



NEX LEVEL

**“The House Of Opportunity”
LLC.**

Owner, Joi Jones

Business Mailing Address:

***1426 S. James Road Columbus, OH
43227***

(614)743-1192

email: nexlevelthehouseofopportunity@gmail.com

RESIDENT HANDBOOK

WELCOME

Primary House Location:

**1161 Hildreth Ave.
Columbus, OH 43203**

Secondary House Location:

**1153 Hildreth Ave.
Columbus, OH 43203**



NEX LEVEL “The House Of Opportunity” LLC.

TABLE OF CONTENTS

- **Welcome to Nex Level “The House of Opportunity” LLC p. 3-5**
 - **NARR Code of Ethics p. 6-7**
 - **Application for Admission p. 8-9**
- **Contractual Supportive Living Agreement p. 10**
- **Resident /Staff Confidentiality Agreement p. 11**
- **Resident/Staff Confidentiality Agreement Form p.12**
 - **Resident Release of Information p.13**
 - **Resident Statement of Rights p. 14-15**
 - **Complaints/Grievance Policy p.16**
 - **Complaints Grievance Policy Form p.17**
 - **Medication Policy p.18**
 - **Current Medication List p.19**
 - **Good Neighbor Policy p.20**
- **Rules and Regulations Agreement p.21-23**
 - **Emergency Policy p.24**
 - **Communicable Disease Policy p. 25-27**
 - **Staff Job Description p. 28-29**
 - **Level III -Weekly Schedule p.30**
 - **Discharge Criteria Selection p.31**
- **Random Drug Screen Agreement Form p. 32**



**WELCOME TO
NEX LEVEL “The House
Of Opportunity” LLC.**

Business Mailing Address:

**1426 S. James Road
Columbus, OH 43227**

email: nexlevelthehouseofopportunity@gmail.com

Our Mission:

Nex Level “The House of Opportunity” LLC. Has a mission to influence individual excellence through multiple resources offered while healing in the process of recovery in a therapeutic community. We provide countless opportunities and support from educational resources that will encourage our clients to excel beyond their initial dreams by using their cognitive theory to produce massive results.

We ensure our home stays are a drug free environment through our policy and procedures. Including our management of random drug screenings, daily monitoring, as well as observing and various interactions with the residents of the home. If there are signs of any types of alcohol or drug use, there will be immediate execution of what is written in the Nex Level “The House of Opportunity” LLC. Resident Agreement. This is to ensure the safety of the resident and others in the home. We implement consistent behavior modification with all residents.

We allow the residents to create vision boards. Nex Level assists all residents with goals setting, for example, short term goals, long term goals, and assists with resource information to ensure that these plans are not just being set, but they get accomplished as well. These goals are meant to ensure a psychological mindset of what it means to create and maintain goals. All residents are given tools of success through reading materials, daily affirmations and hands-on resources.

To ensure success and avoid relapse for our residents, we strongly encourage and believe in 12-step programs, peer support and honesty. We practice the structure of having the willingness to live drug and alcohol free. Nex Level “The House of Opportunity” LLC. will provide residents with a chance to work with our top experts while they are on their journey of success.

If a resident relapse were to occur, they would be placed on immediate house restriction for 30 days and will also be suggested to attend 90 meetings in 90 days. The resident must be accompanied by management or a senior resident with management sign off. If a resident fails to comply, refuses to comply, or continues to use, then the resident must go to a treatment center to keep their bed in the house. If the resident still does not comply, then unfortunately the resident will lose their bed.

Our Exit Plan, which we refer to as “YOU GO GURL!” is our easy 7-step accomplishment exit strategy program for all residents. The 7-steps are as follows:

1. Completed the short- and long-term goals given throughout the duration of the program.
2. Staying clean by continuing the 12-step program of their choice.
3. Gainfully employed.
4. Successfully open a bank account (checking or savings, or both)
5. Safe Housing secured
6. Developed Social Skills
7. Economically Inclined

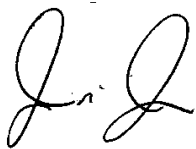
We encourage all residents to become independent at Nex Level “The House of Opportunity” LLC., by giving responsibilities in the house. Being supportive of other residents by demonstrating leadership with accompanying newer residents in the meetings. Giving minimal supervision roles throughout the home. For example, having certain residents over making a list of what is needed in the home. We give the residents the power to give their testimony and project rules to share with new residents.

Nex Level “The House of Opportunity” LLC. connects residents with the wider recovery community through meetings, and outreach with local churches and

organizations that work with recovery. Additionally, we encourage new innovative ways to have a strong support throughout by outsourcing meetings from the local community.

Nex Level “The House of Opportunity” LLC. is always evolving our services. We are open to all demographics and creating a new journey with greater opportunity and we set the tone for new innovative ways by renewing our mindsets through daily cores and events that typically are overlooked. Welcome to where God has blessed you to be at this moment. Thank you for sharing this special moment with us here at Nex Level “The House of Opportunity” LLC.

With Positive Spirit,

A handwritten signature in black ink, appearing to read 'Joi Jones', with a stylized, cursive script.

Joi Jones, Owner, Nex Level “The House of Opportunity” LLC.

614-743-1192

nexlevelthehouseofopportunity@gmail.com



NARR CODE OF ETHICS

All persons working in NARR Affiliate organizations, (recovery residence owners, operators, staff and volunteers) are expected to adhere to the following Code of Ethics:

It is the obligation of all recovery residence owners/operators and staff to value and respect each resident and to put each individual's recovery and needs at the forefront of all decision making. To meet this obligation, we adhere to the following principles:

1. Assess each potential resident's needs and determine whether the level of support available within the residence is appropriate. Provide assistance to the resident for referral in or outside of the residence.
2. Value diversity and non-discrimination.
3. Provide a safe, homelike environment that meets NARR Standards.
4. Maintain an alcohol- and illicit-drug-free environment.
5. Honor individuals' rights to choose their recovery paths within the parameters defined by the residence organization.
6. Protect the privacy and personal rights of each resident.
7. Provide consistent and uniformly applied rules.
8. Provide for the health, safety and welfare of each resident.
9. Address each resident fairly in all situations.
10. Encourage residents to sustain relationships with professionals, recovery support service providers and allies.
11. Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and visitors within the residence.
12. Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.
13. Provide consistent, fair practices for drug testing that promote the residents' recovery and the health and safety of the recovery environment and protect the privacy of resident information.
14. Provide an environment in which each resident's recovery needs are the primary factors in all decision making.
15. Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.

16. Decline taking a primary role in the recovery plans of relatives, close friends, and/or business acquaintances.
17. Sustain transparency in operational and financial decisions.
18. Maintain clear personal and professional boundaries.
19. Operate within the residence's scope of service and within professional training and credentials.
20. Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.

The Code of Ethics must be read and signed by all those associated with the operation of the recovery residence: recovery residence owners, operators, staff and volunteers.

Individuals subject to this code are obligated to report unethical practices according to the reporting rules set forth by the affiliate.

In signing the following, I affirm that I have read, understand and agree to abide by this Code of Ethics.

Name (print): JOI JONES Date: 02/01/2021

Signature:  _____

Recovery Residence: _____ NARR Affiliate: _____



APPLICATION FOR ADMISSION

REFERRED BY: _____ Phone Number: _____

Name: _____ Resident Number: _____

AKA: _____ Sex: Male Female Date of Birth _____

Age: _____ Social Security #: _____ OR Driver License #: _____

Hair: _____ Eyes: _____ Height: _____

Weight: _____

Race or Ethnic Origin: _____

Marital Status: Single _____ Married _____ Common Law _____ Separated _____

Divorced _____

Children (How Many) _____ Court ordered support payments: YES _____ NO _____

Personal Physician:

Describe our short- and long-term goals:

How well do you interact with others? _____

Describe any experience you may have in structured or group living.

Date of last use: _____ Drug of Choice? _____

Have you ever been in recovery? _____ Do you have a sponsor? _____

Expected move in date? _____

EDUCATION HISTORY AND MONTHLY INCOME

Years of Education completed _____ GED _____ Diploma _____

College _____

Degree _____

Years of Vocational Training or Certificates Completed _____ YES NO

Source/Monthly amount of Income: _____

Name of Source/Employer: _____

Employment Plans, if not employed or have income: _____

Are there any physical/mental impairments which limit your employment capacity? YES NO
(IF YES, EXPLAIN)

EMERGENCY INFORMATION

In Case of Emergency, Notify:

Name: _____ Phone (____) _____

Address: _____ City: _____ State: _____ Zip _____

CRIMINAL HISTORY

Are you currently on Parole or Probation? Yes No

Any prior incarcerations? YES NO EXPLAIN: _____

Have you ever been convicted of a sex offense? YES NO

From what institution were you released? _____

Number of offenses involving serious injury to the victim: _____

Number of offenses committed involving Drugs/Alcohol: _____

Number of offenses involving the use of a weapon: _____

I certify that the answers I have made to each and all question in this application are completed and true to the best of my knowledge and belief. I understand that if any information in this application is determined to be misrepresentation of the truth, my application for admission to NEX LEVEL “The House Of Opportunity” LLC. will be disqualified and /or my residency terminated.

Resident Signature: _____ *Date:* _____

OFFICE USE ONLY

Person reviewing application: _____

Does applicant meet criteria? YES NO

Owner/Staff Signature: _____ *Date:* _____



NEX LEVEL “The House Of Opportunity” LLC.
1426 S. James Road Columbus, OH 43227 Columbus, OH 43227
Joi Jones (Owner) 614-743-1192
CONTRACTUAL SUPPORTIVE LIVING AGREEMENT

I, _____ Here referred to as resident, do this _____ day of _____ 20_____ enter into this binding supportive agreement with NEX LEVEL “THE HOUSE OF OPPORTUNITY”.

Terms and stipulations of this agreement are as follows:

1. Resident agrees the property is leased with an agreement of at least 30 days at a monthly cost of \$ _____. **There will be a one time, non-refundable, move in payment of \$250.00.** Payments are to be made on or before the 5th of every month. A late fee of \$25.00 will be charged beginning on the 6th of the month. This agreement is effective as of ____/____/____ until ____/____/____, and then month to month after.
2. Non-financial residents will be held to the same expectations that the financial residents are held to. NO EXCEPTIONS.
3. **Residents and Staff will refrain from all alcoholic beverages and all illegal drugs and understands that personal consumption will be referred to inpatient treatment immediately for help.**
4. If the contract is breached, the resident and/or staff member will be responsible for property.
5. Resident and staff will not allow any known alcohol/drug users to enter or visit any property subleased by NEX LEVEL “THE HOUSE OF OPPORTUNITY” LLC, and there will be no use on the property.
6. Resident is responsible for all damage by neglect or accident.
7. Resident agrees there will be no male/female live-ins or guest!
8. Resident agrees there will be no duplication of keys to the property and that the key will not be given to anyone for any reasons.
9. Resident agrees that any inappropriate acts or behavior against staff or any other resident will not be tolerated and will be handled by the program owner, Joi Jones.
10. Resident agrees to follow all NEX LEVEL “THE HOUSE OF OPPORTUNITY” LLC. guidelines.
11. Resident agrees to remove all personal property when vacating the premises. In the event that property is left behind, owner has agreed to hold items for 5-7 days without liability. If not retrieved, all property will be donated and/or discarded off the premises. Resident can contact owner, Joi Jones at 614-743-1192 with and questions or concerns.

Effective Date: _____ **Resident Number:** _____

Address: _____

Monthly Rent will be turned in by the 5th of the month to owner, **Joi Jones**, and made payable to **Nex Level “The House of Opportunity” LLC.** **A late fee in the amount of \$25.00 will be charged on the 6th of the month and will be turned in with current month rent.**

Resident Signature: _____ **Date:** _____

Owner/Staff Signature: _____ **Date:** _____



RESIDENT & STAFF CONFIDENTIALITY AGREEMENT

This policy is set in place to protect the right to privacy for all NEX LEVEL “The House of Opportunity” LLC. residents. The right to confidentiality, whether it be verbal or written information, shall be protected and in compliance with state and federal laws.

The Process:

1. NEX LEVEL “The House of Opportunity” LLC. resident and staff will adhere to the confidentiality laws and procedures as set forth in Federal law 42 CFR Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
2. Residents will be informed upon admission of their rights to confidentiality and be given the opportunity to sign consent forms for the release of information. Residents may choose whether or not to sign and may revoke a release at any time (See attached form).
3. Upon admission, staff will provide the residents with a copy of the “Resident Confidentiality Agreement”. The owner will explain that this agreement is for the purpose of ensuring confidentiality among the residents and building trust.
4. Resident files, both current and past, will be kept in a locked filing cabinet inside the staff office, where it will be locked at all times. These files will be secured and only viewed by staff and authority figures, such as probation officers and case management.
 - The resident whose name appears on the file requests to view their file.
 - The resident has signed a release of information form for the specific person that has requested to view the file, or any parts thereof, on which a statement forbidding further disclosure will be stamped on each page released.
 - A court order is furnished requesting the file.
 - A situation in which the resident’s life is in danger and the file or the portion thereof would aid in the treatment of the resident.



RESIDENT & CONFIDENTIALITY AGREEMENT FORM

The confidentiality of recovering persons is protected under Federal Law 42 CFR, which protects them from anyone outside of the residence having knowledge of their participation in the recovery residence without the resident’s specific permission. No information regarding a resident of NEX LEVEL “The House of Opportunity” LLC. may be released to anyone outside the program unless:

1. The resident has signed a consent form to that person/agency.
2. The court order is issued to NEX LEVEL “The House of Opportunity” LLC.
3. Medical personnel require the information in a medical emergency.
4. The resident threatens to harm him/herself or someone else.

Federal law does not protect a resident if they commit a crime against anyone at NEX LEVEL “The House of Opportunity” LLC

These laws apply not only to the NEX LEVEL “The House of Opportunity” LLC. staff, but residents as well

I agree to not reveal to anyone outside NEX LEVEL “The House of Opportunity” LLC., the name, identity, or description of another resident. I also agree to not discuss the content of conversations or groups with anyone outside of NEX LEVEL “The House of Opportunity” LLC.. This includes sharing at 12-step meetings. I agree to inform the house owner if any of my peers reveal any information about themselves or another resident that may be a cause for concern.

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ **Date:** _____



AUTHORIZATION TO RELEASE INFORMATION

Name of Resident: _____

I hereby request and authorize:

***NEX LEVEL "The House Of Opportunity" LLC. 1426 S. James Road Columbus, OH 43227
(614) 743-1192***

To disclose to or obtain from:

The following types of information from my records (and any specific portion thereof):

- Medical history/Physicals
- Alcohol and drug abuse treatment record
- Laboratory reports
- Psychological evaluations
- Other _____ For the purpose
of _____

All information I hereby authorize to be obtained from the agency will be held strictly confidential and cannot be released by the recipient without my written consent. I understand that this authorization will remain in effect for:

- Ninety (90) days unless otherwise an earlier time period of _____
- One (1) year
- The period necessary to complete all transactions on account related to services provided to me I understand that unless otherwise limited by state or Federal regulation, and except to the extent that action has been taken which was based on my consent, I may withdraw this consent at any time.

Signature of Resident: _____ Date: _____

Signature of witness: _____ Date: _____

NEX LEVEL "The House Of Opportunity" LLC, Owner/Staff: _____ Date: _____

To be used only if Resident withdraws consent:

Resident Signature _____ **Date:** _____

The information which is being disclosed is from records whose confidentiality is protected by federal law. Federal Regulations (42-CFR Part 2) prohibit disclosures without the specific consent of the person to whom it contains. A general authorization is NOT sufficient for such release. The Federal rules restrict any use of this information from a criminal investigation or to prosecute any alcohol or drug abuse patients.



RESIDENT STATEMENT OF RIGHTS

ADMISSION INTO NEX LEVEL “THE HOUSE OF OPPORTUNITY” LLC. DOES NOT CONSTITUTE THE SURRENDER OF YOUR RIGHTS AS A HUMAN BEING. NEX LEVEL “THE HOUSE OF OPPORTUNITY” LLC. SUPPORTS AND PROTECTS THE FUNDAMENTAL HUMAN, CIVIL, CONSTITUTIONAL AND STATUTORY RIGHTS OF EACH RESIDENT. WE WANT YOU TO BE INVOLVED IN YOUR CARE, AND AS SUCH, YOU AS THE RESIDENT HAVE THE RIGHT TO:

- 1.) Reasonable access to adequate and human services regardless of your race, religion, sex, sexual orientation, ethnicity, age, handicap, political views, or financial status. Nex Level “The House of Opportunity” LLC. does not discriminate against residents based on color, national origin or marital status.
- 2.) Communication and information regarding your stay at Nex Level “The House of Opportunity” LLC.
- 3.) Attention that is considerate and respects your personal value and belief system.
- 4.) Assurance of your health and safety. Emergency medical care will be accessed by using 911. Nex Level “The House of Opportunity” LLC. is not responsible for resident’s medical bills if they are hurt or require medical attention while at Nex Level “The House of Opportunity” LLC.
- 5.) Freedom from requirement to perform tasks that may cause injury or emotional trauma. A part of your stay is personal care, which includes making your bed, dusting your area, and clearing your plates from the dining room and kitchen.
- 6.) Request the opinion of a consultant, at your own expense.
- 7.) Visits from family and significant others, regardless of age, unless otherwise discussed specifically.
- 8.) Rules and regulations at Nex Level “The House of Opportunity” LLC. that govern your conduct during your stay with us.
- 9.) **Confidentiality and privacy.**

10.) To express your personal values, belief systems, and cultural practices. You are encouraged to discuss it with the staff. However, these beliefs and practices may not harm others or interfere with the planned course of action.

11.) Discharge from Nex Level “The House of Opportunity” LLC. is at your own discretion. If at any time you desire to discharge, please discuss this decision with staff so that appropriate procedures can be followed.

12.) If during your stay, staff makes a judgment that you pose as a threat to yourself or others, it is our responsibility to seek appropriate legal action. This will include the involvement of the police or orders for involuntary transfer to another facility.

13.) A resident has the right to inspect her own records.

14.) Resident has the right to a statement of a financial account and to receive receipts.

15.) To file a complaint or grievance either orally, written, or through other communication established with Nex Level “The House of Opportunity” LLC. owner and staff.

16.) To be treated with dignity and not be subject to unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating and sleeping.

MY RIGHTS AND RESPONSIBILITIES AS A RESIDENT OF NEX LEVEL “THE HOUSE OF OPPORTUNITY” LLC. WERE OUTLINED AND EXPLAINED TO MY SATISFACTION, AND AS, APPROPRIATE TO MY LANGUAGE THAT I UNDERSTAND:

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ Date: _____



COMPLAINTS/GRIEVANCE POLICY

Nex Level “The House of Opportunity” LLC. is committed to meeting the needs and expectations of our residents. We will work with you to try to resolve any conflict and try to provide a satisfactory outcome for all parties involved within seventy--two (72) hours, whenever possible.

- If you have a complaint and/or grievance or wish to participate or convey your feelings regarding any ethical issue during your stay at Nex Level “The House of Opportunity” LLC., please follow the following procedures.
- A **GRIEVANCE SLIP** form follows this page. This form is also available in the Office. The form is to be completed, signed and placed in a sealed envelope. The envelope is to be placed in the grievance box or slid under office door.
- If you are making a verbal complaint to a staff member, the staff member must complete the Grievance Slip. The form is to be signed by both you and the staff member.

The House Owner, Joi Jones, will meet with you to discuss your grievance/complaint within forty-eight hours. **Joi can be reached at 614-743-1192.** During the initial interview, the House Owner and staff will discuss the nature of the complaint/grievance, the impact on your stay (if applicable) and possible resolutions. You will be provided with a written response to your complaint/grievance with resolutions within seventy-two hours of receipt and the House Owner or staff will sign this response.

To contact Current House Manager: Brenda call 614-902-0993 or call Ohio Recovery Housing at 614-453-5133 if they have a concern about NEX LEVEL, “The House of Opportunity”.



COMPLAINTS/GRIEVANCE POLICY FORM

RESIDENT NAME: _____ DATE: _____

VERBAL DATE FILED: _____ WRITTEN DATE FILED: _____

COMPLAINT/GRIEVANCE RECEIVED BY: _____

RESIDENT COMPLETES THIS SECTION:

COMPLAINT/GRIEVANCE: _____

RESOLUTION: _____

I have reviewed the complaint/grievance with the complainant, and it has been filled out with all needed information, which has been agreed upon with the complainant.

Signature of person making grievance/date: _____

Signature of person witness to verbal grievance/date: _____

Signature of Owner/Staff: acknowledging receipt of: _____

ACKNOWLEDGEMENT OF MEETING TO DISCUSS:

Signature of person making grievance/date: _____

Signature of Owner/Staff/date: _____



MEDICATION POLICY

Medications will be locked up at all times. Residents have specified times for distribution of medications. Times are as follows:

7 am, 3 pm, and 9 pm

- **A list of all medications taken by residents are logged and filed.**
- **You must immediately notify the House Manager and/or staff of all medication changes.**
- **Residents must report to office during the above times to receive self-administered medication.**
- **All medication is observed during administration and counting and signed off on.**
- **After observation and consumption of medication, it is returned to staff, and locked in secured cabinet.**
- **No medication is allowed to be exchanged or sold amongst residents. If so, it can be grounds of removal from the program.**

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ *Date:* _____



Current Medications List

Name: _____

Emergency Contact Name/Phone: _____

Date Last Updated: _____

Prescription Medications:

<i>Name of Medication</i>	<i>Strength and Frequency</i>	<i>Condition Medication Taken For</i>	<i>Physician who Prescribed Med</i>	<i>Notes</i>



Good Neighbor Policy

It is highly suggested here at NEX LEVEL “The House Of Opportunity” LLC to be a “good neighbor” to those who live around us. We expect all of our residents and staff to conduct their self in a friendly and courteous way and be responsive to our neighbor’s needs. Common courtesy rules include, but are not limited to:

- No shouting or any loud noise or music.
- 10:00 PM to 7:00 AM is considered quiet time in and around our locations.
- Smoking is permitted in designated areas only, and disposal of cigarettes only in appropriate containers. Do not litter on or around our properties, or neighbor properties (including streets and alley ways) with cigarette butts.
- Keep yard and outside porches and overhangs clear and free of clutter and trash.
- Keep yards well maintained regularly and have sidewalks and walkways clear from ice and snow.

Since we strive to be a good neighbor, any neighbor complaints are considered serious. Once notified, we will work to resolve issues in a mutually satisfactory way. If either resident or staff hears of a neighbor complaint, you must:

- Listen carefully to what the actual complaint is and do not argue with the neighbor.
- Give the neighbor the opportunity to explain the complaint to NEX LEVEL “The House Of Opportunity” LLC, and we will work to resolve the issue.

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ *Date:* _____



RULES AND REGULATIONS:

The rules and program description help residents understand the expectations and benefits of the program. Residents will receive a copy of these guidelines upon admission. The NEX LEVEL “The House Of Opportunity” LLC Staff will review the rules and program description with the resident and the resident will sign a copy if the rules indicating the review.

- You are required to attend (3-5) 12 step meetings per week, have a program book, and have your meeting slip signed by a member of the group, and not another resident, and attend on premises “House Meetings” which are held once per week.
- House meeting attendance is mandatory, which means that you must arrange for employment that does not interfere with these meetings. There is no exception to this rule.
- For the first 30 days you are to remain on the premises. During this time, you are expected to be working on your steps and attending meetings with peer or staff.
- You must let the house owner/house manager know when you are leaving the premises on the sign-in and out sheet. After 60 days, day passes, and overnights will be considered by the house owner/house manager.
- You must see the house owner/house manager at least one (1) time per week to discuss your recovery program-it does not count as a visit to discuss your program while paying rent, unless house/house manager chooses to do so.
- You must obtain a home group and a sponsor within your first 30 days.
- You must be working the 12 steps on a path of recovery.
- There are certain types of employment that are not allowed, such as cab driving, working in bars, clubs, or places that sell alcohol.
- And you must speak with the house owner/House Manager prior to accepting employment with any place.

- Your room must be kept neat, with your bed made at all times, rugs vacuumed, toilet cleaned kitchen area clean, which means absolutely no glasses, dishes, or silverware, etc., left in the sink at any time, and any trash disposed of in a timely manner. Chore list displayed throughout the house.
- You will be assigned daily and weekend chores which will be a mandatory part of your stay at The NEX LEVEL “The House Of Opportunity” LLC. All vehicles will have current tags and insurance, and this will be verifiable. Please note, vehicles cannot be driven in the first 30 days. Also, there will be no storage of vehicles, and no working on vehicles on the premises.
- Bikes and other modes of transportation must be stored in the appropriate locations, and security for these are at your own risk.
- You must make the staff aware of any situation involving a resident outside of The NEX LEVEL “The House Of Opportunity” LLC premises that required police involvement, drug use or off itinerary.
- There are absolutely no visitors allowed on premises without prior approval from The NEX LEVEL “The House Of Opportunity” LLC house owner/house manager.
- There will be no congregating outside the front of the home, no loud music or discussions, or inappropriate dress allowed. You are also required to attend to your daily hygiene needs.
- No one is allowed in another resident’s room. NO exceptions.
- There is no sharing of clothes, personal property, loaning money, borrowing vehicles, or other modes of transport, by either staff or residents.
- You may be requested to submit a drug test at any time, which may include either with cause or without. Also, another resident may request someone to be tested if a person’s behavior warrants it.
- Any resident who is aware of a rules infraction and does not notify staff immediately will be subject to discharge, which includes finding out later that you knew about it.
- All rooms are subject to inspections at any given time.
- Smoking is not allowed in rooms or in the house. Smoking is only allowed in designated areas.

- Any cooking done by residents requires immediate clean up.
- Any delegation, directive, or request that is made by staff will then become a rule.
- Any medical conditions and/or injuries must be brought to the attention of the house owner/house manager.
- All rules and regulations are subject to additions and changes at the owner's discretion.

IMMEDIATE GROUNDS FOR TERMINATION DUE TO THE FOLLOWING VIOLATIONS:

- Being under the influence of alcohol and/or drugs
- Possession of alcohol and/or drugs
- Threats either verbal or physical, or acts of violence, fighting
- Property destruction or altering the physical construction of the premises, including the interior structure
- Failure to submit a drug screen
- Stealing, unusual behavior, and/or any criminal activity
- Possession of weapons
- Failure to comply with the Rules and/or staff direction

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ *Date:* _____



EMERGENCY POLICY

In the event of a fire, resident and staff are encouraged and trained to follow exit plans that are located in various places around the house.

There are also evacuation/fire escape ladders provided for the upper level of the home to use in case of emergency as well.

In the event of a natural disaster residents will be taught during move-in, the proper procedures to get to designated safety areas located within the home.

Safety equipment will be checked on monthly basis to ensure that they are in proper condition and ready to use in the event of an emergency. That includes smoke detectors, fire extinguishers, ladders, and windows.

In the event of a natural disaster or emergency, upon exit, all staff are required to do a visual and physical head count, document, and deliver information to fire, medical, police, etc. Once cleared, a recount will be completed to verify everyone is present and accounted for.

Residents/Staff will call 9-1-1 and Owner, Joi Jones at 614-743-1192 in the event of all emergencies!!!



COMMUNICABLE DISEASE POLICY

- 1.) Nex Level “The House of Opportunity” LLC. will not discriminate against any person in providing services, because a person has, or is perceived to be infected with the HIV virus, has developed AIDS, or is afflicted with any other communicable disease that is protected by the Ohio Fair Employment Practice Law or the Americans with Disabilities Act (ADA).
- 2.) A resident with an infectious disease will not be precluded from living in the house because of a disease. A resident who is afflicted with HIV, AIDS or other disease protected by the Ohio Fair Employment Practice Law or the ADA may request a reasonable accommodation to assist in performing required essential living opportunity.
- 3.) The medical condition and records of employees, consumers and others afflicted with HIV, AIDS or other communicable diseases shall be confidential and shared with other employees only on a need-to-know basis as it relates to carrying-out official **Nex Level “The House of Opportunity” LLC.**
- 4.) Nex Level “The House of Opportunity” LLC. reserves the right to determine whether or not the resident poses a threat of contagion. Nex Level “The House of Opportunity” LLC. discourages residents from discussing, providing information, gossiping, or provoking discussion of any resident’s medical condition. Such matters are private and may not be discussed in the house.
- 5.) All persons with a communicable disease will be managed on a case-by-case basis. The safety and concern of the individual and other residents will be taken into consideration as to determine process by which the incident is handled. A resident that is suspected to have a communicable disease that can be transmitted by air, object or through casual contact will be taken to nearest physician, urgent care center, or emergency room. Determination of a resident’s return to Nex Level “The House of Opportunity” LLC. will be determined after careful review by the House Manager and discussion with physician care staff. A resident may not return to community living without written release by physician care staff.
- 6.) The Policy shall be implemented for communicable diseases commonly found and which can be transmitted by air, object or through casual contact. Examples of these communicable diseases are, but not limited to: Chicken Pox - Varicella Rubella - 3-day measles Rubella - 9-day measles Meningitis - viral and bacterial Hepatitis, Tuberculosis (TB) Severe Adult Respiratory Syndrome (SARS), MRSA. The scope of this policy shall also include other communicable diseases that pose risks similar to the diseases listed above and which would put the community

at risk. It is up to the discretion of Nex Level “The House of Opportunity” LLC. to determine how to proceed in each individual circumstance. The desire is to prevent the introduction, transmission, or spread of communicable diseases and to take all measures necessary to ensure the safety of all persons residing at in the home.

Prevention of HEP-C:

The most effective means of preventing hepatitis C is to avoid contact with human blood. Do not inject illegal drugs and do not share toothbrushes, razors or other items that might have blood on them.

Prevention of HIV:

HIV is spread through contact with the blood, semen, pre-seminal fluid, vaginal fluids, rectal fluids, or breast milk from a person infected with HIV.

In the United States, HIV is spread mainly by having sex or sharing injection drug equipment, such as needles, with someone who has HIV.

To reduce the risk of HIV infection, use condoms correctly with vaginal, oral, or anal sex. If injection of medication is necessary, use only sterile injection equipment and water and never share equipment with others.

Prevention of MRSA:

Wash hands, keep wounds covered, keep personal items personal, shower after physical exercise and sanitize linens. Contaminated surfaces and laundry items should be properly disinfected.

Addressing COVID-19:

Nex Level “The House of Opportunity” LLC is addressing the COVID-19 protocol as follows:

- Safe Care Instructions
- 6-feet distancing
- Importance of hand washing regularly
- Importance of sanitizing and cleaning all touchable surfaces daily
- Masks are required to be worn outside of residents rooms.
- Sanitizing Station available in residence.

- All appropriate signs and posters are placed throughout the home.
- All visitors must wear masks and sanitize hands upon entry.
- All residents are required to practice safe COVID protocol while in the community.
- Upon returning all residents are required to have temperature check and wash their hands.
- If anyone shows signs of COVID related issues, they will be immediately quarantined to their rooms until doctors clearance.



Staff Job Descriptions

The Staff, at NEX Level “The House of Opportunity” LLC, are people who care about the process of recovery. Our house leaders are viewed as successful and exhibit attractive qualities of experience on how change is possible. We also include the screening levels of their commitment and passion for them giving back into the recovery community. Many of the staff have either lived or worked in a similar facility, in order to share with the residents some of their personal experience. Staff members are also in the process of recovery and engage into society to show the residents, How it Works. We work with each other to ensure the process continues to be successful and lives can be saved with help and healthy guidance:

- They observe and help guide the residents on their journey of personal freedom.
- Ensures that the residents feel welcomed while they are in the process of completing their application and move-in responsibilities.
- The staff is responsible for handling the rent process.
- Help residents stay on track with daily schedules by scheduling individual meetings to review their recovery journey and what it looks like in transition.
- The Staff members lead the evening recovery-based support meetings in house.
- Ensure residents medications are securely locked up from themselves and others.
- One-year experience or part-time equivalent working with persons who have experience of working with individuals coming directly from detox facilities.
- They have knowledge of how to conduct drug screens and handling resident disagreements.
- Help assist with keeping track of the residents behavior while in the house.
- Strong knowledge of housekeeping duties and delegating responsibilities of job duties to all residents.
- Strong knowledge of COVID standards in order to enforce properly boundaries and safety for all.
- Must be physically and mentally able to assist in an emergency situation.
- Must have the ability to monitor medication use with appropriate documentation.

- Valid Ohio Driver's License.
- Possess a genuine interest and concern for the welfare of the clients.
- The NEX Level staff have the ability to develop and maintain good working relationships with staff, residents, representatives from government and community agencies.
- Staff have a strong understanding of professional boundaries between clients and staff.
- Must be able to establish strong rapport with clients and a positive connection.
- Ability to facilitates faith and recover based daily in house group meetings.
- Ability to implement and teach/share daily life skills.

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ *Date:* _____



LEVEL III EXAMPLE OF WEEKLY SCHEDULE

We strive to maintain a respectful environment built on honesty and trust. Focusing on our resident's individual growth to include those core principles are important to us.

SCHEDULE:

- **Monday, Fridays-IOP (Intensive Outpatient Program)**
 - 8:30AM TO 3PM-Away at Outside Facility
- **Tuesdays and Thursdays-PHP (Partial Hospitalization Program)**
 - 10AM TO 12PM-Away at Outside Facility

12pm to 4pm Open for Personal Business Trave Housing Appointments

- *Doctor Appointments*
- *Third Party Facility Appointments (Mental Health, P.O. Officers, Case Managers, etc)*

4pm to 5:45pm-TV Time

6pm to 7pm-Daily Zoom Meeting and Discussion as a group

7pm to 8pm-Daily Journaling (Also Celebrate Recovery Meeting Attendance on Tuesdays)

8pm to 10pm-Medications (9pm)

- **Saturdays:**
 - ***Relax***
 - ***Encouraged to Visit Family***
 - ***Attend 12 Step Meetings and Engage with Recovery Community***
 - ***Connect with Sponsor***
 - ***Cleaning and sharing in the therapeutic community!***
 - ***Grocery and Personals Shopping with Staff (4pm to 7pm)***
- **Sundays:**
 - ***Grocery and Personals Shopping with Staff (11am to 3pm)***
 - ***Mandatory House Meeting Every Sunday***
 - ***Address concerns and Announcements (every other)***
 - ***Mandatory Recovery Meetings***
 - ***Celebrate Recovery at Noon***

- **RANDOM ROOM CHECKS ARE COMPLETED ONCE A WEEK!!**



DISCHARGE CRITERIA SELECTION

For Staff, please check one or more of the criteria:

Completion Discharge Criteria:

The indicators that a resident is ready for approved discharge are as follows:

- The resident exhibits the capacity to apply a recovery program in their daily lives.
- They ask others for help as needed.
- And the resident has and uses a sponsor on a regular basis.
- The resident exhibits honesty and is appropriately open with his/her feelings both in individual and group settings.
- The resident consistently demonstrates the motivation to remain in recovery.
- The resident, with the input of owner, has developed an appropriate aftercare plan and asks for feedback from his/her peers about the plan.

Voluntary Discharge Criteria

- The resident has violated a rule(s) that would endanger the community and or others. (e.g., using drugs or fighting).
- The resident leaves the premises and/or program without permission and does not notify Nex Level House Manager or peers (e.g., if the resident is out past curfew or leaves during the night)
- The resident chooses to leave Nex level Housing prior to the length of stay recommended that owner has recommended.
- Residence is no longer willing to do the personal work on their recovery.

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ *Date:* _____



RANDOM DRUG SCREENS AGREEMENT FORM

Residents with the diagnosis of alcohol and/or other substance dependence/abuse will be required to randomly submit a urine sample for a drug screen. This has an effective means of monitoring resident alcohol/drug intake status.

The following procedure is to be followed:

- 1) The collection of urine for a drug screen test may be monitored by Nex Level “The House of Opportunity” LLC. owner, either randomly or with probable suspicion of the resident’s use of drugs/alcohol during their stay at Nex Level “The House of Opportunity” LLC. The test will be administered and read by and documented by the Nex Level “The House of Opportunity” LLC. owner.
- 2) Urine may be collected either by using rapid on-site drug detection methods (commonly referred to as a “dipstick”) or collected and sent to a lab for testing. If the sample is to be sent to a lab, it will be packaged and mailed accordingly to the mailing instructions provided by the laboratory.
- 3) Results are documented in the resident’s file.
- 4.) Resident maybe responsible for the cost occurred for the urine screen at the discretion of the Nex Level “The House of Opportunity” LLC. owner.

Resident Name (Printed) _____

Resident Signature _____

Owner/Staff Signature: _____ *Date:* _____