



RESIDENTIAL

CLIENT GUIDEBOOK

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From: Patrick McGinn, MS, MA, CAADC, CCS-M
Limited Licensed Psychologist
Harbor Hall, Chief Executive Officer

To: New Residents

Subj: **WELCOME**

1. Welcome to Harbor Hall. This is a treatment facility designed to assist you in resolving various issues in your life which have been compounded by your use of alcohol and/or drugs. **Our primary objective is to assist you in adopting a lifelong program of recovery.** You may be strongly opposed to being here and feel you do not have problem. Rest assured that this program is only for those who have been diagnosed by competent addiction professionals.

2. Today, you will be assigned to your primary group and counselor. During your stay at Harbor Hall, your primary counselor is your first point of contact for any issue that might arise. Your counselor makes recommendations to the treatment team regarding your treatment plan, completion of treatment objectives, diagnosis, prognosis and Continuing Care recommendations.

3. You will be in treatment with many individuals, with many personal problems. These are/will be discussed in group therapy. Some of these problems may seem to be rather minor, some very severe and others may even seem funny. Do not judge these problems or underestimate the impact which a problem may have upon an individual's life. You are encouraged to share with the group your experience and insight in such a manner that is helpful and positive.

4. There may also be personal conflict that results in the close quarters that are kept. The use of common sense is the best method to get along with those around you. Some of these common sense things are: be respectful of one another, put things back where you found them, clean up your own mess, don't take things that aren't yours, say you're sorry if you hurt someone, listen to one another, stick together, if you don't know or you aren't sure – ask.

5. I join the rest of the staff at Harbor Hall in welcoming you and hope that your stay here will be a turning point in your life. Your total cooperation with all program requirements is essential if this program is to work for you. Don't waste this opportunity to do something positive for yourself.

Sincerely,
Pat McGinn

RESIDENTIAL STAFF

Administration Staff:

Chief Executive Officer

Patrick McGinn, MA MS LLP CAADC
CCS

Clinical Director

Peter Bucci, LPC ACS CAADC CCS
JSOTS

Financial Director

Holly Krasiejko

Clinical Staff:

Medical Director, Physician

Guy Golembiewski, MD

Nurse-Practitioner

Jennifer Armstrong, DNP/NP-C

Residential Clinical Director

Peter Bucci, LPC, ACS, CAADC, CCS

Primary Counselors

Gretchen Fontichiaro, CAADC-D

Mike Gee, CAADC, LPC

Jon Lonchar, BA CADC-D

John Doody, BA, CADC

Resident Life Supervisor

Spiritual Care & Chaplain Services

Rev. Dan Thompson, MA CADC

Access

Cheri Cosens, BSBA

Continuing Care Coordinator

Recreation Coordinator

Ken VanEvery, CPRS

Technician Staff:

Paul Gauden – Tech Supervisor

James Spencer(AM)

James Hockenberry(AM)

Frank Fox(PM)

Mark Briggs(PM)

Kathy Hann(PM)

Kassidy Spencer (AM)

Becca Brinkman (AM)

Recipient Rights Advisor:

Patrick McGinn

ADMISSION CRITERIA

Admission eligibility is determined prior to admission utilizing the American Society of Addiction Medicine Patient Placement Criteria (ASAM).

Listed below is the admission criteria as stated in the Harbor Hall Policies:

- ✓ 18 years of age or older.
- ✓ The individual has a history of substance misuse and/or substance dependency.
- ✓ The individual is unable to utilize less restrictive level of treatment.
- ✓ Is detoxified prior to admission.
- ✓ Individuals who have been convicted of criminal sexual conduct are not eligible for admission.
- ✓ Individuals with cognitive problems, advanced mental deterioration or psychological problems that would impair comprehension of treatment goals are not eligible for admission.
- ✓ The individual has experienced a combination of any of the following:
 - Previous treatment attempts.
 - Loss of control over use.
 - Unmanageability of life stressors, related to substance use, i.e. family, employment, legal, social, spiritual.
 - Physical complications related to substance use.
 - The individual is receptive to treatment.
 - The individual is physically, mentally, emotionally stable and not in need of acute care.
 - The individual is not actively psychotic or in a suicidal state.
 - The individual is willing to consent to all information required and sign required release forms.
 - Must have enough medications or refills for the complete treatment stay.

ALL MEDICATIONS PRESCRIBED OR OVER THE COUNTER MUST BE APPROVED FOR ADMISSION INTO THIS FACILITY

1. The following prescriptions for Benzodiazepines are *generally* not authorized in this facility.
 2. No over the counter medications are allowed including vitamins or supplements unless written pre-approval is given by the Clinical Director and Medical Director
 - a. The following are never authorized OTC medications
 - Any product that contains pseudoephedrine
 - Any product that contains Dextromethorphan
 - Any product that contains alcohol
 - Any weight lifting supplement or protein supplement
- This is not intended to be an all-inclusive list, when in doubt medical staff or CEO will advise.**
3. All prescription medications must be in original containers, properly labeled as to type of medication, dosage, resident name and physician's name.
 4. Residents receiving new prescriptions while in the facility or from the hospital must submit a copy of the written prescription with instructions to the nurse or the supervisor on duty.

Pre-Admission

Prior to admission you will have completed a pre-admission interview. This interview is usually conducted over the phone. This is a brief diagnostic assessment, a more in depth diagnostic assessment is required upon admission. You may be placed on a waiting list if no bed is immediately available. The Intake Coordinator will work with you to get you into this facility as quickly as possible. If you are on the waiting list please call on a weekly basis to confirm admission. You should be detoxified for at least 72 hours prior to admission.

WHAT TO BRING:

- ✓ All Previous Physical Exam documentation(s) and/or TB test if within the past 6 months.
- ✓ All Prescription medications that have been authorized by the medical staff and CEO only.
Bring enough of refills to cover the entire length of stay.
- ✓ Comfortable, informal clothing appropriate for the season. Bring enough clothes to last at least one week. Washers and dryers are available at no charge.
- ✓ **Bring your own PILLOW.** We will provide bedding only.
- ✓ **Alarm Clock**
- ✓ Comfortable walking shoes and gym clothes.
- ✓ Shower shoes
- ✓ Personal Toiletries such as soap, shampoo, wash cloth, towels and laundry detergent.
- ✓ Three forms of Identification: Birth certificate, drivers license, Social Security Card, Military ID, Picture ID, etc. *(This is necessary to assist you in application for General Assistance which may cover a portion of your room and board).*
- ✓ Insurance card if applicable.
- ✓ It is okay to bring a small amount of cash for personal spending, but it is not recommended to have more than \$50 at any given time (see 12 below).

DO NOT BRING:

(You will be searched the day you arrive. If in your possession, these items will be confiscated and locked up until your departure with the exception of alcohol and drugs which will be disposed of.)

- ✓ Weapons
- ✓ Alcohol or products that contain alcohol. This includes colognes or perfumes.
- ✓ Limited makeup. Reasonable coverage for the purpose of self-esteem is appropriate. Nothing that pushes the boundaries of self-advertising. This will be addressed therapeutically and as a team as needed. Foundation, mascara, eye shadow and liner, is acceptable. Fake eyelashes, contouring, pancake style, heavy attention-seeking eye liner, excessive eye shadow, and anything that is "extra," will not be permitted and will be stored in your luggage until discharge.
- ✓ No hair tools. Such as curlers, straighteners, flat iron, curling iron, and dryers. Harbor Hall will provide hair driers.
- ✓ Any drugs, illicit, prescribed or over-the-counter that have not been prior approved.

- ✓ Personal television. Small radios are allowed if electrically safe. (no Wi-Fi connections!)
- ✓ Cell phones, computers, electronic notebook or any other communication device that can connect to the internet, text or make calls will be stored until you discharge.
- ✓ No electronic games or devices
- ✓ Ear/head phones.
- ✓ You may bring hair clippers/beard trimmers, but they are locked up in tech office.
- ✓ No playing cards or other gambling items.
- ✓ No over the counter medications including vitamins, and powder supplements.
- ✓ No electronic smoking devices.
- ✓ Recommended not to bring any items of high value such as jewelry. It is also not recommended to have more than \$50 at any given time. Security of such items cannot be guaranteed and is your responsibility.
- ✓ Food, candy, sugar
- ✓ Energy drinks, body building supplements, vitamins.
- ✓ No tattoo equipment.

ORIENTATION DAY 1

- ✓ Your arrival time is scheduled with the Intake Coordinator.
- ✓ Staff will greet you and your family at the time of your arrival.
- ✓ All financial arrangements will be fully explained and discussed.
- ✓ Your primary counselor is assigned and notified of your arrival.
- ✓ You are provided with an Intake Packet that will have initial assignments, AA or NA Big Book, 12&12 book, and Search for Serenity.
- ✓ You will be provided a copy of the House Rules (In this Guide Book).

It is your responsibility to become familiar with all of the rules.

- ✓ The Intake coordinator explains all documents to be signed.
- ✓ Your luggage is temporarily placed in the reception area until it is brought to the Tech Supervisor Office for inspection (in your presence). Any items that are not authorized will be confiscated and locked up.

Any unauthorized medications/substances will be confiscated.

- ✓ You are assigned a group which will be managed through your primary clinician. One of the senior residents from your group will help you to transition into the program. This senior group member should be able to answer most initial questions, however, please ask a staff person if you are not sure.
- ✓ You will provide a urine sample and PBT upon admission for the purposes of baseline data. You will provide urine samples periodically throughout your treatment stay.
- ✓ You are assigned a room and issued linens. An inventory of the room will be conducted by the tech staff.

Stabilization Period: The first week of treatment you will be on Level I. This is the stabilization phase of treatment. Stabilization is to ensure that you are medically, psychologically and physically stable. This does not include Withdrawal Management Treatment. During this week period the following will occur:

1. Physical will be completed by the Harbor Hall physician.
2. TB test.
3. Initial Treatment Plan will be assigned.
4. Please refer to the Levels of Treatment in this pamphlet for further details.

LEVELS OF TREATMENT

Client behavior is evidence of effective learning from treatment. When Harbor Hall is free of disturbances, residents can use group and activity time for learning new recovery skills and gaining Recovery Capitol. Recovery capitol is best gained where the time assigned for treatment is used for treatment. When time is used interacting with residents' whose behaviors are not focused on recovery, less time is available to develop new recovery skills. A single resident's toxic behavior can use up another resident's treatment time by distracting them or by taking the counselor's time away from the group. When the entire group's behavior meets expectations, then treatment activities can be maximized for learning and skill building.

Counselors' Goals:

1. Create a safe treatment environment for all.
2. Encourage learning by eliminating distractions.
3. Facilitate the organization of the milieu so treatment time is efficient.
4. Increase time available to address and interact with recovery related subjects.

Residents' Benefits:

1. The opportunity to learn, practice and develop social skills.
2. Enjoy the positive experience of getting along with others.
3. Have positive experiences with group and cooperative learning activities.
4. Learn behavioral expectations in different situations.
5. Learn and develop responsibility/accountability management skills

Harbor Hall staff strive to create a positive treatment environment where a resident gets along with other residents and staff. Many learning experiences require cooperation and communication. Group activities, cooperative projects, peer mentoring, group counseling, one-on-one counseling and staff led instruction are some areas where cooperation is necessary for learning. If a resident discovers they will be involved in positive experiences, cooperation and communication is more likely to be experienced.

Harbor Hall utilizes an Interdisciplinary Team (IDT) approach to treatment/therapy. All residents have interactions with multiple staff across clinical and non-clinical boundaries, such as Admin, Residential and Behavioral Tech staff. All resident behavior is observed and reportable to the IDT on a daily basis. Any member of the IDT (even non-clinical staff) may bring up observed or reported behaviors that are interpreted as toxic or offensive. The IDT addresses behaviors among

clients on an individual level. Harbor Hall uses a level system to track client progress. Each level comes with more benefits and more responsibility. A client is able to move up or down in levels based on behaviors and staff input.

Level 1: Stabilization Phase

This is the most restrictive level and is implemented upon entry into Harbor Hall. This level is the stabilization phase and lasts for a minimum of one week (7 full days). Upon the 8th day in treatment, the resident is expected to be stabilized with symptoms related to withdrawal, mental health and overall behavior/attitude.

Once a resident has reached level 2, 3, or 4, a person's behavior may warrant a time of reflection. In this situation a resident could be moved back to Level 1 so that the individual's motivation, behaviors or other issues can be monitored.

Stage of Change: Pre-contemplation moving towards Contemplation

Limits:

- ✓ No store passes
- ✓ No visitation
- ✓ No phone calls
- ✓ No outside work (volunteering is permitted with counselor approval)
- ✓ No weight room/ game room
- ✓ No room access between 8am and 9pm (after last scheduled activity has concluded).
- ✓ No yard access
- ✓ Must be escorted to hospital or any outside activity

To move to the next level the person must:

- ✓ Have counselor recommendation
- ✓ Comply with behavioral guidelines
- ✓ Complete Initial treatment plan
- ✓ Demonstrate courteous behavior
- ✓ Comply with grooming standards
- ✓ Seek assistance when in need

***RESTRICTION* INTERVENTION** *(As needed, due to specific behavioral events)*

To Address and Resolve significant behavioral events, such as social conflict, resistance or non-compliance in the Residential environment, a "Level 1 Restriction" CAN be imposed as a "CONSEQUENCE of BEHAVIOR". In addition to the list of "Limits" stated above, clients would be seated in area specified by Staff to proceed through a formal process at staff direction. **Smoking will not be permitted during this time until "Resolution" has been achieved.**

Level 2:

The behavioral expectation increases. Generally, in level two the resident has completed the initial treatment plan and all assessments are completed. The resident is presented with their individualized Master Treatment Plan. While in a level 2 status the resident is not allowed to be escort for others.

Stage of change: Contemplation and moving toward Preparation (Engagement phase)

Resident is authorized:

- ✓ One phone call per day for maximum of 15 minutes
- ✓ Weight room, game room and yard access
- ✓ Outside volunteer work as approved by counselor
- ✓ Store passes are authorized (no weekend passes)
- ✓ Family Visitation on Sunday (1pm-4pm)

To move to the next level:

- ✓ Have counselor and Treatment Team recommendation
- ✓ Must be complying with behavioral guidelines
- ✓ Must be actively engaged in all activities
- ✓ Be current with treatment plan objectives
- ✓ Treatment Plan homework assignments are up to date
- ✓ First step or autobiography is completed and presented to the house
- ✓ Offering help to others
- ✓ Beginning to practice appropriate communication skills (assertive)
- ✓ Prepared for all activities

Level 3:

Integration: resident is fully engaged in the process and is meeting all expectations. Resident is demonstrating “role-model” behaviors, appropriate communication and taking on house leadership roles. 1st step must be completed to advance in level.

Stage of change: Preparation to Action (Motivational Enhancement phase)

- ✓ Eligible for paid work program
- ✓ Eligible for weekend 4hour pass
- ✓ Able to escort

To move to the next level:

- ✓ Completed Initial Continuing Care Plan
- ✓ Counselor and Clinical team recommendation
- ✓ Engaged and compliant with treatment 8:45am-4pm and in Resident Life 4pm-8:45am.
- ✓ All individually assigned assignments, including Step Work 2 &3.
- ✓ Resident is actively seeking a sponsor.

Level 4:

This is defined as: relapse prevention/recovery stage of treatment. During this level the resident is transitioning from treatment back into the community or into the next level of treatment.

Stage of Change: Action to Maintenance (Transition phase)

The purpose of this Level is to prepare for the return to the community. The goals of this level is to adequately prepare the individual by preparing and finalizing a Continuing Care Plan, living arrangement with an address, transportation, and a primary care physician. Additionally, if you are moving to the Harbor Hall Transitional Living Facility you will be allowed to look for work in the local community. If you are returning to a community outside of Petoskey, you can make arrangements with your counselor to look for work online (this is a limited privilege).

While in Level 4 you are eligible for:

- ✓ “Recovery meetings” off campus
- ✓ Transitional Activities include looking for work, housing, DHS, etc.
- ✓ Can “Stack” passes (This applies only to Female-Saturday, Male-Sunday 3 hour passes)
- ✓ “Coin Out”

For a successful completion:

- ✓ Finalized Continuing Care Plan
- ✓ Completion of treatment plan goals and objectives
- ✓ Completion of all assignments
- ✓ Financial obligations are resolved
- ✓ “Coin Out” with primary group and house

Work/Volunteer Opportunity (When Covid Restrictions are lifted)

Recovery is about new opportunities to discover our true potential. Residents have questions concerning how to connect, fit-in, and contribute to self and others. Harbor Hall offers several opportunities to get involved with house chores, volunteering in the community and on occasion paid work. Through this program, the residents gain a sense of pride and ownership that may have been lost in active addiction. Participants learn that they do have something to contribute and that this is all part of effectively managing one's life in recovery.

1. It is expected that all residents will participate in house chores as physically able. House jobs are assigned by rotation and physical ability. Every Saturday the whole house participates in a "major-house-cleaning". House chores are for the health and welfare of all residents.

2. Residents will be given the chance to participate in volunteer opportunities in the community. Some of the establishments that support Harbor Hall and the residents are: The Salvation Army, The Women's Resource Center, Camp Daggett, Chamber of Commerce, and The Manna Project. The volunteer opportunity is a give back to the community without the expectation of personal gain. It is not mandatory to participate in volunteering however it is required if you want to participate in paid work opportunities. The volunteer hours do count towards any community service requirements.

3. Upon admission each resident will complete a recreation survey. This helps staff to determine the level of activity a resident is capable of doing. The resident is then categorized as "expected to participate", "limited in participation" or "participate as able". If any information is reported that could raise a conflict between physical activities and a person's condition, the clinical staff will not pursue full engagement.

*Ultimately the resident is responsible for his own physical ability and each person will acknowledge their own limitations.

5. If a resident's physical condition could be aggravated by participation, the Recreation Coordinator bans or limits the participation in recreation activities. Additionally special considerations will be given to the assignment of chores and other work opportunities based on this screening.

6. Paid work opportunity is provided when outside work is available. Paid work is a privilege for those who have:

- ✓ Participate in all house activities
- ✓ Participate in volunteering
- ✓ Demonstrated positive role-model behavior

To participate in Paid work the resident must have prior approval from primary counselor.

THE “ACTION GROUP”: GROUP REP & TRAINEE

To further cultivate an atmosphere of recovery, structure, and social cooperation in this type of treatment setting, clients will take part in ***servant-leadership roles*** called “REPS” and “Trainees”. These roles DO NOT signify being a “Mini Tech” or “Junior Counselor”. Clients will be chosen from within their small clinical group of peers with support of the counselor or other resident life staff. All clients should expect to participate in this aspect of treatment because of the therapeutic benefits. There WILL be additional chores to complete, and it will be YOUR responsibility to fulfil them. The role of a *servant-leader* is about doing things that require additional effort and attention because *it isn't about you*. Others depend on you! That's Life! Recovery includes the selfless effort to sacrifice your preferences and comforts so that others around you are taken care of.

Ultimate Goals: LEARN HOW TO... PRACTICE...

- ✓ **Encouraging** peers to seek their: *Physical, Intellectual, Emotional and Spiritual recovery*.
- ✓ **Assertively** confronting toxic behaviors or attitudes ***in a way*** that expresses genuine **CARE AND CONCERN!**
- ✓ **Reinforcing** “Good” “Orderly” “Direction” of the daily routines, chores and overall social life experience.
- ✓ **Representing** oneself as a *maturing person* in recovery that is approachable, respectful, and accountable. You are not a junior counselor or associate Tech!

MEDICAL DIRECTOR AND NURSING CARE

Non emergent illness:

- ✓ Medical appointments are requested through your primary clinician and/or tech staff
- ✓ Residential clients are scheduled to be seen once a week as needed.
- ✓ You will set your appointment with staff to meet with the medical team.
- ✓ Prescriptions are called in by the nurse and picked up by Harbor Hall staff.
- ✓ Due to insurance requirements, some medications may require prior authorizations which can take a few days.

Bedrest (24hr Commitment Policy)

If you have an acute or non-emergent illness during treatment, such as a respiratory infection, you may request a *Bedrest*. This would exclude you from a portion or all of the treatment day. The nurse or tech will determine whether your sickness requires additional medical attention. Before requesting *Bedrest*, it is recommended that you evaluate the severity of your symptoms as Medical Discharge could be considered.

Guidelines are as follows: (Withdrawal Management also refers to these guidelines)

- ✓ FIRST, see the Nurse to request Bedrest.
- ✓ If the Nurse is not available, seek the Tech on duty (he will then page the Nurse)
- ✓ As directed by the Nurse or Physician, you will REMAIN in bedroom for a total of 24 Hrs. Permitted only to leave to use bathroom and go to breakfast, lunch, dinner and snacks. *Depending* on severity of illness and/or contagion, the Techs will inform you if eating in your room is approved, whereby food would be brought to you.
- ✓ You will not be permitted to go to Paid Work or Volunteer the following day.
- ✓ Smoking IS NOT permitted after official medical examination approves BEDREST.
- ✓ NO PASSES, NO VISITATIONS, NO PHONE TIME.

Emergent Illness

If you experience symptoms that indicate a potential emergency notify the nurse or technician on duty immediately.

- ✓ Transportation will be provided unless the level of emergency requires an ambulance.
- ✓ Inform the hospital staff that you are a client at Harbor Hall.
- ✓ You must bring all prescriptions and medications back to the nurse or technician, along with all discharge paperwork.
- ✓ Clients **CAN NOT** fill their own prescriptions.

RESIDENT DRESS CODE

General Expectations

Appropriate dress is required at all times. If a staff member feels your attire is purposely inappropriate or attention seeking, you will be asked to change. You will be responsible to maintain appropriate cleanliness; we provide laundry machines, so there is no reason why you will have dirty clothes. Wearing dirty clothes is not only a distraction, it can be offensive and distracting to those around you. The following areas are not subject to negotiation.

Safety First

- ✓ Your shoes (footgear) must be designed to cover your toes. This means you are not to wear opened toed sandals, flip flops, etc. Socks must be worn at all times during the treatment day. (*Exception: This does not apply if you are in the dorm.*)
- ✓ No shorts are to be worn in the kitchen.
- ✓ It is suggested that you wear a coat, hat and gloves outside during the cold weather months. If you need any of these items, please inform the Behavioral Tech.

Presentation - This is a treatment center, not a flop-house!

- ✓ DO NOT wear saggy pants; must be worn above hips (*we don't want to see your underwear*)
- ✓ Slippers and pajamas can be worn in the dorm area only; not during treatment/recovery meetings.
- ✓ DO NOT wear pajamas or lounge attire during clinical/treatment day hours 8am – 5pm.
- ✓ Shorts should be modest and not revealing or advertising. Use good judgement. The hem of your shorts should come down to your extended fingers.
- ✓ Dresses are permitted provided they offer full and respectable coverage. Nothing too loose when you bend over. No spaghetti straps, shoulders must be covered. Length of dress should be below the knee, not above it.
- ✓ Yoga pants or athletic pants (not sweatpants) are permitted. But not so tight as to be able to see underwear through the material.
- ✓ Hats are not to be worn in the building. They are to be worn straight (forward or backward), not tilted. No “Do-Rags” or bandanas are to be worn at any time in anyway on any part of your body. Unless culturally appropriate which will be discussed on an individual basis for the purpose of hair care and presentation. This includes any other culturally appropriate hair care.
- ✓ DO NOT wear Sunglasses on the property unless they are prescribed and cleared by staff.
- ✓ DO NOT wear excessive/attention seeking Jewelry
 - Piercing – Only one piercing in each ear. (Not the eyebrow, lip, nose, tongue or any other visible area on the body.)
 - Chains and necklaces – if excessive jewelry is adorned on the wrists or around the neck, a resident could be asked to moderate their presentation due to attention seeking behavior.
- ✓ At least a full shirt must be worn at all times – it is not acceptable to be shirtless on campus or off, unless attending a recreation event with the whole house at the **Beach**.
- ✓ Attire that is deemed to be dirty or tattered is unacceptable.
- ✓ T-shirts must have sleeves (no tank tops, basketball jerseys, etc.). T-shirts or other garb that is attention seeking, shocking or glorifies destructive behaviors is unacceptable. These include, but are not limited to...
 - Alcohol or drug ads / logos.
 - Self-defeating material.
 - Sexual, racial or religious offensive materials.
 - Gang related items – no “colors”, uniforms or symbols, accessories, or paraphernalia.

BEHAVIORAL GUIDELINES

PURPOSE

An essential strength of Harbor Hall treatment is a high level of structure and accountability. Learning to be disciplined and accountable for your actions is critical to success in recovery. Below is our list of **MAJOR RULES** and **GENERAL RULES/EXPECTATIONS**. The Clinical and Residential Staff will observe and report all behavior and attitudes. The Resident Life Supervisor and Behavioral Techs will hold residents accountable, which may include writing essays, removing privileges (game/weight room, phones, TV's and recess), additional chores or cancelling a Visit or store Pass. If behavioral problems persist, the Resident Life Supervisor will advise the Clinical Team to consider interventions such as restrictions, notification for termination or ASR (At Staff Request) discharge. Please be aware that each behavioral issue is handled on a case by case basis with a therapeutic goal. While *general expectations* must be adhered to, we always refer to a therapeutic approach when handling each case.

Be Advised: If at any time the staff of Harbor Hall believes that a resident's behavior/attitude is toxic and therefore *unsafe or counterproductive* to others in treatment, that resident could be discharged At Staff Request (ASR) from the program. ***We will not tolerate: willful and persistent excuses, ignorance of rules, physical harm to self/others and toxic attitudes that express racism or any type of discrimination towards sexual orientation or creed/religion.*** The Major Rules and General Rules/Expectations listed below is not a complete list of issues that may arise. No set of written rules can completely address every possible situation that may occur. The Clinical Staff will address all cases with thoughtfulness and safe regard for both the offender and offended.

Major Rules

The following major rules are considered toxic behaviors and ground for immediate interventions, which may include immediate discharge, written warnings, level reduction, loss of privileges or other action as deemed appropriate by the Inter-Disciplinary-Team.

1. The use and/or possession of alcohol, mood/mind altering drugs or drug paraphernalia.
2. Theft/Stealing (including borrowing items without permission!)
3. Exploiting, sharing, harassing or shaming another client's treatment.
4. Fraternalization – pursuing a new relationship during treatment that is not clinically or therapeutically supported.
5. Getting into a vehicle without prior approval.
6. Refusing drug test, PBT or property search.
7. Breaking a Law during any Pass.
8. Absence Without Leave (AWOL). Leaving the property without permission.
9. Malicious destruction of Harbor Hall property (including graffiti)
10. Horseplay, which includes pranks, wrestling and other fooling around.
11. Manipulating or deceiving staff; including intentional omission of requested info.
12. Pass deviation/deceit (*i.e. omitting specific destinations and the purposes of a Pass*).
13. Entering the Tech's office, garage or any storage area without permission/alone.
14. Having on your property any type of weapon, sharp tool or pocket knife that could cause injury.
15. Intentional non-compliance with Treatment Plan objectives, goals and attendance(s).
16. Enabling or covering up other resident's rule and behavioral violations.
17. Derogatory, Insubordinate, or aggressively foul language directed at clients or staff.
18. Entering into another resident's room for any reason.
19. Copying or referencing another client's treatment worksheets.
20. Acting rude, disorderly or disrespectfully to anyone in the community.

GENERAL RULES & GUIDELINES

1. This is your temporary home – **respect** the facility, the employees, the community and our neighbors.
2. You cannot leave the Harbor Hall Campus property until:
 1. Tech Office has viewed your SIGNED PASS (*turned in 24hrs in advance with your counselor signature*).
 2. You have signed out in the log book.*
**Exception: Do not fill out a Pass when attending a RECREATION EVENT with Staff.*
3. Be open-minded. Treatment is designed to challenge your feelings, thoughts, beliefs, and behaviors.
4. Be a Servant, not a Savior. (*making suggestions is appropriate, don't put on a cape to be a hero*)
5. Be Respectful, not a Bully. (*If behaviors or attitudes is deemed bullying, you will be discharged ASR.*)
6. Be accountable. If you know a resident is breaking a rule and intentionally ignore this, then you are enabling and covering up their behavior.
7. When you move into your room, review it thoroughly and report to Tech Staff any items/contraband left from a previous client. When you discharge or move out of your room, you are responsible for ensuring that the room is clean for the next person moving in.

Residential Attendance, Preparation and Attire for the Day

8. Review the DRESS CODE on page 15.
9. Be SEATED five (5) minutes early to ***everything***. (Daily Role Call will be handed to Techs to verify attendance)
10. Be prepared daily with a pen, paper and recovery books. Non-compliance is not tolerated.
11. If you have volunteer or paid work during the treatment day, you may put appropriate clothing in your book box.
12. Use the restroom before an activity starts. Leaving a meeting/lecture/group is disrespectful and distracting.
13. No Tank tops or Sleeveless shirts. (On or Off Campus).
14. Clients must tighten up/fix their rooms every morning immediately following "Room Checks" (7:30am – 7:50am).
15. Yard games and basketball begin at 4:01pm, Monday-Friday, and only during Free Time on Sat/Sun.

Residential Daytime Routine, Discharge, Front office assistance

16. Do not leave the porch after the yard lights have come on.
17. Do not go to your rooms until the appropriately scheduled times, unless you have the staff's permission.
18. When formally discharged/completed, a client will either participate in treatment until ride arrives, sit in the front/tech office, or remain on the porch until.
19. Before clients leave/discharge, they must return linens to the Tech Office that were provided at admission (I.e. Pillows/cases, sheets, etc)
20. If a client is kicked out, the roommate and Group Rep must accompany the client to his room to pack.

Books/Academic

21. Remain in the dining hall location and do not leave.
22. Permission to use a different room must be approved by the Counselor.
23. No talking or assisting another client during books.
24. The use of leisure materials (unrelated to recovery) is not permitted.
25. Using "Books" time to complete a 1st Step READING must be approved by a Tech.

Stealing, Lending, Borrowing and Gambling (including "cards")

26. Do not lend or loan money (including Debit/Credit Card(s)), cigarettes, and clothing or treatment worksheets.
27. DO NOT SHOW/COUNT YOUR MONEY IN SOCIAL/PUBLIC SETTINGS AROUND OTHER CLIENTS.

28. DO NOT BREAK LARGE BILLS FOR SMALLER BILLS WITH OTHER CLIENTS (Use Cashbox!)
29. DO NOT ask 2.5/2.1 transitional clients to purchase, loan or donate ANYTHING to you or another person.
30. Playing “cards” of any type is not permitted unless approved during the Wednesday “REC” therapy.
31. DO NOT Gamble, trade, Barter, or bet with or without money on any matter for any reason.
32. DO NOT go into the boxes of other residents to “borrow” anything, even if a client gave permission.
33. DO NOT steal, pilfer, swipe, rob or poach.
 1. ***This includes eating food (fruit, cereal, chips, etc) from kitchen while doing a chore or while serving as Kitchen Helper. “taste testing” is not acceptable.***
 2. **While doing the Pop machine inventory, it is considered stealing if anyone takes a pop without paying for it.**

Off Campus: Transportation, Walking and Escorting

34. DO NOT get into any vehicles unless approved by Staff.
35. Walk in groups no less than 3 and no more than 5, unless approved by Staff.
36. Spirit Walk Path/Map must be strictly followed. **(Do not walk on Elizabeth St or Baxter St)**
37. DO NOT deviate from specific routes and from intended destinations listed on your pass. Pass must include all stops.
38. While at the Hospital, do not walk/roam around the hospital. Do not go to the snack bar, courtesy phone or computer room.
39. DO NOT stare, wink, whistle at, harass or cause discomfort to male/female clients, community residents, neighbors, guests on our property or staff of Harbor Hall.

Confidentiality

40. DO NOT take pictures of anyone without their permission. Do not use last names.
41. DO NOT speak of other client’s personal business/therapy outside of clinical or recovery contexts; all content/experiences/therapy/conflicts that occurred inside group/individual therapy sessions and AA/NA meetings must STAY in that setting. *(If you need to address a matter or client that affected you, bring it back to the clinical setting with a counselor. Otherwise, speaking about it in the residential social setting or community at large is a breach of confidentiality and will result in immediate discharge).*

Safety

42. During a fire alarm, stop what you are doing and exit the building ASAP and gather in your groups.
43. DO NOT feed birds, squirrels, cats, bears, etc.
44. DO NOT put hands on another person, no wrestling or horseplay, and no throwing snowballs.
45. A minimum of two residents must be in the weight room.
46. A minimum of two residents must be in the game room.

TV and YOUTUBE

47. DO NOT watch TV/YOUTUBE shows, music videos or movies that depict ***glorification*** of addiction, sex/nudity or extreme gore, etc.
48. Clients are not permitted to use YouTube on weekends.
49. Residential ***TV’s can only be turned on after 9pm (Monday to Friday)***, and on Saturday/Sunday during Open House or Free/Personal Time. (Techs can permit or remove TV viewing, so don’t ask)

Laundry

50. House laundry is between 6am and 10pm, 7 days a week.

House Chores

51. Do your Chore efficiently and productively. If you have questions...ask a Group Rep or refer to the “JOB DUTY” manual or instructions posted in the area of your chore.

52. If your chore is done, use the remaining time to clean and straighten your box and your room.

Kitchen

- 53. No client can be alone in the kitchen, always a minimum of 2 (even if the job/chore is limited)
- 54. Unauthorized clients in the Kitchen will lose privileges (Phones, Recess/Smoking, and Game Room/Weight Room).
- 55. Hairnet must be worn immediately upon entering the kitchen.
- 56. DO NOT deviate or add items to the menu unless authorized by kitchen staff.
- 57. The Kitchen should always remain locked when it is not in use.
- 58. Long pants/sweatpants, shoes and socks must always be worn in the kitchen. (No pajamas!)
- 59. DO NOT argue with the kitchen helpers. They are following instructions by the Kitchen Staff.

Dining, Setup/Cleanup

- 60. After Roll Call at each meal, say a blessing/prayer and **do not wait** on clients that are late.
- 61. Residential clients must remain in dining hall for at least 15 minutes after a meal has been served.
- 62. Food and beverages (excluding water) are not permitted in the dorm or living room.
- 63. Push your chairs in when you are done using them.
- 64. "Setup" will clean the dining room at 7:30am, 12:30pm and 5:30pm every day.

Tobacco Rules

- 65. DO NOT use any tobacco/nicotine products INSIDE the house.
- 66. Put your cigarette butts in a can - Never discard butts onto the ground anywhere in the community.
- 67. ***The use of electronic cigarettes and/or 'vapes' is strictly banned.***

Respecting the Clinical and Residential Treatment Environment AND the Staff.

- 68. Respect the speakers at meetings, coin-outs and lectures. Pay attention. Stay in your seat. No slouching or head down, sleeping, crosstalk, getting up from your chair.
- 69. DO NOT put your feet on the chairs.
- 70. DO NOT open any windows anywhere unless staff gives you permission.

Noise and Distractions

- 71. Radios are only allowed in the Game room and your bedroom.
- 72. Be considerate for residents who are sleeping. Keep the noise down, including personal radios.
- 73. Be considerate of your language/volume in all areas, especially the porch, in the yard and in the community. This is a very small community!
- 74. DO NOT use incendiary discriminatory language targeting race, religion, culture, sexual orientation.

Manipulation, Deception, Lying or causing Confusion or Staff Splitting

- 75. PASS DECEPTION: whereby a Staff member approves a pass that doesn't have accurate/correct info or date and may not be an appropriate and approved type of pass for the day it was requested. *Example: Client attempted to have a staff person approve a pass, knowing the staff person would not pay close attention to the request and get away with an inappropriate Pass request. When confronted, the client acknowledged not reading rules about Passes.*

76. STAFF SPLITTING.

Example: When a Tech (or any staff) believes that your behavior is a rule violation, but you say your counselor (or other staff) gave you permission to do something (or allude to a past scenario with some other client) to explain why you made a choice. If your counselor or staff person doesn't communicate with the Tech Office, you could be viewed as causing confusion, manipulation, lying or staff splitting.

Haircuts by other clients

- 77. Haircuts cannot be provided as a service in exchange for money or any other form of bartering. Haircuts may be done on **Saturday 10am – 11:30am, 4pm-4:45pm, and Sunday 1pm-4:30pm and 5:30pm – 7pm.**
- 78. At all times, hair clippers will be stored in the tech office; beard trimmers can be kept in your room.
- 79. It is unacceptable to cut your hair with any drastic or radical styles that can/could express negativity. Staff may require you change the style.

Bedroom

- 80. We expect the room to pass a 5-Point inspection every morning:
 - 1. *Clean Floor,*
 - 2. *Trash Can empty,*
 - 3. *Bed tucked/tight*
 - 4. *Items inside dresser and night stand are organized appropriately.*
 - 5. *Smells welcoming*
- 81. Fans cannot be positioned off the floor above the nightstand
- 82. Each person is responsible for the orderliness of their physical belongings. Room checks will be done 7 days a week to ensure that beds are made, and the room is in good order. You are not allowed to tape, nail or tack anything to the walls of your assigned room. Each bed space will have a corkboard for hanging family pictures.
- 83. No food, candy or drink (except water) is permitted in your room.
- 84. Do not open your windows for any reason. If your room is hot, consult with Maintenance Manager.
- 85. Pictures that are suggestive, offensive or incendiary are not permitted to be hanging in the rooms

Behavioral Tech Staff & Security Staff

The primary responsibility of the TECH and SECURITY Team is to safeguard the residential environment/campus. The Techs will oversee the flow of the daily schedule, observe and report behaviors and assist the Nurse and Medical Director to safeguard that medications are distributed as scheduled per instructions. To maintain the functionality and management of the "House", *Techs & Security* will be walking throughout the residential facilities verifying the safety of clients and their compliance with the rules as stated above. TECHS will also be responsible to approve or disapprove "Passes" of clients, based on behavior, attitude or compliance. Techs provide useful insights to the clinical staff about the status or culture of the "House", providing a real feel for what is occurring after the general treatment day ends at 4pm. Tech's and Security serve the clients in supportive ways, as many are trained sponsors and Peer Recovery Coaches. Their awareness and understanding of treatment, addiction and recovery is a tremendous benefit for clients. It is appropriate and welcomed for Clients to approach any Tech to talk about their struggles in treatment, addiction and recovery.

Harbor Hall utilizes a behavioral modification approach to assist in the formation of healthier habits and recognize negative patterns and behaviors. At some point the approach of "room time" or being sent to ones room as a form of consequence may be applied. This time in your room would be utilized to think, work, and ultimately come to conclusions about change and motivation.

- Must be in room at all times, except for meals, chore duties, personal hygiene, therapy/clinical hours and the use of the restroom in general
- You will not be permitted to leave your room to use any tobacco product
- No passes of any type
- No permission to go on Paid-Work or Volunteer
- No weight room/game room access
- No non-recovery reading materials
- No conversations with other clients
- No Visitation (*this means that on Sunday your visiting hours will be cancelled, and your family will not be visiting*)

Techs and Security will be observing and reporting your behavior and attitude during this time of reflection. It is strongly advised that you utilize this setting to remind yourself why you came into residential treatment.

PARTNER/ESCORTED PASS (LEVEL 3 CLIENTS)

A 3 hour partner pass (technically 3.5hrs) includes another client also on Level 3. The purpose is to experience a few hours away from the treatment environment to catch your breath, process emotions and thoughts together and to visit the Petoskey City limits, the downtown storefront and lakeshore recreational area.

** Visitation with families or friends off campus during a 3Hour Pass is not acceptable and will result in discharge At Staff Request.*

- ✓ **Ladies: Saturday, 1 – 4:30pm**
- ✓ **Men: Sunday, 1 – 4:30pm**
- ✓ To request a Pass: Required Level 3 Status (*1st Step has been previously completed/read to the whole house*)
- ✓ 3 Hour Pass is to be used **only** in the Petoskey City district area – a general **walking** distance from Campus.
- ✓ Resident will be escorted/partnered with a peer client (Level 3) and approved by the counselor.
- ✓ Cannot “stack passes” for consecutive weekends. Can only request a 3 Hour pass every other weekend.
- ✓ Pass request form must be turned in by **8:00 am on the Thursday prior** to the requested weekend.
- ✓ All residents must sign the “Sign-Out Log Book” to leave the facility.
- ✓ **NOT PERMITTED:** Getting into vehicles/taxi, Visiting family, friends, associates, peers or neighbors, Using computers or cell phones

Do not bring back any food, drinks or candy to this facility.

The client will be searched upon return. All unauthorized items will be confiscated.

INDIVIDUAL PASS (LEVEL 4 CLIENTS)

Level 4 clients can be approved for an individual 3 hour pass based on merit of clinical and therapeutic stability and achievement of treatment goals. Evidence of consistent discipline, accountability, servanthood, humility and safety will be strongly considered for approval by the Counselor and Clinical Team.

STORE PASS

- ✓ **Ladies – Monday at 3:45 – 4:30pm**
- ✓ **Men – 4-4:45pm Tuesday or Thursday** (*See set/alternating schedule with counselor groups*)
- ✓ Only one store pass per week.
- ✓ Groups of 5 must split up (3 and 2) before entering the store. Group of 3 will go inside the store first while group of 2 waits outside until all 3 clients come outside after purchase.
- ✓ Each resident must submit a Pass Request to their counselor.
- ✓ If one resident’s request is denied, the other two must find a third resident and formally add this third resident to their request.

Locations/Destinations Off Limits! The businesses listed below are off limits unless specific permission is given.

- Casino, Scooby’s, Wild West Tobacco Store, Expectations, Pete’s Pipes, Public Library, Hospital, Northern Michigan College, any restaurant that serves alcohol.

SPIRIT WALK PASS

- ✓ **Ladies – Friday 3:45 – 4:30pm (Level 2,3,4)**
- ✓ **Men –Tuesday or Thursday 4- 4:45pm** (*See alternating set schedule per group*)
- ✓ Must be in a group of 3 clients.
- ✓ Abide by the specific map provided.

Remember!

- ✓ All pass requests must be signed and approved by the resident’s counselor prior to departure.
- ✓ Violation of any of the above may result in immediate consequences and consideration of discharge.
- ✓ If you have any questions and concerns, address them to your counselor.
- ✓ Do not go into any residence unless it is prior authorized by your counselor.

VISITOR'S POLICY & PROCEDURES

FAMILY VISITATION (SUNDAY 1 – 4:30PM)

The following Visitor Policy may at any time be altered due to House Restrictions or other factors. For the safety of those we serve, please review the following standard visitation guidelines. Refer to alternative procedures in the Tech Office.

- **Check-In (4 Visitors Maximum unless prior approval has been granted)**
 - **Male Client Visitors:** The visitor(s) is to enter through the covered porch and report directly to the technician.
 - **Female Client Visitors:** The visitor(s) is to enter through the back door of the female facility and report directly to the technician.
- **Procedure**
 - *Proof of Identity* is submitted to the Tech.
 - *Visitors Release Form* accounts the visitor's name.
 - *Visitor is also listed on recent Client Pass Request for the upcoming Sunday visit.*
 - Visitors must **FIRST** be approved by clinician on the original Release Form to visit with a client. On a weekly Pass, the client must indicate who will be visiting on the upcoming Sunday visit. If there are additional adults (not listed on the Release) arriving with your approved visitor, they will be asked to leave the campus until the visit is over.
 - *Cell phones and/or other recording devices* (ex. Apple Watch) must remain in vehicle throughout the visit. This is a HIPPA Guideline.
 - Visitors must acknowledge having pre-reviewed the Harbor Hall Visitors Policy
 - Sign in Log: Visitor will sign the visitor's log after review/acknowledgment of visitation policy.
 - Minors (children under the age of 18) should have their first name recorded to account for total people visiting Harbor Hall Residential campus.
- **Who can be a visitor?**
 - Grandparents, Parents, Spouses by marriage, Children and "Significant-Domestic-Others" upon approval of the clinician, whereby included on the Visitors Release Form.
 - A "Significant-Domestic-other" is ***not*** a recently renewed or new relationship which has occurred during treatment. The term "Domestic-other" refers to a relationship that consists of shared occupancy, finances, or children. The clinician can/may require a "family session" if concerned about the nature of the relationship, particularly if the relationship doesn't include "domestic" items.
 - Friends or acquaintances of your approved visitor are not permitted to be on campus during the visit even if they drove your visitor up to the visit.
 - Clergy: Leaders of a religious organization or entity such as a Church, mosque, or synagogue or persons who have been granted clergy status by a recognized religion and have ecclesiastical endorsement from a religious authority must provide proof or licensure or ordination letter.
 - Visitor Release Form must be updated with approval from the clinician.
 - If a visitor is approved by a counselor, although isn't listed on the original Visitor Release Form, the visitor will not be permitted to stay on campus and the clinician will not be contacted to immediately approve a visit.
 - Harbor Hall Staff can refuse a visitor if they do not have picture identification. (This excludes children)

VISITOR'S POLICY & PROCEDURES

- **Guidelines/Expectations**
 - ALL TOTAL Visitors must be listed on the Visitation Release Form
 - Visitors planning to visit must be pre-approved by the clinician on a weekly Pass Request.
 - Clients are NOT permitted to enter a vehicle of any visitor.
 - All cell phones and recording devices must remain in the visitor's vehicle.
 - Pets are strictly banned from Harbor Hall property.
 - Visitors will be asked to leave if suspected of intoxication or becoming disruptive with disorderly behaviors/attitudes or fraternizations with other clients.
 - Visitors will use bathrooms located in female dining room & men's residential living room.
 - Visitors are not permitted in the client's room.
 - Clients and visitors must not engage in inappropriate forms of excessive affection.
 - Visitors who are not dressed appropriately will be asked to leave or to change their attire if it is deemed offensive or counter to the Harbor Hall Dress Code Policy.
 - Visitors who leave during visiting hours (before 4:30pm) cannot return to finish the visit.
 - **Visitors are not permitted to bring food OR drink for the client while visiting on campus.**

- **Other Policies**
 - Residents on Level 1 (Stabilization) are not allowed to have visitors.
 - Visitor are restricted to the...
 - Male Clients
 - Male Residential Dining room
 - Living Room
 - Porch
 - Yard (Ground on the Rush St. side of the buildings)
 - Basketball Court
 - Female Clients
 - Yard in front of Men's Residential, Basketball Court
 - Female dining room and adjacent meeting room in that clinical area.
 - **Visitation is not permitted inside or around the new female/Medical/Residential Facility.**

Unauthorized Visits There will be no unauthorized visits anywhere at any time. This includes friends and family who show up at (NA/AA) support meetings, car washes, recreation events, 4hour passes and store passes, etc. If the Clinical Team becomes aware that these events have happened, the client will receive significant loss of privileges, passes and visitation.

PHONE POLICY & PROCEDURE

The phones are provided to Harbor Hall residents on the weekend to be used for personal reasons. However, Monday-Friday, clients can request permission to use a phone in their counselor's office to handle legal matters or family emergencies. Casual/personal phone calls during the week will not be approved.

CRITERIA FOR DISCHARGE

Clinical Discharge Occurs when:

1. The person served has completed the planned course of treatment.
2. The person served chooses to terminate treatment.
3. The Clinical Team feels that termination is the most reasonable option, given the conditions of therapeutic responses.
4. Circumstances made it difficult for the person served to continue in treatment. (i.e., hospitalization, incarceration, etc.)
5. The resident is deemed medically unstable and/or inappropriate for this level of care.

Administrative Discharge Occurs when:

1. The person served fails to comply with the service agreement, program rules and responsibilities. Some reasons may include:
 - ✓ The resident continues to be confrontational with staff members.
 - ✓ The resident is not motivated for treatment.
 - ✓ The resident is disruptive to the treatment milieu.
 - ✓ The resident is not participating in the treatment process.
 - ✓ The resident engages in alcohol or drug use while in treatment.
 - ✓ The resident engages in criminal activity.

RECIPIENT RIGHTS APPEAL PROCESS

Any resident given notice of discharge has the right to appeal this action to the program Recipient Rights Advisor (RRA). The appeal must be in writing and submitted to the RRA within 48 hours after discharge excluding weekends and holidays. The RRA will conduct a review of each case submitted and will determine if violations have occurred. In the event it is determined that there is a violation of recipient rights, fair remedial action will be taken. Should it be determined that there has been no violation involved, the appeal will be denied. All appeal processes will be documented, and a written response will be given to the resident requesting the appeal. Should any resident be dissatisfied with the actions regarding an appeal, they may contact the coordinating agency rights consultant. The name, address and telephone number of the person to contact at the coordinating agency is given to the resident at program entry. Regardless of any pending appeal or the outcome of an appeal, residents will be treated fairly and with respect by all staff members.

Harbor Hall Recipient Rights Advisor

Patrick McGinn

PO Box 805

Petoskey, MI 49770

Phone (231) 347-5511

UNCLAIMED PROPERTY

After a resident is discharged from treatment, regardless of type of discharge, the person has 30 days to claim property left on Harbor Hall property.

Policy

1. The resident is expected to retrieve all belongings upon discharge, this includes any stored property and medications.
2. If the resident walks away from the program, the items will be gathered by staff and will remain in a secured location for 30 days. If the items are not claimed in the 30-day time frame, they are considered to be abandoned and the items will be donated to the Salvation Army or the Women's Recourse Center.
3. If the resident is removed from the facility by law enforce the resident's emergency contact will be notified to retrieve the stored items. If the items are not retrieved within the 30-day time frame, they are considered to be abandoned and the items will be donated to the Salvation Army or the Women's Recourse Center.

Storage

1. Items that are considered to be contraband (non-perishable food items, cologne, sharps, etc.) will be sealed in a plastic bag, labeled and placed into the Tech filing cabinet.
2. Money, Jewelry, medication etc. will be sealed in a plastic bag, labeled, and placed into the safe.
3. Large items such as luggage will be locked into the garage attic.

Mailing Address for Packages Sent to:

Client Name, 704 Emmet Street, Petoskey, Michigan 49770