



Shane's House

Resident Orientation
Handbook

Welcome to Shane's House!

The following Quick Guide provides you with much of the information you will need to make your stay here at Shane's House comfortable. Please read through this entire handbook within 24 hours of arrival, in order to acquaint yourself with all of our guidelines. Should you have any questions, do not hesitate to ask a staff member!

Quick Guide

Residency Criteria

- Adult male
- Primary diagnosis of a substance use disorder
- Willingness to remain sober
- Willingness to attend outpatient drug and alcohol counseling at a treatment provider of their choice
- Willingness to adhere to all program guidelines and rules.

Length of stay

- Residents are permitted to reside at Shane's House for 30 days or more, with prior approval from the house manager and treatment team. It is the resident's and/or their family's responsibility to secure housing for after their stay. This is a process that should begin upon admission at Shane's House, in order to avoid being without housing at the end of your stay. Shane's House and Little Creek Outpatient staff are willing to assist in this process if requested, but are not responsible for securing further housing for residents.

Curfews

- Daily: 11:00pm

Outpatient

- Participation at Little Creek Outpatient Services, or another DDAP- licensed drug and alcohol outpatient treatment program of your choice, is a requirement to live at Shane's House. There is one other Outpatient drug and alcohol treatment program in Wayne County and many in Lackawanna County. Please let us know if you need assistance getting linked to treatment.
- You must attend outpatient treatment as recommended by the Outpatient Program you choose to participate in. You will work with your Counselor to arrange a regular schedule.
- Outpatient appointments **DO NOT** count as an AA/NA meeting for the day.
- Three unexcused absences from individual sessions or groups may result in termination from Shane's House.
- Outpatient programming (PHP, IOP, GOP) is considered treatment, which is a separate service from sober living/recovery housing.

Overnight Passes

- Residents are eligible for up to 1 overnight pass per 30 days after their first two weeks at Shane's house are completed. All personal belongings and rooms of resident leaving for home pass must be inspected before leaving house for cleanliness by Staff on hand.
- All passes are subject to approval by the House Manager after a phone call has been made to your family/significant other, etc. confirming your plans for the weekend.
- Passes must be approved in writing by the House Manager.

Room Search

- Shane's House staff reserves the right to randomly search residents' rooms at any moment in an effort to maintain the safety of the living environment and those in it.

Recovery/Meetings

- Residents are required to attend 4 AA or NA meetings per week.
- Residents who are not self-directed with attending meetings will be given a meeting attendance form to be signed off by the chairperson at every meeting.
- Residents are required to obtain a sponsor whom they are in regular contact with.
- Residents are strongly encouraged to obtain a home group.
- Based on scheduling needs, Staff **may** be available to provide transportation to meetings if Residents are in need.

Vehicles

- Residents are permitted and encouraged to have their personal vehicles while living at Shane's House.
- Vehicles are subject to search at staff discretion at any time.
- At the beginning of a Resident's stay, the keys are to be kept with staff and only once a Resident has demonstrated commitment to treatment and a personal recovery program, will they be allowed access to their vehicle.
- If a resident fails to adhere to the requirements of the house, resident's may lose access to their vehicle until they are able to demonstrate that they have accomplished the required tasks. (Having a sponsor, Home Group, Commitment Job, etc.)

Visitors

- Visitors are permitted with prior Staff approval.
- Visitors must be signed in and out of Shane's House.
 - Individuals, who are banned from LCL for 30 days or more due to relapse, are also banned from Shane's House.
 - Visitors may be asked to leave by staff if they are not deemed to be a positive influence.
 - Visitors may be asked to provide a UA by Staff if there is suspicion of use. They reserve the right to refuse, at which point they will not be permitted to stay.
- No one is permitted in Residents' bedrooms other than roommates and Staff.

Wake-up

- It is your responsibility to wake up on time every day, with an alarm.
- Staff will conduct a wake-up at 10:00 if a Resident is not already up. Residents cannot sleep all day.

***USE OF NON-CIGARETTE NICOTINE DEVICES IS PROHIBITED INSIDE THE HOUSE, BUT MAY BE USED OUTDOORS IN THE DESIGNATED SMOKING AREA
NO SMOKING IN THE HOUSE.***

House Rules

Banking

- Residents have the choice of having their own personal bank account at a local financial institution, or utilizing our 'Banking' program. Staff are willing to assist clients with transportation to banks to open accounts.
- Banking Program- Residents may open an account with the House Manager at Shane's house and he will assist them with budgeting. Residents may withdraw up to \$75 cash at a time, unless they have specific approval from their parents or significant other to withdraw more.

Bathrooms

- Showers, toilets, sinks and floors must be cleaned at least twice per week.
- Mirrors must be cleaned *as needed*.
- Please make sure the floor is dry after showering.
- Do not flush anything but toilet paper. If the toilet becomes clogged, notify staff immediately.
- Empty the trash when it is full.
- Hang towels only on towel hooks or racks, *not* on doors or dresser drawers.
- Respect others who share the bathroom; clean up after yourself.
- Turn off faucets, lights, and fan before leaving.

Bedrooms

- Never enter another Resident's room without that Resident present.
- Bedrooms must be kept cleaned and organized throughout the day.
- Please make your bed before leaving the house in the morning.
- Please wash and change sheets weekly.
- Please empty your trash when it is full.
- Lights and fans are to be turned off when you are not in your room.
- Food, cups, glasses, and bottles are not allowed in bedrooms.
- Rooms are subject to search at any time.
- No weapons are permitted on the property at any time.
- Cash or valuables are not to be left out on dressers, nightstands, etc.
- Shane's House is not responsible for any theft, loss or damage to property during or after your stay.
- Sexual activities are not permitted.

Central Air Conditioning and Heating

- Please do not adjust thermostats.
- Keep all windows closed when the central air or heat are on.

Chores

- House Chores will be written on the whiteboard and will change every Tuesday.
- You are responsible for completing your chores as needed. If it is determined by staff that you are not keeping up with your chores appropriately, you will be put on a daily schedule to complete it.
- If you are not able to complete your chores (i.e. due to an overnight pass), you are responsible for getting it covered by another resident.
- Deep cleans will be implemented by Staff on a weekly basis, as needed. *All* Residents are required to deep clean their bedrooms and all assigned chores prior to leaving, unless otherwise approved by the house manager.

Complaints and Grievances

In accordance with Licensing Regulation §717.26. Complaint management, Shane's House and Little Creek Recovery welcome your feedback at any time. Residents, family members and community members are encouraged to submit complaints or grievances to the House Manager. Should your concern not be adequately resolved, please reach out to the site's Project Director. Should your concern still not be addressed, please reach out to the State Licensing body, Pennsylvania Department of Drug and Alcohol Programs (DDAP).

Non-emergent complaints submitted to a staff member below, will be addressed within 72 hours. Emergent complaints will be addressed within 24 hours.

Please note, you may at any time, forgo contacting someone on-site and go directly to DDAP.

Contact Information:

Ryan Duff, House Manager	rduff@lclr.org	(914) 479-2102
Dan Tirado, Operations Manager	dtirado@lclr.org	(732) 535-2793
Katie McKendry, Project Director	kmckendry@lclr.org	(570) 335-7531
DDAP Facility Complaint Line	RA-DAAPI_DIVISION@pa.gov	(717) 783-8675

**** All contact information is posted near the front door of the house.**

Computers

- You are permitted to keep your personal laptop in your room.
 - We recommend you purchase a laptop lock

Drug & Alcohol Use and Random Testing Policy

- Drugs and alcohol are not permitted on the premises.
- Residents are not permitted to abuse any over-the-counter medication. Residents must obtain medical approval for any cough syrup containing alcohol.
- Excessive use of sleep aids is not permitted.
- If a resident is found with drugs, alcohol, or paraphernalia, they will be discharged.
- If a resident uses drugs or alcohol at any time while they are living at Shane's House, they will have to leave.
- Residents are subject to random urine drug screening or breathalyzer testing. Refusal to participate in drug or alcohol testing is grounds for discharge.

Fee Schedule

- \$1,000 per month

Fires

- Fire of any type is never allowed in the house (i.e. using lighters, matches, candles).
- Campfires are permitted pending approval from staff. Somebody must always be present and when finished the fire **MUST** be put out **COMPLETELY**.

Workout Supplements

- Residents are not permitted to use, or have in their possession any type of pre-workout powders.
- Protein powders or supplements containing Creatine or other energy boosting additives are not allowed. Ask Staff if you have any questions.

Food

- Residents are responsible for providing all of their own food and drinks. All food and beverage items must be marked with the resident's name.
- If any food or drink item is expired, it may be thrown out by Staff.
- There is a walk-in pantry to be used for dry goods and two full-size refrigerators for perishable and refrigerated items.

Hygiene

- If you are observed by staff to be struggling with hygiene, Staff will address this and assist you in coming up with an appropriate hygiene routine.
- Don't let dirty laundry pile up.

Kitchen

- Residents are responsible for washing their own dishes.
- A dishwasher and dishwasher detergent are provided.

Laundry Room

- Washers and dryers are available on the first floor. Laundry detergent is provided.
- Remove your clothes from the washer/dryer when they are done.
- Don't leave clothes in the machines overnight.
- Clean the lint screen before and after using the dryer.
- Unplug the iron/steamer and turn off the lights when leaving.
- Ask staff for help with machine operation and detergent use.

Living Room

- This is a common area so please do not leave cups, glasses, personal items out if you are not using them.
- Please use the tables provided for your drinks; do not leave them on the floor.
- Do not move or remove any furniture or fixtures in the common areas of the home.
- No eating on the couch; eat at one of the tables or at the counter.

Mail

For US mail:

Little Creek Lodge
P.O. Box 942
Hamlin, PA 18427

For Fed Ex or UPS:

Little Creek Lodge
361 Easton Turnpike
Lake Ariel, PA 18436

Medication

- Residents are responsible for self-administration of their prescribed medications.
- All Residents are given a lock box that they are asked to keep their medications and other personal valuables in.
- Controlled substances are kept locked behind 2 locks.
- Abuse of sleep aids, cough medicine, or other cold medicine, whether OTC or prescribed, is not permitted.
- Residents are not permitted to share prescription medication.
- Residents are responsible for managing their refills through the scheduling of doctor's appointments and coordination with a local pharmacy.

Recycling

- *All cans and bottles are to be placed in the recycling containers.*
- Recycling containers are located in the kitchen/dining area.

Rent

- Each Resident is responsible for his rent.
- Failure to pay rent will result in eviction.
- If a Resident is evicted, all previously paid money will be forfeited.
- Evicted residents are required to leave the premises immediately and not return under any circumstances. Arrangements must be made with the House Manager to retrieve any and all personal items.

Restricted Activities

- Residents are not permitted to engage in any gambling activities while a resident. This includes frequenting casinos and/or the purchase of lottery or scratch-off tickets.
- Residents are not permitted to visit strip clubs, massage parlors, bars, clubs, attend concerts, or any venue that places them at risk for access to drugs or alcohol or other dangerous situations.
- Residents are not permitted to get tattoos while residing at Shane's House.
- Residents are not permitted to engage in sexual relations with one another.

Staff

- Disrespect of Staff in any form is grounds for discharge.
- Any disciplinary measures, up to and including permanent removal from the premises, are at the discretion of the House Manager.
- The use of any offensive language in any form towards a staff member or to another Resident is grounds for immediate discharge. This includes offensive remarks to another staff or residents ethnicity, religion or sexual orientation.

Tobacco

- Cigarette smoking is allowed on the side porch area. That is the **only** designated smoking area.
- Cigarette butts must be put in ashtrays and never inside garbage cans.
- E-cigarettes or vapes are permitted **outside only** within the designated smoking area.

Transportation:

Transportation can be provided by staff to residents, up to a 20-mile radius for the following:

- Groceries
- Doctors appointments
- AA or 12 step related meetings
- Work
- If transportation home is required upon completion of treatment, a fee of \$30 an hour will be charged round trip.

TV

- Staff monitors all TV use for appropriate content.



Shane's House

Shane's House Resident Agreement: Acknowledgement Form

I, _____, acknowledge that I have received and reviewed the Shane's House Resident Agreement. By signing this form, I agree to abide by all of the agreements and guidelines and understand that if I am not compliant, I may be asked to leave immediately and no longer be able to reside at Shane's House.

Resident Signature

Date

Emergency Contact

Phone Number