

Family Youth Interventions Transitional Living Program Resident Handbook



Mission Statement

The mission of FYI/TLP is to provide shelter, skills training and support services to homeless youth ages 16 through 20 for a continuous period not to exceed 18 months and to offer services necessary to assist homeless youth in developing both the skills and personal characteristics needed to enable them to become self-sufficient.

Welcome to FYI/TLP!

Welcome to Family Youth Interventions Transitional Living Program (FYI/TLP)! This is a safe place for you to stay while you begin to create some personal goals and determine what resources are available to help you take the first step in becoming a self-sufficient young adult. You are entering a new phase in life where you will have a chance to learn new skills and to grow in maturity.

FYI/TLP is a place where young people from different backgrounds with different beliefs and various life experiences share the same living space. It is important that you respect personal differences and provide support for one another by helping to create a positive and encouraging environment. Please respect the privacy and confidentiality of your housemates.

FYI/TLP will provide you with many forms of assistance including shelter and food. What you get out of your stay at FYI/TLP will be determined by what you put into the program and the choices you make while you are here. Think about what you can do to get the most out of the program. Approach each challenge with a **positive** attitude. Change in itself can be frightening, but many good things that you have not yet envisioned will result from it.

Remember that you will **always** have the ability to help yourself. Maybe today, right now, you doubt that you have any power at all, but you being here is the first step on the road of regaining power. You have taken that first step already. You can take a second step by realizing that you are a capable human being, that we see you that way, and therefore, accept that you have:

- A responsibility to your commitment to be at FYI/TLP
- A responsibility to your housemates
- A responsibility to yourself

That is what being here is all about:

Respect, Responsibility, and Growth

Please take the time to review this packet. If you have concerns or questions please let us know. **Congratulations on being accepted into FYI/TLP!**

Good Luck,

FYI/TLP Staff

Important Information to Remember:

Address:

235 Cass Avenue

Mt. Clemens, MI 48043

The FYI business line is: 586-477-1855

The fax number is: 586-477-1833

The resident phone number is: 586-477-1866



**EQUAL HOUSING
OPPORTUNITY**

Staff at FYI/TLP

FYI/TLP is staffed around the clock. To help you get oriented, here is a brief description of staff that can help you while you are here:

Program Director: Oversees the program, facilitates supervision with the counseling staff and the program manager, writes grants and secures funding for the program, is on call for emergencies and provides staff support.

Program Manager: Handles finances for the program. Supervises the staff at FYI/TLP, ensures that procedures and policies are administered properly and consistently, coordinates staff responsibilities, facilitates staff-resident communication, is on call for emergencies and provides staff support.

Clinical Coordinator (Therapist): Meets with residents and provides individual counseling and family counseling if needed, or facilitates family meetings as needed. Offers a support group to the residents. Is on call for clinical emergencies.

Case Manager: Meets with residents once a week to discuss progress toward goals, assists with any unmet needs in the areas of employment, education, medical and mental health.

Specialist: In the evenings and on weekends, specialists are here to assure safety, supervise the house, and take contact calls from people in the community. Specialists also assist residents with cooking, cleaning, and other chores and responsibilities of maintaining the house.

Supervision Team: The team includes the program director, program manager, clinical coordinator, case manager, and specialists when necessary. The team meets to discuss issues and/or concerns at FYI/TLP and to review cases. Residents may be asked to attend Supervision when their case is being reviewed and to help determine a course of action.

Support Services

Ansell-Casey Life Skills Assessment: Each resident completes an assessment of their knowledge and understanding of basic life skills at intake, midpoint of stay and discharge. Residents participate in Life skills groups to strengthen their skills and the assessment is also used for planning personal goals.

McKinney-Vento Liaison (RESA): Provides individual tutoring, assistance with enrollment and other educational needs.

Follow-Up Calls: Staff contacts former residents to follow-up on their progress 90,180, and 365 days after discharge.

Aftercare: Aftercare is available for each resident to assist with educational, employment, medical, mental health, housing, and other needs.

Family Youth Interventions (short-term emergency shelter): Residents ages 16 and 17 who are discharged from FYI/TLP and find themselves homeless or at-risk of becoming homeless may contact FYI for shelter at 586-465-1212.

FYI/TLP Phase Milestones and Guidelines

Mission

The mission of FYI/TLP is to provide shelter, skills training and support services to homeless youth ages 16 through 20 for a continuous period not to exceed 18 months and offer services necessary to assist homeless youth in developing both the skills and personal characteristics needed to become self-sufficient.

Overview of Services

FYI/TLP operates on a Phase System in which each resident begins with the same responsibilities and privileges. The Phase System offers residents the opportunity to earn more freedom and have more responsibility for managing their own lives as they move from one Phase to the next.

Phases Include: Orientation
 Phase I
 Phase II
 Phase III
 Phase IV
 Aftercare

All Phases Offer: Individual Counseling
 Family Counseling (optional)
 Guided Goal Setting (Individual Service Plan)
 Advocacy
 Referrals for Emergency Services (food, shelter, medical, mental health)
 Support and Encouragement
 Educational Planning
 Assistance with Employment
 Life Skills Groups based on the Ansell Casey Assessment Domains:
 1. Daily Living Skills
 2. Housing and Community Resources
 3. Money Management
 4. Self-Care
 5. Social Development
 6. Work and Study Skills

Moving Phases

After completing each phase, residents are responsible to schedule a meeting with the program manager and case manager to discuss progress and determine if they have met the guidelines and accomplished the milestones for that Phase. If the requirements have been met, the resident will graduate to the next phase.

If a resident is struggling on a phase and is unable to meet the phase requirements for a period of one week or more, the resident may move back one or more phases or be placed on orientation status. The resident will then be given a week to show progress on that phase. Inability to show progress may result in a case review with the supervision team to determine a course of action that may include a written behavior contract or being asked to leave the program.

Orientation

Orientation begins with a **3 day Observation period** for the resident to get acquainted with the program. The orientation period lasts a minimum of two weeks (**pending schedule**). At the end of this period, the resident may schedule a time to meet with the case manager and program manager to review their progress and be considered for Phase I.

Milestones for each resident during the **Orientation** period include:

1. Has completed Orientation checklist including:
 - Social Security Card
 - Driver's License/State ID
 - Birth Certificate
 - Immunization Records
 - Insurance Card (if available)
 - Physical
 - Dental exam
 - School transcripts
 - DHS/Criminal Background Check (if over 18)
 - Bank Account
 - SASSI
2. Has completed required life skills including:
 - Casey Life Skills Assessment (complete within 48 hours)
 - Resume with reference list
 - Complete volunteer applications and search for volunteer opportunities
 - Bus travel
 - Money management – learning how to budget
 - Organizational skills and future planning (school, phases, goals, keeping a calendar, etc.)
 - Insurance plans
 - Voting process (for everyone) & voter registration (if over 18)

*If resident is **unemployed**:*

 - Complete online & paper job application/learn how to follow-up after applying for a job
 - Cover letter
 - Mock interview in appropriate dress and mock follow-up call
 - IF UNDER 18:** Complete work permit

*If resident is **employed**:*

 - Balancing work- questions & sample schedule
 - Handling workplace conflict
 - Unfulfilling jobs and future prospects
 - Keeping a job and characteristics of productive employees
 - Has a personal checking/savings account & submits 30% of each paycheck for rent & 50% for savings. The remaining 20% is for the resident to keep
3. Has enrolled/re-enrolled in an educational program in order to obtain a high school diploma or GED
4. Has actively searched for employment; including submitting applications, completing follow-up calls, etc.
5. Completes weekly volunteer hours (or monthly hours depending on work and school schedule)
6. Completes 5 life skills per week
7. Meets with case manager once a week and demonstrates willingness to participate in treatment and house meetings
8. Meets with therapist once a week and attends group therapy at least 2 times a month (or as scheduled by therapist)
9. Has learned house rules with no major violations

(Turn over for Orientation Guidelines)

General Guidelines for Orientation

- Wake Up:** Daily: 9:00 AM
Curfew: Daily: 9:00 PM
Lights Out*: Sun – Thurs: 10:00 PM | Fri & Sat: 11:00 PM

***High school students must allow for 8 hours of sleep during school days for all phases. Thus, curfew Sunday through Thursday is 9:00 PM and lights out is at 10:00 PM.**

Daily Life

Observation Period (first 3 days in program)

- Residents may not leave the house during the Observation period except for school, work, approved appointments, and in the case of an emergency.

Orientation Period (beginning day 4 until day 14)

- Residents may leave throughout the day, but must return at 5:00 PM for dinner (5:00 PM-7:00 PM). After dinner-prep, clean up, and if all requirements are met, the resident may leave, but is required to return by curfew.

Employment

If unemployed: Residents MUST be out from 11 AM – 1 PM to look for employment and must bring back proof of job hunting (i.e.: applications, signature of manager, etc.). Failure to do so may result in loss of privileges.

Unemployed residents are also expected to volunteer 10 hours a week to gain experience and enhance their resume.

Free Time (including computer, video games, & other electronics)

Resident can have 1 hour of free time.

**If all daily program requirements are met, free time may be given at staff discretion.*

Visitors

Visitors are allowed from 6:00 PM – 8:00 PM daily (2 visitors per resident) and must sign a release for a background check and the visitor confidentiality agreement.

Parent(s)/legal guardian(s) and/or children of a resident may visit as arranged with staff.

Overnights

No overnights are given during Orientation with the exception of holiday(s) and/or special circumstances as approved by the program manager and/or case manager.

Guidelines for Orientation may be subject to change as reflected in the Individualized Service Plan (ISP) created by the resident and case manager and as determined by the individual's needs.

Phase I

Phase I lasts a minimum of 30 days **(pending schedule)**. At the end of this period, the resident may schedule a time to meet with the case manager and program manager to review their progress and be considered for Phase II.

Milestones for Phase I include:

1. Requirements must be met for a minimum of 30 days
2. Has completed an autobiography
3. Maintains educational status and submits progress reports each week (for high school students only)
4. Has obtained and maintained employment for a minimum of 30 days
 - Has a personal savings account and submits 50% of each paycheck into savings
5. Completes daily/weekly house chores and cleaning (this includes keeping bedroom clean)
6. Completes own laundry
7. Maintains personal hygiene
8. Follows house rules
9. Demonstrates positive interaction with peers and staff (behaves in a respectful manner to everyone)
10. Completes 4 life skills per week
11. Meets with case manager once a week and demonstrates willingness to participate in treatment and house meetings
12. Meets with therapist once a week and attends group therapy at least 2 times a month (or as scheduled by therapist)
13. Completes weekly volunteer hours (or monthly hours depending on work and school schedule)
14. No major violations
15. Substance free

(Turn over for Phase I Guidelines)

General Guidelines for Phase I

Wake Up: Mon – Fri: 9:00 AM | Sat – Sun: 10:00 AM
Curfew*: Sun – Thurs: 10:00 PM | Fri & Sat: 11:00 PM
Lights Out*: Sun – Thurs: 11:00 PM | Fri & Sat: 12:00 AM

***Curfew for residents who are 16 years old is 10:00 PM Sunday through Thursday and 10:30 PM on Friday and Saturday.**

***High school students must allow for 8 hours of sleep during school days for all phases. Thus, curfew Sunday through Thursday is 9:00 PM and lights out is at 10:00 PM.**

Daily Life	Residents may leave throughout the day, but must return at 5:00 PM for dinner (5:00 PM-7:00 PM). After dinner-prep, clean up, and if all requirements are met, the resident may leave, but is required to return by curfew.
Employment	<i>If unemployed:</i> Residents MUST be out from 11 AM – 1 PM to look for employment and must bring back proof of job hunting (i.e.: applications, signature of manager, etc.). Failure to do so may result in loss of privileges. Unemployed residents are also expected to volunteer 10 hours a week to gain experience and enhance their resume.
Free Time (including computer, video games, & other electronics)	<i>If employed:</i> Residents can have 1.5 hours of free time. <i>If unemployed:</i> Residents can have 1 hour of free time. <i>*If all daily program requirements are met, free time may be given at staff discretion.</i>
Visitors	Visitors are allowed from 6:00 PM – 8:00 PM daily (2 visitors per resident) and must sign a release for a background check and the visitor confidentiality agreement. Parent(s)/legal guardian(s) and/or children of a resident may visit as arranged with staff.
Overnights	Residents are allowed 1 overnight/extended curfew per month. If under 18, legal guardian needs to approve outing. <i>Overnights are subject to change depending on service plan created by resident and case manager.</i> <i>Additional overnights may be given for holidays and/or extenuating circumstances.</i>

Guidelines for Phase I may be subject to change as reflected in the service plan created by the resident and case manager and as determined by the individual's needs.

Phase II

Phase II lasts a minimum of 30 days (**pending schedule**). At the end of this period, the resident may schedule a time to meet with the case manager and program manager to review their progress and be considered for Phase III.

Milestones for Phase II include:

1. Maintains previous requirements for Phase I
2. Has created a plan for education and/or vocational training beyond a diploma or GED
3. Has maintained employment for a minimum of 30 days (*if resident terminates employment or is fired, another job must be obtained. Residents who do not find a job within two weeks will move back to phase I*)
4. Manages schedule using planner, date book, or other method to keep track of personal appointments, work schedule, school schedule, etc.
5. Has created a personal budget
6. Has completed nutrition/food education/life skills and can prepare a balanced meal
7. Understands and uses positive stress management techniques
8. Understands and uses appropriate conflict resolution skills
9. Has connected with appropriate community resources
10. Completes 3 life skills per week
11. Meets with case manager once a week and demonstrates willingness to participate in treatment and house meetings
12. Meets with therapist once a week and attends group therapy two times a month (or as scheduled by therapist)
13. Completes weekly volunteer hours (or monthly hours depending on work and school schedule)
14. No major violations
15. Substance free

(Turn over for Phase II Guidelines)

General Guidelines for Phase II

Wake Up: Mon – Fri: 10:00 AM | Sat – Sun: 11:00 AM
Curfew:* Sun – Thurs: 11:00 PM | Fri & Sat: 12:00 AM
Lights Out*: Sun – Thurs: 12:00 AM | Fri & Sat: 1:00 AM

***Curfew Sunday through Thursday for residents who are 16 years old is 10:00 PM and 10:30 PM on Friday & Saturday.**

***High school students must allow for 8 hours of sleep during school days for all phases. Thus, curfew Sunday through Thursday is 9:00 PM and lights out is at 10:00 PM.**

Daily Life

Residents may leave throughout the day, but must return at 5:00 PM for dinner (5:00 PM-7:00 PM). After dinner-prep, clean up, and if all requirements are met, the resident may leave, but is required to return by curfew.

Employment

Terminating employment: A resident who chooses to terminate employment will have two weeks to find a new job before moving back to Phase I and must be employed for 30 days minimum before being considered for Phase II.

If fired: A resident who is fired will have two weeks to find a new job before moving back to Phase I and must be employed for 30 days minimum before being considered for Phase II.

Residents are expected to maintain a schedule of 36-40 hours per week between school and work.

Free Time (including computer, video games, & other electronics)

If employed: Residents can have 2 hours of free time.

If unemployed: Residents can have 1.5 hours of free time.

If all daily program requirements are met, free time may be given at staff discretion.

Visitors

Visitors are allowed from 6:00 PM – 8:00 PM daily (2 visitors per resident) and must sign a release for a background check and the visitor confidentiality agreement.

Parent(s)/legal guardian(s) and/or children of a resident may visit as arranged with staff.

Overnights

Residents are allowed 3 overnights/extended curfews per month: Overnights cannot be used back to back unless necessary and has prior approval by program manager. If under 18, legal guardian needs to approve outing.

Overnights are subject to change depending on service plan created by resident and case manager.

Additional overnights may be given for holidays and/or extenuating circumstances.

Phase III

Phase III lasts a minimum of 30 days **(pending schedule)**. At the end of this period, the resident may schedule a time to meet with the case manager and program manager to review their progress and be considered for Phase IV.

Milestones for Phase III include:

1. Maintains previous requirements for Phase II
2. Has maintained employment for a minimum of 60 days
(If resident terminates employment or is fired, another job must be obtained. Residents who do not find a job within two weeks will move back to phase I)
3. Maintains personal budget and tracks expenses
4. Demonstrates comparative shopping skills and uses coupons
5. Understands landlord/tenant rights
6. Has prepared questions for landlords and a checklist of what to look for in an apartment
7. Has created a plan for housing
8. Maintains weekly schedules and structures leisure time appropriately
9. Demonstrates positive leadership skills
10. Knows how to set short and long-term goals
11. Has developed a personal mission statement
12. Has created a plan for aftercare services
13. Completes 2 life skills per week
14. Meets with case manager once a week and demonstrates willingness to participate in treatment and house meetings
15. Meets with therapist once a week and attends group therapy at least two times a month (or as scheduled by therapist)
16. Completes weekly volunteer hours (or monthly hours depending on work and school schedule)
17. No major violations
18. Substance free

(Turn over for Phase III Guidelines)

General Guidelines for Phase III

Wake Up: Mon – Fri: 11:00 AM | Sat – Sun: 12:00 PM

Curfew*: Sun – Thurs: 12:00 AM | Fri & Sat: 1:00 AM

Lights Out*: Sun – Thurs: 12:30 AM | Fri & Sat: 1:30 AM

***Curfew Sunday through Thursday for residents who are 16 years old is 10:00 PM and 10:30 PM on Friday & Saturday.**

***High school students must allow for 8 hours of sleep during school days for all phases. Thus, curfew Sunday through Thursday is 9:00 PM and lights out is at 10:00 PM.**

Daily Life

Residents may leave throughout the day, but must return at 5:00 PM for dinner (5:00 PM-7:00 PM). After dinner-prep, clean up, and if all requirements are met, the resident may leave, but is required to return by curfew.

Employment

Terminating employment: A resident who chooses to terminate employment will have two weeks to find a new job before moving back to Phase I and must be employed for 30 days minimum before being considered for Phase II.

If fired: A resident who is fired will have two weeks to find a new job before moving back to Phase I and must be employed for 30 days minimum before being considered for Phase II.

Residents are expected to maintain a schedule of 36-40 hours per week between school and work.

Free Time (including computer, video games, & other electronics)

If employed: Residents that can have 3 hours of free time.

If unemployed: Residents can have 2.5 hours of free time.

If all daily program requirements are met, free time may be given at staff discretion.

If ALL requirements are complete and there are no current consequences, residents can keep their cell phone/electronics overnight on Friday and Saturday **

This privilege can be revoked upon staff discretion (i.e.: if client does not wake up on time, etc.).

Visitors

Visitors are allowed from 6:00 PM – 8:00 PM daily (2 visitors per resident) and must sign a release for a background check and the visitor confidentiality agreement.

Parent(s)/legal guardian(s) and/or children of a resident may visit as arranged with staff.

Overnights

Residents are allowed 4 overnights/extended curfews per month. Back to back overnights must be approved by the program manager. If under 18, legal guardian needs to approve outing.

Overnights are subject to change depending on service plan created by resident and case manager.

Additional overnights may be given for holidays and/or extenuating circumstances.

Guidelines for Phase III may be subject to change as reflected in the service plan created by the resident and case manager and as determined by the individual's needs.

Phase IV

Phase IV is the last phase before completing the program. For a resident to remain on Phase IV, the resident must continue to show progress on the milestones and follow the Phase IV Guidelines. If a resident is unable to maintain progress on Phase IV for one week or more, a meeting will be scheduled with the case manager and the program manager (**pending schedule**) to determine a course of action.

General Guidelines for Phase IV

Wake Up: Resident responsibility
Curfew*: Sun – Thurs: 2:00 AM | Fri & Sat: 3:00 AM
Lights Out*: Sun – Thurs: 2:30 AM | Fri & Sat: 3:30 AM

***Curfew Sunday through Thursday for residents who are 16 years old is 10:00 PM and 10:30 PM on Friday & Saturday.**

***High school students must allow for 8 hours of sleep during school days for all phases. Thus, curfew Sunday through Thursday is 9:00 PM and lights out is at 10:00 PM.**

Daily Life

Residents may leave throughout the day, but must return at 5:00 PM for dinner (5:00 PM-7:00 PM). After dinner-prep, clean up, and if all requirements are met, the resident may leave, but is required to return by curfew.

Employment

Terminating employment: A resident who chooses to terminate employment will have two weeks to find a new job before moving back to Phase I and must be employed for 30 days minimum before being considered for Phase II.

If fired: A resident who is fired will have two weeks to find a new job before moving back to Phase I and must be employed for 30 days minimum before being considered for Phase II.

Residents are expected to maintain a schedule of 36-40 hours per week between school and work.

Free Time (including computer, video games, & other electronics)

If employed: Residents can have 4 hours of free time.

If unemployed: Residents can have 3.5 hours of free time.

If all daily program requirements are met, free time may be given at staff discretion.

***Resident can keep cell phone/electronics overnight.**

Visitors

Visitors are allowed from 6:00 PM – 8:00 PM daily (2 visitors per resident) and must sign a release for a background check and the visitor confidentiality agreement.

Parent(s)/legal guardian(s) and/or children of a resident may visit as arranged with staff.

Overnights

Residents are allowed 4 overnights/extended curfews per month. Back to back overnights must be approved by the program manager. If under 18, legal guardian needs to approve outing.

Overnights are subject to change depending on Service Plan created by resident and case manager.

Additional overnights may be given for holidays and/or extenuating circumstances.

Guidelines for Phase IV may be subject to change as reflected in the service plan created by the resident and case manager and as determined by the individual's needs.

Aftercare

When a resident graduates from FYI/TLP and prepares to move into his/her own independent living situation, Aftercare services are offered to help that resident transition into the next stage of life. Aftercare may be a written formal plan between the resident, case manager, and therapist or may include informal services offered through the program. Aftercare may include but is not limited to:

- ◆ Continued support and encouragement from staff
- ◆ Individual counseling and case management
- ◆ Follow-up calls 90, 180, and 365 days after discharge
- ◆ Option to continue participating in Life Skills groups
- ◆ Assistance with locating housing
- ◆ Assistance with educational plans
- ◆ Assistance with employment related needs
- ◆ Referrals for emergency food, shelter, clothing, medical and mental health care.

Each Aftercare Plan is tailored to the individual resident's needs. All residents are eligible for Aftercare services; regardless of status at the time of discharge from the program.

House Rules

There are many young people who seek housing at FYI/TLP. To enable these young adults to live together, there are **House Rules** that we ask each person to agree to and follow while here. These rules exist to protect you and your housemates. Please read them carefully and ask staff if you have any questions.

Access of Funds

A resident may request access to their funds in written form. The resident, case manager, and program manager will review the request and come to a decision about the approval of a withdrawal from the funds. The resident should have prospectively accumulated \$3000.00 in their savings account at the time of discharge.

Advocacy

Residents will meet with their case manager at least once a week to continue to get goals accomplished.

Bathroom

Only one resident is permitted to use the bathroom at a time. In consideration of the other residents, please limit the time spent in the bathroom and all personal clothing, towels, and toiletries are to be removed from the bathroom after each use. The residents that share it will clean the bathrooms each week.

Bedrooms

- ✘ Residents must sleep in their own beds in appropriate sleeping attire. Bed checks are made each night.
- ✘ Room changes are allowed to accommodate gender residency or when deemed necessary by staff.
- ✘ Residents are expected to present a clean room daily within 2 hours of wake up time. If resident is at school or work, the room needs to be cleaned before leaving.
- ✘ Under no circumstance will male and female residents be allowed to share a bedroom.
- ✘ Residents may only go in the bedroom assigned to them.
- ✘ Food and beverages are not to be taken into the bedrooms.
- ✘ Sheets need to be washed once a week and put onto the bed. All bedding must be washed once a month (including comforter)
- ✘ No smoking in the house, including bedrooms.

Belongings

We are not responsible for loss or damage to any personal belongings. Personal belongings such as shoes, coats, book bags, etc. should not be left in common areas; they should be taken to your room. Staff strongly encourages residents not to lend any personal belongings to other residents. Staff also has the right to confiscate any personal items if the resident is using it inappropriately (i.e.: MP3). Items will be returned when staff deems it appropriate and/or the resident leaves FYI/TLP. If space prohibits, we reserve the right to refuse the item. Personal TV's and DVD players are not allowed. ***You are responsible for your personal belongings. Valuables may be placed in the lockers.***

Body Piercings/Tattoos

Body piercing, tattooing are allowed after admission to program. Residents need to communicate to staff about intentions and be aware of risks. **IF** under 18, parent permission is needed.

Chores

Each resident is expected to complete daily and weekly chores. Staff will check completion of chores. Residents are responsible for cleaning their bedrooms, picking up after themselves and doing their laundry (including linens). Residents are responsible for following the chore responsibility sheet.

Clothing

Mid-drifts, halters, short shorts, spaghetti strap tank tops are not acceptable. There should be no drug-related and/or and offensive words on clothing. Staff on duty has the final decision as to what is deemed acceptable or not. Shoes or slippers must be worn at all times outside of the bedroom/bathroom.

Consequences

Consequences may include reminders, demotion to a lower phase, extra chores, house restrictions or loss of privileges. Staff has the final authority over the shift and residents must abide by the staff's decision. If anyone has a grievance, the program manager should be notified in writing. Cell phones must be turned in to staff during House Restriction. House Restriction is when you are restricted to the house and the house only.

Counseling

Residents are required to attend counseling (see your therapy requirements for your phase).

Curfew

The time of curfew depends on what phase you're on. However, according to the city of Mt. Clemens, residents who are 16 years old have a curfew of 10:00 PM on weekdays and 10:30 PM on weekends. Residents in high school must allow for 8 hours of sleep. Therefore, curfew Sunday through Thursday is 9:00 PM and lights out is at 10:00 PM (all phases).

Discharge

Illegal activity or a serious breach of contract can result in immediate discharge. A resident will need to vacate the premises within the hour; the resident will be given referrals and offered aftercare. The resident will have 7 days to pick up their belongings and, if not picked up in 30 days, all belongings will be donated. If needed, the parents and other proper authorities will be notified.

Drugs/Drug Paraphernalia

Confiscated drugs/drug paraphernalia will be destroyed. Pipes, alcohol, and rolling papers are not allowed. FYI/TLP ENFORCES A **ZERO TOLERANCE POLICY**. Any resident caught bringing drugs into or having drugs in the house may be discharged immediately.

Drug / Alcohol Screening

FYI/TLP prohibits any alcohol or drug use. In order to ensure that residents remain substance free, drug screens will be conducted on a random basis or if there is reasonable cause. The staff considers reasonable cause to include suspected use or possession. You will not be notified of the drug screen prior to administration. A positive test result will result in a referral to an inpatient or outpatient drug rehabilitation program. A resident's refusal to take the drug screen is grounds for discharge. Residents are required to pay for any drug screening that comes back with a positive test result.

Education

Residents who have not completed a high school diploma or GED are required to enroll in an educational program. We may provide educational assessment, GED preparation, tutoring, and referrals.

Employment

Residents are expected to search for employment during normal business hours until employment is secured. If the resident loses or quits a job, that resident must begin a new search for employment immediately and secure another job within 14 days. Work hours may be averaged out over one month period, at staff's discretion, for the purpose of determining phase advancements in the program requirements.

- ✧ Employed residents must provide a copy of work schedule.
- ✧ Residents attending school full time must work 12-20 hours per week.
- ✧ If not attending school full time, residents are expected to work 25-32 hours per week.
- ✧ 50% of all income will be held in the FYI' bank account and will be returned to resident (minus interest) at discharge.
- ✧ Rent must be paid to date
- ✧ Copies of pay stubs and account statements are required to be kept in each resident's file. Please save all receipts and copies for your records.
- ✧ Additional income earned while in the program (i.e. yard work, babysitting) does not follow the same guidelines as regular income and can be kept by the resident.
- ✧ Money earned by the resident prior to entering FYI may be kept by the resident.

Family Involvement

If the resident is over 18, he or she may decide what level of involvement to have with their family. For residents under 18, parental involvement may be required for signing appropriate paperwork, coordination of medical, educational and employment services or for other purposes as determined by the therapist and/or case manager. Family counseling is available if requested by the resident and family.

Food and Kitchen Responsibilities

All residents are required to wash their hands before preparing food and wear food safe gloves. Residents are responsible for cleaning up after themselves before leaving the kitchen. Residents assigned kitchen duties are responsible for cleaning the kitchen thoroughly and taking out the garbage. If a resident will not be home due to work or school, upon return the resident can eat leftovers. Dinner preparation, eating, and clean-up is to be completed by 7:00 p.m. daily and residents are expected to return for dinner at 5:00 p.m. unless excused by staff.

- ✧ The menu will be posted weekly.
- ✧ All residents are required to pick up and clean up after themselves IMMEDIATELY.
- ✧ Residents need to try and eat a well-balanced diet (i.e.: breakfast, lunch, and dinner)
- ✧ At no time should there be dirty dishes in the sink.

General Cleaning

General cleaning takes place Sunday mornings. If a resident is working during that time, he or she may complete their chore before or after work. Chores will be supervised and checked by staff.

Grievance

If the resident or the family of the resident has a concern or complaint about the resident's admission, treatment, or discharge from FYI/TLP, it may be addressed with the program manager. If the resident is unsatisfied with the outcome, the program director may be contacted to appeal.

Hair Coloring

No dying hair at the TLP. Staff reserves the right to ask that appearance be modified for school, job interview, or work.

Harassment

Harassment can take many forms, including behavior which is not welcome and/or which is personally offensive. It is the policy of FYI/TLP that harassment of any kind is specifically forbidden. Harassment includes unsolicited remarks, gestures, or physical contact, or the display or circulation of written, pictorial or verbal material that is derogatory to gender, racial, ethnic, religious groups, etc. The relationships between residents must be based on mutual respect.

Health/Medical/Medications

Residents are required to have a physical examination within 2 weeks of program entry. Dental exams will be scheduled within the first 30 days. All medicines (prescription and over the counter) must be given to staff to dispense. It is the resident's responsibility to ask for medication when needed, but staff will remind the resident as necessary. Physician's recommendations **must** be followed. If a resident misses school/work for three consecutive days due to illness, a doctor's appointment shall be made.

Holidays

Extra overnights will be permitted for the following holidays (Easter, Memorial Day, Fourth of July, Labor Day, Halloween, Thanksgiving, December holidays, and New Year's Eve). **You must use your free holiday overnight on the actual holiday or one day prior to the holiday.** If under 18, parental consent is required. Staff may also extend bedtime/wake-up times at staff's discretion for holidays. You are also excused from dinner on these nights.

Hygiene

Residents must shower at least once daily using soap, shampoo and other hygiene products.

Laundry

Residents are responsible for their personal laundry including all of their linens. Each resident is assigned a specific laundry day and must get permission to do laundry if it is on someone else's assigned day. Sheets are washed every Sunday and entire bedding is washed the first Sunday of the month.

Loans

Items loaned to others will be at your own risk. The FYI/TLP program will not be responsible to replace your lost, stolen or borrowed items.

Offices

Due to confidentiality, residents must knock before entering the staff office and are not allowed in the office if there is no staff present.

Overnights

Residents can earn overnights depending on what phase they are on. Please see the "Phase Guidelines" sheet. For overnights, residents can leave any time, but if a resident leaves before scheduled dinner time, that resident must return the following day by 5:00 PM.

Pets

No pets of any kind are allowed.

Pornography

Pornography is prohibited while at FYI/TLP; including "adult" internet sites.

Property Damage

Any damage to FYI/TLP property will be assessed and charged to the resident as deemed appropriate by staff based on cost of materials and repairs.

Relationships

Dating relationships between residents are prohibited.

Religious Preference

Residents are encouraged to continue participating in the religious service of their choice.

Life Skills

A life skill (or group life skill) will be held daily for 1 hour (usually after dinner and clean-up). However, you can ask staff at any time to complete a life skill. It is your responsibility to cover your life skills requirements.

Room Searches

In order to provide a safe environment for all residents, staff reserves the right to conduct room searches for reasonable cause. Residents will not be notified of the search until immediately before it begins. One or more staff members shall conduct room searches only while residents are present.

School Attendance Policy

FYI/TLP will follow the attendance policies set forth by the school being attended.

Smoking

Smoking is prohibited on the property and by any resident under the age of 18.

NA/AA Meetings: NA/AA meetings are available city-wide. See staff for assistance.

Telephone and Cell Phones

Residents may use the resident phone during free time for all calls. Use of the office phone is only allowed with staff permission. All "1-800" numbers are strictly prohibited. Phone use is at staff discretion. Cell phones are allowed, but are to be turned in to the office at lights out and will be given back at wake-up time. Cell phones may

be charged while they are in the office overnight. Residents are not allowed to use cell phones during dinner, house meeting, life skills, counseling, case management, and any other house activities (*at staff discretion*).

Television/DVD/Game Systems/Audio Equipment/Computer Usage

See Phase Guidelines for computer use, TV use, and game system use. Headphones must be used when listening to music, watching YouTube videos, etc. (unless all residents are interested in listening to the audio). Radios are allowed at staff discretion.

TLP Vehicle

Seat belts must be worn at all times. Smoking, beverages, and food are not allowed.

Visitors

Visitors are allowed from 6:00 PM – 8:00 PM daily (2 visitors per resident). Parent(s)/legal guardian(s) and/or children of a resident may visit as arranged with staff. All visitors must sign a release for a background check and the visitor confidentiality agreement. Residents are responsible for the visitors' behavior. Staff reserves the right to ask visitors to leave.

Wake Up Times

Please see the Phase Guidelines. High school students must get 8 hours of sleep Sunday through Thursday night.

Weapons

No weapons of any kind are allowed on the premises. Possession of a weapon may result in discharge from the program.

House Maintenance and Chores

Residents are responsible (with staff supervision) for the following:

- ✘ Grocery shopping, planning meals, cooking, dinner clean-up.
- ✘ Cleaning bedrooms and picking up after themselves.
- ✘ Putting dishes in dishwasher.
- ✘ Cleaning bathrooms.
- ✘ Daily trash removal.
- ✘ Sweeping or shoveling front and back porches, decks, steps, and sidewalks.
- ✘ Care of entryway, hallways, driveways, and parking area.
- ✘ Other household related duties as assigned or appropriate.

Other Safety Policies and Procedures:

Automobiles

Residents may possess a car while residing at FYI/TLP provided they strictly adhere to the following guidelines. This is to insure the safety of all other residents, staff and the public.

- ✘ Resident must retain a valid driver's license, registration, and proof of insurance at all times.
- ✘ Residents may not loan their vehicle to other residents under any circumstances, nor may they provide transportation to any other resident under the age of 18.
- ✘ There is to be no visiting in the vehicles while on FYI/TLP property.
- ✘ Residents are responsible for all vehicle repairs, fuel, and maintenance.
- ✘ Due to limited parking, vehicles which become inoperable must be removed.
- ✘ Residents assume risk for damage.
- ✘ Residents are discouraged from using their vehicles for "joyriding", as costs for going to and from work must be budgeted from their weekly income.
- ✘ Residents are to be courteous in FYI/TLP parking area. Parking is limited so be mindful of using space as appropriately as possible. Those being careless will be asked to park their vehicles elsewhere.

Fire Procedures

Upon your arrival, familiarize yourself with all possible exits (see diagrams posted around house) and fire extinguishers.

In the event of a fire, residents are to move quickly and quietly out of the building as staff directs or as described in the fire evacuation plan. Proceed to the west side of the house in Jim's Catering Parking Lot. **DO NOT RETURN TO THE BUILDING IN THE EVENT OF A FIRE.** In the unlikely case that you should find that you cannot safely evacuate by one of the marked routes, go to the nearest room with a window and close the door. Block the door with materials to prevent smoke from creeping in. Stay close to the floor and near the window to listen for help. Do not jump! The fire department is minutes away and can arrange for your safe evacuation. Fire drills are conducted by staff throughout your stay.

The best way to fire safety is prevention. To comply with fire safety codes, no cigarette smoking is permitted, and care should be used when cooking or using small appliances. **Incense or candles are not permitted in the house.**

Tornado and Severe Weather Policies and Procedures

- ✧ **TORNADO WATCH:** A tornado watch means there is the possibility of a tornado. Residents and staff are advised to be ready to evacuate to safety.
- ✧ **TORNADO WARNING:** A tornado warning means that a tornado has been sighted in the area and that all persons must evacuate to the nearest shelter. Tornado shelter is in the interior hallway by the pantry. There are flashlights and first aid supplies solely for this purpose.

Before evacuating, all appliances should be turned off. **All persons will remain in the tornado shelter until the weather service has determined that there is no longer a threat of a tornado.** Often, such evacuations seem inconvenient, especially at night, but tornadoes can strike suddenly and this procedure is for your safety.

For your protection:

- ✧ If you know of a situation which endangers the house, or its residents, you are responsible to let staff know immediately.
- ✧ If you see someone unfamiliar on the grounds or in the house, tell a staff member immediately.
- ✧ For safety reasons, only staff members are permitted to open doors when someone is outside ringing the bell.

FYI/TLP

Standard Consequences for choosing not to follow House Rules

This is a *standard*, although FYI/TLP's Program Manager reserves the right to modify consequences at any time with or without notice.

1. Getting up late
*Get up early the next day (the amount of time client got up late will be doubled)
2. Coming home late
*Early curfew the next night (the amount of time client was late will be doubled)
3. Not finishing daily chore (s) on time
*1 extra chore, no free time until the chores are finished
4. Not cleaning room or making bed after asked by staff
*clean bedroom
*One extra chore, no free time until chores are finished
5. Not cooking on designated night
*Resident must cook for the person who cooked for them, twice that week
*If staff cooked, client will be assigned an alternative day to cook
6. Late for school
*Tardy time will be doubled and resident will spend that time doing school work
*If resident cannot find school work to do staff will assign a cleaning project
7. Swearing
*Resident will look up 5 alternative words in the dictionary and define them
*Resident will recite these words in a sentence for staff
8. Violation of other residents personal space or property
*Resident will discuss boundaries with the resident affected. Staff will mediate
*2nd time resident will write a paper on boundaries and get it approved by staff
9. Not signing in/out
*Warning for first offence
*Resident must have staff initial next to resident's name on sign-out sheet each time the resident signs in or out
*In both instances, client must account for the time he/she was gone
10. Inappropriate phone use
*Verbal warning
*resident will be asked to end the phone call
*No personal phone calls for the remainder of the day and the next day
11. Inappropriate physical contact
*Residents involved will be separated for the remainder of the day
*Fighting and sexual contact can lead to discharge from the program

12. Positive drug test
 - *1st offence substance abuse counseling
 - *2nd offence can lead to discharge from the program

13. Lying to staff
 - *Loss of privilege resident lied about
 - *Writing assignment about lying
 - *Exercise on communication skills
 - *Loss of personal time, or down to a lower phase

14. Listening to music with inappropriate lyrics
 - *1st verbal warning to use headphones
 - *2nd turn off music

15. Leaving the property without informing staff
 - *Discuss the importance of leaving with staff notification
 - *1st early curfew
 - *2nd house restriction for one week or down to a lower phase

16. Talking about staff or other clients in a disrespectful way
 - *Mediation with staff or other client
 - *Write what they were upset about and list more appropriate ways to handle the situation
 - *Write an apology to the staff or other client

17. Treating staff, other clients, or guests in a disrespectful way
 - *A mediated session with people effected (if appropriate) discussing appropriate and inappropriate behaviors
 - *Loss of personal time, or down to a lower phase
 - *Further infractions may result in removal from the program

FYI/TLP Resident Contract

Each resident receiving residential services from FYI/TLP will sign a mutually agreed upon contract which specifies the responsibilities of the agency and the resident.

I will be responsible for and agree to:

1. Remain free of drugs and alcohol while in the FYI/TLP program and not possess any drug(s), drug paraphernalia, alcohol, or tobacco products:
 - o Turn in lighters and cigarettes to the FYI/TLP staff upon program entry (18+).
 - o Agree to take a Breathalyzer or drug test as requested by Staff.
2. Respect others' personal space by avoiding sexual and/or physical contact with anyone on the premises.
3. Help create a safe environment by not using or possessing any weapons or items that may be viewed as weapons.
4. Follow clothing guidelines by not wearing anything revealing including halter tops, belly shirts, visible thongs, short shorts or skirts, clothing with obscene, gang, or drug related content, and agree to keep shoes or slippers on my feet at all times outside of the bathroom.
5. Use language that is free of profanity, racial slurs, or derogatory remarks, including offensive language or gestures.
6. Be free of possession of pornographic materials and not visit "Adult" websites.
7. Follow program guidelines including Policies and Procedures, Phase Guidelines and any additional requirements for the program.
8. Participate in house meetings, life skills, therapy and meet with my case manager on a weekly basis to work toward my progress in the six Ansell-Casey Life Skills Domains (*Daily Living Skills, Housing, Transportation, and Community Resources, Money Management, Self-Care, Social Development, Work and Study Skills*)
9. Agree to pay rent and savings with income earned while at TLP.

FYI/TLP agrees to provide:

1. Help for me to deal with my own life situation.
2. Responsible adult supervision.
3. Individual counseling and referrals to community agencies for services not offered at FYI/TLP.
4. Life Skills Groups and guidance to assist in becoming a healthy, productive individual and member of society.
5. Case management to help with educational, employment, mental health, medical or other needs.

Resident Acknowledgement:

I, _____, have read and agree to the above requirements and understand that if I choose not to comply with those requirements, I may move back one or more Phases, be placed on Orientation status, or discharged from the program. I understand that if I do not demonstrate progress in the program, it may result in a case review with the Supervision team to determine a course of action that may include a written behavior contract or being asked to leave the program.

By my signature, I acknowledge the following:

1. I have been informed of the program structure, goals and objectives, hours of operation and fees charged, if any, for FYI/TLP.
2. I have been made aware of *Your Rights When Receiving Mental Health Services in Michigan* and understand that I may file a Recipient Rights Complaint if I believe that any of my rights listed in the booklet have been violated.
3. I agree to the terms as stated above in the Resident Contract and have had the opportunity to ask questions regarding the contract, program requirements, Phase Guidelines and services and referrals available to me.

Resident Signature

Date

Staff Signature & Credentials

Date