

*Pirate Springs's*  
*Ocoee Mist Manor & Bunkhouse*  
*Program Rules and Contract*

The good news is this process does work if you are willing to take suggestions and do the work. We provide the structure if you are committed to staying clean. The changes and miracles you will experience are amazing.

Ocoee Mist is a great fit for some people but it might not be a good fit for others. The goal is Long-term recovery at Ocoee Mist and our policy is ZERO tolerance for drugs and alcohol. Through a phone interview process; we assess the willingness, character and overall needs for the potential clients to determine if you will be a good fit for our program. In the event you are not a good fit we will offer referrals to other programs that might provide a level of care more suitable to your particular needs.

**Minimum Requirements for Admission**

1. Commitment to stay at least 90 Days. **You may be required to stay longer subject to level of life skills obtained for reentry.** \_\_\_\_\_
2. **Complete abstinence from all Drugs and alcohol.** This refers to illegal drugs, alcohol, prescription drugs (certain medical exceptions can be made), or any other substance used to alter your mind or mood that are not for mental health purposes. We do random drug & alcohol screening and may use lab testing if we feel we have reason to. We ensure that you will have a safe drug and alcohol free place to recover. We discharge immediately with zero tolerance for a failed drug or alcohol screen. \_\_\_\_\_
3. You must be willing to get a "sponsor", which is a person who will guide you through the 12 Steps of recovery. We expect everyone to have, **at very least**, a temporary sponsor within 3 weeks. **Before completing, you are required to complete a thorough 1<sup>st</sup> step with a sponsor.** The importance of working with a competent sponsor is vital to good recovery and the sooner you find someone to start guiding you through the steps the better your chances of staying clean. \_\_\_\_\_
4. Willingness to learn how to stay clean through the 12 Steps of Recovery. Active participation in all groups, step-work with your sponsor, and attendance of outside 12 Step meetings is mandatory. Realizing that your own best efforts got you where you are today. **And Yes this means sharing in most meetings (example: If you go to 4 meetings, you share in 3.)** \_\_\_\_\_
5. **Complete willingness to follow all rules and directions.** Ocoee Mist is a structured living environment that provides all residents with the opportunity to transition back into life by living with structure and accountability. We will discharge anyone who does not follow the rules, for the safety and well-being of those who are serious about long term recovery. Our Goal is for graduates to leave not only prepared but already established with employment and/or schooling, housing, are working on their legal issues, custody or near to getting custody of

your children if you are a mom, and a vibrant support network with a desire to practice recovery (Spiritual Principles) in every area of your life. \_\_\_\_\_

7. **You must** either have a job, be actively seeking employment (this will be verified), be attending an outpatient program, or be participating in community service or volunteer work during the day. Part of the structure of recovery and transitioning into life is learning to fill our day with worthwhile and productive activities. Even if your program fees are being paid by family or outside resources, you will be required to be productive and self-sufficient at Ocoee Mist. A list of activities is posted. If you are unemployed, you will have 3 weeks to find a job (all program fees are still due on time or through a repayment plan). **If you are coming to Ocoee Mist from an institution or have not completed a 28 program first, you will be require to go to IOP.**

**Completion Certificates are issued as a condition of completion and a zero balance for program fees**

8. Willingness to focus on yourself. **Putting intimate relationships into a secondary position are of importance behind your recovery. Starting a new relationship while a resident of Ocoee Mist is not allowed,** socializing with non-residents of Ocoee Mist outside of the meeting, church or recovery event environment is **not** permitted unless it is a pre-existing relationship. This includes socializing outside of a group environment even at events. This is the number one reason clients are dismissed. \_\_\_\_\_

9. Willingness to attend mandatory meetings and Church. There may also be other mandatory meeting, retreats, and functions throughout the year. \_\_\_\_\_

10. **Willingness to commit to the principle that your time in this program is 100% dedicated to recovery.** That we learn to live recovery 1<sup>st</sup> and then slowly add our life back into our thoughts and activities, and that even after discharge the best assurance we have of continued recovery is always live recovery first. \_\_\_\_\_

11. Understand that passes **are not** automatic, they are earned based on progress. \_\_\_\_\_

12. Agree to stay off of social media until permitted. \_\_\_\_\_

13. No electronic devices except cell phones, **subject to cell phone policy.** \_\_\_\_\_-

**Policy for the Payment of Program Fees**

| <i>Beds</i>                        | <i>Weekly</i> | <i>Monthly</i> | <i>EBT or Cash for Groceries</i> |
|------------------------------------|---------------|----------------|----------------------------------|
| Individual Adult                   | \$125         | \$500          | \$150                            |
| Adult with 1 child (over age 3)    | \$150         | \$600          | \$275                            |
| Adult with 2 children (over age 3) | \$165         | \$660          | \$345                            |

The first two weeks paid in advance are required for admission. All fees paid are **non-refundable** and unpaid fees are subject to collection. Fees are due in advance and considered earned and non-refundable when invoiced. \_\_\_\_\_

Billing is Monday through Sunday so when you arrive your first invoice will be prorated to Sunday, then billed in advance to the following Sunday. Payment is due by Sunday so each week you are paying a week in advance. \_\_\_\_\_

**If your unpaid fees get over the amount of \$250.00, we reserve the right to immediate termination of services. \_\_\_\_\_**

Counseling and group sessions with outside agencies are billable to insurance carriers and other reimbursement providers (i.e. TN-ARP). If the client has the ability to pay, sessions will be billed on a sliding scale according to the client's ability to pay. If the client does not have the ability to pay, sessions and/or fees may be reimbursed by the Pirate Springs' supplemental recovery support plan subject to volunteer requirements.

EBT cards must be applied for to pay for your groceries, or the additional amount on the table above per month (due on the 1<sup>st</sup> of each Month) paid if the client has the ability to pay and cannot qualify for EBT. \_\_\_\_\_

Program fees can be paid by cash, check, money order, or via credit card. We use PayPal for our online payments, but you do not have to have a PayPal account to pay with your credit/debit card.

There is a 3% processing fee for paying online. We use PayPal and are charged a fee for using the PayPal service so add \$3.00 to each \$125 payment to cover this cost.

Online Payments need to be made by the appropriate payment deadlines. If processing fees or late charges are not included in the online payments, they are still due and will be collected from the clients.

### **Meeting Attendance**

Program requirements include 12 step meeting attendance. Minimum requirements are:

- 3 outside twelve step meetings per week plus 1 small group bible study
- 4 outside twelve step meetings per week.

In addition to outside meetings there will be a minimum of two inside meetings per week that **you must** attend and participate in, **and yes this means sharing!**

Those meetings are on Sunday Evenings at 8pm and Wednesday Evening at 8pm.

Church must be attended weekly. Those who honor a Saturday Sabbath may drive to, or accompany a friend or relative to church on Saturdays. Those who attend Sunday Services may drive to or accompany a friend or relative to the church of their choice on every other Sunday. If you do not have a home church you must attend services as assigned by the facility.

This is not to force any "Religion" on anyone but to enforce socializing with people.

### **Legal Advocacy / Letters of Residency or Acceptance**

Once you have been accepted in our program, we are happy to provide you with any documentation you may need for probation or parole, legal cases, food stamps, or any other reason.

The address for correspondence is:

Ocoee Mist  
[Your Name]  
821 Parksville Rd.  
Benton, TN  
37307

## **Family Involvement**

Addiction is a family disease, and it affects everyone involved in the life of an addict. Many families/friends do not understand the disease of addiction, and often times will actually hurt their loved one's chances for recovery through codependence and enabling, when they are only trying to help.

We can help clarify for them what types of support will actually benefit the addict/alcoholic, and what will only enable the cycle to continue.

You will be required to sign a release for us to talk to your family as well as your physician, therapist, probation/parole officer, or any other persons the staff deems necessary.

## **Medications**

Medications must be surrendered upon acceptance to the program. All new prescriptions must be given to directors as soon as you return. All medications will be dispensed by Ocoee Mist Staff. \_\_\_\_\_

There are certain medications that are not allowed at Ocoee Mist, and you should speak to the staff if you have any questions regarding medication you are taking. \_\_\_\_\_

**Some of the medications that are not allowed are:**

**1. Gabapentin**

**2. Seroquel for sleep**

**3. Trazedone for sleep**

**4. Neurontin**

**5. Tramedol**

**Please ask for a list of others that staff has for any more questions see director.**

## **Personal Items**

*Pirate Springs cannot be held liable for any personal items brought to the facility. If there is something you will get upset about if you lose it, don't bring it.*

## **Buddy System**

All new residents will be on a "buddy system" for a minimum of the first two weeks at Ocoee Mist. This means that any time you are not on our property, you will be with another member of the program. The only exception is if you are going to work or out to dinner with family. The buddy system is a great way for new residents to get to know their new housemates, and to integrate into Ocoee Mist community. It also provides accountability and safety while you are settling in.

You may come off the buddy system after you have been at Ocoee Mist a full two weeks following a successful review.

The requirements to come off the buddy system are:

1. Integration into the community (you have gotten to know everyone and are not isolating)
2. You have a 12 Step sponsor and have begun working the steps.
3. You have a job, or have demonstrated that you are doing an intensive job search. (If you are in school or an outpatient program that fulfills the requirement).
4. You have not broken any rules. \_\_\_\_\_

## Other Program Rules & Policies

### Daily Schedule \_\_\_\_\_

All residents must be awake, have their rooms cleaned and be in the main house for breakfast at 8:30 am unless your work schedule requires you to be gone earlier.

Do not accept any third shift jobs. Second shift jobs cannot be accepted without prior approval from director, and this will only be acceptable if **you have your own ride, and have the ability to make your 3 meetings a week plus 2 mandatory inside meetings a week.** .

All Residents **must** be in the main house for Dinner at 5:30 pm except on Sunday when Dinner will be at 4:30 pm, or if working, a plate will be prepared and held for clients that are at work at dinner time.

Inside meetings and session schedules are on Sunday, Wednesday, and sometimes on Thursday evening. All residents are required to attend.

On weekdays you must be at work, in school or job training, searching for work, or at the facility.

The only exceptions to this is doctor visits, court, or other such requirements.

When at the facility clients **will be** productive at all times (e.g. **chores, step work, reading recovery material, meditating, in counseling, community service time, and yard work etc.**), except during scheduled recreation times. Scheduled recreation times are:

4pm to 5:30pm M-F

9pm to 11pm M-F

Absolutely no staying your rooms except during these times unless director gives you permission. If these rules are broken, it **will result in cell phone loss for a period or loss of other privileges.** \_\_\_\_\_

### Curfew \_\_\_\_\_

Television and lights out curfew is at 11:00pm on weekdays and 12:00am on Friday and Saturday. This is not On Premises Curfew, this is bedtime.

The only reason to be off premises after dinner is to go to meetings or bible studies. Curfew is 45 minutes from the end of the meeting in Cleveland or 75 minutes after the end of a Chattanooga meeting. Proof of attendance is required.

### Room Cleanliness and Chores \_\_\_\_\_

Rooms will be kept clean and orderly. Beds must be made and loose items put away when you come to breakfast and maintained in an orderly condition. Room checks will be performed by house manager with a check list.

**Chore lists are posted and need to be checked weekly due to changes. Failure to do your chore or ask someone to complete for you WILL RESULT IN \$20.00 FEE ADDED TO YOUR RENT.**

All chores must be completed how and when noted on the list. If you will not be here for any of your chores, it is your responsibility to make sure it is done in advance. Chores will be checked.

Staff has the right to inspect (search) the premises, including your dressers, closets, pockets, purse, etc., at any time. Refusal is grounds for immediate termination and discharge and a direct violation of the contract for services.

Absolutely no one (including family) is allowed in the rooms without staff approval. If this occurs, it is grounds for immediate termination and a direct violation of the contract for services.

This is for the safety and comfort of all of our residents.

Laundry days are posted by room. Please do laundry on your scheduled day unless prior approval has been given by director.

### **Cell Phones** \_\_\_\_\_

Upon intake evaluation cell phones are confiscated for up to 30 days. After phones are returned, cell Phones must be used responsibly. More than 2 staff warnings regarding cell phone use may result in confiscation for a period of one week. **This is now being strictly enforced. What this means is when at the facility you must be productive not sitting around on cell phone. Do you give God as much time as you spend looking at phones? Thought for self-examination!**

The house phone may be used if you do not have cell phone privileges, for up to 15 minutes per call. DO NOT USE THE HOUSE PHONE TO CALL DIRETORY ASSISTANCE, THESE CALLS COST \$2.95 each!

The house phone must always be answered if there is an incoming call, and must be surrendered if it is a staff call or if staff needs the phone.

Absolutely no calls are to be accepted from jails, prisons, or any other institutions under any circumstances.

### **Passes** \_\_\_\_\_

Passes must be requested no less than 48 hours in advance and locations/family members must be pre-approved by the Program Director. Passes will be granted to Phase 3 Clients and above as follows. Phase 3; 1 8 or 12 hour pass every other week. Phase 4; 1 weekend night every other week. Phase 5; two weekend nights every other week. Clients must follow their pass terms explicitly if applicable. Failure to do so is grounds for immediate termination and a direct violation of the contract for services.

All chores and the Weekly Cleaning must be completed prior to leaving on pass. If this rule is violated you will lose your passes for one month.

### **Transportation** \_\_\_\_\_

You are responsible for your own transportation expenses. Our facility is served by SETHRA. People with vehicles in our program work together to offer rides to help those who do not have vehicles. If you receive a ride from staff or another resident, you are required to help pay for gas expenses.

Bikes are allowed and must be stored on bunkhouse patios, and security of these is not the responsibility of Ocoee Mist or the staff.

Residents who want to have their vehicles must complete a "Driving Contract", and all Resident's vehicles must have current tags, registration, and insurance. Vehicles will be parked in designated areas and security of vehicles is your responsibility. There will not be storage of inoperable vehicles on the premises and all vehicle maintenance must be performed off the premises.

## **Food** \_\_\_\_\_

Residents are responsible for purchasing their own snack food. House food is not to be taken to rooms except coffee supplies. Snacks may be kept in your room subject to clean room policy.

**Food may only be kept in your room if you keep in sealed containers and ARE CLEAN ENOUGH IN YOUR NORMAL ROUTINES TO BE EXCEPTABLE AND KEEP BUGS-RODENTS AWAY. No household utensils, bowls, plates, are allowed in your room. The only items to go to rooms are a spoon and 2 coffee cups. You may have red solo cups and paper plates that can be thrown away in your room as long as they are disposed of when done. etc..**

In a shared living environment, it is an exercise in cooperation and respectfulness to ensure that each person eats only the snacks they buy. There will be no tolerance for arguments about food – learning to coexist with respect and care of one another is the key to living in any group environment.

### ***Dismissal Violations***

The following actions can result in immediate discharge from the program and will be reported to your probation officer if applicable: (In other words – here’s what NOT to do):

1. Being under the influence of alcohol and/or drugs.
2. Refusal to submit to requested drug screen.
3. Possession/distribution of drugs or paraphernalia.
4. Contact with clients of any other residential program or facility unless there is a long term pre-existing - relationship, other than at a 12 step meeting. This includes phone calls, Instagram, and Facebook. Do not ask for their numbers.
5. Sexual Contact with any other client.
6. Possession of any electronic devices or unauthorized cell phones.
7. Possession of weapons or wielding any object as a weapon.
8. Threats either verbal or physical, overt acts of violence and/or fighting.
9. Property destruction or altering the physical construction of the premises.
10. Chronic bad attitude
11. Refusing an inspection (search).
12. Being unaccountable, discrepancies in time off premises and/or violation of curfew.
13. Being off premises without permission or without signing out.
14. Bringing unauthorized visitors onto the facility premises.
15. Dishonesty, giving false information on intake paperwork, theft, unusual behavior and/or any form of criminal activity.
16. Failure to comply with rules and/or staff directions.
17. Smoking in any building of the facility will not be tolerated. Only smoking in designated areas is Permitted.
18. No use of Social Media without Director Permission
- 19. Continuous Isolation and not participating in Ocoee Mist Community.**
20. Failure to report another client for any of the above violations. \_\_\_\_\_

***Other Violations/Misconduct*** \_\_\_\_\_

Failure to keep rooms clean and orderly, do chores, maintain meeting requirements, keep devotion schedule, pay rent and/or adhere to payment plan, or any other violation of rules or expected conduct may result in loss of visits, level reduction, loss of cell phone privileges, loss of car keys, house restriction, or discharge.

***NOTICE OF PRIVACY PRACTICES*** \_\_\_\_\_

Ocoee Mist is required by law to maintain the privacy of certain health care information about our residents. The law also requires health care providers like Ocoee Mist to give you a Notice like this one and to follow its standards.

**Pirate Springs/Ocoee Mist and your Protected Health Care Information** \_\_\_\_\_

As a part of our daily activities, Ocoee Mist may need to use and disclose (share) your protected health care information for several purposes without first getting your written approval. Those purposes include:

- Ocoee Mist may contact you based upon your protected health care information. For example Ocoee Mist may call to arrange your appointments, provide you with information about new medications, treatments, benefits and services that are available to you.
- Ocoee Mist may provide information to government officials who oversee health care or are working on threats to public safety. Your personal identity will remain confidential unless written permission is provided.
- Ocoee Mist may report Protected Health Care Information regarding unsafe diseases, neglect, abuse, and other crimes, according to laws in specific circumstances per Ocoee Mist Informed Consent Policy.
- Ocoee Mist will exercise diligence in providing maximum protection of your personal identity where possible.
- Ocoee Mist may provide information to licensed researchers who are under strict rules regarding how they use and disclose protected health care information. Those researchers, as an example, may use the information about patients with your condition for a study to improve ways to combat disease. Your personal identity will remain confidential.

No other uses and disclosures of your protected health care information will occur without your written authorization. And, if you sign an authorization, you have the right to cancel it at any time.

**HOW TO OPT OUT**

You have the right to opt out of authorized uses and disclosures at any time. This opt out by law will not apply to disclosures that are legally permitted, disclosures we make to companies that perform services on our behalf, or companies that process or service transactions you request or authorize.

Once your request is received, Ocoee Mist will, in a reasonable amount of time, stop disclosures. You may always contact us for assistance if you wish to revoke your opt out election. You may direct us not to make disclosures (other than disclosures permitted by law) by writing a formal request to rescind disclosures. This letter can be mailed to the attention of:

Paul G. Hook, Chief Executive Officer  
Ocoee Mist  
4053 Old Freewill RD. NW  
Cleveland, TN 37312



### ***Rights Regarding Your Protected Health Care Information:***

Under the law, you have several rights that Ocoee Mist is committed to upholding.

Those rights include:

- The right to request restrictions on some of the ways Ocoee Mist uses and discloses your information. These restrictions can go beyond the restrictions already in the law. Ocoee Mist is not responsible for consequences that may occur legally, financially, or professionally if Ocoee Mist is restricted from communicating or advocating on your behalf. However, Ocoee Mist may not always agree to implement these additional restrictions.
- The right to receive confidential communications. However, this right is not absolute and may be restricted on the patient's treatment plan.
- The right to inspect and get copies of your health care information held by Ocoee Mist by making a request in writing. Ocoee Mist however, may charge a reasonable fee to cover only the cost of providing this information. Staff may restrict access to some information based on clinical or psychiatric conditions.
- The right to request that Ocoee Mist amend or correct any information in your record. To make such a change, Ocoee Mist will ask you to make the request in writing with the reason you want your record changed. Ocoee Mist may not always agree to such requests.

If you have any questions or complaints about the way Ocoee Mist handles your protected health care information or if you believe your privacy rights have been violated, contact the Program Director or CEO in person. You can also contact the Secretary of the U.S. Department of Health and Human Services. Please note that there will be not retaliation against you for filing a complaint or making requests regarding your health care information, or for disagreeing with Ocoee Mist related decisions.

Ocoee Mist may need to change its privacy practices from time to time. Before making such changes however, Ocoee Mist will modify this Notice and begin distributing it to patients when they are treated by Ocoee Mist.

These new practices will then apply to all information held by Ocoee Mist. At any time, anyone has a right to get a paper copy of the latest version of this Notice by asking Ocoee Mist staff.

### **CLIENT RESPONSIBILITIES**

#### ***Provision of Information***

Clients have the responsibility to provide, to the best of their knowledge, accurate and complete information about presenting problem(s), identifying information, past treatment(s), medical issues, medication usage, legal issues, or other matters asked by the staff of Ocoee Mist.

They have a responsibility to report any changes of condition, or relapse to the staff of Ocoee Mist. They have a responsibility to report any violation of rules and regulations, of their own or of other clients, to the staff of Ocoee Mist. Clients are responsible for making it known whether they clearly comprehend a contemplated course of action and what is expected of them.

#### **Contract Agreement**

I, \_\_\_\_\_ have read this document in its entirety and understand what I am agreeing to. I further understand that I will have a copy to reference any time I need to, and that it is my responsibility to know the rules, and that violations could cause my dismissal without discussion.

I further understand that this is a financially binding document and that if I leave or am discharged with a balance due, I am responsible for the balance and that all unpaid balances are subject to a 1.5% per month finance charge for balances older than 30 days past due. Unpaid balances are also subject to collections and credit reporting.

I have asked all of the questions I have at this time pertaining to this contract, and further agree to abide by each and every provision.

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Print Name

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Signature

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Date