it is assigned. If you fail to wash on your assigned day you must get permission from the staff as well as check with the clients on the assigned schedule for availability. In case of emergency, staff should be notified and approval permission by staff must be made.
8. Laundry room is opened Sunday – Thursday 11:00 a.m.to 9:15 pm. Friday & Saturday 11:00am to 11:00pm.
9. Last wash must be started minimum 1 hour prior to closing.
10. Structure member will monitor laundry room.

LAUNDRY SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Room 2B</i>	<i>Room 3B</i>	<i>Room 4B</i>	<i>Room 5B</i>	<i>Room 6B</i>	<i>All Rooms</i>	<i>All Rooms</i>

FACILITY RULES AND GUIDELINES

1. No food or beverages will be allowed in the rooms. Only water is permitted in your room. **No outside food is permitted in your room***Clients that are at the facility that are on a MONITOR will be allowed to have outside food once a month during their visitation on Saturday or Sunday only. All leftovers must be sent back home with the visitor when the visitation is over. If a client is found to violate this rule, the next weekend visit will be denied.
2. It is your responsibility for getting to group on time. The staff may call for group but it is your responsibility to be there on time. You are not allowed to leave group once it has started. You will have ten (10) minutes between groups to refresh yourself. You are only to leave group for medical emergencies. If you have an emergency go to the office and explain the tech on duty your condition. Every Monday at 9:00p.m. All clients must attend mandatory community meetings.
3. Horseplay and playing the dozen will not be permitted. Physical abuse may result in discharged from the program and Parole Officer will be notified.
4. Clients are allowed to sleep in the rooms during free time on Saturday and Sundays. This means the clients are allowed to rest on top of the covers and must be fully dressed. This does not mean that you are not allowed to underneath your covers. ***Please see your primary counselor if you are client who works on a night shift for clarification of what you are able to do with your sleep situation. Please ensure that that your counselor make notes in the Tech's communication log, so there no confusion or miscommunication on anyone's part. A staff member may give a sleeping pass that must visual when a room check is done.
5. Transportation is not provided for personal appointments.
6. This is not a medical facility (your primary counselor will elaborate).
7. Clients are responsible for their own hangers. Plastic hangers are allowed.
8. It is the policy of Abundance Living to initiate forms as the first phase of the therapeutic intervention. When a client is observed in violation of the program rules and guidelines, a staff member will write infractions. A client will be placed on a contract if he receives two (2) infraction in one (1) week. Failure to comply with mandates of the contract including Administrative discharge. Clients receiving three (3) or more infractions will strongly be recommended for Administrative Discharge.
9. Acting out sexually is inappropriate and will not be tolerated on the facility. Behaviors, dress and conversation interpreted as sexually inappropriate by the staff member will grounds for discharge.
10. Interacting appropriately is strongly encouraged – isolating (keeping to one self) is discouraged, forming cliques are not in keeping with seeking recovery.
11. Submit to random drug and alcohol test at staff request.
12. **No drugs, Tobacco or Alcohol is permitted on the property.** If found in violation, the Tech will notify the Program Director and Parole Officer
13. Criteria for holding office in the community:
 - Must be at the facility for at least seven (10) days
 - Must be participating in all groups and activities
 - Must have step one started and reviewed by the counselor
 - Must be following all facility guidelines
 - Must be exhibiting positive behavior and attitude
 - Must not have had an infraction in the week of the election

DISCIPLINARY PROCEDURES

It is the policy of Abundance Living, Inc. that disciplinary procedures with graduated sanctions to be implemented for client rule violations. These sanctions will be determined by the Program Director, Primary Counselor and if needed, the Probation or Parole Officer. Disciplinary actions may be taken to maintain order and to act in the best interest of all clients. The following guidelines shall apply regarding behaviors which may result in disciplinary actions. They are broken down into three categories listed below.

- **House Rules**
- **Major Rules**
- **Cardinal Rules**

House Rules Violation-Category 3

In keeping with our commitment to provide an atmosphere conducive to recovery, the following are the least severe circumstances/behaviors which shall also be cause for disciplinary action. Any violation of these may result in verbal and/or written Pull-up Slips and possible disciplinary actions

Any violation of these may result in verbal and/or written Pull-up Slips and possible disciplinary actions

1. Failure to follow the rules outlined in the Client Handbook;
2. Stealing;
3. Gambling
4. Smoking and/or tobacco use in a non-designated area time
5. (Smoking inside rooms is a Category #1 Cardinal Rule infraction)
6. Do not disregard cigarette or cigar butts on the property ground. Ashtray reciprocals a re provided in the smoking area on the facility' for disposing of cigarette and cigar butts.
7. Dangerous pranks or horseplay;
8. Repeated Tardiness;
9. Disruptive behavior
10. Repeated rule violations
11. Racial/Ethnic/Sexual slurs;
12. Failure to adequately complete assignments
13. Verbal abuse or profanity
14. Possession of Contraband
15. Entering another client's room without permission

House Rules Violation

Any violation of these may results in verbal and/or written pull-up slips and possible disciplinary action.

- NO** Walking out of group
- NO** Pornographic material on Facility
- NO** Disrespect to Family or Staff Member

Full participation in all groups and program activities is required

Every client is expected to pick up behind himself after using showers, sinks, toilets and after meals

Major Rule Violations-Category 2

These are serious rule infractions with the potential for serious negative consequences and/or substantial program disruption and, as such, MAY result in discharge. The decision regarding the appropriate level of disciplinary action for Category 2 infractions may be made by the Treatment Team on a case-by-case basis after careful consideration of all the facts. Category 2 infractions may include any or all of the disciplinary actions outlined above in Category 3.

1. Possession and/or bringing weapons onto Abundance Living property;
2. Use of alcohol, Illegal Drugs or other chemicals;
3. Failing to report alcohol and/or other drugs on Abundance Living property;
4. Destruction of Abundance Living property;
5. Sexual activity on Abundance Living property
6. Abuse, exploitation, and/or violation of another client's right

Major Rule Violations

NO walking out of Confrontation Groups or avoiding confrontation.

NO disrespecting Pull-ups; must acknowledge all Pull ups in an appropriate manner.

NO dialoguing after a Pull-Up.

NO disrespect to community members or member of the staff.

NO Lying to community members or member of the staff.

NO Horseplay.

NO Racial, ethnic, or sexual slurs.

NO Gambling.

Not fully and sincerely participation in all community activities is required.

Be on time to all activities.

NO Profanity or profane gestures.

NO "Cliques Off" (forming subversive cliques).

NO Cell phones

NO Negative contracts.

Always use appropriate lines of communication.

Violation of a Major Rule may result in verbal and or written confrontations known as Pull-Ups, Learning Experiences, learning experiences and possibly disciplinary actions through established TDCJ-ID disciplinary procedures

Cardinal Rule Violations- Category 1

These rules have been established to protect and guard the community from threatening behaviors and dangers to the community. These are serious actions of circumstances/behaviors which directly impact the health, safety, and welfare of both staff and clients and, as such, SHALL result in automatic unsuccessful discharge from the program:

- (1) Physical violence, serious threats of physical violence, or intimidation against any person
- (2) Bringing drugs, alcohol, or drug/alcohol paraphernalia drugs or alcohol to the program;
- (3) Smoking inside any Abundance Living building or vehicle; and
- (4) Sexual abuse or the threat of sexual abuse - sexual acting out, including romantic or sexual physical contact

Additional Cardinal Rules Violations Section #2

1. No Stealing.
2. No weapons of any kind.
3. No gang representation.
4. No destruction of property
5. No refusal to participate in any assigned activity.
6. No criminal activity as defined by the laws of the State of Texas or the United States

Violation of Cardinal Rules may result in discharge from the program, disciplinary actions through TDCJ-ID disciplinary procedures, and/or TC Behavioral Contracts or serious Learning Experiences. A written pull-up slip is mandatory for cardinal rule violations

Additional Cardinal Rules Violation Section #3

Client will be staffed with their primary counselor or Program Director and Parole/Probation Officer for possible unsuccessful discharge if resulted in the following with another client or staff member.

- Exchange of money
- Loaning of money
- Receiving of money
- Or anything of value

Graduated Sanctions:

Infraction #1 -Verbal Warning (depending on the Category) Infraction #2-Treatment Team Staffing | Therapeutic Assignment
Possible Pass Restriction/ Community Extra Duty

Infraction #3- Treatment Team Staffing/Behavior Contract/Community Extra Duty/Additional assignments to complete

Infraction #4-Program Discharge at Staff Recommendation/ Notification to Legal Referral Source (Parole or Probation)/Unsuccessful Discharge status

A client who incurs repeated rule violations and/or accumulation of Category 3 infractions shall be subject to discharge at staff request. All disciplinary action shall emanate from clinical treatment team members, will be in writing, and shall be placed in the client's file.

PROCEDIMIENTOS DISCIPLINARIOS

es el política de abundancia vivir, Inc. que disciplinarias procedimientos con sanciones graduadas a ser implementado para cliente regla violaciones. Estas sanciones será ser determinado por el programa Director, primaria consejero y si necesario, la libertad condicional o oficial de libertad condicional. Disciplinario acciones puede ser tomado a mantener orden y a actuar en la mejor interés de todo clientes. La siguiente directrices deberá aplicar sobre comportamientos que puede resultado en disciplinaria acciones. Se son roto por en tres categorías enumeradas más abajo.

- **Reglas de la casa**
- **Principales reglas**
- **Reglas cardinales**

Casa reglas violación -categoría 3

En manteniendo con nuestra compromiso a proporcionar un atmósfera propicio a la recuperación, la siguientes son la menos severa circunstancias/comportamientos que también deberá ser causar para disciplinaria acción. Cualquier violación de éstos puede ocasionar resbalones de pull-up verbal o escrita y posibles acciones disciplinarias

Cualquier violación de éstos puede ocasionar resbalones de pull-up verbal o escrita y posibles acciones disciplinarias

1. fallas a siga la las reglas descritas en el cliente manual;
2. robar;
3. juego
4. Fumar y/o tabaco uso en un área no designada tiempo
5. (Fumar dentro de las habitaciones es un *#categoría1* Regla Cardinal infracción)
6. no hacer caso omiso de cigarrillo o colillas de cigarro en el tierra de propiedad. Ashtray recíprocos son proporcionados en el área de fumar en las instalaciones de ' para eliminar de cigarrillo y puro traseros.
7. peligroso bromas o horseplay;
8. repetido tardanza;
9. disruptiva comportamiento
10. repetido regla violaciones
11. Racial/étnica/Sexual ligaduras;
12. Insuficiencia a adecuadamente completa las tareas
13. verbal abusos o palabras soeces
14. posesión de contrabando
15. entrar en la habitación de otro cliente

Casa reglas violación

Cualquier violación de éstos puede resultados en flexión verbal o escrita se desliza y posible acción disciplinaria.

- NO Saliendo de grupo
- NO Material pornográfico en instalaciones
- NO Falta de respeto a la familia o miembro del personal

Plena participación en todos los grupos y las actividades del programa se requiere

Cada cliente tiene que recoger detrás de sí mismo después de usar duchas, lavabos, inodoros y después de las comidas

Principales regla violaciones -categoría 2

Estos son seria regla infracciones con la potenciales para graves negativas consecuencias o substancial interrupción del programa y como tal, AY M resultado en la descarga. El decisión con respecto a la apropiado nivel de disciplinarias acción para la categoría 2 infracciones puede ser hizo por el tratamiento equipo en un caso-por-caso después de cuidado consideración de todos el hechos. Categoría 2 infracciones puede incluir cualquier o todo de el disciplinarias acciones descritas encima en categoría 3.

1. posesión o a armas en abundancia viviendo la propiedad;
2. uso de alcohol, drogas ilegales o otros productos químicos;
3. falla a informe alcohol o otros drogas en abundancia viviendo propiedad;
4. destrucción de abundancia vivir propiedad;
5. Sexual actividad en abundancia viviendo propiedad
6. . Abuso, explotación, o violación de otro cliente derecho

Principales regla violaciones

Caminando por grupos de confrontación ni evitar la confrontación.

NO dominadas irrespetuosos; Hay que reconocer todo Pull ups de manera apropiada.

NO dialogar después un pull-up.

SIN faltar el respeto a los miembros de la comunidad o miembro del personal.

NO mentira a miembros de la comunidad o miembro del personal.

NO haga payasadas.

NO insultos raciales, étnicos o sexuales.

No hay juego.

No totalmente y sinceramente la participación en todas las actividades comunitarias es requerida.

Llegar a tiempo a todas las actividades.

NO malas palabras o gestos profanos.

No hay "Cliqing Off" (formando grupos subversivos).

No hay teléfonos celulares
No hay contratos negativos.

Utilice siempre las líneas adecuadas de comunicación.

Violación de una regla mayor puede resultar en confrontaciones y verbales o escritas conocidas como protectores de experiencias de aprendizaje, aprendizaje de experiencias y acciones disciplinarias posiblemente a través de procedimientos disciplinarios establecidos TDCJ-ID

Cardenal Regla violaciones - categoría 1

Estas reglas tienen sido establecido a proteger y guardia la comunidad amenazas comportamientos y peligrosa la comunidad Estos son graves acciones de circunstancias/comportamientos que directamente impacto la salud, seguridad, y del bienestar de ambos personal y clientes y como tales, será resultado en automático sin éxito la descarga de la programa:

- (1) P física violencia, amenazas graves de física violencia, o intimidación contra cualquier persona
- (2) Traer drogas, alcohol, o drogas/alcohol parafernalia de drogas o alcohol a la del programa;
- (3) Fumar dentro de cualquier abundancia viviendo edificio o vehículo; y
- (4) Sexual abuso o la amenaza de sexual abuso - sexual actuando hacia fuera, incluyendo romántico o sexual física contacto

Cardenal adicional Reglas violaciones sección #2

1. No robando.
2. No armas de una clase.
3. No banda representación.
4. No destrucción de propiedad
5. No rechazo a participar en cualquier actividad asignada.
6. No penal actividad como define por el leyes de la estado de Texas o la Estados Unidos

Violación de cardenal reglas puede resultado en descarga de el programa, acciones disciplinarias a través de TDCJ-ID disciplinarias procedimientos, o TC Behavioral contratos o grave aprendizaje experiencias. A escrito pull-up slip es obligatorio para cardenal violaciones de la regla

Cardenal adicional reglas de violación sección #3

Cliente contará con su principal consejero o Director del programa y oficial de libertad condicional/libertad condicional para posible éxito de descarga si resultó en el siguiente con otro cliente o miembro del personal.

- Intercambio de dinero
- Prestar de dinero
- Recibir de dinero
- o nada de valor

Graduado Sanciones:

Infracción #1 -verbal ADVERTENCIA (dependiendo de en el categoría) infracción #2 -tratamiento equipo personal me terapéutico asignación
Posible Pase restricción / comunidad Extra servicio

Infracción #3 -Tratamiento equipo personal/comportamiento contrato/comunidad Extra
Deber/adicional asignaciones a completa

Infracción #4 - De la descarga del programa en personal recomendación / notificación a legales
Referencia fuente (libertad condicional o condicional) / fracasado descarga estado

A cliente que incurre en repetidas regla violaciones o y acumulación de categoría 3 infracciones será ser sujeto a descarga en solicitud de personal. Todos disciplinarias acción deberá emanar de clínico tratamiento equipo miembros, será en escritura, y será colocado en el cliente archivo.

PHASE SYSTEM

Abundance Living Transitional Treatment Center will provide a Phase System to graduate from 60 to 90 day program. Clients will adhere to all goals and objectives of the treatment plan and procedures through the program. Client will achieve the goals set in this system.

PHASE I - Orientation

This phase will be 0-10 days of treatment. Clients will need to complete program orientation and become familiar with the rules of the facility.

PHASE II/III - Primary Treatment Phase & Re-entry Phase(11 to 60/90 Days)

1. Meet with Counselor
2. Complete all assignment given by the counselor
3. Begin search for adequate and approved housing
4. Full participation in TTC program
5. Adhere to TT Rules & Regulation, Cardinal Rules, Major Rules and Cardinal Rules
6. Apply for job on Structure
7. Attend 12 Step Support meetings
8. Gain adequate employment
9. Maintain sobriety
10. Multi-family and Family Education group
11. Identify adequate and approved housing
12. Complete transitional plan with primary counselor
13. Continued adherence to all Rules and Regulations
14. Complete Session III of Relapse Workbook
15. Establish Discharge Goals
16. Participate in Family Conference with Counselor

SEARCH POLICY

Policy on Client Searches

Governing Rules: TAC 40, PART 3 448.708
TCDJ C.3, C.4 Supportive

Policy: Abundance Living does conduct client searches. Client searches include personal searches and searches of a client's property or sleeping quarters.

Procedure:

- 1.) Staff Members will follow the approved TCDJ SEARCH Procedure as outlined Below.
- 2) Client searches may only be conducted to protect the health, safety, and welfare of clients, staff, or the facility.
- 3.) Searches shall be conducted in a professional manner that maintains respect and dignity for the client.
- 4.) The facility shall not conduct a directly observed strip search of any client.
- 5.) A witness shall be present during all client searches.
- 6.) Staff and witnesses involved in a personal search **must be the same gender as the client.**
7. A personal search will only consist of requesting that the client empty his pockets (rabbit ears), raise his Shirts above his belt and /or raise his pants legs to reveal his socks.
- 8) At no time shall a staff member place hands on a client during a search
- 9.) Routine searches of the client's possessions are performed when the client is leaving and/or returning the property and will be documented in the search log. All other client's searches with the exception of a incidental search will be documented in the client's record including the reason for the search, the staff member and the staff witness signature(s) and the client that the search is conducted on..

Abundance Living **will not at any time do** strip searches

Abundance Living **will not will at any time** perform Pat Search.

FACILITY CLEANNESS EXPECTATIONS

Facility cleanliness is a daily routine activity. It is an activity essential to ensuring a safe, comfortable and healthy environment. Facility chores are distributed and expected to be carried out by each client. These facility duties are across-the-board and expected of each and every client.

Clients are to conduct the following:

1. Bathrooms-Scrub dirt, mold and mildew from showers, bathroom sinks, toilet and other bathroom fixtures.
2. Maintain the outside areas of apartments as needed
3. Dust furniture in bedrooms and common areas.
4. Vacuum or sweep and mop floors/carpets daily
5. Launder clothing, bed linen and towels as needed to prevent foul odors and germs.
6. All windows in each client rooms and especially bathroom must close and free objects

The objectives of our facility upkeep guidelines are to ensure:

- a. That a client develops a sense of responsibility and self-pride in their appearance and surroundings
- b. That a client is responsible for sharing facility cleaning tasks with others in the community.
- c. To promote self-discipline, teamwork, time management, and respect for their own and others property.
- d. That a client has the opportunity to learn basic facility keeping skills through instructions, modeling and practice.

EMERGENCY EVACUATION PROCEDURES

In case of fire or other emergency involving the physical facility, each client room at Abundance Living, Inc. has a copy of the Emergency Exit Plan posted on the door. It shows all the possible points of exit and specific directions to be followed.

Please familiarize yourself with these evacuation instructions to ensure your safety and preparedness in the event of an emergency.

There are also emergency evacuation plans on the wall of each building of the facility as required by the City of Houston, DSHS and TDCJ.

Emergency Procedures

General Procedures

Governing Rules: TAC 40, PART 3 §448.707

Policy: The Emergency procedures/security manual is for the confidential use of the supervisors and staff employed by Abundance Living. Abundance Living, Inc. ensures that staff has the training and resources necessary to protect the health and safety and welfare of clients and other individuals during emergencies.

Procedure:

Dial 9-1-1 for Emergencies (Fire, Police, Medical). If you are unsure about the seriousness, call the local police department non-emergency number to speak with a 24-hour dispatcher.

When you dial 9-1-1 to report an emergency, give the following information:

- Exact nature of the emergency (describe as clearly and accurately as possible).
- Exact address or building, floor, and area or department.
- Telephone number from which you are calling.
- Your full name.

Do not hang up, as additional information may be needed.

Abundance Living, Inc. shall have adequate first aid supplies that are visible and well labeled and easy to access at all times.

A list of emergency providers and telephone numbers. Has been placed near each phone in all offices.¹

Abundance Living, Inc. staff shall document the incident in the client records. Documentation in the client record will include:

- Events leading to the medical or psychiatric emergency;
- Justification for staff actions;
- Outcome of staff actions;
- Plan developed with the client on how staff can assist client in maintaining appropriate Behaviors (psychiatric emergencies);

Abundance Living, Inc. staff shall complete an incident report within one hour of occurrence. Abundance Living, Inc. Executive Director will review and investigate occurrence.

Emergency Procedures

Medical

Governing Rules: TAC 40, PART 3 §448.707

Policy: Abundance Living, Inc. ensures that staff has the training and resources necessary to protect the health and safety and welfare of clients and other individuals during emergencies.

Procedure:

Abundance Living, Inc. shall promptly notify the client's next-of-kin in case of serious illness, surgery, injury or death.

Abundance Living, Inc. shall maintain information in each client chart of client's next-of-kin as well how to contact next-of-kin by phone. The family member(s) should be promptly notified in all cases of serious illness, surgery, injury or death.

In the event of a serious illness or injury, immediately call 9-1-1.

If you notice any jewelry with an inscription of medical information, please inform the dispatcher.

Give appropriate first aid until emergency personnel arrive.

Have someone escort personnel to the scene.

Do not move the victim until emergency personnel arrive.

Bleeding

- Call 9-1-1.
- Press directly onto the wound with sterile gauze, sanitary napkin, clean handkerchief, or bare hand.
- Maintain steady pressure for 6 to 15 minutes.
- If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive.

Burns, Chemical and Thermal

- Call 9-1-1.
- Immerse burned area in cool water.
- Cover burn with dry bandage.
- Keep victim quiet and comfortable until emergency personnel arrive.

Choking

- Call 9-1-1.
- Do nothing if the victim is moving air by coughing or gasping.
- If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the "belly button" area; quickly squeeze in and up

Fainting and Shock

- Call 9-1-1.
- Have victim lie or sit down and rest (place victim on side if unconscious).
- Keep victim comfortable, not hot or cold.
- Ask or look emergency medical I.D.
- Treat other injuries as necessary until emergency personnel arrive.

Fractures and Sprains

- Call 9-1-1
- Keep victim quiet and comfortable.
- Keep injured area immobile until emergency personnel arrive.

Poisoning and Overdose

- Call 9-1-1
 - If choking, lower head.
 - Determine what substance is involved and how taken.
 - Give large volumes of water with or without emetic.
 - Induce vomiting by stimulating throat with fingers.
 - Call local Poison Control Center at 1-800-876-4766 (24 hours).
 - Stay with victim and assist as necessary until emergency personnel arrive.

Seizure

- Call 9-1-1.
- Protect victim from self-injury.
- Watch for vomiting.
- Keep victim comfortable until emergency personnel arrive. Shock
- Call 9-1-1.
- Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive.

Unconscious/ Unresponsive

- Call 9-1-1.
- Check for breathing. If victim is not breathing, initiate Rescue Breathing:
- Gently tilt head back to open the airway; watch chest and listen for air from mouth.
- If not breathing, pinch the nose and give 2 slow, full breaths. Watch the chest rise and fall during each breath.
- Breathe into the victim's mouth once every 5 seconds until emergency personnel arrive.
- Check for a pulse by gently pressing the side of the victim's throat.
- Administer CPR as required. If you don't know CPR, continue with Rescue

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- Breathe into the victim's mouth ¹ once every 5 seconds until emergency personnel arrive.
- Check for a pulse by gently pressing the side of the victim's throat.
- Administer CPR as required. If you don't know CPR, continue with Rescue Breathing.

REVIEWED AND APPROVED

BY:

DATE:

5-15-79

FIRE DRILL PROCEDURES

In compliance with The City of Houston Fire Codes, Abundance Living, Inc. conducts monthly fire drills at the facility. Clients will be notified of the upcoming fire drill and must follow specific instructions in participating.

- All clients must exit their rooms or any other rooms in the facility immediately upon hearing the fire drill bell. The House Manager and Tech on duty will check the rooms to ensure that everyone is vacated.
- Everyone must quietly make a single file line and proceed toward the main gate for exiting the property. We need as little noise as possible so we can accurately hear any upcoming instructions.
- Once out of the gate everyone is required to form small groups and be careful not to spill out into the streets into oncoming traffic.
- A count will be conducted by the staff who will call out the names of all clients on the current roster. Anyone out on pass will be noted.
- Once the all-clear is given, everyone may return to the facility.

THIS IS A VERY IMPORTANT PROCEDURE THAT IS IN PLACE FOR THE SAFETY OF EVERYONE AT THIS FACILITY

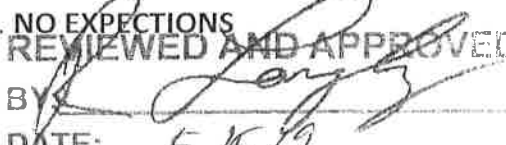
YOUR COOPERATION IS NEEDED AND APPRECIATED.

Visitation Rules

Clients are only allowed on weekends (Saturday and Sunday) to have visitors. Hours of visitation are 2:30pm until 4:00pm. In order for a Client to have visitors, the client must adhere to the following:

*** During the **first** 10 days which is considered the orientation phase the client cannot have visitation. The client may have family members in Family group during their orientation phase. Clients must submit their completed visitation forms prior to have visitors; forms will not be accepted the day of visitation.

- A. The client will inform the staff during the admission process the name and the relationship for all individuals that they have a desire for them to be involved or visit while they are a client.
- B. The client can submit a written release for information to the facility staff which allow the staff person to contact family and/or significant others when other activities are schedule if desired.
- C. Maximum number of visitors per client visitors is 4 unless authorized by counselor or program director. This authorization will require the approval of the primary counselor and must be enter into the communication log. The weekend tech/staff must be informed of the approval by the counselor or the Program Director not the Client.
- D. All children must be supervised by the visiting adult at all time (no exceptions)
- E. Visitors are only allowed in the designed visitor areas. All visitors will have to visit in the same designated area.
- F. Visitors are only allowed to use designated restrooms. Once the client visitor begins, the client **cannot** go back and forth to the room once their visit has begun. The client must stay with visitor(s) at all times. Visitors are **not permitted** to smoke or use any tobacco products on the property during their visit.
- G. The client must inform his counselor or the program director of the request to have visitors.
- H. All visitors must complete the sign in information, provide state issued ID and identify the client that you requesting to see.
- I. Overnight guest are strictly prohibited including children. **NO EXCEPTIONS**
- J. It is the responsibility of the client to ensure that the visitor conducts themselves appropriately while on the premises and their children are properly supervised.
- K. All guests must sign out and leave the facility once the visit is over.
- L. Clients that are on a MONITOR may have their visitor(s) bring outside food once a month only no exception. All left over food must sent home with the client visitor, If the client violates this rule the following weekend's will be DENIED.
- M. Clients are not allowed to have their visit inside the visitor(s) vehicle.

NO EXCEPTIONS
REVIEWED AND APPROVED
BY: 
DATE: 5/15/19

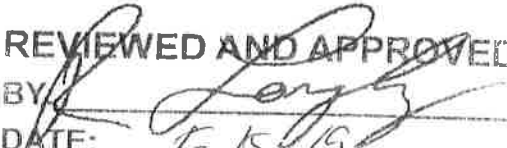
***Failure to comply with any of the visitation policy and procedures are subject to disciplinary actions that can include being assigned additional duties, denial of privileges and/or being unsuccessfully terminated the facility.

Visitation

1. The following things are not allowed during visitation: Tobacco products, Cell phones, bags, backpacks, purses, or cameras - WEAPONS AND DRUGS OF ANY KIND-PER TDCJ.
2. Inappropriate dress (you MUST use common sense to determine what is appropriate dress FOR A FEMALE on an ALL MALE FACILITY).
3. Inappropriate touching.
4. Clients who are on an electronic monitor will be permitted to have family member/visitor to bring food to the facility once a month only on Saturday or Sunday. Prior approval is required by the client counselor. If the client violates this rule the following weekend the client visitation will be denied.
5. VISITOR INFORMATION
VISITOR'S NAME AND ID INFORMATION MUST BE ON THE CLIENTS VISITATION FORM. IF THEY ARE NOT ON THE FORM OR THE INFORMATION DOES NOT MATCH WHAT YOU HAVE SUBMITTED THEY CANNOT VISIT. THE VISITATION FORM CAN NOT BE FILLED OUT THE DAY OF VISIT. ALL FORMS MUST BE COMPLETED AND TURNED IN PRIOR TO THE VISIT. NO EXCEPTIONS. It is your responsibility to make sure that the staff have the correct information in the visitors' binder and your counselor have the information in your personal file to ensure that when your visitor arrives, there is no delay.
6. IF THE CLIENT WANTS MORE THAN 2 ADULTS AND 2 CHILDREN VISITING, PRIOR APPROVAL FROM PAROLE MUST BE OBTAINED.
7. VISITATION IS FROM 2:15 PM TO 4PM on Saturday and Sundays

If the visitor refuses to comply with the rules you can terminate the visit and if the same visitor continues to show up for visitations and continues not to comply with the rules of ABUNDANCE LIVING- THIS VISITOR CAN BE BANNED FROM COMING TO VISITATION-This will be determined by the Program Director.

Also, please remember that there must be a Staff member present during the entire visitation time.

REVIEWED AND APPROVED
BY: 
DATE: 5/5/19

FAMILY OPPORTUNITY TO PARTICIPATE

It is the belief of Abundance Living, Inc. that reintegration with your family members is a significant priority in your life. To that end, your family will have the opportunity to participate in your transition and your re-entry into society and the community.

Family Education Group/Multi-Family Group

1:00PM to 2:30PM every Saturday

Family conference with primary Counselor (by appointment)

Invitations to Family Holiday Observations and Facility Events (approval request from primary counselor or program director)

Please inform your family that we invite them to participate and assist in making your re-integration a smooth transition.

Thank You,

Abundance Living, Inc. Staff