

Things you should know before applying to Moraine House

Moraine House, Inc. is more than a group home or shelter. It is a post-treatment/recovery program that concentrates on helping you regain an independent, substance-free lifestyle. During your participation in the 180 day program, you will be required to become as self-sufficient as possible and to actively cooperate with the Moraine House program in all ways, including:

- A screening fee of \$35.00 must be paid before your screening appointment will be scheduled.
- Failure to keep your appointment will result in the loss of your fee. You will be removed from the waiting list and will not be eligible to re-apply for thirty (30) day. This fee is non-refundable and non-transferable, regardless of the screening determination.
- Rent is a minimum of \$120.00 per week and is due on Saturday, by 10:00 A.M.
- You will be required to review and accept the rules and regulations of the house.
- Substance abuse of any kind will not be tolerated while you are a resident of Moraine House.
- You must sign legal consent to the release of information, about you, between Moraine House and other agencies, doctors, and therapists, with which you are involved.
- You will be assigned a room with one or two other men. Your room will be subject to inspection and search at staff's discretion.
- You will be subject to random drug screenings at staff's discretion.
- You will stay on your prescribed medication.
- You will deal responsibly with your legal, financial, family and health issues.

- You will be expected to find a job, hold a job, or if legally disabled, volunteer your time in some way.
- You will be required to show proof of insurance, registration and a valid driver's license for any vehicle you use while a resident.
- You will attend mandatory AA and/or NA meetings and recovery groups, and may be asked to see a therapist, depending on needs.
- You will share household chores, including some meal preparation.
- Your progress toward your program goals will be evaluated weekly by the house staff.
- You will be placed in a "Buddy" program for the first two weeks of residency, to help you become familiar with the house programs and the local community.
- We operate on a demerit system. If rules are not followed termination of residency can result.
- Moraine House is not religiously affiliated, if you choose, you may attend the services of your choice.

We take recovery and responsibility very serious here; you will be required to do the same. Moraine House, Inc. is serious about recovery. When you are given assignments, homework, etc., do them on time. Be ready for all groups. You get out of Moraine House what you put into it. Money and employment are **not** signs of recovery and sometimes spell relapse, if not properly managed!

Moraine House, Inc.

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VALPARAISO, IN. 46383
219-464-9983=OFFICE, 219-531-4809=FAX
morainehouse.org

QUESTIONNAIRE

Date: _____

Name: _____ Age: _____

Street Address (Pre-treatment): _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Referred By: _____

Counselor: _____ Phone: _____

DOB: _____ Soc. Sec. # _____

Moraine House Confidential Chemical/Biographical History & Profile

A. Present Status

What was happening that prompted you to seek treatment?

Whose idea was it for you to apply to Moraine House, Inc.?

Describe your emotional state and feelings about being here.

What problems do you want to work on while here?

Describe any long-term goals.

Where and with whom were you living before treatment or coming here?

Where would you live now if not accepted here?

Do you have any health problems that require special care on your part? If yes, please explain.

Are you to your knowledge medically stable at the time? If no, please explain.

Are you able to take care of yourself and able to respond to life threatening conditions? If no, please explain.

Have you been chemically free for 10 days? _____

Moraine House Confidential Chemical/Biographical History & Profile

Do you think of yourself as an alcoholic, addict, or both? What makes you think that? (Give your own definition)

B. Treatment History

1. Medical/Psychiatric Hospitalization

Facility	Date	Diagnosis

2. Chemical Dependency Treatment (detox, inpatient, residential)

Facility	Date	Diagnosis

3. Outpatient Counseling (Social Worker-psychologist-clergy)

Facility/Counselor	Date	Diagnosis

Are you subject to depression? If so, describe briefly

Have you used chemical, including alcohol, to overcome pain or depression? If so, list drugs of choice.

Moraine House Confidential Chemical/Biographical History & Profile

C. Vocational History

What is your usual occupation? _____

Are you employed? _____ Occupation? _____ How Long? _____

Do you like your job? _____ Do you get along with co-workers? _____

List any special training, qualifications, or licensing.

List any Military Service:

List your employment history for the last ten years

Occupation	Company	How Long	Reason for leaving

Please describe the effects of drinking or drug use on your job:

Moraine House Confidential Chemical/Biographical History & Profile

D. Legal (use separate sheet of paper if necessary)

Arrest/Lawsuit/DUI	Date	Status

Were any of these legal issues alcohol/drug related? _____

Any court cases pending? _____ Explain either/both _____

E. Chemical History

ALCOHOL:

How old were you when you had your first drink? _____

How old were you when you were first intoxicated? _____

How old were you when you first thought you might have a problem? _____

Drink of preference? _____

Quantity? _____ how often? _____

Where and when did you usually drink?

Did you drink alone? _____ How often? _____

When and how long was your longest dry period?

Why/how did you return to drinking?

Moraine House Confidential Chemical/Biographical History & Profile

Do you think you can control your drinking consistency?

When was your last drink?

When was your first contact with A.A.? _____

Describe your present A.A. involvement (meetings, sponsor, home group, etc.)

Have you taken the 4th & 5th Steps? _____ Any others? _____

DRUGS:

List all drugs used.

Age of first drug use: _____ Age when you first had problems: _____

Quantity: _____ Frequency: _____

Any accidental or intentional overdoses? If so, when:

Usual place or places of use:

Longest clean period: _____ Date of last use: _____

Have you ever gone to N.A.? If so, when: _____

F. Nutritional Assessment

Do you have hypoglycemia, anorexia, bulimia, sickle-cell anemia? Please list:

Are you an over eater? If so, how long has this been going on?

List your binge foods:

Moraine House Confidential Chemical/Biographical History & Profile

G. Leisure Activities – Special Interests

List your favorite hobbies or forms of recreation:

How do you spend your free time?

Do you exercise? If yes, how?

Do you have any limitation or physical handicaps? If yes, please explain.

H. Financial Status

Sources and amount of income:

Are you in debt? How much? To whom?

Problem areas: (Behind in payments, bankruptcy, other)

Please estimate the amount of money spent on alcohol and drugs:

Alcohol: Drugs:

Estimate the amount spent on the consequences of alcohol and drug use in the past two years:

Moraine House Confidential Chemical/Biographical History & Profile

I. Cultural Background

Where were you born? Raised?

Who raised you?

Religious preference: Do you attend services?

Describe family attitudes toward drinking and drug use:

J. Family of Origin – Assessment

	NAME	AGE	If deceased, age at death	Your age when parent passed	OCCUPATION
Mother					
Father					

Please describe your parents and their relationship. If divorced, when?

Describe your relationship with your parents

List sister, brothers (Including deceased, step or foster)

Name	Age	Sex	Relationship/feelings toward each other

Did/do any of the above family members use alcohol or drugs? When and with what effect?

Moraine House Confidential Chemical/Biographical History & Profile

Do you feel accepted, loved, and cared for by your family?

Who in particular were/are you close to?

Was there respect for family member's privacy at home?

What recreation or leisure activities did your family share? (Describe in full)

Have you lost love or support due to your drinking or drug use at any time? (Describe)

K. General Social Data

Any family deaths that affected you?

Were you a victim of sexual abuse? Describe

MORaine HOUSE RULES AND REGULATIONS

GENERAL CONDUCT

Rules and regulations are the view of the Moraine House committee and are enforced by the director and assistant director on duty. Rules and regulations may be amended or updated as needed. It is the responsibility of the resident to adhere to and understand the rules and regulations. It is also the responsibility of each resident to inform staff of any situation beyond the residents' control that could cause an infraction of these rules.

The Moraine House staff will not beg or plead with any resident to follow the rules and regulations. We will only ask one time that a task be done or a rule followed. Insubordination will not be tolerated. If this appears to be too much to ask, we will assist any resident in making other living arrangements. Repetitive rule violations will not be tolerated, and are grounds for immediate dismissal. There are no exceptions.

EVALUATIONS

Every Thursday the screening committee evaluates each resident concerning his stay at Moraine House. A tally is kept concerning any demerits given. Any four (4) demerits given in a thirty day period is cause for termination of the resident within twenty-four (24) hours upon approval of the house committee. Automatic termination offenses are immediate. The director or his assistants can issue demerits. An infraction of any rule must be reported to the staff. If the resident feels the demerit was issued unfairly and without merit he can present his case to the house committee.

RENT AND FEES

Provisions for the payment of rent must be made for the resident's length of stay. Rent is \$120.00 per week, due no later than 10:00 am Saturday. A non-refundable, non-transferable screening fee is due prior to the screening appointment for admission into Moraine House. The fee is \$35.00, cash, local check or money order, made payable to "Moraine House Inc". Residents are responsible for all program fees associated with their stay at Moraine House.

LENGTH OF STAY

The normal term of residency is 180 days. Residency beyond 180 days is based on the

resident's special circumstances, and the availability of space. For the first seventy-two (72) hours in the house there are no visitors allowed with the exception of an approved sponsor. Within the first seven days of residency, an essay, consisting of at least 100 words will be written and handed into the house director, relating how this experience (coming into the house) has effected your personal growth.

SPONSOR

A resident is required to have an approved, local, active AA or NA sponsor within two weeks, or termination of stay will be effected. All conversations with your sponsor are confidential. Staff will not be concerned with what you talked about, only in the fact that you talked. If you cannot get along with your sponsor, and need to change, you may do so. You must provide staff with your sponsor's name.

WEEKEND PASSES

All passes will begin on Saturday after 10:00 am and after the weekend chore has been completed and inspected. Passes will end at 8:00 pm Sunday. To be eligible for a pass, a resident must have thirty days of residency at Moraine House by the Thursday prior to the day of the pass. If a resident is working any shift on a Saturday, he must return from work before signing out on pass. Resident's passes are a privilege, not a right. Passes depend upon your actions during the preceding week and your plans for the pass. When signing out on pass a phone/contact number must be given to staff, failure to provide a number may result in the pass being withdrawn. Residents who have been granted passes are encouraged to use them, however residents who choose to remain at Moraine House will adhere to all house rules and regulations including curfew and chores.

DOCTORS

A resident should have his own doctor and dentist or be willing to accept one referred by Moraine House should the need arise.

PROBLEMS

If any type of problem arises concerning you and another resident or anything concerning Moraine House, it is the responsibility of the resident to bring it to the attention of the house director.

PROGRAM CONDUCT

Residents are not to make any " twelve step calls ". Residents are not to fraternize or socialize where alcohol and/or drugs are being served or used. Residents are not to enter bars or liquor stores at anytime, for any reason.

OVERNIGHT EMERGENCY

If a resident must leave on an overnight emergency, the resident must leave an address and phone number with the house director where he can be reached.

DATING

If you are in a relationship upon entry to Moraine House, it may continue, as long as it does not interfere with your treatment. If you are not in a relationship at the time of admission, you may not enter a relationship at any time during your residency.

VISITORS

Visiting hours are from 11:00 am to 10:00 pm. Guests are allowed in by resident's invitation only. Guests are not allowed in resident's rooms for any reason. Guests will be asked to leave during meal times and house functions and groups. No visiting of a romantic nature is allowed. Grounds for suspension of visiting privileges are:

1. Visitors appear to be under the influence of drugs and/or alcohol.
2. Visitor is suspected of giving alcohol or drugs to residents.
3. Visitors behavior is disruptive to the resident, staff or other residents.

Items brought into the house for residents from visitors are subject to inspection by staff. Visitors will need to leave the Moraine House property by 10:00 pm.

4 Demerits each infraction for romantic visitation

1 Demerit each infraction of visiting hours

BEING IN OTHER RESIDENTS ROOMS

Residents are not permitted in other resident's rooms for any unauthorized reason.

3 Demerits for each infraction

MEDICATIONS

Any medication in your possession, prescription or otherwise, must be turned over to the house director upon arrival.

3 Demerits for each infraction

APPOINTMENTS

All appointments must be listed on the appointment form in the daily logbook. Missing appointments without notification is not allowed.

3 Demerits for each infraction

REQUIRED GROUPS

All residents are required to attend the Tuesday night Back to Basics/Recovery Dynamics group, Wednesday night Relapse Prevention group, Wednesday night resident AA/NA in-house meeting and to appear before the screening committee on Thursday night. **There are no exceptions to attendance at these groups.**

3 Demerits for missing group

1 Demerit if late to group

CURFEW

Curfew hours are **10:45 pm Sunday through Thursday and 11:45 pm Friday and Saturday.**

Lights out will be 1/2 hour after curfew; lights out includes radios and all electrical supplies.

Residents are required to be in bed at this time, not preparing for bed. Residents are not to leave the house after curfew and before morning meditation except to go to work. Residents on pass may return after curfew for explainable emergency circumstances only.

3 Demerits for leaving after curfew

1 Demerit for being late for curfew

1 Demerit for the entire room for lights out violation

REQUIRED AA/NA MEETINGS

A resident is required to make a minimum of three (3) in-house meetings per week. Verification of attendance sheets must be signed for each meeting, and turned in at the time of your progress report.

1 Demerit for each infraction

HOUSEHOLD DUTIES

A resident will be assigned household duties, and will be expected to do them each and every day. When more than one resident is assigned to a chore, all residents are liable for the completion of the chore.

1 Demerit for each infraction

FRONT OFFICE

If the Director is busy with someone in the office do not disturb him unless it is an emergency.

1 Demerit for each infraction

PERSONAL APPEARANCE & DRESS CODE

A resident is to keep his personal appearance neat and be dressed in normal street attire throughout the waking hours. Shirts with drug, alcohol, or bar advertising or any demeaning slogans are not permitted. Hats, or other forms of head wear, are not to be worn inside the house. Shoes or sandals must be worn at all times. Personal hygiene is expected, and if necessary, it will be addressed by staff.

1 Demerit for each infraction

ELECTRICITY & TELEVISION

Residents are to turn off all lights, fans, radios, water and appliances when finished using them or when leaving a room for an extended period of time. Watching television is only allowed between 6:00 pm and curfew Monday thru Friday, and 7:15 am thru curfew all day Saturday and Sunday. Recovery and step tapes may be viewed during the day with permission from the house director. Residents are not permitted personal televisions in their rooms.

1 Demerit for each infraction

MEALS

Residents are to prepare their own breakfast and lunch from set menu items. A family style sit down dinner will be served; all residents are required to sign up and eat dinner unless the house director has approved other arrangements. Signing up for a meal and not showing up will result in a demerit. No food is to be taken out of the kitchen or dining area. Food and/or snacks are not permitted in resident's rooms. Residents will be required to clean up after themselves.

1 Demerit for each infraction

WAKE-UP/SLEEPING

Residents are to be awake and downstairs by 7:00 am for the start of morning meditation. Residents must be dressed in normal street attire, not in the clothes you slept in. Sleeping during the day is not allowed.

1 Demerit for each infraction

PHONE CALLS, BEEPERS AND CELL PHONES

The payphone number will be given to you upon admission to Moraine House. There is a 15-minute limit per call. If you have an emergency situation have friends and relatives direct the call to the office. No phone calls will be allowed after curfew and before morning meditation, except in

regards to work. Tell those who would be calling for you, the times not to call. The cost of the payphone is \$.50. Residents are not allowed to have, or use beepers or cell phones, unless it is required for your job. A written and verified statement from your employer will be required. Failure to provide a letter will result in the devices being confiscated until a letter is produced or termination of residency whichever comes first.

**1 Demerit for each infraction or
Confiscation of the device**

LAUNDRY

Residents are responsible for their own laundry. The washer and dryer are not to be used before 9:00 am or after curfew, or during any group or meeting. Laundry is not to be left unattended, and machines are to be cleaned out after every use. The last load may start at 9:00 pm Sunday thru Thursday and 10:00 pm Friday and Saturday. House issue sheets and towels must be washed weekly.

1 Demerit for each infraction

FRONT AND BACK DOORS

The front door is to remain locked at all times. Residents are not permitted to answer the front door for any reason. Residents are to use the back door only, to enter and exit the house.

1 Demerit for each infraction

ROOM and COMMON AREA INSPECTIONS

Residents must make their bed by 9:00 am. They must keep their rooms neat and clean. Residents are **not** permitted to hang anything on the walls. Never use nails or tacks on the walls or ceilings. The staff at their discretion will make daily inspections. If it is deemed that there is an infraction of the rules as a whole, or the house is found to be dirty, **ALL** weekend passes will be suspended.

**1 Demerit for the entire room or
Suspension of all weekend passes**

PROGRESS REPORTS

Residents will make themselves available to the House Director on their appointed day to do their progress report. Residents are to bring their Meeting verification sheets and their signed sponsor sheets and turn them in at the time of the report.

**1 Demerit for each missing sheet or
1 Demerit for missing progress report**

SCREENING APPOINTMENT CRITERIA

To set up a screening appointment at Moraine House for a client:

Counselors must call in advance to schedule an appointment. The following paperwork must be received prior to setting a screening appointment.

- MEDICAL RECORDS FOR THE APPLICANT, IF AVAILABLE
- PSYCHIATRIC EVALUATION / PSYCH-SOCIAL PROGRESS REPORT ON APPLICANT
- NATURE OF CHEMICAL DEPENDENCY
- MEDICATIONS AND DOSAGES PRESCRIBED TO APPLICANT
- PHOTO I.D. AND SOCIAL SECURITY CARD
- AFTERCARE TREATMENT PLAN
- MORAINES HOUSE QUESTIONNAIRE
- THESE ITEMS ARE MANDATORY AND MUST BE RECEIVED AT LEAST FORTY-EIGHT (48) HOURS BEFORE A SCREENING APPOINTMENT WILL BE MADE.

There is a \$35.00 non-refundable screening fee, to be paid prior to the applicant's screening. This fee may be paid in cash, local check or money order, made payable to Moraine House Inc.

The applicant will receive an evaluation by a trained professional and/or the house director. If we do not receive the required paperwork by the day prior to the screening appointment, the house director will call and tell you not to send the applicant. If he does show up without prior notice, he will not be processed. If the applicant is accepted for residency, he will be responsible for his first week's fee immediately upon intake. The new client will not be allowed to leave Moraine House property for 24 hours after his acceptance. Thank you for your assistance.

PURPOSE AND PHILOSOPHY

Moraine House is a post treatment residential setting where people live and work on personal growth in their chemical free living.

Moraine House provides a substitute family in which individuals discuss substance abuse and living with others. Moraine House provides a family atmosphere in which individuals deal with issues involved in living without chemicals. This supportive atmosphere provides a treatment experience based on the principles and philosophy of Alcoholics Anonymous and Narcotics Anonymous. This peer group enables people to learn:

- 1) Responsibility to self and others;
- 2) Sensitivity to self and others;
- 3) Accountability to self and others
- 4) Making appropriate decisions and choices;
- 5) Self- discipline and manageability;
- 6) Establishing a healthy value system, i.e.:
 - a. Dishonesty to honesty
 - b. Selfishness to unselfishness
 - c. Low self-esteem to high self-esteem
 - d. Irresponsibility to responsibility
 - e. Negative attitude to positive attitude
 - f. Unrealistic goals to realistic and attainable goals

Normal length of stay is 180 days. Each individual case is reviewed on a weekly basis by the staff and the screening committee. Continued residency is based on each individual's progress and compliance with Moraine House rules and regulations.

CLIENT WEEKLY SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 AM MORNING MEDITATION	7:00 AM MORNING MEDITATION	7:00 AM MORNING MEDITATION	7:00 AM MORNING MEDITATION	7:00 AM MORNING MEDITATION	7:00 AM MORNING MEDITATION	7:00 AM MORNING MEDITATION
8:30-9:30 AM BREAKFAST	7:30-8:30 AM BREAKFAST	7:30-8:30 AM BREAKFAST	7:30-8:30 AM BREAKFAST	7:30-8:30 AM BREAKFAST	7:30-8:30 AM BREAKFAST	7:30-8:30 AM BREAKFAST
ALL CHORES DONE BY 12:00 PM	ALL CHORES DONE BY 9:00AM	ALL CHORES DONE BY 9:00AM	ALL CHORES DONE BY 9:00AM	ALL CHORES DONE BY 9:00AM	ALL CHORES DONE BY 9:00AM	BIG CHORE DONE BY 10:00AM
	9:00 AM 9:00 PM PROGRESS REPORTS RM. 4 & 5	9:00 AM- 9:00 PM PROGRESS REPORTS RM. 6 & 7	9:00 AM 9:00 PM PROGRESS REPORTS RM. 3			10:00 AM DEADLINE FOR PAYMENT OF RENT
		10:00 AM A.A. MEETING	10:00 AM N.A. MEETING	10:00 AM A.A. MEETING		10:00 AM A.A. MEETING
11:30 AM-12:30 PM LUNCH	11:30 AM-12:30 PM LUNCH	11:30 AM-12:30 PM LUNCH	11:30 AM-12:30 PM LUNCH	11:30 AM-12:30 PM LUNCH	11:30 AM-12:30 PM LUNCH	11:30 AM-12:30 PM LUNCH
	1:00-5:00 PM SCHEDULED THERAPY SESSIONS					
5:00 PM DINNER	5:00 PM DINNER	4:30 PM DINNER	4:30 PM DINNER	5:00 PM DINNER	5:00 PM DINNER	5:00 PM DINNER
		5:30-7:30 PM BACK TO BASICS / RECOVERY DYNAMICS	5:30-7:00 PM RELAPSE PREVENTION	6:30-7:30 PM CLIENT GROUP		
8:00 PM DEADLINE TO RETURN FROM PASS			7:00-8:00 PM CLIENT A.A./N.A. MEETING	7:30 PM CLIENT SCREENING		
8:00 PM N.A. MEETING	8:00 PM A.A. MEETING		8:00 PM A.A. MEETING		8:00 PM A.A. MEETING	
10:30 PM OFFICE CLOSED FOR BUSINESS	10:30 PM OFFICE CLOSED FOR BUSINESS	10:30 PM OFFICE CLOSED FOR BUSINESS	10:30 PM OFFICE CLOSED FOR BUSINESS	10:30 PM OFFICE CLOSED FOR BUSINESS	11:30 PM OFFICE CLOSED FOR BUSINESS	11:30 PM OFFICE CLOSED FOR BUSINESS
10:45 PM CURFEW 11:15 PM LIGHTS OUT	10:45 PM CURFEW 11:15 PM LIGHTS OUT	10:45 PM CURFEW 11:15 PM LIGHTS OUT	10:45 PM CURFEW 11:15 PM LIGHTS OUT	10:45 PM CURFEW 11:15 PM LIGHTS OUT	11:45 PM CURFEW 12:15 PM LIGHTS OUT	11:45 PM CURFEW 12:15 PM LIGHTS OUT