

ORIGINAL

AGREEMENT FOR SERVICES #610-S0711  
AMENDMENT I

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This Amendment I to that Agreement for Services #610-S0711, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Sierra Recovery Center, a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 1137 Emerald Bay Road, South Lake Tahoe, CA 96150 (hereinafter referred to as "Contractor");

WITNESSETH

WHEREAS, Contractor has been engaged by County to provide substance abuse testing and treatment services, detoxification, residential treatment, intensive outpatient, outpatient groups, individual counseling, and transitional housing for clients referred by the Human Services Department, in accordance with Agreement for Services #610-S0711, dated June 13, 2007, incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to modify the scope of services, extend the term, and increase the compensation of said Agreement, hereby amending **ARTICLE I – Scope of Services**, **ARTICLE II – Term**, and **ARTICLE III – Compensation for Services**; and

WHEREAS, the parties hereto have mutually agreed to amend **ARTICLE XII – Notice to Parties** and **ARTICLE XX – Administrator**; and

WHEREAS, the parties hereto have mutually agreed to add **ARTICLE XXV – Mandated Report Requirements**, **ARTICLE XXVI – Conflict of Interest** **ARTICLE XXVII – Medi-Cal Screening**, **ARTICLE XXVIII - Compliance with All Federal, State and Local Laws and Regulations**, **ARTICLE XXIX – Access to Records** and **ARTICLE XXX – County Business License**.

NOW THEREFORE, the parties do hereby agree that Agreement for Services #610-S0711 shall be amended a first time as follows:

ARTICLE I

Scope of Services: Contractor shall provide personnel and services necessary to furnish therapeutic counseling, client treatment plans and written reports, substance abuse testing and treatment, intensive outpatient treatment, outpatient groups, individual counseling sessions, detoxification, residential treatment, and transitional housing services as requested by County. Services shall include, but not be limited to, individual psychotherapeutic counseling to assist with chemical addiction and related social, psychological, and/or medical problems that impede the client's ability to meet the objectives of the client's treatment plan as approved in writing by the client's caseworker. Clients admitted to treatment may be tested for substance abuse usage. However, the cost of such testing shall be included within Contractor's rate for residential or transitional service and shall not be billed separately. All substance abuse testing shall be scheduled and conducted on a random basis to ensure accurate monitoring of client progress. Contractor shall immediately and verbally inform the appropriate caseworker, at no charge to County, of client appointment no-shows, cancellations, or any other urgent concerns directly affecting the client's treatment plan.

Whenever possible, individual counseling sessions shall be provided by a Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) licensed by the Board of Behavioral Sciences, or other certified parties, as appropriate. If service is delegated to an intern, the individual must be pre-licensed and all assignments must be under the direct supervision of licensed or certified staff. No intern shall be the sole author of any written treatment plan or report. All said documents must be reviewed, approved, and signed by a LCSW or MFT as described above. Substance abuse treatment shall be provided by Certified Addiction Specialists.

Services shall be provided during Contractor's normal business hours and days. After hour appointments, if necessary, must be approved beforehand in writing by the caseworker and their supervisor and billed at the normal business rate in accordance with ARTICLE III-Compensation for Services except for perinatal services, which are not included in this Agreement.

Transitional Living services for clients shall be provided in accordance with standards set forth in Exhibit "D" marked "SIERRA RECOVERY TRANSITIONAL HOUSE HANDBOOK" attached and incorporated herein and made by reference a part hereof.

Prior to the commencement of work for any contracted service(s), Contractor shall obtain a written authorization form that has been signed by the Program Manager, Director, Assistant Director, and/or Chief Financial Officer.

A written proposal shall be submitted to and approved by the Human Services Director, Assistant Director, and/or Chief Financial Officer prior to the commencement of any work for any services requested but not specified within "Scope of Services" and/or having specific pricing in either "Compensation for Services", and/or the attached Exhibit "C".

Services shall not be started without one of the above signed authorizations. A copy of all written authorizations must be included with any invoices submitted for payment. Failure to do so could delay payment. The County shall not pay for any services that have not been pre-approved in writing, "no shows", cancellations, telephone calls, or for the preparation of initial

assessments or bimonthly client progress reports as more fully detailed as follows:

Initial Assessment - Within twenty-one calendar (21) days of the client's initial visit, Contractor shall provide the caseworker, at no charge to County, with a written initial assessment and treatment plan, indicating the type of therapy to be utilized and recommended number/frequency of sessions. Once services have been approved and initiated, Contractor shall secure prior written approval from the appropriate caseworker, their Supervisor, and Program Manager before making any changes to the authorized treatment plan, including type of therapy and number/frequency of sessions.

Bimonthly Client Progress Reports - No later than (30) days after the end of each second service month, Contractor shall provide the caseworker, at no charge to the County, with a brief written progress report outlining the primary issues being addressed with each client, their progress, and ongoing treatment goals (see Revised Exhibit "B", marked "Bimonthly Client Progress Report," incorporated herein and made by reference apart hereof). If an alternate progress report is used, all fields noted on Revised Exhibit "B" are mandatory. Failure to provide said progress report may delay payment for other preauthorized services as said report is included as a required deliverable.

Court Documents - Upon request and within the time limit specified by County, Contractor shall provide the caseworker, at the DMC individual counseling session rate of 50 minutes per session and with a two (2) hour maximum per report limit, comprehensive written reports for County's use in court. Please note that the written initial assessment and treatment plan are excluded from the court documents reimbursement rate as payment for the initial assessment and treatment plan are addressed under "Initial Assessment", above.

Court Appearances and/or Multidisciplinary Team Meetings - Upon subpoena by County, Contractor shall attend court sessions. Upon request by County, Contractor shall attend multidisciplinary team meetings. Contractor shall be paid for these appearances at the individual counseling session (50 minutes) rate for time actually spent in the courthouse or in the meeting. The County shall only pay Contractor for court appearances when County subpoenas Contractor.

Contractor shall submit written reports within the time limits detailed above to the appropriate caseworker at the address below:

| <i>West Slope Contractors Send Reports To:</i>  |   | <i>East Slope Contractors Send Reports To:</i>   |   |
|---|---|--|---|
| Dept. of Human Services<br>Attn: Child Protective Services<br>3057 Briw Ridge Rd. #A<br>Placerville, CA 95667 | Job One OneStop<br>4535 Missouri Flat Rd.<br>#1A<br>Placerville, CA 95667 | Dept. of Human Services<br>Attn: Child Protective Services<br>981 Silver Dollar Ave.<br>South Lake Tahoe, CA 96150 | Job One OneStop<br>981 Silver Dollar Ave.<br>South Lake Tahoe, CA 96150 |
| 530/642-7100 (ph)<br>530/626-7427 (fax)   | 530/642-5505 (ph)<br>530/642-5539 (fax)                                   | 530/573-3201 (ph)<br>530/541-2803 (fax)  | 530/573-4330 (ph)<br>530/543-6737 (fax)                                 |

Reports detailed herein are considered a required deliverable. Services shall be considered incomplete until such date as said reports are submitted to and approved by the Department of Human Services. Compensation for services shall not be provided for incomplete services.

Reports and authorizations shall be attached to invoices.

## ARTICLE II

**Term:** The term of this agreement as amended shall be for the period of May 24, 2007 through June 30, 2010.

## ARTICLE III

**Compensation for Services:** For services provided herein, County agrees to pay Contractor monthly in arrears. Contractor shall submit monthly invoices no later than fifteen (15) days following the end of a "service month". For billing purposes, a "service month" shall be defined as a calendar month during which Contractor provides services in accordance with "Scope of Services". Failure to submit invoices by the 15<sup>th</sup> of the month following the end of a service month may result in a significant delay in payment. Invoices submitted for payment by the 15<sup>th</sup> of the month following the end of a service month shall be paid within thirty (30) days following County receipt and authorization of approved invoice(s). An example of an approved invoice containing necessary and pertinent billing information is described in Revised Exhibit "A" marked "Invoice," incorporated herein and made by reference a part hereof.

Compensation for services provided from May 24, 2007 through December 31, 2007 shall be in accordance with ARTICLE III of the original contract.

For services provided after December 31, 2007 the maximum billing rate<sup>1</sup> shall be at the current State-approved Drug Medi-Cal (DMC) reimbursement rates, described in Exhibit "C" marked "Drug Medi-Cal (DMC) Reimbursement Rate Schedule Effective January 1, 2008, El Dorado County Departments of Human Services and Public Health, Substance Abuse and Other Therapeutic Counseling and Treatment Services" except for the following rates:

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<sup>1</sup> **Maximum Billing Rate Detail:** A) If it is determined the client has private insurance that covers the service(s), Contractor shall bill the appropriate insurance carrier first as primary insurance carrier. If the client's insurance covers the service at a rate less than the rate set forth in this Agreement, Contractor shall only bill the County for the difference. If the client has no insurance for the service, Contractor shall bill the County at the rate set forth in this Agreement. B) For individual therapy sessions, Contractor shall submit a single monthly invoice for each individual, noting the dates of service, the name of each individual treated, the type of treatment (individual therapy), the number of hours of service for each date, and the rate. C) For family therapy sessions, Contractor shall submit a single monthly invoice for each family, noting the dates of service, the names of the family members treated, the type of treatment (family therapy), the number of hours of service for each date, and the rate. Billing shall be at the set hourly rate for the family unit, not per person. D) For group therapy sessions, Contractor shall submit a separate, single monthly invoice for each group therapy participant for whom the County has requested service, noting the date(s) of service, the name of the individual treated, the type of treatment (group therapy), the number of hours of service for each date, and the rate.

| <i>SERVICE</i>  | <i>MAXIMUM RATE</i>   |
|---|---|
| Bimonthly Client Progress Reports                                 | No Charge   |
| California Assessment and Substance Abuse Testing                 | \$155 per person  |
| Court Appearances   | Current Drug Medi-Cal Reimbursement Rate for Individual Counseling Session upon subpoena by County and for time actually spent in courthouse. |
| Court Documents   | Current Drug Medi-Cal Reimbursement Rate for Individual Counseling Session with a two (2) hour maximum per report.                            |
| EtG Substance Abuse Test  | \$24.96 per test  |
| Family Therapy (1.5 hrs)  | \$31.56 per family member per session with a maximum of twelve family members per session   |
| Initial Assessment (due within 21 days of client's initial visit) | No Charge   |
| Mini Assessment   | \$50 per person   |
| Multidisciplinary Team Meeting                                    | Current Drug Medi-Cal Reimbursement Rate for Individual Counseling Session upon request by County and for time actually spent in meeting.     |
| Substance Abuse Testing   | \$30 per test   |
| Substance Abuse Test with pH Balance                              | \$30 per test   |
| Substance Abuse Adulteration Test                                 | \$30 per test   |

The County shall not pay for "no shows", cancellations, telephone calls, or preparation of initial assessments or bimonthly client progress reports. Contractor shall immediately and verbally inform the caseworker, at no charge to County, of client appointment no-shows, cancellations, or any other urgent concerns directly affecting the client's treatment plan.

Contractor shall bill County using the attached sample invoice, or a similar invoice, containing the same necessary and pertinent billing information. Contractor shall submit only original invoices and a copy of the written authorization(s) for service with all invoices submitted and bimonthly reports as applicable for payment. Photocopied or faxed invoices shall not be accepted. Contractor shall ensure only billing information is included on the invoice. Information related to clients' diagnosis, prognosis, or treatment is not permitted on the invoice. Invoices are to be sent accordingly:

| <i>West Slope Contractors, please send invoices to:</i>  | <i>East Slope Contractors, please send invoices to:</i>   |
|--|---|
| El Dorado County<br>Department of Human Services<br>Attn: Accounting Unit<br>3057 Briw Road<br>Placerville, CA 95667 | El Dorado County<br>Department of Human Services<br>Attn: Child Protective Services<br>981 Silver Dollar Avenue<br>South Lake Tahoe, CA 96150 |

The total of this Agreement, as amended, shall not exceed \$75,000.00 for the stated term.

#### ARTICLE XII

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

Notices to County shall be in duplicate and addressed as follows:

COUNTY OF EL DORADO  
HUMAN SERVICES DEPARTMENT  
3057 BRIW ROAD  
PLACERVILLE, CA 95667  
ATTN: DEANN OSBORN, STAFF SERVICES ANALYST

or to such other location as the County directs.

Notices to Contractor shall be addressed as follows:

SIERRA RECOVERY CENTER  
1137 EMERALD BAY ROAD  
SOUTH LAKE TAHOE, CA 96150  
ATTN: BETSY FEDOR, EXECUTIVE DIRECTOR

or to such other location as the Contractor directs.

#### ARTICLE XX

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is DeAnn Osborn, Staff Services Analyst, Human Services Department, or successor.

#### ARTICLE XXV

**Mandated Reporter Requirements:** Contractor acknowledges and agrees to comply with mandated reporter requirements pursuant to the provisions of Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the California Penal Code, also known as The Child Abuse and Neglect Reporting Act.

#### ARTICLE XXVI

**Conflict of Interest:** Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and shall not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement.

#### ARTICLE XXVII

**Medi-Cal Screening:** Contractor shall screen 100% of referred clients for Medi-Cal eligibility. The screening shall include, but not be limited, to:

1. Verifying that the Medi-Cal beneficiary is eligible to receive Medi-Cal services at the time the client is referred for service; and
2. Verifying El Dorado County as the responsible County; and
3. Assessing for valid full scope aid codes; and
4. Monthly verification of client eligibility during the time the services are provided to the client.

#### ARTICLE XXVIII

**Compliance with All Federal, State and Local Laws and Regulations:** Contractor shall comply with all Federal, State and local laws including, but not limited to, the Americans with Disabilities Act (ADA) of 1990 (42USC12101 et. seq.) and California Government Code Sections 11135-11139.5, and all regulations, requirements, and directives pertinent to its operations. Contractor shall abide by manuals, directives and other guidance issued by the State of California. All appropriate manuals and updates shall be available for review or reference by Contractor from the County Department of Human Services.

Contractor shall further comply with all applicable laws relating to wages and hours of employment and occupational safety and to fire, safety and health and sanitation regulations. Such laws shall include, but not be limited to, the Copeland "Anti-Kickback" Act, the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act and amendments, the Clean Water Act and amendments, and the Federal Water Pollution Control Act.

Contractor further warrants that it has all necessary licenses, permits, notices, approvals, certificates, waivers and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, the State of California, the County of El Dorado, and all other appropriate governmental agencies and shall maintain these throughout the term of the Agreement.

#### ARTICLE XXIX

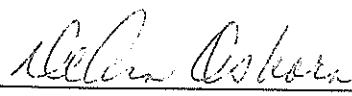
**Access to Records:** The Contractor shall provide access to the Federal, State or local Contractor agency, the Controller General of the United States, or any of their duly authorized Federal, State or local representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific Agreement for the purpose of making an audit, examination, excerpts, and transcriptions.

#### ARTICLE XXX


**County Business License:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

Except as herein amended, all other parts and sections of that Agreement #610-S0711 shall remain unchanged and in full force and effect.

**REQUESTING CONTRACT ADMINISTRATOR CONCURRENCE:**

By:  Dated: April 22, 2008  
DeAnn Osborn  
Staff Services Analyst  
Human Services Department

**REQUESTING DEPARTMENT HEAD CONCURRENCE:**


By:  Dated: 4/22/08  
Doug Nowka  
Director  
Human Services Department



IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to that Agreement for Services #610-S0711 on the dates indicated below, the latest of which shall be deemed to be the effective date of this Amendment.

-- COUNTY OF EL DORADO --

Dated: 4/29/08

By:   
Chairman  
Board of Supervisors  
"County"

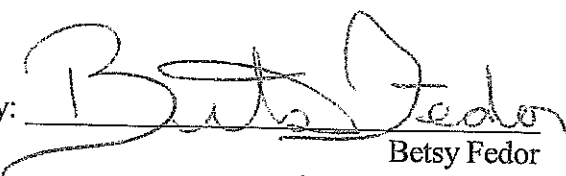
ATTEST:  
Cindy Keck  
Clerk of the Board of Supervisors

By: Maurie McFarland Date: 4/29/08  
Deputy Clerk

-- CONTRACTOR --

Dated: 04/28/2008

SIERRA RECOVERY CENTER  
A CALIFORNIA CORPORATION

By:   
Betsy Fedor  
Executive Director  
"Contractor"



El Dorado County  
Dept. of Human Services-Social Services Division  
Bimonthly Client Progress Report

Provider's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Social Worker and/or Employment & Training Worker's Name: \_\_\_\_\_

Dates of sessions since last report (please indicate no shows by writing "N/A" next to the date):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessment, goals and treatment plan:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Progress since last report:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete a progress report on each client referred by the El Dorado County Department of Human Services-Social Services Division on a bimonthly basis and send the report to the appropriate office listed below:

| West Slope Vendors, send report to: |                              | East Slope Vendors, send report to: |                            |
|-------------------------------------|------------------------------|-------------------------------------|----------------------------|
| Social Worker's Name                | E&T Worker's Name            | Social Worker's Name                | E&T Worker's Name          |
| El Dorado County                    | Job One OneStop              | El Dorado County                    | Job One OneStop            |
| Dept. of Human Services             | 4535 Missouri Flat Road, #1A | Dept. of Human Services             | 981 Silver Dollar Avenue   |
| 3057 Briw Road                      | Placerville, CA 95667        | 981 Silver Dollar Avenue            | South Lake Tahoe, CA 96150 |
| Placerville, CA 95667               |                              | South Lake Tahoe, CA 96150          |                            |

Provider's Signature \_\_\_\_\_

Date \_\_\_\_\_



# REVISED EXHIBIT C

## Drug Medi-Cal (DMC) Reimbursement Rate Schedule Effective January 1, 2008 El Dorado County Departments of Human Services and Public Health Substance Abuse and Other Therapeutic Counseling and Treatment Services

*NOTE:* Any changes to DMC rates by the State will become effective the first day of the month following the month that the State announces the approval of any change(s), i.e. formal adoption of the State budget. Services will be billable based on the specific types of services defined in each agreement. All rates may not apply within each individual agreement depending on type of service needed and/or available and criteria of funding source.

### Outpatient Services

#### *Group Session (1.5 hrs)*

- \$31.56
- A face-to-face session in which one or more therapists or counselors treat no less than three and no more than twelve clients at the same time, focusing on the needs of the individuals served.

#### *Individual Counseling Session (50 minutes)*

- \$74.79
- A face-to-face session between a client and a therapist or counselor.

#### *Perinatal Group Session (1.5 hrs)*

- \$63.62
- A face-to-face session in which one or more therapists or counselors treat no less than three and no more than twelve clients at the same time, focusing on the needs of the individuals served. Client must be pregnant and substance using; or parenting and substance using, with a child or children ages birth through 17 years. This includes a woman who is attempting to regain legal custody of her child (ren).
- Reimbursable only thru Perinatal Set-Aside and Perinatal Drug Medi-Cal funding

#### *Perinatal Individual Session (50 minutes)*

- \$106.08
- A face-to-face session between a client and a therapist or counselor. Client must be pregnant and substance using; or parenting and substance using, with a child or children ages birth through 17 years. This includes a woman who is attempting to regain legal custody of her child (ren).
- Reimbursable only thru Perinatal set-aside and Perinatal Drug Medi-Cal funding.

#### *Day Care Rehabilitative*

- \$67.55
- Substance abuse counseling and rehabilitation services lasting three or more hours, but less than 24 hours, per day, for three or more days per week.

#### *Individual Assessment (50-60 minutes)*

- \$74.79
- The evaluation or analysis of the cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of drug abuse disorders; and the assessment of treatment needs to provide medically necessary treatment services.

#### *Intake (50 minutes)*

- \$74.79
- The process of admitting a client into substance abuse treatment. Should include medical coverage evaluation, sliding fee scale determination, and other client demographic information.

## REVISED EXHIBIT C

### *Treatment Planning (50 minutes)*

- \$74.79
- Collaborative session between program staff and client to identify problems, goals, action steps, and target dates as components of an individual's prescribed course of substance abuse treatment.

### *Discharge (50 minutes)*

- \$74.79
- Face-to-face final collaborative session between program staff and client to reinforce newly developed recovery skills and develop a plan to maintain those skills upon conclusion of treatment.

### *Crisis Intervention (50 minutes)*

- \$74.79
- Face-to-face contact between a program staff person and a client in crisis. Services provided must focus on alleviating the crisis problem. Crisis means an unforeseen event or circumstance which presents an imminent threat of relapse, or actual relapse, to the client.

### *Case Management (50 minutes)*

- \$74.79
- Activities involved in the integrating and coordinating of all necessary services to ensure successful treatment and recovery. This involves managing multiple clients and is limited to 4 episodes per month. Not billable per client.

### *Transitional Housing (per day)*

- \$17.50
- A clean and sober living environment meeting the requirements of the California Association of Recovery Homes voluntary certification process. Clients in transitional housing shall be encouraged to actively seek permanent housing, work toward a high school diploma or GED if they do not possess one, and, if unemployed, begin an intensive job search within 72 hours of entering transitional housing.

## **Inpatient Services**

### *Residential Treatment (per bed day)*

- Not to exceed \$92.00. The actual rate will be negotiated between the purchaser and the vendor.
- The delivery of services to males and females in an inpatient setting. Program should consist of group education and counseling, drug screening, individual counseling, treatment planning and introduction to support programs such as AA/NA.

### *Residential Perinatal Treatment (per bed day)*

- \$96.81
- The delivery of services to females who are pregnant or who have children age 17 or under, including women who are attempting to regain legal custody of their child (ren). Program should consist of group education and counseling, drug screening, individual counseling, treatment planning and introduction to support programs such as AA/NA.

### *Residential Perinatal Drug Medi-Cal (room and board per bed day)*

- \$17.00
- Eligible clients must meet Title 22 Drug Medi-Cal requirements and program must be Drug Medi-Cal certified. Program should consist of group education and counseling, drug screening, individual counseling, treatment planning and introduction to support programs such as AA/NA.

## EXHIBIT D

## SIERRA RECOVERY CENTER TRANSITIONAL HOUSE HANDBOOK

Welcome to Sierra Recovery Center Transitional Housing. A transitional home is an opportunity provided to those individuals who earn the privilege and opportunity to slowly re-enter everyday life with all its stressors, problems, and decision-making. It's important to start off your new life with the proper support, a safe environment, and commitment to personal program development. Specifically, you are expected to continue treatment on an outpatient basis, seek employment and/or further education while preparing to move off forward into the community.

The atmosphere of the house depends on how you and your house members get along with each other. It is not easy to live in a group home and even less so when all the members are in process of recovering from dysfunctional behaviors such as addiction. Here are five simple rules that, if followed, should help make your home a safe and sane family environment.

1. *Do unto others as you would have done unto yourself.*
2. *Don't do or say anything that you might regret later.*
3. *Even if it's not your job and it needs doing, do it.*
4. *It's better to bring it out in the open than hold resentment.*
5. *Keep NO Secrets*

You have come to Sierra Recovery Center Transitional Housing to reach a goal in becoming functionally independent. All goals require study, planning, and practical work in order to be realized. If you have come here just because it is a safe place to live and not to make any life changes, you will probably find yourself, when it is time to leave, back in the same position you were in when you arrived. However, if you make a commitment to embrace change, your life will continue to improve when you move on into the community.

### I. Communal Living

#### Active Participation:

It is the intent of Sierra Recovery Center to assist you with appropriate counseling services while living at the Transitional House. Although continuing with program work, being responsible in your job and/or schooling and outside functions are a large part of continued growth in your personal recovery, they are only part of the process; equally important is maintaining a clean, sober and stable environment. This means participation in running a group home. There is no excuse for not doing your share of housekeeping, cooking, maintenance or not being involved in the various house activities. Nor is there any excuse for missing the Outpatient groups, individual treatment review sessions, scheduled random urine testing, 12-step meetings and activities except when work, education, or appointments are pre-approved by your counselor.

**Program Fee:**

Your program fee is \$100.00 per week or \$400.00 per month. You may develop a payment plan with our Fiscal Administrator that allows you to pay your fee monthly or weekly. Failure to comply with your agreed commitment will result in expulsion.

**Projects:**

At times, there will be special projects set to maintain the house. You will be required to participate in these mandatory events. The projects can consist of facility beautification, repair, cleaning, etc. . . .

**Community Service:**

Each house member is required to give back to the program by way of community service work each week. For the Men's and Women's Transitional Houses, you are required a minimum of eight (8) hours weekly. For the women at the Women and Children House, you are required a minimum of six (6) hours weekly. These hours and assigned commitments will be scheduled as follows: Contact the Front Desk at Outpatient for assignment of a minimum of four (4) hours weekly and the Residential office for assignment of a minimum of four (4) hours weekly. Women at the Women and Children House are required to schedule a minimum of six (6) hours weekly, three at Outpatient and three at Residential.

**Separation from Residential Clients:**

Once you have moved into the Transitional House you no longer are to associate directly with any residential client. Members are not permitted to fraternize with residential clients (male or female). It is important that they are focused on their treatment and that you are focused on your transition. You are encouraged to be cordial, but you are not permitted to "hang out" or spend time with them, sponsor them or have any other inappropriate contact. You are not permitted to have any financial transactions or do shopping for them at all (this includes food, cigarettes and transportation).

**Chores:**

All chores must be completed and ready for inspection by 8:00 a.m. The house and grounds must be kept clean at all times. This includes play area, all parking areas, side yards and living area.

Beds are to be made, clothes put away, all rooms must be dusted, mopped, or vacuumed, the kitchen counters wiped down, dishes cleaned and put away, the bathroom fixtures cleaned, and surfaces wiped down and kept this way. A chore schedule is posted in the kitchen. If you are unable to do your appointed chore because of a conflicting appointment, you must delegate to another house member.

Failure of each person to maintain the cleanliness of the transitional house will result in written warnings to the person(s) with the infraction.  
It should be noted that three (3) write-ups for any infractions of any rules is cause for expulsion from the house.

### Meals:

Each house member is responsible for purchasing, storing, and preparing his/her own meals. This is to include labelling food that is stored in community areas such as the refrigerator. Each member will be assigned her/his own individual cabinet and/or shelf space in the kitchen area. No food or beverages are allowed in the bedroom. Under NO circumstances will any member take food of another resident without permission. This is considered stealing and the thief will be expelled from the house.

### III. Attitudes and Behaviors

Prejudice and acting in an uncivil or aggressive manner towards one another, is not allowed.

Obscene or "low life" dress, (\*\* Please see attached dress code for specific guidelines) actions, and speech are not allowed on or off the property. Street jive, prison lingo, "junky attitudes" and bragging about the good old days show a lack of desire to break away from the old way of life and will not be tolerated. Any threatening behavior, intimidation, act of violence, vandalism, or words/acts of prejudice will be grounds for immediate expulsion!

You have all come here with the same goal. No member is better than another no matter what race, creed, color, sexual orientation or background.

Sierra Recovery Center Transitional Housing will not allow anyone to remain who cannot leave his or her prejudices at the door. House members are expected to get to know each other and respect each other's views. Grouping up and excluding other members violates the unity of the house and will be tolerated.

### DATING/RELATIONSHIPS:

While a member of the house no dating or sexual relationships are allowed. Intimate sexual relationships between clients, staff and/or housemates is strictly forbidden. Violation of this rule will result in eviction. Staff has a code of ethics that forbid any outside friendships, contact or relationships of other than a professional nature with any current or past client. Please honor this and do not act in a seductive or inviting manner towards them.

If you were in a relationship prior to moving into the house, Sierra Recovery Center staff will assess these relationships on an individual basis and develop appropriate treatment planning that will determine what, if any level of involvement, will be allowed. You will be expected to adhere to any agreed treatment contract you make with us without exception.



### III Groups and Meetings:

THERE IS A MANDATORY HOUSE MEETING WEEKLY. PLEASE KNOW THAT THERE IS NO EXCUSE OR JUSTIFICATION FOR MISSING THIS MEETING AND THE CONSEQUENCES CAN AND WILL INCLUDE MOVING!!

#### 1. Outpatient Counseling:

Prior to moving into the house you must have an appointment for a treatment plan with an outpatient counselor. If for any reason you miss or try to delay this appointment, you will be asked to move immediately. It is a requirement for each resident to be enrolled and an active participant in continuing outpatient chemical dependency treatment. Failure to comply will result in immediate dismissal.

#### 2. Self Help Meetings:

Sponsorship and fellowship support is encouraged. Everyone is required to attend a minimum of three (3) self-help meetings per week and be working with their sponsor or a self-help advisor on a weekly basis. Times will be set-aside for you to meet with your sponsor at the house. This will be determined at the weekly meeting. (\*\*NO TRANSITIONAL HOUSE MEMBER MAY SPONSOR ANYONE WHILE LIVING IN OUR HOUSE.)

#### 3. Unscheduled House Meetings:

Any house member can call a house meeting to deal with a problem at any time. Consideration should be given to those who work or study late when calling these meetings.

When a house meeting is called, the concerned member must follow simple procedure:

- o Notify the House Supervisor
- o Speak directly with the House member(s) causing the problem.
- o Be respectful and focused.

#### 4. House Business Meetings:

A business meeting will be held each week. The time and day will be decided based upon the schedules of the house members. It is mandatory for all members to attend. This meeting will be to discuss the following:

- o House Maintenance
- o Chore Assignments
- o Meeting Schedules
- o Problems
- o House Projects

All weekly Transitional House Sign-Off sheets **MUST** be turned in at the weekly business meetings. You are responsible for maintaining and keeping track of this sheet. No substitute paper or excuse for loss will be accepted.

#### IV. Telephone Policy:

No long distance calls or toll calls can be made on the House phone. Anyone found to be using a calling card or third party billing without permission of the owner or making calls billed to the House may be expelled from the House.

If the phone "beeps" while you are on the line it means there is a call waiting, **YOU MUST**, answer the call. This is out of respect for the others in the house.

#### V. Medical

Any member receiving a prescription or needing to take medications while in the Transitional House, must first get this approved by the Clinical Director **PRIOR** to filling or using the medication. Anyone using medications for a purpose other than prescribed or in quantities greater than prescribed will be asked to move from the house.

If you develop a medical problem that cannot be properly taken care of in the transition home, you may be asked to leave and referred to a medical facility.

If you cannot show proof of having had a TB test within the past twelve months, you must be tested within 30 days of entering Sierra Recovery Center Transitional House or within 12 months of your last test.

You may not take someone else's prescribed drugs. (\*\*Please know this is a felony and no level of breaking the law is not tolerated by this program) They are only for the person for whom they have been prescribed. If you do abuse this you will be expelled from the house immediately. This will include the person for whom the drugs were prescribed for and the person who takes them without a doctor's prescription.

#### VI. General

##### 1. Clothing

Proper attire must be worn at all times! Clean, appropriate clothing is to be worn at the house and away. T-shirts must not have "drug/alcohol culture" logos. Be mindful of what you wear to ensure you are not repeating old behaviors. This could also include exposing too much of your body. Be careful, it could be very important as to how others see you. (\*\*Please review attached Dress Code)

## 2. Curfew

All residents are expected to be home by 9 p.m. Monday through Thursday, and Fri, Sat and Sun by 11 p.m., unless working or visiting overnight with friends or family with the permission of your counselor. If for any reason you find that you cannot return by the scheduled time you must contact the House Supervisor and the Residential office immediately.

## 3. House Supervisor

The House Supervisor is responsible for the smooth running of Sierra Recovery Center Transitional House. They are here not only to pay attention to the members' needs and well-being but also to assist each member's growth and transition. They have been chosen because it was felt that they would exercise their authority with wisdom and apply the rules and regulations as the director intended them.

## 4. Isolating

Members are here to prepare themselves for independent living. Part of this preparation is participation in a continued program, and learning to get on in a group environment. Members who are isolating in their rooms will be confronted and reevaluated for continuing in transitional living.

## 5. Kitchen

Each member will be given a shelf or cupboard space for personal storage. There will be no borrowing of personal food, beverages or condiments without permission of the owner. The kitchen will be cleaned after each meal or snack. This means dishes, utensils, counter tops, stovetop, and dining table cleaned and dried, and everything put away. You must clean out your portion of the refrigerator **AT LEAST** once a week to throw out old food and for general cleaning.

## 6. Language

We are trying to break our old habits and attitudes and many of us are in the habit of using words that may offend others. You must curb your use of this at all times in the house and out on the grounds. Any slang words used to describe race, creed, color, etc. will be grounds for expulsion from the house.

## 7. Sign in/ Sign out

All members must sign out when leaving the House. All the requested information on the Sign In/Out Sheet must be completed if known. When away from the house, members are to stay away from people who are known to drink or use, and never enter a place where alcohol is one of the principal products sold (bars, casinos (unless attending the movies), nightclubs, etc.)

If you want an overnight visit or a week-end pass, you must request this 7 days prior to the visit. These requests must be approved by both the House Manager and your counselor.

### 8. Activities

Remember that House members are ambassadors of Sierra Recovery Center Transitional House when in the yard or off the facility and must conduct themselves accordingly. Any disturbances in the yard or neighborhood will be grounds for expulsion.

### 9. Prohibited Items

The following items are not allowed on the premises or in your possession off of the premises:

- o Mouthwash and other liquids containing alcohol. This includes "non-alcoholic beer".
- o Weapons of any kind. This does not include small pocketknives.
- o Pornographic literature pictures and films. Including "women or men's magazines".
- o All mood altering chemicals unless with a prescription from a qualified physician and with prior approval from the Clinical Director.
- o Drug paraphernalia such as pipes, syringes, literature, (magazines, books, and posters).
- o Fireworks of any kind.
- o Any and all video games.

### 10. Television and Video

At 9:00pm, radio, TV and all other noise must be turned down to a minimum. By midnight the television and radios should be turned off. At no time is it acceptable to keep the television on all night or all day. Members are NOT to lie on or "lounges" on the couch at any time whether the television is on or off. Violation may result in expulsion from the house. Movie videos may be bought or rented. In general, movies that are pornographic, overly violent, or glorify the "drug culture" will not be allowed. If you are a resident of the Women's and Children's transitional house, please note that only "G" and "PG" rated movies are allowed to be shown in that house. No private TVs are allowed in the bedrooms. Please respect the TV rules or they will be modified. If you have a special time you need to watch a movie, etc clear it with the house members prior to your needs. Remember, TV is not a babysitter or to be on just for noise. It is important to learn how to live without outside stimuli.

### 11. Smoking

We are learning to become drug and alcohol free. Since nicotine is a drug, we should also be able to use the same tools we are learning for our program to kick the tobacco habit. Using any tobacco products is only allowed outside. NO smoking in the house or on the balconies, porches, decks, patios, or anywhere within 20 feet of the house! All cigarette butts must go in outside ashtrays. Do Not "Flick" these into the yard or driveway. The smoking area must be kept clean at all times. Please empty butt cans at least once per day. Smoking areas need to be away from entrances to the houses at least 20 feet.

## 12. Vehicles

Due to the limited parking at Sierra Recovery Center Transitional House, members will be permitted to keep their vehicles at the house by permission only. All other members will have to find other options to store their vehicles or park elsewhere. Only those with current insurance, license and registration will be permitted to park at the house and you must provide proof of all of the items.

## VIII. Children

Your children are your own responsibility. Supervision of your children is your responsibility and you may not expect other House members to supervise them. It is suggested that your children accompany you on outings, appointments, errands, etc., as much as possible. It is advised that attending 12-Step meetings, OP Groups and sponsor work be done without your children if at all possible to benefit your own recovery. Children need consistency and structure. Spanking and yelling at children is strictly prohibited, this includes any loud, angry voices or threatening tones. This behavior towards your children could cause termination from the house. Please remember we are mandated reporters and are required to report any concern of child abuse, neglect or endangerment. Children need to be in bed NO LATER THAN 9:00 p.m.! When your children get up in the morning you MUST also be up with him and/or her.

## IX. Visitors

The only visitors allowed in the House or on the House grounds must be pre-approved by your counselor. An Approved Visitor list will be maintained by the House Manager for each House member. Only those friends and relatives who are not practicing alcoholics and/or substance abusers are allowed to visit.

Any House member has the right to ask visitors to leave the house if they are suspected of having consumed alcohol and/or drugs before visiting or their attitude is seen to be detrimental to one or more of the house members. No improper showing of affection and no visitors are allowed in the bedrooms. If a House member has a visitor they must notify the house who the person is and when they will be visiting. It is the House Manager's responsibility to insure that only those visitors on an Approved Visitor List are allowed in the House or on the property. There are no women in the men's houses and no men in the women's houses under any circumstances unless they are approved maintenance people.

## X. Moving On:

When possible and/or appropriate, clients have the option to make changes in their living arrangements.

The following rules are to be observed when moving out of the home:

- o You must inform the House Supervisor that you are planning to move two weeks in advance.
- o Turn in your set of house keys the day you leave.

## Cleaning Before Leaving

- o The room is to be thoroughly vacuumed.
- o Surfaces cleaned including windowills and doors.
- o All pictures and posters not belonging to the house removed from walls.
- o Any borrowed sheets, pillowcases, mattress cover and towels washed and put away.
- o Your cupboard and refrigerator washed.

The room will be inspected and any damage to furniture, carpets, etc. will be noted. If there is any damage to the room or the house caused by you, the cost will be deducted from your deposit or billed to you should your deposit not cover the damages. If you fail to turn your set of house keys in, you will be charged for the cost of re-keying the house.

If you leave any of your belongings at the House after moving on, we will hold them for a period of three ( 3) days. After this period, we will sell, give away or otherwise dispose of them. If you have trouble picking up your belongings, a friend or relative can do so for you with a signed authorization note from you.

### GENERAL RULES:

Any client owning an auto must provide copies of current registration and insurance to SRC administration in order to obtain permission to keep the vehicle on SRC property. For those without private transportation, all transitional houses are located within a reasonable distance to public transportation and a bus schedule is available in each home.

At all times, house members are expected to respect the privacy of their housemates.

All members have the opportunity to express a choice regarding rooms and housemates.

The safety of all house members is of paramount importance. There are safety features in your home such as locks and smoke detectors. Should they need replacement or repair, please notify the House Manager immediately.

The "Sign In/Out" sheet must be completed with destination(s), contact name(s), phone number(s), and estimated return time.

You are responsible to bring your own bedding, linens and food. You must keep the amount of items to a bare minimum. There is very limited space and carloads of belongings are more than the house can handle.

No pets are allowed in the T-House.

All members will be required to perform house and grounds duties. This is not a hotel but a transition residence where part of growth and moving out on your own is the obligation to keep your temporary home clean and functional. Each member must designate a replacement if she/he is unable to perform assigned chores due to an outside appointment, change in work schedule or classes, or illness.

All chores are to be completed by 10:00am or before leaving for work or school, and checked when returning to the house. It is everyone's obligation to see to it that the House remains clean. If a member sees that an area needs cleaning that is not their assigned chore, they are to clean it and inform the House Supervisor.

ALL NOISE must be kept to a minimum after 9:00pm in consideration of those who wish to sleep or study.

Laundry is only to be done between 11AM and 9PM, unless other others are agreed upon by all members of the house.

We wish you to feel as much at home here as possible, but being a small community living together under one roof, we must follow certain rules and regulations.

Should you choose to disregard these and all other rules, this place is not for you!

I have read and understand all the rules in this contract.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

### Definite Rules

*Failure to comply with any of the following rules may be grounds for immediate dismissal!*

1. No use or possession of drugs or alcohol in any form on or off the premises.
2. No use of medication without a prescription. Before a House member is prescribed medication, the physician must be informed that they are in recovery so that an acceptable medication can be prescribed. No narcotics or other mood altering medications unless by special permission. A medication prescribed to one member is never to be given to another. All medication will be kept in the member's room.
3. No association by phone or otherwise with known or suspected practicing alcoholics and/or drug addicts.
4. No intimate showings of affection with visitors while in the house (or on the property).
5. No weapons of any kind.
6. No threats or acts of violence and no prejudicial remarks.
7. Members are required to inform the House Supervisor or Sierra Recovery Center staff of broken rules or intent to break rules.
8. No trespassing. Bedrooms are private; no one is to be in another member's room without the occupant present.
9. No smoking tobacco in the House or on the property.
10. No borrowing without prior permission of owner. Stealing is a dismissable offense.
11. An attitude that is found to be detrimental to the House or other member's will not be tolerated.
12. Proper, clean clothing will be worn at all times and proper, clean language will be used on and off the premises.
13. Violation of curfews and not being where you say you are going to be is a dismissable offense.
14. No gambling in any form.
15. Any arrest by police officer or any violation of probation/parole may be considered a violation of the rules of Sierra Recovery Center Transitional House and may result in expulsion from the House.
16. Termination of outpatient treatment or non-compliance with work and/or school requirements is cause for dismissal.

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



### Policies/Consents Agreement

I, \_\_\_\_\_, agree to the following policies:

**Liability** ~ That I will not hold Sierra Recovery Center or it's facility, Sierra Recovery Transitional House or its employees, agents, or members, liable for any personal injury, or any losses through fire or theft while I am in or about the premises, or in a vehicle at an outside function of the program.

**Confidentiality** ~ That should I learn the identity of any confidential information about any person in the house, I will not disclose said information or identity under any circumstances. I understand that I may be subject to criminal penalties should I violate the provisions of this agreement.

**Unclaimed Personal Effects** ~ That all my personal effects (including but not limited to clothing, furniture, electrical appliances, vehicles, etc.) left on the premises upon my departure from the house, will be stored for a period of three (3) days from that date for collection by myself or a representative with a signed note permitting the representative to collect my personal effects. After this period, said effects may be given away, sold, discarded, or distributed to the remaining family members who need them.

**Participation** ~ That I agree to participate actively in the house meetings, outpatient counseling, vocational rehabilitation, and to maintain ongoing personal recovery, as long as this does not infringe on my personal rights.

**Temporary Leave of Absence** ~ Every effort will be made to maintain a house member's bed space in the event of a temporary medical, legal or personal absence. The duration of any such bed space reservation may be limited by the current waitlist but cannot exceed 2 weeks.

**Re-Admittance** ~ That if I am asked to leave Sierra Recovery Center Transitional House, I am required to wait a period of One (1) month before requesting re-admittance.

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Community Resources

Most information can be obtained from the El Dorado County Department of Community Services (530) 573-3498

California Department of Alcohol and Drug Programs 1-800-579-2772

El Dorado County Department of Social Services (530) 573-3200

El Dorado County Mental Health business-(530)573-3231  
24hr -(530) 544-2219

El Dorado County Women's Center business-(530) 544-2118  
24-Hr-(530) 544-4444

El Dorado County Health Department (530) 573-3155

Alcoholics Anonymous Hotline (530) 542-1243

S.T.A.G.E. / Bus Plus (530) 542-6077

Education / Job Training

Vocational Rehabilitation (530) 541-3226

Lake Tahoe Community College Learning Lab (530) 541-4660 x 249

Lake Tahoe Unified School District (530) 541-2850

Golden Sierra Job Training Agency (530) 543-6740  
or 573-1012

Cal Works (530) 573-3273

Employment Development Department (EDD) (530) 573-2333  
or 573-2330

Blue Ribbon Temporary and Personal Services (530) 544-0194

Child Care Information & Referrals

Choices For Children (530) 541-5848