

Pirate Springs's

Pirate Springs at Chatata Valley

Program Rules and Contract

Welcome to Pirate springs, here is the program rules, contract for consideration and acceptance. The next step after this will be a phone interview with the program director for assessment and final determination to see if you may be the right fit for our program. The good news is that this process does work if you are willing to take suggestions and do the work. We provide structure and a safe living environment if you are committed to staying clean/sober. The changes and miracles you will experience are amazing.

Pirate Springs is a great fit for some people but it might not be a good fit for others. The goal is Long-term recovery at Pirate Springs 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 using 18 panel tests and alternate on occasion with mouth swabs for our test methods. We try to 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, but will refer to higher level of care. _____
3. You must **be willing** to get a "sponsor", who 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 1st step with a sponsor. The importance of working with a sponsor in 12 step meetings 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, doing service work when you have enough recovery time is mandatory. This means sharing in most meetings (example: If you go to 4 meetings, you share in 3 or at least do a verbal check in and pass.) _____

5. **Complete willingness** to follow all rules and directions. Pirate Springs 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 after verbal warning and behavioral contract, for the safety and well-being of those 2 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. _____

6. **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 Pirate Springs is not recommended, socializing with clients in any other residential programs or sober livings is not permitted unless it is a pre-existing relationship for at least 90 days (don't exchange phone numbers, add on social media, snap chat etc. This is the number one reason clients are dismissed. This will be a distraction from your recovery. _____

7. **Willingness** to attend mandatory meetings and Church. There may also be other mandatory meeting, retreats, and functions throughout the year. Some of the functions include but are not limited to NA conventions, retreats, and recovery campouts. _____

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

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	\$135	\$540	\$220

There is a \$300.00 deposit for entry, \$50.00 is a cleaning fee and the remaining \$250.00 is deposit that will be credited to your first two weeks rent. 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 fees get over the amount of \$270.00, we reserve the right to immediate termination of services. This does not mean you will be asked to leave right away and this will be determined by your determination to get a job or work on property. _____

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 1st 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 \$135 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.

Sample Program Schedule:

8:30am M-F wake up, clean room and make bed unless work schedule asks you to get up earlier. The rest of day client's should devote to being productive. (ex. Volunteering, yard work, looking for work, counseling or other such appointments).

5:30 pm M-F is dinnertime and everyone is expected to sit at dinner table even if not eating unless work schedule keeps you from doing so. In the event you are working, a plate will be put up for you.

M, T, Th, F, Sat is 12 step meetings. Meeting start times range from 6:30 pm to 8 pm. If you are not working there is an option to go to daytime meetings at 12 noon for NA and AA.

House meetings (therapy groups) are on Sunday Evenings at 6:30pm and Wednesday Evening at 6:30pm.

Church is attended on Sunday's at 10am.

Visitation is Sunday from 12pm till 4:00pm.

Here at Pirate Springs women's transitional ranch, we expect clients will be productive during the day (e.g. chores, step work, reading recovery material, meditating, counseling, community service time, yard work, working with animals etc.), except during scheduled recreation times if you are not working or doing out-patient services.

Part of the structure is helping transition back into life by learning to fill your 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 Pirate Springs.

Sleeping and taking long naps is a sign of depression and isolation. This is not allowed. Not even on weekends. You are allowed to take a short nap (1-2hours) on Saturday and sleep till 9am on Saturday and a 1-2 hour nap Sunday after church.

Scheduled recreation times are:

12pm- to 2pm M-F

9pm to 11pm Su-Th

11am (after everyone's chores are complete)-until midnight. Fr-Sat

Legal Advocacy / Letters of Residency or Acceptance

Once you have been accepted, the program director can write a letter of acceptance if needed, or let court officials/probation officers know when you have arrived.

Family Involvement: Family involvement is encouraged to begin the healing process. If family members have questions or you would like pirate springs to communicate with family, you will need to sign an ROI first.

Medications: Here at Pirate Springs certain medications are not allowed. Please speak to program director to check due to some exceptions being made. Below is a list of some medications that we do not allow.

1. Gabapentin/Neurontin
2. Any type of opioids used for pain.
3. Several stimulant ADHD medications.
4. Methadone, Suboxone, is not allowed at all. Sublocade can be accepted if there is a willingness to completely taper within two months. Must be at 100mg when accepted.
5. We do not accept any clients on Benzodiazepines (Xanax, Ativan, etc.).

We do encourage Vivitrol and Naltrexone.

Please ask for a list of others that staff has for any more questions see director. Clients will be responsible for all their medications. Staff is permitted to do a pill count if clients are suspected of not taking medications correctly.

Pirate Springs does not allow any third shift jobs due to issues in the past. Second shift jobs cannot be accepted without prior approval from director and you have your own ride, have the ability to make your 12 step meetings, plus the 2 mandatory house meetings a week.

Rooms: Rooms will be kept clean and orderly. Beds must be made and loose items put away when you get up in the morning and maintained in an orderly condition. Room checks will be performed by staff with a check list. 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. _____

Chores: Chore lists are posted and need to be checked weekly due to possible 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. Everyone will have a daily chore, weekly chore, and every 3 months everyone will spend one weekend deep cleaning inside and outside premises. _____

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

Cell phones: There is a 30 day blackout period for cell phones. This is not meant to be a punishment but to help you get to know the community first. There is a house phone that can be used to make calls when needed. Staff also assists in using computer for employment and other needed services. Absolutely no calls are to be accepted from jails, prisons, or any other institutions under any circumstances. No jail mail from anyone unless you are married.

Daily Devotions: Devotions and journaling _____ Residents are required to read a devotion of choice and then journal about what they read and how it applies in their life. Please date your journal entry as they will be checked but not read. After journal entry, please write 5 things you are truly grateful for.

Transportation: Pirate Springs will provide transportation to and from meetings, store runs twice a week, and church. We will also help out when you first arrive and need help getting to and from work until you get paid. Other clients that have vehicles and insurance can help with transportation if they agree to and it will be your responsibility to help with gas. _____

Food: Pirate springs promotes healthier eating habits and encourages exercise daily. Snack foods can be purchased at your own expense and must be kept in your room in sealed containers so it does not attract rodents or bugs. No household utensils, bowls, plates, are allowed in your room.

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. Refusal to test or dirty test will result in \$15 fee.
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 or texts, Instagram, and Facebook. Please do not ask for their numbers.
5. Threats either verbal or physical, overt acts of violence and/or fighting.
6. Property destruction or altering the physical construction of the premises.
7. Chronic bad attitude
8. Refusing an inspection (search).
9. Being unaccountable, discrepancies in time off premises and not signing out.
10. Bringing unauthorized visitors onto the facility premises without staff permission in advance.
11. Dishonesty, giving false information on intake paperwork, theft, unusual behavior and/or any form of Criminal activity.
12. Failure to comply with rules and/or staff directions.
13. Smoking in any building of the facility will not be tolerated. Please dispose of butts in designated ashtrays “Not planter, grass, or grounds”
14. Continuous Isolation and not participating in Pirate Springs Community.
15. 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 privileges or discharge.

Buddy System

All new residents will be on a “buddy system” for a minimum of the first two weeks at Pirate Springs. 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 the Pirate Springs community. It also provides accountability and safety while you are settling in.

You may come off the buddy system after you have been at Pirate Springs 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.
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Visitation

1. Pre- approved visitors only!
2. Visitors must not have a fever or any other sign of sickness. If they do, they will be asked to leave. Please let them know this before they travel.
3. If visitors are suspected of being under the influence, they can take a drug test or will be asked to leave and visits with them will be suspended, and the authorities can be called.
4. Visitation is on Sunday after church. Approx. 12pm-4:00pm or they can go to church and come back for a visit.
6. No un-announced visitors, they will be turned away. No one allowed in Client rooms except children.
7. Please wash hands after visits.
8. Respect other client’s privacy.
9. Supervise your children. This is out of respect for all other people at residence. Do not leave children unattended while you smoke or sit on cell phone.
10. If children are coming for overnight visit, they must only go into the rooms they will be sleeping in. They should be sleeping or settling down at an appropriate bedtime. If you do not know what time is appropriate, ask staff. Little children do not to be up late. This is part of security and stability for children. It is called parenting.

NOTICE OF PRIVACY PRACTICES _____

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

Pirate Springs/Chatata Valley and your Protected Health Care Information _____

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

- Pirate Springs may contact you based upon your protected health care information. For example Pirate Springs may call to arrange your appointments, provide you with information about new medications, treatments, benefits and services that are available to you.
- Pirate Springs 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.
- Pirate Springs may report Protected Health Care Information regarding unsafe diseases, neglect, abuse, and other crimes, according to laws in specific circumstances per Pirate Springs Informed Consent Policy.
- Pirate Springs will exercise diligence in providing maximum protection of your personal identity where possible.
- Pirate Springs 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, Pirate Springs 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
 Pirate Springs
 4053 Old Freewill RD. NW
 Cleveland, TN 37312

Rights Regarding Your Protected Health Care Information:

Under the law, you have several rights that Pirate Springs is committed to upholding.

Those rights include:

- The right to request restrictions on some of the ways Pirate Springs uses and discloses your information. These restrictions can go beyond the restrictions already in the law. Pirate Springs is not responsible for consequences that may occur legally, financially, or professionally if Pirate Springs is restricted from communicating or advocating on your behalf. However, Pirate Springs 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 Pirate Springs by making a request in writing. Pirate Springs, 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 Pirate Springs amend or correct any information in your record. To make such a change, Pirate Springs will ask you to make the request in writing with the reason you want your record changed. Pirate Springs may not always agree to such requests.

If you have any questions or complaints about the way Pirate Springs 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 Pirate Springs related decisions.

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

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

They have a responsibility to report any changes of condition, or relapse to the staff of Pirate Springs. They have a responsibility to report any violation of rules and regulations, of their own or of other clients, to the staff of Pirate Springs. 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.

Print Name

Signature

Date