ADMISSION CRITERIA

A NEW DAWN

Our target population is women ages twenty and upward. Exceptions may be made if an applicant is under twenty.

- must have a sincere desire to live a sober and healthy lifestyle.
- must be at least three months abstinent from all mood altering chemicals.
- must have previous treatment for substance dependence: outpatient counseling, residential treatment program would qualify.
- must be willing to comply with all legal responsibilities.
- must be willing to develop new skills in order to be a productive member of society.
- must have the ability to pay rent.

Exclusionary Criteria

unable to admit sex offenders due to proximity to a park and school.
A New Dawn Transitional Recovery Home For Women
A Division Of Gateway Healthcare, Inc
183 Barton Street, Pawtucket, R.I. 02895
FAX TO: 401-767-4902- Att: Mary J. McGrail

**Background Information**

1. What is your first and second choice of drug? ________________

2. How old were you when you first used drugs/alcohol? ________

3. Have you ever been in a Drug/Alcohol Treatment Center before? __


5. Have you ever been to a recovery house before? _____ When?
   ___________________________ Where?

6. What is your highest level of education? _______________________

7. Where? ___________________________ When? ___________________________

8. Have you ever been in prison? ____ How many times? ____________
   
   Have you ever been ARRESTED for a sex crime or arson? ________

9. Where did you live before moving here? _________________________

10. Are you employed? If yes, what kind of work do you do?
   ____________________________________________________________

11. What is your means of transportation? _________________________

12. What is your source of income? ________________________________

13. Are you married ___ single ___ Divorced ___ separated ___

14. Do you have children? Ages: _________________________________

15. Have you ever received any DUI’s or DWI’s? Yes ___ no ___
16. If yes, How many? ____ Where? ____________________________

17. What kind of problems has drinking and/or drug use caused you? __________________________________________

18. Do you have any problems with rules or authority? ______________

19. Are you prejudiced towards any group or race? ______________

20. What kind of medical problems (physical or emotional) do we need to know about you? _______________________

21. Have you ever considered suicide? _____ How long ago? ______

22. If you answered yes to question #21, do you agree to enter into a plan of action with Staff? ______

Print Name ____________________________________________

Signature ______________________________________________

Date ____________________________________________________

Staff Signature __________________________________________

Date ____________________________________________________
A New Dawn Transitional recovery Home For Women
A Division Of Gateway Healthcare, Inc.
183 Barton Street, Pawtucket, RI 02860
Fax to: 767-4902- Att: Mary J. McGrail

INTAKE APPLICATION
Intake Form Date: ________________

Please Print

Name_____________________________________________

Address__________________________________________

City____________________State____Zip_____________

S.S. # _____-_____ - _____ Birthdate ____ / ____ / ____

Home # _____-_____ - _____ Cell # _____-_____ - _____

Emergency Contact:

Name_____________________ Relation______________ # ______________

Name_____________________ Relation______________ # ______________

Which medications are you currently prescribed? ______________________________

________________________________________________________________________

Drug(s) of choice: ________________________________

Date of last use? _________________________________

Referred by: ______________________________ Entry Date: ____ / ____ / ____

Previous Treatment: ______________________ ATR date of issue: ____ / ____ / ____

Active Charges or Court Cases
Pending__________________________________________
A New Dawn: Transitional Recovery Home for Women

Policies. Guidelines and Responsibilities

Mission Statement

To offer women a safe and sober environment so they may continue their journey of living a meaningful and happy life.

Transitional Recovery homes are designed to accomplish several things. It can be tempting to see Rules, Regulations, and expectations as restrictive or punishing. Like any of the New Tools you have been learning in Recovery, you should know that when we make a point to work it, not against it, we benefit from personal growth. It would be impossible to list every guideline or situation, so some common sense must be used.

Any group of women living together requires organization and team work in order for the HOUSE TO FUNCTION SMOOTHLY. Many of the Guidelines relate to these kinds of Household details. In addition, and more importantly, each of these guidelines has a similar Guideline in the outside world of work, and family life etc.

Breaking of these Guidelines will result in review and possible discharge from our home and termination of your Residency Agreement.

1. Any resident discharged for any reason will NOT be permitted to return to the house as a resident.

2. Upon discharge, personal belongings must be picked up within seven days, or the belongings become the property of A New Dawn.

3. Resident’ Accounts MUST be current in order to receive personal belongings.
4. Pre-paid Rent monies and Security Deposit(s) WILL NOT be returned if the Resident was asked to leave the house for rule violation or discharged for using illegal substances/or alcohol.

Often women suffering from dependency have patterns of irresponsible behavior resulting in lost job(s), lost relationships, loss of self-respect, etc. By recognizing and using these guidelines as positive guidelines, each of us can strengthen our Recovery by learning to live orderly and responsible lives.
PROGRAM

Upon Admission and at any time, if the staff deems necessary, your room and personal belongings may be searched for alcohol, drugs, or other contraband. Residents will be subject to random drug/alcohol screenings each week. Any Resident found using alcohol and/or drugs will be immediately discharged and the Resident Agreement terminated. NO refund will be given for any violation of policies.

Leaving overnight requires completing a pass and turning it in to House Manager. You may request an overnight pass after being at A New Dawn for at least 30 days. You are responsible for getting another Resident to cover any household responsibilities you may have during you overnight stay.

Curfew hour is at 11:00 pm., and you are expected to be home on time. If work hours conflict, prior arrangements must be made. If you anticipate being late, call your house manager, and advise her as soon as possible. Any infractions will result in consequences and possible termination of residency. All violations will be noted in your file.

All Residents are required to sign in and out, declaring their destination and approximate date and time of their return, on the sign out sheet provided daily. All Residents are also required to either complete or have arranged for someone to complete their chore while they are gone. The purpose of Sign Out is for telephone courtesy and in case of emergency.

Residents are strongly encouraged to exhibit an honest, open and willing attitude, and one that reflects recovery.

Residents may not bring any valuable items to A New Dawn without the permission of the House Manager. House is NOT responsible for any lost items brought by the Resident to the house.

Residents are required to attend, on time, a minimum of (5) 12-Step Meetings weekly. This will be verified with your signature report and given to the House Manager on a weekly basis.
Acceptable meetings include: Outpatient classes, in-house or outside 12-Step Meetings.

The use of any alcohol and/or drugs, or any mood-altering chemical is not allowed, either on or off the premises. Continuous sobriety is necessary for Residents’ of A New Dawn. Should a Resident resume usage, she will be discharged immediately from the house. If you think another Resident has been drinking or using drugs, inform a staff member so that the Staff can confront her in a sensitive way and appropriate action can be taken. Anonymity will be respected. A drug screen may be requested when there is suspected chemical use.

Physical violence directed at you, another person or toward the property will be grounds for immediate discharge. In addition, any language or gestures determined by Staff to be consistently abusive or threatening may be grounds for immediate discharge. It is expected that Residents’ will not engage in enabling behavior(s). Illegal activities are NOT condoned by A New Dawn and are grounds for discharge.

All Residents’ must be employed, seeking employment, attending school, or doing something conducive to recovery, such as volunteering.

Residents’ are expected to abide the confidentiality and anonymity of peers. What is said in A New Dawn stays in the house.

Residents’ are expected to be responsible, respectful, and considerate of all others and the house at all times.

Residents’ are not allowed in another Residents’ bedroom. Only Staff and the Resident who is living in that bedroom are allowed in that bedroom.

Residents’ may not have any physical contact with another Resident or guest on the property, other than a handshake or a “greeted” hug. Relationships with other Residents may be grounds for discharge.

**Furniture**

Residents’ are not allowed to remove or move any furniture from the house or from room to room. Do not bring any of your furniture without permission of the House Manager. All items in the house or hanging on the
walls are A New Dawn property. You may bring family pictures or recovery items only. These items are allowed ONLY in freestanding frames. No wall hangings are allowed. Notify the House Manager if you are donating something to your house with the understanding that the item stays after you move out.

**Grievance By Resident**

The grievance process for a Resident is to talk to your House Manager. If the situation has not been resolved, then go to the person responsible for Program Oversight, Mary McGrail @ 401)766-4740

**Holidays**

All regularly scheduled 12-Step Meetings are observed during all holidays.

**House Meetings**

Our House meetings are CLOSED meetings. Guests are not allowed.

**Medications**

Prescription narcotic medications are permitted and MUST be stored with the House Manager. All other prescriptions are allowed only if they are prescribed to you by a Doctor and are taken as prescribed. All prescribed medications are to be locked and NOT shared with any other resident. Residents’ are responsible for taking care of their own prescribed medications.

You may not consume anything nor bring to the property anything that contains alcohol, including but not limited to, over the counter medications and mouth wash. All Residents’ are expected to provide an accurate accounting of the medications they bring into A New Dawn. All medications must be listed on Resident Medication Record with other pertinent information. At any time Staff deems necessary, medications may be counted to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed in writing or by telephone to the Staff from the prescribing Doctor. Do not leave medications out where they are in the open or unprotected. YOU are responsible for the control of your medications and
any deviations are considered abuse. Abuse of medications will be considered a relapse and Resident will be discharged.

**Telephone**

Please answer the phone by saying “Hello”. Do not give out any information to the caller. After thoroughly looking for the person, if they are not at home, take a message. Write the message on the board including date, time, who the call was for, the callers name, and phone number.
A New Dawn
A Transitional Recovery Home For Women
183 Barton Street, Pawtucket, R.I. 02860
Contract Of Residency

A New Dawn is a transitional living facility for women who are recovering from alcohol and/or substance abuse. Residents are subject to drug testing at any time while living at A New Dawn.

All policies and procedures outlined within this contract and any applicable subsequent amendments are in full force and effect during the residents’ entire residency at A New Dawn unless specifically defined within a subsection of this contract. Violation of any policy or procedure outlined within this contract and any applicable subsequent amendments will result in disciplinary actions including, but not limited to, house probation/restriction, and possible discharge.

I. **Upon Arrival**
1. Resident will commence a 30-day probation period.
2. Complete an intake form and consent form.
4. Read and sign House Contract.
5. Pay a total of $ ___90.00 per week.
6. **Resident will be given drug and alcohol test.**
7. **Provide House Manager with a Background check (BCI).** This background check is for information purposes not for determining admission.

II. **During initial 30 days of Residency**
1. No visits with significant others are permitted on or off premises unless prior approval is received from House Manager.
2. Employment or school schedule must be obtained within 30 days of initial date of Residency at A New Dawn. If on disability a resident is expected to do some volunteering.
3. Resident may not have any overnight stays off premises in the first 30 days.
4. Curfew is 11:00 pm Daily.
5. Resident must sign in and out when leaving, or arriving at the house.
7. Resident MUST have a sponsor and be in frequent communication with her.
8. Resident MUST be in counseling.
9. At completion of the initial 30 days of residency, a house vote will be taken, in concurrence with a consultation with House Manager to determine continuance of residency.
10. An individual consultation with House Manager will be completed at the end of the initial 30 days to determine the status of your probationary period and to review House policy and procedure.

III. **During initial 90 days of Residency**

1. Resident must attend a minimum of 5 meetings a week. After 90 days, a minimum 4 meetings per week is required. Attendance will be reviewed at each House meeting.

IV. **Expense Responsibility**

1. Rent is __90.00_______ per week.
2. The house does NOT supply groceries, Food Stamps may be used.
3. Advance payments can be made for Rent and/or other charges.

V. **Employment obligations**

1. Residents’ progress toward employment and recovery goals will be addressed at each House Meeting.

VI. **Immediate dismissal will occur for the following:**

1. Disruptive behavior is grounds for immediate dismissal.
2. Disruptive behavior is defined as follows, but is not limited to:
   i. Violence or threats of physical violence.
   ii. Abusive verbal behavior.
   iii. Physical violence.
   v. Gambling.
   vi. Destruction of House Property.
vii. Loud music, television, radio or instrument.
viii. Theft.
ix. Breaking confidentiality.
x. Abusive/Loud arguments.
xi. Violation of House Policy and Procedure.
xii. Use of Drugs and/or Alcohol on or off property.
xiii. Possession and/or use of weapons.
xiv. Refusal to provide a urine sample and/or Alcohol test.
xv. Not informing management when you know that a Resident is using Drugs and/or Alcohol.
xvi. Not paying rent.

House Manager in conjunction with Program administrator will make decisions regarding discharge and House Rule changes.

VII. Resident Responsibilities
1. Resident MUST respect the anonymity of ALL residents’. Resident and House business is confidential and MUST not be discussed outside of the house. Violation of this policy will be grounds for immediate discharge. Resident will be responsible for completing assigned chores. House Manager will assign chores.
2. Residents’ are expected to maintain a respectful noise level at all times while in the House.
3. Resident MUST complete aftercare as required by the referring treatment center, counselor, or parole/probation officer. Release of information (consent form) must be completed.
4. Rooms are subject to inspection at any time by Staff or House Manager. Room should be kept neat and clean, and the beds should be made daily.
5. On Saturdays, All house cleaning must be completed no later than 12:00 noon.
6. Residents’ are expected to plan their time accordingly in order to complete their individually assigned chores.

VIII. Overnights
1. No overnights will be allowed for ANYONE during the 30-day probationary period.
2. Overnight stays off premises must be requested through the House Manager.
3. When appropriate children 12 and under may have an overnight visit with their mother. The House Manager grants this permission. If applicable, all requirements of the Department of Children and Families will be upheld.
4. Children may visit with their mothers during daytime hours.
5. If a child is older than twelve the House Manager may grant a special permission for that female adult child to spend an overnight,

IX. **Medication(s)**
1. Resident must self-administer medication as prescribed by a physician.
2. Resident MUST NOT discontinue medication for any reason without a physicians’ order.
3. Resident may not be prescribed narcotic medications without consultation with the Program administrator.
4. Medication MUST be stored in a secure area determined by the House Manager.
5. Medications may not be stored in a resident’s room.
6. **Narcotic Medication(s)** are permitted with a Doctor’s order, and subject to/with approval from Program Administrator.
7. **Any Narcotic Medication(s)** must be monitored by House Manager, Counted by both Resident and House Manager before and after resident taking medication.

X. **Curfew**
1. House curfew is 11:00 pm.
2. Exceptions will be made ONLY for employment-related purposes (Verification will be required).

XI. **Visitors**
1. Residents’ MUST notify House Manager of visitors.
2. All visitors must be pre-approved by House Manager.
3. Visitors are on the first floor ONLY, NOT in the bedrooms or hallways.
4. Visitors MUST be drug free.
XII. **Telephone**
1. Local calls can be made on the house telephone. Telephone curfew for incoming and outgoing calls is 10:00 pm.
2. Calls are permitted until 11:00 pm on Friday and Saturday nights.
3. Calls are limited to 15 minutes.

XIII. **Smoking**
1. Smoking is PROHIBITED in the house. Violation of this policy will result in the offending Resident(s) being placed on a minimum 2-week restriction and possible discharge.
2. Smoking is permitted in designated areas ONLY.

XIV. **Lock Down**
1. The House is subject to Lock Down status at any time, House Manager will make this decision.
2. Lock Down is defined as, but not limited to:
   i. No Television
   ii. No Telephone
   iii. Leaving House for work ONLY.
   iv. No outside meetings. Meetings will be brought into House for Residents’.

XV. **Termination Of Residency**
1. A one-week notice is required prior to moving out.
2. Upon leaving, Residents’ bedroom should be thoroughly cleaned.
3. Any Resident discharged for any reason will NOT be permitted to return to the premises.
4. Resident will not be permitted to return to the premises as a Resident if they used/possessed any illegal drugs or alcohol on the premises.
5. Upon discharge, personal belongings MUST be picked up within a week or the belongings become the property of A New Dawn.
6. Residents’ Account MUST be current in order to receive personal belongings.
FIRE SAFETY PLAN-GUIDELINES

Fire Emergency Procedures

Building Address- 183 Barton Street, Pawtucket, RI

Nearest Intersection- Broad Street

1. Immediately Sound the alarm
2. Dial 911
   . State your name
   . Give the address of the building involved and the nearest intersection.
   . Give information about the fire such as which floor it is on, how fast it is spreading, the location of trapped persons.
3. IF YOU CANNOT CONTROL THE FIRE: close the door of the room involve

.WALK..DO NOT RUN. Close all doors behind you and proceed along corridors and down stairways in a calm manner. When leaving the building ,move away from the doorway to allow others to exit the building.

4. DO NOT GO BACK TO THE BUILDING FOR ANY REASON.
5. MEET THE FIRE DEPARTMENT AT THE BUILDING ENTRANCE.
   Contact Gateway Property Management When Possible-724-840