

John Doe



SOLUTIONS OF NORTH TEXAS CODE OF CONDUCT

Welcome to Solutions of North Texas! Our program is geared towards sustained sobriety and independence. Following are guidelines towards progressing in our program. We are at your service!

Intake Requirements

- NO MORE THAN 3 BAGS AT INTAKE.
- BAGS SHOULD CONTAIN CLOTHES, TOILETRIES, AND AN ALARM CLOCK
- JOB SEARCH OUTFIT (skirt/dress slacks button down shirt, shoes, etc.)
- ALL MEDICATIONS (RX, OTC, SAMPLES OR SUPPLEMENTS) ARE SUBJECT TO APPROVAL. Size and shape of medications will be verified to medication label at enrollment. Expired medications or medications without a label will not be allowed. Any medications that have a potential for abuse are not allowed.
- NEED 2 FORMS OF VALID STATE/GOVERNMENT ISSUED IDENTIFICATION
- INTAKE FEES
- NO LAPTOPS, DESKTOPS OR TABLET COMPUTERS
- NO ITEMS CONTAINING ALCOHOL ARE PERMITTED
- NO BEDDING, BLANKETS, TOWELS OR LINENS
- NO MED MINDERS OR WEEKLY/BI-WEEKLY MED BOXES
- NO BATH POOFS OR LOOFAH'S ALLOWED
- NO BARBECUE GRILLS OR HIBACHI'S ARE ALLOWED
- I UNDERSTAND THAT ANY PROHIBITED ITEMS (i.e. knives or non-approved medications) AT INTAKE MUST EITHER BE RETURNED WITH THE FAMILY OR DISPOSED OF. SONTX WILL NOT BE RESPONSIBLE FOR THESE ITEMS
- ALL HYGIENE ITEMS (RAZORS, TOOTHBRUSHES, ETC) MUST BE KEPT IN PROVIDED HYGIENE BAGS AND NOT THE SHOWER

Program Requirements

- DESIRE TO BE DRUG AND ALCOHOL FREE
- DESIRE AND ABILITY TO WORK THROUGH AT LEAST 4 LEVELS OF THE LEVEL SYSTEM AND LIVE HERE FOR 90 DAYS AT MINIMUM (1 year maximum stay)
- I UNDERSTAND THAT IN ORDER TO SUCCESSFULLY COMPLETE THIS PROGRAM I MUST: COMPLETE LEVEL 4, COMPLETE 90 DAYS, BE CURRENT ON FEES, NOT BE EXITED FOR NON-COMPLIANCE AND DO AN EXIT INTERVIEW WITH MY CASE MANAGER.
- DESIRE TO BECOME INDEPENDENT (MENTALLY AND FINANCIALLY)
- AGREE TO "NO CONTACT" WITH FAMILY AND SIGNIFICANT OTHERS UNTIL LEVEL 1 PROGRAM REQUIREMENTS ARE COMPLETED
- AGREE TO WORK WITH A SPONSOR THROUGH A 12-STEP PROGRAM OF ACTION
- AGREE TO PROGRESS THROUGH A PROGRAM LEVEL SYSTEM
- AGREE TO ATTEND MANDATORY MEETINGS AND DEEP CLEANINGS
- AGREE TO DO ALL ASSIGNED CHORES AS THEY ARE EXPLAINED TO ME AND TO KEEP MY AREA "TOUR READY"
- AGREE TO RANDOM DRUG TESTING AND SEARCHES INCLUDING MY VEHICLE
- AGREE TO CHECK IN ANY VEHICLES WITH FRONT OFFICE BEFORE TAKING THE VEHICLES TO HOUSING FACILITY
- AGREE TO DRESS APPROPRIATELY (Men must wear a shirt. No cleavage, belly shirts or short shorts)

- AGREE TO NOT SMOKE INSIDE ANY SOLUTIONS OF NORTH TEXAS BUILDING
- I UNDERSTAND THAT IF FOR ANY REASON I AM MORE THAN 15 MINUTES LATE TO AN OFFICE APPOINTMENT, THAT MY APPOINTMENT MAY BE CANCELED, THE SCHEDULING OF SAME DAY APPOINTMENTS ARE AT THE DISCRETION OF THE OFFICE
- I UNDERSTAND THAT REPEATED “NO CALL, NO SHOW” TO OFFICE APPOINTMENTS MAY RESULT IN DISCIPLINARY ACTIONS

Medical and Medications

- I UNDERSTAND THAT NO DIET AIDS ARE ALLOWED
- I UNDERSTAND THAT NO “PM” MEDICATIONS OR SLEEP AIDS ARE ALLOWED WITHOUT OFFICE APPROVAL
- AGREE TO NOT CONSUME ANYTHING THAT WOULD KNOWINGLY CAUSE A POSITIVE RESULT ON A DRUG TEST
- I UNDERSTAND THAT RESIDENTIAL SERVICES ARE NON-MEDICAL AND THERE ARE NO DOCTORS ON STAFF
- I UNDERSTAND THAT COMMUNITY MEDICAL SERVICES ARE AVAILABLE TO ME AT LITTLE TO NO COST
- I UNDERSTAND THAT COUNSELING SERVICES ARE AVAILABLE TO ME AT LITTLE TO NO COST
- I AGREE TO TAKE MY MEDICATIONS AS PRESCRIBED
- I AGREE TO REFILL MY MEDICATIONS TO PREVENT A LAPSE IN TREATMENT
- I AGREE TO NOT “WEAN-OFF” MEDICATIONS UNLESS DIRECTED BY MY PRESCRIBING PHYSICIAN
- I AGREE TO CHECK IN “NEW” MEDICATIONS WITH FRONT OFFICE
- I AGREE TO CHECK IN MEDICATION “REFILLS” WITH HOUSE MANAGER
- I UNDERSTAND THAT IT IS ILLEGAL FOR PERSONS LIVING IN A GROUP SETTING TO GIVE BLOOD OR PLASMA
- I UNDERSTAND THAT I AM RESPONSIBLE FOR THE STORAGE AND SELF-ADMINISTRATION OF MY MEDICATION. MEDICATIONS MAY NOT BE KEPT IN COMMUNITY AREAS (living rooms, kitchen, bathrooms). MEDICATIONS MUST BE KEPT OUT OF SIGHT AND IN APPROPRIATE CONTAINERS.

General House Rules

- I AGREE TO REPORT SUBSTANCE ABUSE OR BEHAVIOR THAT IS HARMFUL TO AN INDIVIDUAL OR THE PROPERTY AS A WHOLE
- I UNDERSTAND TO BE “TOUR READY” I MUST BE UP, DRESSED, CHORES DONE AND AREA CLEAN BY 9AM, MINOR ALLOWANCES WILL BE MADE DURING THE WEEKENDS AND MAJOR HOLIDAYS
- I AGREE TO NOT SHARE MY DOOR CODE WITH ANOTHER PERSON
- I AGREE TO NOT CHANGE, ALTER OR MOVE ANY FURNISHING IN MY HOUSING FACILITY
- I UNDERSTAND THAT I CANNOT BRING IN FURNITURE OR TELEVISIONS. ELECTRONICS MUST HAVE STAFF APPROVAL.
- AGREE TO NOT EAT OR DRINK ANYTHING IN MY ROOM
- AGREE TO NOT ATTACH ANYTHING TO THE WALLS
- AGREE TO MARK MY PERSONAL FOOD AND NEVER USE FOOD STAMPS
- I UNDERSTAND AND AGREE THAT THERE ARE NO PETS ALLOWED AND THAT I WILL NOT FEED STRAY ANIMALS
- I UNDERSTAND THAT NO MEN ARE ALLOWED IN THE WOMEN’S HOUSES
- I UNDERSTAND THAT NO WOMEN ARE ALLOWED IN THE MEN’S HOUSES
- I UNDERSTAND THAT MY GUESTS MUST LEAVE AT OR BEFORE 10:30 AT NIGHT
- AGREE TO NEVER BE IN POSSESSION OF CONTRABAND (hookas, pipes, weapons, distasteful clothing, etc)
- AGREE TO NOT SURF ANY SOCIAL MEDIA SITES OR DATING SITES WHILE ON SOLUTIONS OF NORTH TEXAS PROPERTIES
- I UNDERSTAND THAT CLIQUES ARE DANGEROUS AND I AGREE TO NOT BE CLIQUISH
- AGREE TO NOT RELY ON INFORMATION FROM ANOTHER RESIDENT
- I UNDERSTAND THAT GOSSIP IS HARMFUL AND AGREE TO NOT GOSSIP OR LISTEN TO GOSSIP
- I UNDERSTAND THAT CHILDREN CAN NOT SPEND THE NIGHT AT MY HOUSING FACILITY
- I UNDERSTAND THAT THERE IS NO SLEEPING IN THE COMMON AREAS AT ANY TIME

- AGREE TO WATCH MY CHILDREN PERSONALLY WHEN THEY VISIT AND UNDERSTAND THAT UNCONTROLLABLE CHILDREN WILL BE ASKED TO LEAVE
- I UNDERSTAND THAT HOUSE MANAGERS SIGN OVERNIGHT PASSES AT THEIR DISCRETION
- I UNDERSTAND THAT IF I HAVE A COMPLAINT ON A HOUSE MANAGER THAT I MAY FILL OUT A GRIEVANCE
- AGREE THAT MY CELL PHONE CAN BE CONFISCATED IF IT BECOMES A DISTRACTION
- AGREE TO ABIDE BY THE LAUNDRY ROOM HOURS PER HOUSE AND NOT LEAVE LAUNDRY UNATTENDED
- AGREE TO NOT EXCESSIVELY BORROW CIGARETTES, FOOD, OR PROPERTY
- I UNDERSTAND THAT GAMBLING OF ANY TYPE IS PROHIBITED
- I UNDERSTAND THAT I MAY NOT ENTER INTO A FINANCIAL AGREEMENT (soliciting of services or lending of money) WITH ANOTHER CLIENT
- AGREE NOT TO OPERATE ANOTHER RESIDENTS VEHICLE
- AGREE TO REPORT ANY DAMAGES TO PROPERTY
- I UNDERSTAND THAT I CANNOT EAT OR RECEIVE GOODS FROM THE LOCAL FOOD PANTRY OR SOUP KITCHEN
- AGREE TO BRING MY BIG BOOK TO ALL 12-STEP MEETINGS
- I UNDERSTAND THAT THERE IS NO PHONE USE, TEXTING, EATING, OR USE OF E-CIGARETTES DURING 12-STEP MEETINGS
- I UNDERSTAND THAT IF I OBTAIN A PHONE I SHOULD PROVIDE SONTX WITH A PHONE NUMBER, AND IF ABLE, SET UP MY VOICEMAIL
- I UNDERSTAND THAT SONTX OR ITS STAFF ARE NOT RESPONSIBLE FOR MONEY, VALUABLES, OR OTHER PERSONAL PROPERTY RETAINED IN OUR FACILITIES AND HAVE NO LIABILITY FOR THEIR LOSS

Job Search/Fees

- I UNDERSTAND THAT PROGRAM FEES ARE NON-REFUNDABLE
- I UNDERSTAND THAT I MAY BE REFUNDED MY DEPOSIT UPON EXIT IF I STAY A MINIMUM OF 90 DAYS, COMPLETE LEVEL 4, AM NOT REMOVED FOR NON-COMPLIANCE, COMPLETE EXIT INTERVIEW WITH MY CASE MANAGER AND HAVE NOT USED MY DEPOSIT MONEY TO PAY FEES DURING MY RESIDENCY
- I UNDERSTAND THAT ANY UNUSED PROGRAM FEES WILL REMAIN ON MY ACCOUNT AS A CREDIT
- I UNDERSTAND THAT I AM REQUIRED TO PAY FEES AS OUTLINED IN RESPONSIBLE PARTY AGREEMENT AND FEE SCHEDULE
- I UNDERSTAND THAT EMPLOYED RESIDENTS ARE REQUIRED TO PAY FEES WITH MONEY THEY HAVE EARNED
- I UNDERSTAND THAT RENT IS DUE WEEKLY BEFORE CLOSE OF BUSINESS EACH FRIDAY
- I UNDERSTAND THAT LACK OF WILLINGNESS TO PAY MY FEES WILL RESULT IN REMOVAL FROM THIS PROGRAM
- AGREE TO NOT PAY PERSONAL BILLS AHEAD OF MY PROGRAM FEES
- AGREE TO JOB SEARCH AS DIRECTED AND AM WILLING TO WORK FOR MINIMUM WAGE
- AGREE TO SECURE A DAYTIME POSITION AND UNDERSTAND THAT I AM NOT ALLOWED TO WORK AT NIGHT
- I UNDERSTAND THAT COMMISSION-ONLY WORK OR UNPAID TRAINING IS NOT ALLOWED
- IF DISABLED, I AGREE TO VOLUNTEER/WORK PART TIME AT LEAST 3 DAYS PER WEEK
- AGREE TO NOT MISS MANDATORY MEETINGS DUE TO MY WORK OR SCHOOL SCHEDULE
- FULL-TIME STUDENTS (12-16 HOURS) ARE NOT ALLOWED TO WORK
- I UNDERSTAND THAT I AM EXPECTED TO BE EMPLOYED WITHIN 2-4 WEEKS OF RESIDENCY
- I UNDERSTAND THAT I MAY NOT BE EMPLOYED MORE THAN 50 HOURS A WEEK

Program Exit

- I UNDERSTAND THAT I WILL BE REMOVED FOR RELAPSING ON DRUGS AND/OR ALCOHOL INCLUDING NON-APPROVED MEDICATIONS
- I UNDERSTAND THAT FAILING TO FOLLOW JOB SEARCH GUIDELINES CAN RESULT IN REMOVAL
- I UNDERSTAND THAT FAILING TO PAY PROGRAM FEES CAN RESULT IN REMOVAL

- I UNDERSTAND THAT FAILING TO WORK WITH A SPONSOR IN A 12-STEP PROGRAM CAN RESULT IN REMOVAL
- I AGREE TO CALL MY HOUSE MANAGERS IN THE EVENT THAT I AM LATE FOR ANY REASON
- I UNDERSTAND THAT FAILING TO SHOW UP FOR CURFEW OR MANDATORY MEETINGS IS GROUNDS FOR REMOVAL
- AGREE THAT ILLEGAL, DESTRUCTIVE, DISRUPTIVE, PREDATORY OR VIOLENT BEHAVIOR IS GROUNDS FOR REMOVAL.
- I UNDERSTAND THAT REFUSING TO BE DRUG/ALCOHOL TESTED IS CONSIDERED A POSITIVE RESULT AND I WILL BE REMOVED
- I UNDERSTAND THAT IF I TELL SOMEONE THAT I NO LONGER WANT TO BE HERE THAT I WILL BE GIVEN THE OPPORTUNITY TO LEAVE
- I UNDERSTAND THAT I AM NOT ALLOWED TO DATE, PRIVATELY MEET, HIT ON OR “HOOK UP” WITH ANOTHER RESIDENT, A RESIDENTS FAMILY MEMBER OR FRIEND, OR STAFF MEMBER OF SOLUTIONS OF NORTH TEXAS. VIOLATION WILL RESULT IN REMOVAL OF BOTH PARTIES
- I UNDERSTAND THAT RECEIVING MULTIPLE WRITE-UPS CAN RESULT IN REMOVAL
- I UNDERSTAND THAT I HAVE 15 MINUTES TO PACK AND LEAVE IF I AM REMOVED
- I UNDERSTAND THAT ITEMS LEFT AT OUR FACILITIES ARE CONSIDERED ABANDONED AND WILL BE DISCARDED

Sponsorship

- AGREE TO SECURE SPONSORSHIP WITHIN 48 HOURS OF MY RESIDENCY.
- AGREE TO ACTIVELY WORK WITH MY SPONSOR AND TO FOLLOW THEIR PRECISE DIRECTIONS
- AGREE TO TAKE ANY COMPLAINTS OR CONCERNS TO MY SPONSOR AND THEN MY HOUSE MANAGER.
- AGREE TO NOT USE MY FAMILY OR FRIENDS AS A SPONSOR.

Available Services and Referrals

- Intensive Outpatient treatment program
- Financial aid for continuing education
- Job/PC/Resume Training
- Budgeting
- Free prescriptions-Limited to availability
- Case management
- GED
- Parenting Classes
- MHMR
- Low-income housing and deposits
- Family sessions and support
- Outreach training
- Transition Planning
- Counseling
- Doctors visits
- Progress Reviews
- Residency and progress letters (legal, CPS, etc)
- Drug and Alcohol Evaluation
- Psychological Evaluations
- DARS
- Clothing for job search (limited)
- Life Skills
- Community Service

(There may be an extra cost with some services)

By signing below I agree to have read and do understand the SONTX Code of Conduct.

