



LEVEL SYSTEM FOR VICTORY RECOVERY HOMES

9 - 12 month Program

Ph: 484-504-9393

LEVEL ONE INTAKE LEVEL (4 fully completed weeks)

Identity: I am surrendering to become _____. **Purpose:** Build relationship with God and community, develop recovery skills, and grow in a Christ-centered perspective.

While our recovery model is rooted in Christian teaching, we welcome all backgrounds. Program participation is expected; personal belief is not required for advancement.

Restrictions: Level One Residents cannot leave the premises without a Level 2 or 3 Resident, unless the House Manager approves. This means ANY trips into the community with the exception of: therapy or doctor appointments, approved job searches, and exercise at pre-approved gyms only (monitored by Life360 or in-house tracking app). Weekend visits only in approved on-site areas. No weekday visits or home passes except emergencies, unless the House Manager approves.

Any donation for money (plasma, sperm donation, or similar) is not a job and not a medical requirement; a Level 2 or 3 Resident must go with them.

How to Progress: This is a probationary level. To reach Level 2 and extended privileges, residents must:

1. Follow all policies and procedures in the manual received during application/intake process.
2. Attend at least 3 approved Christian spiritual formation meetings a week. For the first 30 days we invite residents to attend Sunday morning meetings downstairs led by Allentown Victory. Attend recovery support meetings (such as AA, NA, Celebrate Recovery, or other approved recovery support meetings) at least 4 times per week, able to go with an approved Sponsor, or a Level 2, or Level 3 Resident. Outpatient group meetings or Celebrate Recovery/recovery Church meetings lasting 2 hours or more may count as one additional approved meeting (Recovery Support or Spiritual Formation). Individual Therapy sessions over an hour will also count toward meeting requirements. Meetings are to be signed off on papers provided unless verified by level 2 or 3.
3. All residents are expected to participate in weekly Project Nights, where residents work together on home improvement projects. Project Nights may count toward community service, as determined in collaboration with House Oversight.
4. Unemployed residents must conduct daily job searches with a Level 2 Resident or receive approval for interviews, monitored by House Manager.
5. Meet weekly (1 hr) with a Certified Recovery Specialist (C.R.S.) and obtain a Sponsor (or temporary) from an approved recovery program; both required to advance to Level 2.
6. Meet weekly with House Manager / Resident Buddy to review goals and complete the weekly resident review sheet (usually around house meetings).
7. Curfew: 10 PM weeknights, 11 PM weekends.
8. Complete at least 1 hour of community service weekly (2 hours if unemployed), verified by sign-off and subject to random checks.
9. Submit to random drug tests, room checks, laundry schedules, and assigned chores (about 1 hour). Keep shared and private spaces clean and organized.
10. Devotions and Socialization: All residents are expected to participate in daily devotions (Mon-Fri) and remain engaged in common areas unless excused by House Manager.
11. Missing 2 or more weeks triggers the demerit system immediately.
12. Stay current on all payments. No advancement if payments are behind.

Review process: After 4 fully completed weeks, meet with the House Manager to review progress and present the Level 1 assignment at the weekly house meeting. If requirements are not met, a Provisional Level One Agreement is reviewed weekly until Level 2 is earned.

Victory Recovery Homes Rep. _____ Signature of potential Resident _____

LEVEL 2 JUNIOR RESIDENT STATUS (4 fully completed weeks)

Identity: I am becoming dependable. Purpose: Demonstrate recovery-oriented skills, growing independence, responsibility, and the ability to follow residential curfew independently.

Restrictions: Travel in the community with another Resident is still recommended. The House Manager may accept signed sheets, the buddy system, or Life360 or in-house tracking app for meeting attendance.

Privileges: Level 2 residents have the privilege of having visits on weekdays after 5 PM. Level Two Residents can escort Community Residents into the Community at Large and to all Meetings.

How to Progress: Level 2 demonstrates the need for less supervision and gives more privileges and independence than level 1. To Achieve level 3 and receive extended privileges of the structured residence, residents at level 2 are expected to:

1. Continue to abide by all policy and procedures.
2. Must have employment (unless alternatives have been discussed with the Director.)
3. Demonstrate development of a Recovery-Oriented Lifestyle by attending a minimum of 3 approved Christian Spiritual Formation meetings, at least 3 recovery support meetings per week, outpatient Services count toward this requirement.
4. All residents are expected to participate in weekly Project Nights, where residents work together on home improvement projects. Project Nights may count toward community service, as determined in collaboration with House Oversight.
5. Residents must establish and engage weekly with an approved Spiritual Mentor, as directed by House Oversight. Residents will participate in an approved spiritual growth journey established by their Spiritual Mentor. At least one weekly recovery meeting may be replaced by a Spiritual Mentor meeting. Advancement to Level 3 requires consistent participation with an approved Spiritual Mentor. Full attendance to Monthly Dove leadership school meetings (Sept – May) may also count towards the spiritual mentorship requirement for graduation. Residents must also meet with the House Manager, or a Level 3 Resident weekly for reviews.
6. Residents shall maintain appropriate recovery support through a Sponsor, Certified Recovery Specialist (C.R.S.), treatment provider, or other House-approved recovery support, as directed by House Oversight.
7. Missing 2 or more weeks will result in the immediate application of the demerit system.
8. Observe Curfew: 11pm on weekdays and weeknights
9. All residents are to continue completing an average of 1 hour of community service each week if employed or 2 hours if unemployed for some reason
10. All residents will continue to be subject to random Drug tests, room checks, laundry schedule, chores around the home, and keeping a clean and organized shared and private space.
11. Devotions and Socialization: All residents are expected to participate in daily devotions (Mon–Fri) and remain engaged in common areas unless excused by House Manager.
12. Stay current on all payments. Advancement will not be permitted if payments are behind.

Review Process: After 4 completed weeks, Residents will present their level 2 assignment to the community during the weekly in-house meeting. Resident will then meet with House Manager to review progress and advance to Level 3 after reasonable time and if all requirements for Level 2 are met. If all requirements for advancement to Level 3 are not met, a "Provisional Level Two Agreement" will be put into place and reviewed weekly until the resident meets the requirements to advance to Level 3.

LEVEL THREE / SENIOR STATUS (must complete 7 straight months to graduate)

Identity: I am becoming someone who builds others. **Purpose:** Demonstrate independent living and leadership skills in the residential community and community at large.

Restrictions: CONGRATULATIONS!! Although you still have work to do, Residents on this level have achieved the right to have no supervision in the community at large. You are still expected to follow all rules and procedures, continuing to develop the coping, living, and other skills necessary to return to independent living.

PRIVILEGES: You can apply to become an assistant house manager as positions open up, and from there possibly a house manager. Residents must submit a resume and interview as they would for any job opportunity. Overnight Passes at this level are restricted to every other weekend (not every weekend) as approved by the House Manager. These passes will be one night only. You must be present for house meetings and all level 3 requirements must still be fulfilled. Ex #1. You can leave Friday morning at 8AM you must be back by curfew Sat night. Ex. #2 You can leave Sat morning by 8am but must be back for house meeting on Sunday, and remember all level 3 requirements still need to get done to avoid demerits. No exceptions, except for an emergency. Level 3 residents can also have a laptop on the premises, and with permission from House Manager and Oversight, he may be able to have it in the room. Victory Recovery Homes WILL NOT BE HELD LIABLE FOR DAMAGE OR THEFT. (As outlined in the Residential Room Agreement).

How to Progress: To achieve the goal of a successful return to independent living you must:

1. Continue to demonstrate the skills acquired to live a healthy, meaningful, Recovery- Oriented lifestyle.
2. Attend a minimum of 3 Christian Spiritual formation meetings and at least 2 recovery support meetings per week.
3. All residents are expected to participate in weekly Project Nights, where residents work together on home improvement projects. Project Nights may count toward community service, as determined in collaboration with House Oversight.
4. Must be actively developing and working toward achieving your long term goals. Goals are to maximize your chances of a successful long term recovery.
5. Must continue weekly engagement with an approved Spiritual Mentor and maintain ongoing communication with a Sponsor (from an approved recovery program). Spiritual Mentor engagement is considered a primary support at this level and may be applied toward weekly meeting requirements.
6. All residents are to continue completing an average of 1 hour of community service each week.
7. All residents will continue to be subject to random Drug tests, room checks, laundry schedule, chores around the home, and keeping a clean and organized shared and private space.
8. Devotions and Socialization: All residents are expected to participate in daily devotions (Mon-Fri) and remain engaged in common areas unless excused by House Manager.
9. Demerit system is automatic on this level and expectation to abide by all policy and procedures.
10. Stay current on all payments. Graduation will not be permitted if any balance is owed.
11. Observe curfew: 12 am to be respectful to the rest in the community.

Review Process: Residents will review his progress with the Community and House Manager on a weekly basis by way of the weekly resident review sheet. Before returning to Independent Living, level 3 resident will present and share their life Story with the Community during the weekly in-house meeting.

INDEPENDENT LIVING IS WITHIN REACH - BUT YOU MUST REACH FOR IT!

“Have a greater standard in you than what is placed on you.” – Ps. Matthew Catricola

Sign that you understand and agree to both level 2 and 3 as well _____

Victory Recovery Homes. Policy and Procedure Manual

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Faith-Based Program Integration Statement

This manual contains DDAP-required recovery house policies together with Victory Recovery Homes' faith-based program practices. These policies are intended to maintain compliance with applicable regulations while honoring our mission as a Christ-centered recovery residence, they operate within our rights under Title VII of the Civil Rights Act of 1964 and the Pennsylvania Religious Freedom Protection

Introduction

Victory Recovery Homes Mission Statement

Victory Recovery Homes has a mission to create and progressively sustain recovery residences that offer safe, sober, and structured homes to (currently and only) men and (eventually) women in recovery in a common, family-style residential setting. Victory Recovery Homes believes that healing and recovery occur in a relationship with Christ, alongside the experience of being and feeling part of a Christian family and supported in the community at large, while also maintaining compliance with the Pennsylvania Department of Drug and

Alcohol Programs (DDAP) standards as a licensed faith-based recovery residence operating under the protections of the Religious Freedom Restoration Act (RFRA) and the Pennsylvania Religious Freedom Protection Act (RFPA).

We believe that following the guidelines of a recovery support program (such as 12 step program) and a set of “rules for living” in a quality residential recovery home further increases a resident’s opportunity to recover. Our vision is to demonstrate that a structurally safe, Christ-centered, family-style recovery residence can exist and blend into any residential community while maintaining accountability, structure, and transparency consistent with DDAP’s expectations. We believe that when men and women in recovery have the opportunity to live in a common Christian residential community, they experience a higher-than-average probability of achieving a healthy, meaningful, and addiction-free lifestyle—due in part to being a productive part of the community where they reside.

We believe the condition of the recovery residence, the strength of its internal family structure, and the ability to connect residents to community resources are all critical to achieving these goals. The structure provided in Victory Recovery Homes assists in developing vital life skills through community living, vocational and educational opportunities, and peer accountability. These truths are essential to completing Victory Recovery Homes’ overall mission: to provide Christ-centered community, purpose, and connection to society in a way that empowers individuals to walk in freedom and succeed in their relationship with Christ.

OPERATING PLAN

Recovery residences operated by Victory Recovery Homes are held in compliance by the Director of Program Development and Compliance . The Board of Directors for Victory Recovery Homes oversee the actions of the Director who has direct responsibility to hold in compliance the day to day operations of the recovery residence, clinical off site referrals, and administrative functions. Every recovery residence will have it's own description of how daily operations and monitoring of the residents is achieved and will be fully self governed. Any other assistance will be composed of volunteers who come to the recovery residence for the expressed purpose of facilitating either 12 Step Study groups or Life Skills instruction, or any other program directly invited by the founder. The Recovery Residence Managers who are senior residents and are compensated through agreements developed by the Allentown Victory Board.

1. Victory Recovery Homes Board of Directors (Oversight)
2. Director of Program Development and Compliance (Oversight)
3. Victory Recovery Homes Advisory Board and Compliance Inspectors
4. Recovery Residence Managers
5. Recovery Residence Residents

SUPPORTIVE RECOVERY RESIDENCE DESCRIPTION

Victory Recovery Homes provides a drug and alcohol free environment in a supportive recovery residence for men recovering from addiction in a family style residential setting. The setting itself is unique in that the facilities are single family style residences located in residential communities housing between 10-18 residents per home based on square footage of sleeping quarters. All bedrooms house 2 to 3 residents with the exception of the intake bedroom. All sleeping areas meet or exceed the current standards of persons per square feet of any common residential community home. This gives the opportunity on very rare occasions to open a recovery residence with a higher number of residents as long as it adheres to the strict standards of persons per square feet.

This prevents overcrowding and fosters feelings of safety as well as an investment toward and ownership of personal space. These standards allow the resident the ability to relax and focus on emotional healing necessary for a full recovery from addiction. It is our belief that chances for ongoing recovery are exponentially increased when a person in recovery has the support of peers in a family style recovery residence and in a common residential community setting. The assistance Victory Recovery Homes provides, such as accessing professional services from the community at large, further increase the residents chances of a successful recovery. All recovery residences should be accessible to some form of public transportation. Typically residents stay for an average of 9-12 months while they work towards becoming self supporting. Residents are required to attend 12 Step meetings, work full time or attend college. Residents must attend a weekly MANDATORY in-house meeting to address internal and external recovery and community concerns. Also residents volunteer to help at various community locations as part of our "good neighbor" policy inherent in all policies outlined in this manual. Victory Recovery Homes are not medical facilities. They can not provide services for people with infectious diseases such as

tuberculosis, physical conditions, or other secondary diagnoses including mental health conditions which require constant medical or professional in home supervision or medical facility level of care. We are not professionally staffed and can not approve residents in this special needs population. Victory Recovery Homes operates in accordance with Pennsylvania Department of Drug and Alcohol Programs (DDAP) recovery house standards while maintaining its religious identity under the protections of the federal Religious Freedom Restoration Act (RFRA) and the Pennsylvania Religious Freedom Protection Act (RFPA).

The full cost of operating a structured recovery residence includes housing, utilities, supervision, recovery programming, and administrative support. The estimated cost of providing these services is approximately \$1,600 per resident per month. Residents contribute a portion of this cost through the weekly resident fee, while the remainder is supported through grants, donations, and community partnerships.

TARGET POPULATION

The population that Victory Recovery Homes serves are men, 18 years of age or older who want to recover from addiction in a safe, clean, drug free environment. It is a voluntary stay based on a commitment to remain free of addiction to drugs and alcohol. Those we serve are commonly referred to as residents paying a fee to live in a supportive family home environment. Residents have a choice whether or not to enter the recovery residence and may choose to leave at any time during their stay. Many of the residents who are served by our recovery residences have completed intensive treatment programs, yet do not feel ready for independent living. Some of the residents we serve have no homes to return to as a result of their addiction. In both cases most residents, who are served by Recover Victory recovery residence, choose to stay 9-12 months.

PROPERTY AND ARCHITECTURE STANDARDS

OCCUPANCY

POLICY

Victory Recovery Homes must meet compliance standards set forth in this policy that hold a residents basic residential needs, safety, comfort, and healthy environment in the highest possible regard. All recovery residences property will be kept in good condition and in a manner consistent with the residential community where the home exists. These property standards work in coordination with the Maintenance Policy to ensure that each residence is clean, safe, sanitary, and in full compliance with local building, zoning, and fire safety codes.

BASIS

To give residents of Victory Recovery Homes a clean safe and appropriately occupied family-style home residence and environment. Every residence must be well maintained and free of rodent and pest infestation. All residences must meet fire prevention and building safety standards set forth in this policy and consistent with any single family home in the common residential community.

PROCEDURE

Oversight must assure that the following occupancy standards are met. All recovery residences must meet local, state, and DDAP safety and building codes consistent with single-family dwellings.

1. Sleeping and living space.
 - a. Overcrowding is a serious health and safety issue. All common areas must have adequate space to accommodate the residents' comfort and ability to move freely throughout the residence.
 - b. A two person or higher bedroom capacity must have a minimum of 50sq feet per person and a minimum of 70sq feet for a person in a single room
 - c. All beds should be placed in such a manner as to provide adequate space for a resident to move comfortably. Bunk beds should be avoided but are allowed as long as placement complies with occupancy standards.
 - d. Windows should have proper curtains. No sheets or blankets as curtains.

2. Shower/Toilet Requirements.

- a. One toilet, one shower, and one sink per bathroom per every SIX persons. No Exceptions! If the home holds seven to twelve persons you must have two full bathrooms to meet policy standards.
- b. All bathrooms must be clean and free of mold and mildew. Plumbing must be in good repair and working condition. Shower curtains and towel racks in each bathroom.

3. Kitchen appliances and Food storage

- a. Residents must have refrigeration to accommodate food storage per occupancy. Suggested one single compartment refrigerator with freezer per ten residents. If more than 10 residents another refrigerator or freezer should be provided.
- b. Stoves should be capable of cooking for 12 -15 residents.

4. Storage Space.

- a. Adequate and clean food storage space should be provided for 9 to 18 residents. Adequate space should also be provided for personal food storage for all residents separate from the residential food storage.

5. Laundry

- a. All recovery residences must have a washer and dryer on premises large enough to accommodate all residents. These appliances should be clean, rust free and in good repair. Lint traps should be free of lint at all times to prevent a fire hazard.

FURNISHINGS AND HOME ENVIRONMENT

1. Furnishings

- a. All furnishings must be clean and stain free. Furnishings that are made of cloth or leather must be in good repair.
- b. Tables, night stands, and dressers must be in good repair, splinter free and finished or painted as to not be unsafe or unsightly.
- c. All beds must be in good repair with box spring and mattress free of stains and holes. All Beds must have Bedbug Covers for both box spring and mattress.
- d. All Mattresses are Fire Retardant.

2. Home environment

- a. The recovery residence should have the typical appearance and furnishings of a single family residence. This is suggested to create the community and family environment necessary to promote community and practice the life skills needed to return to independent living. Also, it creates the comfortable feel of a typical furnished single family dwelling.
- b. A community living space (living room) large enough that all residents can socialize informally.
- c. A dining area large enough for all residents to share meals family style is strongly encouraged to promote community.

FIRE AND SAFETY

1. Fire Safety

- a. Smoke detectors must be in every bedroom and at least one located in each common living area. Smoke detectors are tested and documented at least annually in accordance with NFPA 72 standards.
- b. At least two fire extinguishers must be placed properly in the recovery residence one in the kitchen 6 to 8 feet from the stove, fastened on the wall 4 to 6 feet from the floor, and one located in the bedroom hallway centrally located to the bedroom doorways. Fire extinguishers are inspected annually and replaced or re-tagged as required.

- c. Two emergency exits should be identified on a written emergency exit plan. The exit plan should be located in a common area for easy review. A detailed Fire Evacuation Plan is posted on each level of the residence showing all exits, escape routes, and the outdoor assembly point. The plan is reviewed with residents during intake orientation and during quarterly evacuation drills.
- d. Illuminated EXIT signs meeting UL 924 standards must be installed above each main exit and at hallway or stair turns leading to exits. Plug-in LED models with battery backup are acceptable.
- e. Third-floor bedrooms must have UL 1143 approved emergency escape ladders stored near egress windows. Ladders must remain accessible and in good condition.
- f. Smoking is prohibited in the residence and no candles or open flames are allowed inside the recovery residence. All smoking should take place in a designated area with approved disposal containers.
- g. The recovery residence must be free of any piles of paper, clothes, or other stored materials that could cause a fire hazard. The recovery residence should be clutter-free at all times.
- h. Electrical outlets must be three-pronged and electrical wiring in good repair.
- i. Spliced wires must be capped to avoid creating a fire hazard. All electrical control panels such as circuit breaker boxes must have the front access covered by a door panel. Electrical extension cords must be three-pronged plugs and not used as permanent wiring.

2. General Safety and Emergency Policy

- a. Carbon Monoxide detectors should be placed in areas where gas appliances are used and in the basement if gas heating is used. Carbon monoxide detectors and smoke detectors are tested and documented at least annually to ensure proper function..
- b. All recovery residences must post emergency phone numbers and contacts by the house phone and on a bulletin board visible in a common area of the home. Each home must also have an emergency response and evacuation plan posted in a highly visible common area for residents to access in the event of a fire, health emergency, or other crisis.
All House Managers receive training on the emergency plan and are responsible for reviewing it with residents during intake orientation and whenever the plan is updated.
- c. The residences street number must be visible from the street for emergency first responders.
- d. All common areas must be free of clutter and tripping hazards such as extension cords strung out across walkways.
- e. First aid kits must be available for emergencies. One should be located in a common area that is easily visible, and a second kit secured in the House Manager's room for restocking the community kit. Narcan (Naloxone) should be included in the first aid kit with clear instructions for use. Residents receive voluntary training on Narcan administration as part of their orientation

3. Pest Infestation Prevention Response

- a. Recovery Residence Managers may develop and implement their own prevention and response plan for pests and infestations, but must include the following at a minimum:
 - i. Regular visual inspections should be made of all food storage areas, basements, and exterior areas around the foundation of the home for signs of rodents and other pests.
 - ii. All furniture should be inspected regularly for bedbugs and other insect infestations.
 - iii. Upon discovery of pest or insect infestation, the homeowner should be notified immediately and a work or repair order filled out to indicate the issue.

- iv. Appropriate pest control measures must be taken promptly to correct the problem. Records of any professional extermination services or in-house treatments shall be maintained in the home's compliance binder for inspection review.

VICTORY RECOVERY HOME MAINTENANCE

POLICY

Victory Recovery Homes must be kept in good appearance and repair at all times. Maintenance is to be a top priority for all recovery residence managers. Repairs must be completed in a timely manner.

BASIS

Victory Recovery Homes must be kept in a safe, clean, and be well maintained appearance and repair as to not cause injury, compromise health, or affect the residential community in a negative way. This policy is an assurance to the resident and the residential community that Victory Recovery Homes will be held to the expected standards of any single family residence in the community. These values are central to our home and the "good neighbor" policy integrated into all sections of our compliance manual.

PROCEDURE

Victory Recovery Homes will be inspected periodically to insure this maintenance policy is followed precisely as written. These inspections are carried out by Pastor Matthew Catricola with assistance from inspectors who are familiar with the Policies and Procedures of Victory Recovery Homes. Maintenance issues concerning safety and health of the resident and community at large will always be addressed with high regard.

1. Reporting a maintenance concern or repair:
 - a. Maintenance issues of any priority or concern should be reported at the weekly in-house meeting or when discovered whichever comes first.
 - b. If the maintenance problem is an emergency that can compromise the safety and health of the residents or the community the owner of the home should be called immediately!

RESIDENTS RECOVERY RESIDENCE LIVING RIGHTS AND RESPONSIBILITIES

ETHICS

POLICY

All interactions of the Home owners, House Managers, Volunteers, and Victory Recovery Homes staff with residents will be governed by ethical standards.

BASIS

Residents in a supportive recovery residence have the right to expect ethical behavior from anyone they have interactions with in the recovery residence. Following ethical guidelines protects the residents, home owners, Victory Recovery Homes staff, house managers, and volunteers from inappropriate interactions and relationships.

PROCEDURE

All persons who interact with residents in the Victory Recovery Homes must follow ethical standards in a manner consistent with the following policy guidelines. All violations reported are confidential.

1. Contact with residents:
 - a. Victory Recovery Homes support, volunteers, managers, and oversight must adhere to the strict guidelines that govern all recovery support persons at all levels of support. No physical or sexual contact of any sort is permitted between residents while residing at the recovery residence. No physical or sexual contact is permitted between a resident and House Managers, or volunteers during the resident's stay at the recovery residence. Strong emotional boundaries must be practiced at all times as well to prevent inappropriate feelings that may interfere with the recovery environment of the recovery residence.
2. Community and Family

- a. No women or children will be allowed on the upper two floors of Victory Recovery Homes without permission of Ps. Matthew Catricola. Women and Children will be given tours at times to see either family members home, or other in the community wanting a tour of the home. Doors will be opened and rooms will be walked through during tours. Victory Recovery Homes will do its best to give advance notice of such occurrences, but has no obligation to notify in advance of a tour or impromptu visit. Once again, residents are not allowed to bring any women and children up without permission.
 - b. No men are allowed in rooms without permission from Ps. Matthew Catricola. Any residents that are found in rooms that are not their own will be subject to inquiry as to the reason why they were in someone else's room and could be subject to disciplinary action if it was done without permission of residents in that specific room and/or Pastor Matthew. Likewise men that are not residents of the home are not permitted in rooms without advance notice and permission from Ps. Matthew Catricola.
3. Reporting unethical or inappropriate behavior:
 - a. Anyone who observes or has substantial reason to believe a resident or Victory Recovery Homes support person has engaged in unethical contact in violation of this policy must report that violation immediately in writing to a manager or to Ps. Matthew Catricola.
 - b. Anyone who observes or has substantial reason to believe a house manager or Victory Recovery Homes support person has behaved in such a way as to invite unethical behavior, verbal or physical, must report that interaction immediately in writing to Ps. Matthew Catricola
4. Failure to comply:
 - a. Breach of this policy constitutes grounds for serious disciplinary action, including immediate suspension while an investigation takes place or termination if a violation is by a volunteer of Victory Recovery Homes. If the violation is by a House Manager or resident they face immediate disciplinary discharge pending investigation and appeal.

RESIDENT ADMISSION AND ORIENTATION POLICY

POLICY

Victory Recovery Homes admits residents who meet the qualifications for safe, sober, and independent living in a structured family-style environment. Admission is open to adult men who demonstrate motivation for recovery and willingness to participate in the program structure. Victory Recovery Homes is not a medical or psychiatric facility and does not admit individuals who require constant medical supervision or treatment for acute mental illness.

BASIS

To ensure that every resident is properly screened, informed of all program expectations, and provided with a clear understanding of their rights, responsibilities, and the faith-based nature of the program. This policy also ensures that Victory Recovery Homes maintains a safe environment for all residents and the surrounding community.

PROCEDURE

1. All applicants must complete a screening interview prior to acceptance. Screening includes review of personal history, substance use background, and any medical or psychiatric conditions that may require care beyond the scope of a recovery residence.
2. Applicants must disclose all current prescribed medications and provide emergency contact information.
3. Residents will receive an orientation upon intake that includes review of:
 - a. House rules, rights, and responsibilities
 - b. Grievance and disciplinary discharge procedures
 - c. Medication policy and storage requirements
 - d. Fire and safety procedures
 - e. Faith-based programming expectations and participation structure
4. Residents will sign acknowledgment forms confirming that they have received, reviewed, and understood all program expectations and policies.
5. Copies of signed acknowledgments are maintained in the resident's file.

RESIDENT RIGHTS AND RESPONSIBILITIES

POLICY

Victory Recovery Homes is a faith-based men's recovery residence. Each resident has protected rights, including the right to be treated with dignity and respect; to live in a safe, sober, and supportive environment; to receive written information about house rules, fees, grievance and discharge procedures; to have personal information handled confidentially consistent with this manual; and to be free from discrimination based on race, color, national origin, religion, age, disability, or receipt of FDA-approved medication for opioid use disorder (MOUD). Participation in program activities is expected; personal belief is not required for admission or housing. Residents are responsible for following the code of conduct, the substance-free house rules (including no marijuana on the premises per federal law), and the safety expectations of communal living.

BASIS

This policy safeguards the rights of persons who reside at Victory Recovery Homes. It protects the integrity of the recovery environment and the surrounding community, providing clear expectations for both residents and staff while ensuring transparency, dignity, and accountability in all interactions.

PROCEDURE

Residents' Rights

1. Residents of Victory Recovery Homes have the right to:
 - a. Residents of Victory Recovery Homes retain all civil rights that have not been specifically curtailed by a judicial or administrative determination by the appropriate legal authority. The licensee shall not discriminate against a resident on the basis of age, race, sex, religion, ethnic origin, economic status, disability, sexual orientation, gender identity, or gender expression.
 - b. Residents of Victory Recovery Homes have the right to be treated with dignity and respect and to actively participate in their recovery. Prior to the start of their stay, residents will receive information regarding the voluntary stay agreement, the expectations governing conduct, their responsibilities within the residence, and the procedures for disciplinary discharge.
 - c. Residents have the right to refuse to stay in the recovery residence and will be informed of the potential consequences of that decision. Residents may attend a treatment facility of their choice outside of the recovery residence, and the licensee may not require a resident to attend or prohibit a resident from attending a specific treatment facility.
 - d. Residents have the right to receive clear information regarding all costs associated with their stay at the recovery residence. They also have the right to expect appropriate living accommodations, meals, and assistance including referral services and information regarding when and where those services are available.
 - e. Residents have the right to have information pertaining to their stay handled with confidentiality. Residents will be informed that HIPAA and federal confidentiality laws do not apply to recovery residences unless the residence is state funded.
 - f. Residents have the right to be free from discrimination for receiving FDA-approved medications for opioid use disorder (MOUD).
 - g. Residents have the right to inspect their own records, request the correction of information they believe to be inaccurate, irrelevant, outdated, or incomplete, and submit a written rebuttal to information contained in their records.
 - h. Residents have the right to be informed at intake of the grievance procedure and to initiate a grievance through the House Manager. Residents may also file a complaint directly with the Pennsylvania Department of Drug and Alcohol Programs (DDAP) if they believe their rights have been violated.
 - i. Residents may not be required to perform services for the recovery residence beyond the usual expectations shared by all residents.
 - j. The licensee shall obtain written acknowledgement from each resident confirming that they have received notice of these rights.
 - k. Residents may contact the Pennsylvania Department of Drug and Alcohol Programs regarding concerns about resident rights:
 1. File a complaint directly with the Pennsylvania Department of Drug and Alcohol Programs if they believe their rights have been violated. Contact: Department of Drug and Alcohol Programs, Bureau of Program Licensure – Recovery House Licensing Division, 717-783-8675.

Resident Responsibilities

1. Residents are expected to maintain the highest standard of community living and personal conduct. They must follow, at a minimum, the responsibilities listed below.
 - a. Personal Compliance
 - i. Timely payment of resident weekly fees.
 - ii. Submit to random urine or breathalyzer screening as part of the home's accountability policy.
 - iii. Adhere to curfew and wake-up times set by the recovery residence.
 - iv. Follow the level or step-up system based on accountability and performance.
 - v. Seek employment, education, or volunteer service unless medically exempt.
 - vi. Participation in weekly approved Christian Spiritual Development Meetings is expected as part of the program structure. Victory Recovery Homes also offers and recommends Church services and worship gatherings as spiritual opportunities within our Christian recovery culture. These activities form the core of Victory Recovery Homes' faith-based environment and are considered part of the resident's spiritual growth journey. Personal belief is not required for admission or housing.
 - vii. Meet weekly with a Certified Recovery Specialist and/or spiritual mentor on level 2.
 - viii. Attend in-house resident self-governing meetings.
 - ix. Follow all policies regarding property, valuables, and buddy/sponsor systems.
 - x. Complete weekly or bi-weekly progress reviews with the House Manager or House Lead.
2. Personal Conduct
 - a. Follow sign-out and curfew accountability procedures.
 - b. Maintain positive relationships with neighbors and community partners (Good Neighbor Policy).
 - c. Respect privacy, maintain room cleanliness, and participate in shared chores
3. Hygiene and Property
 - a. Keep personal space and common areas clean and sanitary.
 - b. Maintain hygiene, grooming, and laundry routines.
 - c. Follow posted laundry/shower schedules.
 - d. Use of coin-operated machines (if installed) is at resident expense.
 - e. All vehicles must be insured, registered, and inspected. Residents are responsible for towing costs if needed.
 - f. No televisions or computers in bedrooms; they are permitted in shared spaces only.
 - g. Smoking is prohibited inside the residence.
 - h. Threats of violence, theft, or property damage will result in police notification and disciplinary action.
 - i. Possession or use of illegal substances, or abuse of medication, is prohibited.
 - j. Possession or use of illegal substances, or abuse or misuse of medication, is prohibited.

RESIDENT GRIEVANCE PROCEDURE

Residents of Victory Recovery Homes have the right to voice complaints or concerns regarding conditions of the home, interactions with staff or residents, or perceived violations of their rights without fear of retaliation.

Grievances may be made verbally or in writing to the House Manager or may be submitted directly to the Pastor or Director of Victory Recovery Homes. If a matter cannot be resolved informally, it will be reviewed by the Director and addressed promptly and fairly.

Residents will be informed of this process during orientation and may request a written copy at any time. All grievances are handled respectfully and in a manner consistent with Christian principles of reconciliation and accountability.

Residents and family members are hereby informed they may file a complaint directly with the Pennsylvania Department of Drug and Alcohol Programs (DDAP) if not satisfied with the resolution. DDAP may be contacted at: Department of Drug and Alcohol Programs, Bureau of Program Licensure, Recovery House Licensing Division Phone: 717-783-8675. Residents have the right to contact DDAP without penalty or retaliation.

DISCIPLINARY DISCHARGE PROCEDURES AND APPEALS PROCESS

POLICY

This policy is to ensure the rights and integrity of the resident of the recovery residence, and safeguard the rights and safety of the house managers, Victory Recovery Homes support and the residential community through a Disciplinary Discharge process for non-compliance to recovery residence standards and responsibilities of personal conduct. To ensure that all parties receive the absolute right to prompt reasonable appeal of Disciplinary Discharge due to non-compliance to recovery residence standards and responsibilities of personal conduct.

BASIS

Every resident is held accountable to a high level of personal conduct and recovery residence expectations developed by Victory Recovery Homes. This policy will outline the Disciplinary Discharge from a recovery residence and will protect the resident, house manager, and Victory Recovery Homes from claims of non-compliance through due process in an unbiased review procedure.

PROCEDURE

Residents will be made fully aware of the Disciplinary Discharge and Appeals procedures upon intake into the recovery residence. The resident will indicate full understanding and acceptance of the procedures in a signed document that is placed in the residents information file. If the resident asks for a copy of the Disciplinary Discharge and Appeals procedure of the recovery residence a copy will be provided. Each recovery residence owner can word or add conditions for Disciplinary Discharge and Appeal as they see fit for their recovery residence, but must include the following as the minimum standards for Disciplinary Discharge and Appeals for Victory Recovery Homes.

TYPES OF DISCIPLINARY DISCHARGES

There are two types of Disciplinary Discharge. The first and most serious type will not be heard on Appeal and could be just cause for civil action or law enforcement involvement depending on the violation(s). These violations are listed in this manual. The second type of Disciplinary Discharge can be heard on Appeal as the violation is not of a civil or criminal nature. When a Disciplinary Discharge that can not be Appealed occurs the resident must leave the premises in the manner described in the recovery residence Disciplinary Discharge policy where the resident resides. Victory Recovery Homes will give 1-2 hours from time of notification of the Disciplinary Discharge. If a resident receives a Disciplinary Discharge for violations that can be reviewed through Appeal a resident could be asked to leave the recovery residence for a separation period as described in the Disciplinary Discharge policy of the recovery residence where the resident resides. Victory Recovery Homes recommends a period of 24 to 72 hours while the violation is reviewed on Appeal and a decision rendered, the time it typically takes for the review/decision rendered.

The term "Disciplinary Discharge" refers to the process of termination of the recovery residence stay agreement made between the recovery residence oversight and resident during the intake process. As stated in the Disciplinary Discharge Policy a resident can be discharged for a variety of reasons. It is important to remember to put the following conditions into the fee for stay agreement. The person signing the fee for stay agreement is considered a resident at the recovery residence and has entered into the agreement with full knowledge that the agreement can be terminated at any time by either the resident or the recovery home oversight. This usually occurs due to violations of resident expectations and responsibilities. It is equally important to let the residents know they have the right to appeal these decisions to the Pastor of Victory Recovery Homes.

1. Disciplinary Discharge violations that will not be heard on appeal:

- a. Possession of illegal drugs, non-approved prescription drugs, or alcohol on or off recovery residence property.
- b. Use of illegal or non-approved prescription drugs or alcohol on or off the recovery residence property.
- c. Possession of any type of weapon on recovery residence property.
- d. Verbal threats of physical harm to someone on or off the premises of the recovery residence.
[Although residents are expected to conduct themselves in a calm manner we do not see verbal arguments that do not result in threats of physical harm as a violation of this policy.]
- e. Any act of physical violence or fighting with another resident, house manager or any Victory

Recovery Homes staff or volunteer.

- f. Any involvement with criminal activity inside (or outside) the recovery residence.
 - g. Major property damage to the recovery residence, it's property, or another resident's property. Any damage to property of the residential community at large.
 - h. Repeated failure to comply with recovery residence responsibilities and expectations. This would occur only after the resident has continued with the violations after a successful appeal of prior violations of responsibilities and expectations.
2. Disciplinary Discharge violations that will be heard on appeal:
- a. A failed urine/alcohol screen is reason for immediate Disciplinary Discharge from the recovery residence. It is up to the oversight of Victory Recovery Homes to develop their urine/alcohol screening policy consistent with the safety and well being of their recovery residence. It is understood that relapse can and does occur during a stay at a recovery residence and that a false positive screening is possible. Therefore, an appeal can be made if a false positive is suspected or if the policy allows for one relapse possibility that has not been granted to the resident. We support a recovery residence oversight right to develop a policy that gives a second chance as long as the policy is written in language that gives equal rights to all residents and is consistent with the safety and well being of all who reside at the recovery residence.
 - b. Repeated violations of expectations and responsibilities First Disciplinary Discharge only!
 - c. Non Payment of fee for stay over an extended period of time agreed upon at intake.
 - d. Repeated failure to comply with the direction of the recovery residence house manager. First Disciplinary Discharge only!

PROCESS OF APPEAL

All recovery residences must have a policy that meets the standards set forth in this manual posted in view for all residents to see:

1. Resident is to be informed immediately to the type of Disciplinary Discharge so it can be determined by the resident and management to be of a type that can be reviewed.
2. If the Disciplinary Discharge is not to be reviewed every effort should be put forth to assist the person being discharged to secure safe housing including, but not limited to, a treatment facility or support shelter. The resident must leave the residence in a 1 to 2 hour time frame.
3. If the Resident receives a Disciplinary Discharge that can be reviewed the following procedure should be followed:
 - a. The house manager will inform the resident that it is within their rights to file an appeal of the discharge and that the appeal must be in-writing. The appeal is then given to the house manager who will immediately notify the home oversight. The resident may be asked to leave for 24 to 72 hours. Every effort should be made to secure safe shelter if the resident has no family support for a safe place to await a decision on appeal.
 - b. The Pastor of Victory Recovery Homes and board will conduct a full and thorough investigation of the facts and circumstances of the violations addressed in the written appeal.
 - c. The Victory Recovery Homes oversight, or delegate, will meet face to face with the resident, house manager to render a decision within reasonable time of receipt of the written appeal.
 - d. If a favorable decision is rendered the resident may return to the recovery residence anytime over the next 48 hours depending on the length of separation, which is typically 24 to 72 hours from time of Disciplinary Discharge.
 - e. All parties will receive a detailed explanation of the decision within a reasonable time of the rendering of the decision.

RECORDKEEPING AND CONFIDENTIALITY POLICY

POLICY

Victory Recovery Homes will maintain basic records on all residents in a confidential and secure manner. These records will document admission, rights acknowledgment, emergency contacts, fees, and any disciplinary or incident reports. Victory Recovery Homes respects each resident's right to privacy while maintaining

information necessary for safe operation of the home.

BASIS

To comply with DDAP recovery residence licensing standards and to protect the integrity of resident information while ensuring operational transparency and accountability.

PROCEDURE

1. Resident Files
 - a. A file shall be maintained for each resident and stored in a secure, locked area accessible only to authorized staff.
 - b. Each file must include:
 - i. Admission and intake form
 - ii. Signed acknowledgment of rights and responsibilities
 - iii. Emergency contact form
 - iv. Medication disclosure (if applicable)
 - v. Incident or disciplinary reports (if any)
 - c. Files will be retained for at least three (3) years following a resident's departure, unless otherwise required by law.
2. Confidentiality
 - a. Resident information is confidential and shall not be shared with anyone outside Victory Recovery Homes except:
 - i. In a medical or safety emergency
 - ii. To comply with a legal order
 - iii. With written consent from the resident
 - b. Victory Recovery Homes is not a treatment provider and is not subject to HIPAA, but confidentiality is upheld as a matter of respect and ethical practice.
3. Access and Review
 - a. Residents may request to review their file at any time under supervision of the House Manager or Director.

SUPPORT AND MONITORING OF RESIDENTS

Camera Security

POLICY

Victory Recovery Homes is committed to protecting the safety and property of the Residents and community while respecting the privacy rights of our staff and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach Victory Recovery Homes policies and/or commit criminal acts. Cameras are not a guarantee of safety; however, they do serve as deterrents and can alert oversight to potential danger. The primary use of cameras is to record images for future identification of individuals and activity in the event of violations of law or policy, and to help ensure safety of belongings of those who enter the residence.

This policy does not apply to the use of video for non-surveillance purposes, examples include:

1. The academic use of cameras for educational purposes.
2. Cameras used for journalistic purposes.
3. Cameras used for capturing public events and performances.
4. Construction web cameras.
5. Cameras installed or used for criminal investigations, which are subject to appropriate state and Federal laws.
6. Webcams used for purposes of communication between specific persons.

BASIS

Victory Recovery Homes reserves the right to place video cameras on the premises where necessary and appropriate. Victory Recovery Homes respects the right to privacy of the community and residents in the home, balances the right to privacy versus the safety needs of the residential community.

PROCEDURE

1. Access and Use

- a. Only authorized personnel, as determined by this policy and authorized by Victory Recovery Homes, will be involved in, or have access to surveillance camera data.
2. Police will have access to all surveillance camera data if warranted.
3. When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data.
4. Only the Director or his/her designee may authorize copies of surveillance images.
5. All requests to release of surveillance records must be authorized by Victory Recovery Homes oversight.
6. In general, Victory Recovery Homes will not permit either the installation or use of cameras as a tool to monitor routine performance or management issues involving Victory Recovery Homes management, staff or oversight or the use of personal “webcam” or similar technology for surveillance purposes.
 - a. The recording of unauthorized audio for surveillance purposes is prohibited.
7. Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy.
 - a. Video surveillance cameras shall not be specifically directed or zoomed into windows of any other residential building.
8. Device Procurement, Installation, and Maintenance
 - a. The installation of new surveillance cameras, their locations, and purpose must be approved in advance by the Victory Recovery Homes oversight. A request for surveillance camera installation must be submitted and approved prior to the purchase of equipment..
 - b. All authorized cameras and systems will be inspected annually to ensure that they are in proper working condition.

EMERGENCIES

POLICY

Residents are to be educated on the procedures that are to be followed in the event of an emergency. Phone numbers of emergency contacts and first responders must be posted in the residence for easy access in an emergency. Procedures are to be reviewed from time to time in house meetings. Narcan (naloxone) shall be kept in the first aid kit for use in suspected overdose emergencies, and residents will receive basic instruction on its use during orientation.

BASIS

The safety of the resident and the community through emergency response policies of the residence. This policy ensures compliance with state safety standards and establishes procedures for medical, fire, and overdose emergencies.

PROCEDURE

Each recovery residence will display the emergency phone contacts for their residence near a public area for quick access in an emergency. Numbers should also be displayed in at least one other clearly visible location in the residence. Each recovery residence should develop their own policy but must meet the following standards at a minimum:

1. Emergency Contacts - All emergency phone numbers are to be displayed in a public area and at least one other highly visible location in the residence for immediate access in an emergency.
2. Fire Emergency - In case of fire emergency, evaluate if the fire can be handled with a fire extinguisher and then do the following: call 911, then after you exit the building safely contact the owner of the residence.
3. Evacuation Plan - Follow the fire evacuation plan for the residence, which is to use one of the two stairwells that lead to the first floor, then exit through the nearest door. The three main exits are located at the front of the home, the side with the ramp, and the rear door. No one should re-enter the building until emergency responders give clearance.
4. Medical Emergency - In case of a medical emergency and you are able to communicate, contact your family doctor if available, and/or go to the emergency room at St. Luke’s Hospital (19th & Hamilton) or Lehigh Valley Health Network (17th & Chew). Do not call 911 unless the injured resident requests it or they are unable to move and the situation warrants it. If an evaluation of the medical emergency cannot be determined, call 911 immediately.
5. Overdose Emergency
 - a. If an overdose is suspected, call 911 immediately.

- b. Administer Narcan (naloxone) following package instructions.
 - c. Stay with the individual, monitor breathing, and provide rescue breathing or CPR if trained.
 - d. Notify the Director or Pastor once emergency responders are on scene.
6. Documentation - Make note of every emergency and document the event and response. If the residence has an incident report form, document it there as well. All incidents will be reviewed by the Director or House Manager within 48 hours to determine if any procedural updates are needed.

Medication Control and Self-Administration

POLICY

Residents who take prescription or over-the-counter medications are responsible for self-administration while maintaining personal accountability and safety. Victory Recovery Homes promotes independence and integrity while complying with state and federal regulations concerning medication storage, handling, and disposal. The goal is to protect residents, maintain sobriety within the home, and uphold an abstinence-based environment consistent with our mission.

BASIS

Victory Recovery Homes recognizes that some residents may have legitimate medical or psychological needs requiring prescribed medication. Because recovery and accountability are central to our model, the safe control and management of medications are critical to the health and safety of all residents.

This policy supports compliance with federal law, which classifies marijuana as a Schedule I controlled substance. Victory Recovery Homes maintains a recovery environment and does not permit certain products to be brought onto the premises.

PROCEDURE

1. Self-Administration and Tracking
 - a. Residents are responsible for taking their medications as prescribed, without staff administration.
 - b. Each medication must be logged at intake, including name, dose, frequency, and quantity.
 - c. Residents must sign medications in and out using the Medication Log under supervision of the House Manager or designee.
2. Safe Storage and Security
 - a. Each resident must bring and use a personal lockbox for medication storage, capable of holding up to a one-week supply.
 - b. The lockbox must remain locked at all times when medications are not in use.
 - c. The key or access code must be shared with the House Manager for emergency access.
 - d. Medications may not be shared, traded, or stored outside of approved lockboxes.
3. Prohibited Substances
 - a. Victory Recovery Homes maintains a sobriety-based recovery environment. All prescribed medications, including controlled substances, must be disclosed at intake and any new prescription during residency must be reported immediately to the House Manager. Residents are expected to comply with medication storage, safety, and recovery expectations of the residence. Continued use of substances that interfere with recovery stability may result in review of the resident's program plan or referral to a more appropriate level of care or housing.
 - b. Residents with medical marijuana cards may apply for residency but must agree not to bring or use marijuana products on site.
4. Disposal and Emergencies
 - a. Expired, unused, or abandoned medications must be disposed of safely at a licensed pharmacy or approved disposal site.
 - b. In the event of an adverse reaction or suspected overdose, staff will immediately call 911 and administer Naloxone while awaiting emergency responders.
 - c. The incident must be documented and reviewed by the House Manager within 24 hours.
5. Violation and Disciplinary Action

Any violation of this policy including unauthorized possession, misuse, or sharing of medication will result in disciplinary review and may result in discharge from the program.

HOUSE MANAGER TRAINING RESPONSIBILITIES

Each Victory Recovery Homes location designates a House Manager who is responsible for the day-to-day supervision of the residence and for ensuring resident safety, structure, and compliance with all house policies.

The House Manager provides guidance, coordinates resident activities, and ensures the home remains a safe and supportive environment.

House Managers must receive information and at least minimal basic instruction in the following areas:

1. Fire safety and evacuation procedures
2. Overdose response and Narcan use
3. Resident rights and confidentiality
4. Basic first aid awareness

Each House Manager must acknowledge that they have received this instruction and understand their duties as described in this manual.

ON CALL COVERAGE POLICY

Victory Recovery Homes maintains 24-hour on-call coverage for emergencies. The House Manager or designated on-call staff member may not always be physically present in the residence but is reachable by phone at all times.

When the House Manager is off-site, a designated resident leader is identified to maintain basic oversight, enforce house rules, and contact emergency services or the House Manager if needed. This satisfies DDAP's "on-site or on-call" requirement for continuous supervision and safety coverage.

An emergency contact list is maintained on the house whiteboard and posted in common areas for easy access by all residents. The House Manager ensures residents know how to reach emergency services and the on-call contact at all times.

MEETING DESCRPTORS

POLICY

Victory Recovery Homes will schedule multiple in-house meetings to improve life skills, recovery knowledge, and self governing and resolution of issues pertaining to recovery and the coexistence of residents in a family style recovery residence. These meetings are to be facilitated by residents or volunteers for the recovery community and approved by The Victory Recovery Homes oversight and/or advisory board.

BASIS

In-house meetings serve two major purposes. First, they give residents the opportunity to demonstrate the ability to resolve interpersonal conflicts in a healthy manner consistent with the way interpersonal issues are settled in a home environment to use when returning to independent or family living. Second, the meetings give the residents a safe way to learn and practice life skills necessary for living independently or in a family setting by demonstrating the knowledge of spiritual principals learned through the 12 Step philosophy of recovery. These meetings are building blocks of the recovery residence's program and is part of instilling family values, planning obtainable goals, reaching them, along with a focus on Christ Centered living that is proven to be successful to the people who have recovered from substance use disorders.

PROCEDURE

The in-house community issues meeting is always mandatory at all recovery residences. The resident should be encouraged to ask any clarifying questions about the meetings and attendance.

1. In-house community meeting. This meeting is the time when the whole community comes together to discuss all community business. This includes in the house and in the outside community. Residents will discuss issues with the neighbors, concerns in the residence where they reside, 12 Step meeting attendance, contact with sponsors, job related issues, appointments, household repairs, and how the community is getting along in general. Meeting minutes must be keep for all in-house meetings for review during compliance inspections.

DOCUMENTATION AND COMPLIANCE POLICY

POLICY

Victory Recovery Homes will document all personal information of the resident, the responsibilities and expectations of the residents, the process of grievance and appeals, and a residential fee for stay agreement. The

documents will be signed by the resident and a representative of the home owner and kept in a confidential manner in a secured location.

BASIS

Victory Recovery Homes will be able to demonstrate compliance to acceptable safety, health, and cosmetic standards of any single family residential living arrangement in any residential community through documentation, inspections, and our policy of transparency.

PROCEDURE

1. Documentation of Recovery Residence Compliance.
 - a. All documentation, such as proof of insurance certificate of occupancy, architectural specifications showing square footage of bedrooms and living areas, proof of building code, and fire and safety policies (plans should be on display in the home) should be readily available for review upon reasonable request.
2. All resident personal documentation must be signed by the resident and dated. This information must be stored in a secured area.

COMPLIANCE POLICY

POLICY

Victory Recovery Homes will be held in compliance to this manual by the Victory Recovery Homes Board. All recovery residences will operate in an open transparent manner consistent with the spirit of our "good neighbor" policy inherent in all the policies in this manual.

BASIS

Victory Recovery Homes must meet or exceed standards of any common single family residential home.

PROCEDURE

1. Transparency and compliance readiness.
 - a. All documentation with the exception of the residents personal information will be open to inspection, by responsible concerned persons upon reasonable request, to assure the community that the recovery residence is always in compliance.
 - b. All documentation, including residents personal information will be available for inspection Victory Recovery Homes managers and oversight during random inspections or spot checks.
2. Frequency and personnel responsible for compliance inspections.
 - a. Compliance inspections will take place randomly by Victory Recovery Homes Managers and/or oversight. Spot checks can be conducted at any reasonable time upon reasonable request without advanced notice by any concerned official of the community to ensure the recovery residence is in compliance at any time but must be escorted by either a Victory Recovery Homes Manager or oversight.
3. Compliance assurance
 - a. All documentation will be reviewed to be held at minimum to the standards outlined in this manual
 - b. All documentation must be dated and signed where necessary to show required documentation is current and follows the standards of compliance and procedures outlined in this manual.

Signature of Resident: _____ Date: _____

Print name: _____

Signature of House Manager, or oversight member: _____

Print Name: _____ Date: _____

Victory Recovery Homes Room Agreement

1. This residential room agreement is made between Victory Recovery Homes and _____ for temporary residency at 33 S. 15th St Allentown PA 18102. THIS IS NOT A LEASE, you are a resident in this residence that may be asked to leave, without advance notice, at any time, for violation of terms and conditions set forth in this agreement by you and Victory Recovery Homes. You will pay a weekly program/house fee for space in a selected room that will include a bed, pillow, linens, and storage for clothing and personal belongings. The common areas and baths will be shared and maintained in a safe and sanitary manner by ALL residents, your stay will be on a week-to-week basis and you can be asked to leave at any time.
2. \$500 is due at the signing of this agreement and covers your first two weeks ($\$175/\text{week} \times 2 = \$350$) plus the \$150 non-refundable intake fee. The weekly program/house fee \$175 plus the \$10/week utilities fee totals \$185 per week, payable one week in advance on Fridays before 5:00 pm online www.Victoryrecoveryhomes.org unless other suitable arrangements have been made in advance. Late fee: \$5 per day. A 3-day grace period applies; if payment is not received within 3 days, the late fee is assessed retroactively from the original due date. If the weekly fee is not paid by Monday at 5:00 PM, you will be placed on notice. If the weekly fee falls behind in an amount greater than what is approved by House Oversight, Disciplinary Discharge will occur. You will be denied pass privileges if the weekly fee is not paid in full at all times. If discharge or departure occurs and personal property is left behind, Victory Recovery Homes will handle that property under the Pennsylvania Landlord and Tenant Act of 1951, Section 505.1 (68 P.S. § 250.505a): we will give written notice; you will have ten (10) days from the postmark date of the notice to retrieve your property or request that it be stored; if you request storage, we will retain or store it for up to thirty (30) days from the date of the notice at a location we choose (you may be responsible for reasonable storage costs as allowed by law); after that period, unclaimed property may be disposed of at Management's discretion.
3. By signing this agreement you agree that in the event you are asked to leave you must leave the premises within 2 hours and failure to do so, unless management has waived this clause, will be considered trespassing and you will be prosecuted to the fullest extent of the law. If you are asked to leave due to violations, outlined in the disciplinary discharge section, week advance payments will be forfeited.
4. By signing this agreement, you agree to pay for all damages that you, or anyone who has visited the home invited by you may have caused. This applies only to damage caused by you or your visitors; ordinary house overhead, such as pest control or remediation, is not charged to residents as "damages" under this clause. Damages are to be reported and repaired immediately. If damages are repaired by the resident(s), after getting permission from Victory Recovery Homes, work MUST be paid for and completed within one week. If Victory Recovery Homes or the owners of the home makes repairs, payment must be made within one week. Failure to report and/or repair damages can be cause for immediate discharge from the residence. Damages are charged only to the resident(s) responsible for them, never as house overhead. If responsibility cannot be determined, VRH staff will review the matter case by case.
5. By signing this agreement you forfeit any rights to recover any damages or hold liable any of the following: Victory Recovery Homes (1.0 or 2.0); Victory Recovery Homes, for any damages to you or any individual you invite into the home, likewise any unfounded damages from any resident that pays a program/house fee to Victory Recovery Homes. These damages include but are not limited to personal property loss, physical damages to your person, or personal property damage. Furthermore by signing this agreement you are confirming you understand all parts of this agreement. You further understand that you have the right to have this agreement reviewed by legal counsel, if you feel it necessary, before you sign and are admitted to the residence. Your signature on this agreement confirms you give up the right to have an attorney review or challenge this agreement at any time in the future.

I _____ have read and fully understand all parts of this agreement.

Resident _____ Date _____

Full signature: _____

Victory Recovery Homes Representative _____ Date _____

Demerit System for Victory Recovery Homes

Reason: Due to the importance of following rules in a structured recovery residence, Victory Recovery Homes believes it is necessary to implement a demerit system. The function of this system is to address violations of the rules governing the recovery residence. The Level system compliments the development of life skills and ability to follow the structure of the program, therefore the demerit system is not meant to punish, but instead raise awareness to relapse process as related to behaviors and failure to follow rules and structure. These are necessary life skills that will maximize a persons recovery and ability to transition back into independent living in the community. Every resident has signed the policy and procedure manual and the residential room agreement an agreement to comply and the understanding of what that compliance means. Each resident also agrees to follow the structure of the program. as described in the level system for Victory Recovery Homes. First and foremost the level system is the safeguard of the structure of the recovery residence. As a resident rises up the level system more privileges and an understanding of a healthy responsible lifestyle is obtained. So it makes sense to use the demerit system to move a person up and down the level system. as related to learning and understanding how-to follow structure and raise awareness to undisciplined behavior. The demerit system will operate as follows:

Demerits:

1. You will receive 1 demerit for any and every aspect of the week you did not complete, ex.. crs meeting missed, sponsor meeting missed, any 1 aa or na meeting missed, any 1 Christian Spiritual Formation meeting missed, chores missed, community service missed, devotions missed etc. You can also receive 1 demerit for other areas outlines in level program and program and procedures.
2. House meetings
 - a. 1 missed house meeting = 2 demerits, 2nd offense = 4 demerits, 3rd offense = 6 demerits, 4th offense = 8 demerits, 5th offense = 10 demerits.
3. Missing a night
 - a. 6 demerits for being gone 1 night - Immediate restrictions at the very least 1 week up to 4 or 5.
 - b. 10 demerits for missing a 2nd night.
4. Curfew
 - a. 1 demerit for every hour late.
 - i. Ex. If curfew is 10pm and you come in at 10:06 then you get 1 demerit. if you come in at 11:03 = 2 demerits (Certain exceptions can be made if communication and permission is given in advance for special circumstances.)
5. Chores
 - a. Consecutive weeks
 - i. Week 1 = 1 demerit, 2nd consecutive week = 3 demerits, 3rd consecutive week = 5 demerits and final warning as you will be approaching 9 demerits on this alone.
 - b. 45 day period
 - i. Miss chores week 1 = 1 demerit, miss it 2 times in a month- the second week will be 3 demerits. Miss it 3 times in 45 day period 3rd time is 5 demerits.
6. Rooms
 - a. A demerit will be given for each day a messy room is found.
 - i. A messy room = Clothes anywhere besides 3 places
 - ii. Closet, Hamper, Drawers/cabinets
 - iii. Food or drinks (besides water) anywhere in your room.
 - iv. Bed not made
 - v. Stuff in disarray (on floor, tops of dressers counters, and more)
 - b. Room Demerits will have its own classification- although they count to overall demerits. So room demerits will be in parenthesis in red on the board next to other demerits if any.
7. Kitchen

- a. If found out that you left items in the kitchen not clean, you will receive 1 demerit for each instance, and if dirty dishes continue the following week, there will be 2 demerits on second offense, 3 on 3rd offense, so on and so forth.
- b. The same demerit system will go for computers/tvs found in your room.

Consequences:

1. You will lose one level and associated privileges with each four (4) demerits you acquire.
 - a. Example if you are on level three you will drop to level two and lose your full weekend level privileges. If you are level 2 you will drop down to level 1 and receive no pass privileges. If you are on level 1 and receive 4 you will be even more limited in leaving the premises and no visitations on weekends until you start completing weeks
 - b. Every four (4) demerits acquired will result in an intervention by the director of Victory Recovery Homes, and House Manager to address the behaviors and attempt to assist in the development of coping skills and strategies to prevent repeating the behaviors.
2. You can not move up a level with any demerits.
3. Receive four more and have eight (8) you will be placed on level two (or level 1) restriction and lose all privileges for a period of at least one week, 7 days, from-the day you received the eighth demerit.
4. Ten (10) demerits constitutes grounds for a disciplinary discharge for failure to follow the rules and structure of the recovery residence.

Process of removing demerits/consequences:

1. You may have demerits removed by simply not receiving any demerits for one week 7 days, 2 demerits will be removed per week for weeks completed (Sun – Sat.)
 - a. (You do not accrue “positive” demerits, if you did 3 weeks completed and got 4 demerits in 1 week.. your 3 previous weeks do not work for you in the demerit system, they work for you in the level system and leveling up.)
 - b. The Director of the Victory Recovery Homes and the House Manager are the only people who can hand out or take away demerits, and they must be based on what is stated above.
2. If you are under eight demerits you can request restriction be lifted at the next house meeting.
 - a. This is decided by your peers by vote. You can not return to level 2 or 3 until you are down to three demerits. Then you can request level restoration at the next in house meeting. This is decided by you peers as well. If you still have eight demerits at the end of the seven days you can not request lifting restriction until you are under eight demerits.
3. If you receive notice that you are receiving a Disciplinary Discharge due to repeated violations you may appeal in writing to the House Manager or Director of Victory Recovery Homes. If a successful appeal is obtained you will be placed on level 2 or level 1 restriction and follow the procedure outlined above.
4. Demerits will show up as a number in red by your name on the white board.

Signature of Resident: _____ Date: _____

Print name: _____

Signature of House Manager, or oversight member: _____

Print Name: _____ Date: _____

Victory Recovery Homes

Release of Liability for Ministry, Mentoring, and Peer Support Services in or through Victory Recovery Homes

For and in consideration of Victory Recovery Homes and provision of ministerial and counseling services, the undersigned, being legally competent and fully authorized and empowered to do so, does hereby RELEASE, ACQUIT, AND FOREVER DISCHARGE Victory Recovery Homes, Victory Recovery Homes AND ALL PARTICIPATING COUNSELORS AND MINISTRIES CONNECTED WITH OR INTRODUCED BY SAID MINISTRY, from any and all action, courses of action, claims, demands, damages, costs, loss of service, expenses and compensations, on account of any and all known and unknown personal injuries, mental anguish or agitation, and damage claims to person or property resulting from or arising out of or relating to pastoral guidance and ministerial service provided by Victory Recovery Homes, or connected ministries taking part on site or off site and/or its agents, representatives and /or employees in any way affecting the undersigned parties. By law, there are certain situations in which information about individuals undergoing counseling may be released with or with their permission. These situations are as follows:

1. If children are physically abused, neglected, or sexually abused, the proper authorities must be notified.
2. In emergency situations where there may be danger to the client or others, as with homicide or suicide, confidentiality may be broken.
3. If a court of law issues a legitimate subpoena relating to a child abuse case, we are required by law to provide the information specially described in the subpoena.
4. If an unreported life threatening felony has been committed we are required by law to report it.

Before warning or notifying anyone, Victory Recovery Homes, and other associated ministries or counseling services that come on site, will first take all possible steps to share that intention with the undersigned parties.

The nature of the ministerial and counseling services has been fully explained to the undersigned parties prior to receiving such services, and they freely enter into these services with full knowledge of the nature of the treatments.

The undersigned fully understand the nature of the deliverance ministry such as that offered by , the Victory Recovery Homes, Victory Recovery Homes, and other associated, or connected ministry or counseling services that come on site, and agree to wave and release all claims for damages to their person or property arising out of or in any way related to psychological, spiritual, and/or mental problems occurring because of such counseling. The undersigned fully AGREES to indemnify, have, and hold harmless Victory Recovery Homes, Victory Recovery Homes, and other associated, or connected ministry or counseling services that come on site, along with its board of directors, pastors, agents and employees from any an all claims and damages of every kind to person or property arising out of or attributed to the spiritual, psychological, and/or mental problems which brought the undersigned to Victory Recovery Homes or at any point after the date of this release.

IT IS FURTHER UNDRSTAND AND AGREED that these waivers and release constitutes and admission and acknowledgement by the undersigned that received no warranty, guarantee, or promise of any particular result either expressed or implied from Victory Recovery Homes, Victory Recovery Homes, and other associated, or connected ministry or counseling services that come on site or its Pastors, agents, representatives, employees or Board of directors. The undersigned party acknowledges and agrees that no specific results can be promised or warranted by any such ministry or counseling service.

This Release contains the entire agreement between the parties hereto, and the terms of this waiver and release are contractual and not merely recital. The undersigned further states they have carefully read the forgoing release, know the contents thereof and sign the same of their own free act and deed.

Signature of Resident: _____ Date: _____

Print name: _____

Signature of House Manager, or oversight member: _____

Print Name: _____ Date: _____

MEDICINE MONITORING AGREEMENT

I _____ agree to have all my medications secured in a designated area in the Victory Recovery Homes during my stay, I further agree to having my medications monitored for accountability purposes but remain the responsibility of myself, the resident for self-administration. I understand that due to the nature of a recovery residence this agreement provides 'safety for the residential community and presents the best safeguard against misuse/abuse of prescribed and over the counter medications.

By signing this agreement I waive any liability of persons assisting me in this monitoring for any reason what so ever. I realize I am responsible for the misuse of any medications given to me by qualified Doctors. I agree that I will disclose all new prescriptions and refills immediately to Victory Recovery Homes staff/volunteers. I agree that I will take my medications immediately or as agreed to by Victory Recovery Homes oversight. I will have no medications on my person or in my room at any time unless by agreement with Victory Recovery Homes House managers and oversight.

Whenever a Doctor or Hospital is visited, all discharge documents must be obtained and shown to House management for the purpose of seeing any medication that was given while in the Hospital and how that effects the home at large.

I understand by signing this agreement that I am subject to immediate Disciplinary Discharge for violation of this agreement or abuse/misuse of my medications.

Signature of Resident: _____ Date: _____

Print name: _____

Signature of House Manager, or oversight member: _____

Print Name: _____ Date: _____

Medications of Clinical Concern in a Recovery Environment

The following substances may raise recovery concerns and may require additional review, documentation, or coordination with the resident's medical provider and program leadership.

- 1) Naturals to stay away from
 - 1) Kratom
 - 2) Cbd with THC
 - 3) Anything else with THC
- 2) Amphetamines/Stimulants
 - 1) Amphetamine – Dexedrine
 - 2) Dextroamphetamine – Adderal, Vyvanse, adzenys
 - 3) Mazindol – Sanorex
 - 4) Methamphetamine – Desoxyn
 - 5) Methylphenidate – Ritalin, concerta, focalin, Daytrans, Metadate, Methylin, Quillivant
 - 6) Modafinil – Provigil, Nuvigil
 - 7) Pernoline – Cylert
 - 8) Phentermine – adipex-p, Ionamin
- 3) Barbituates
 - 1) Pentobarbital – Numbutal
 - 2) Phenobarbital – Luminal, Donnatal
 - 3) Secobarbital – seconal
 - 4) Fiorinal – Fiorinal, Floricet, DolgicPlus, Esgic
 - 5) Amytal sodium
- 4) Narcotic Analgesics
 - 1) Buprenorphine – Butrans Patch, Suboxone/Subutex, Buprenex, Zubsov, Bunaval
 - 2) Codeine Preparatinos – Various, synalogs, Panlor, Tuzistra XR
 - 3) Fentanyl – Duragesic, Fentora, Onsolis, Lazanda Abstral
 - 4) Hydrocodone – Lortab, Vicoden, Maxidone, Norco, Xodol, Zydone, Zohydro, Hysingla
 - 5) Hydromorphone – Dilaudid, Exalgo
 - 6) Meperidine – Demerol
 - 7) Methandone – Dolophine
 - 8) Morphine – Mscontin, Avinza, Kadlan, Oramporph, Embeds
 - 9) Naluphine – Nubain

- 10) Oxycodone – oxycontin, Percocet, oxyfast, foxicet, tylox, comubunox, oxeta, x
- 11) Oxymorphone – Numophran, Opana
- 12) Paregoric
- 13) Pentazocine – Talwin
- 14) Propoxyphene – Darvon, Darvocet, balacet
- 15) Tapentadol – Nucynta
- 16) Trandadol – Ultram, Ryzold, Rybix
- 17) Eluxadoline – Viberzi

- 5) Skeletal muscle relaxants
 - 1) Carisporodol – soma
- 6) Sedative/Hymotics/Others
 - 1) Alprazolam – Xanax
 - 2) Chlordiazepoxide – Librium
 - 3) Clonazepam – Klonopin
 - 4) Clorazepate – Tranxene
 - 5) Diazepam – Valium
 - 6) Estazolam – prosom
 - 7) Flurazepam – Dalmane
 - 8) Hydroxyzine – Vistaril, Atarax
 - 9) Lorazepam – Ativan
 - 10) Meprobamate – Equianil
 - 11) Nyquil with Alcohol
 - 12) Oxazepam- Serax
 - 13) Pregabalin – Lyrica
 - 14) Temazepam – Restoril
 - 15) Triazolam – Halcion
 - 16) quetiapine fumarate - Seroquel
 - 17) Zaleplon – Sonata
 - 18) No cold and flu meds with alcohol

Residents who are prescribed FDA-approved medications for opioid use disorder (MOUD), such as buprenorphine or methadone, are welcome to reside in the home and will not be denied housing based on medically prescribed treatment. Victory Recovery Homes recognizes that recovery pathways vary. Residents who choose to pursue full abstinence as part of the Victory Recovery Homes program graduation track are expected to demonstrate a sustained period of recovery stability. For the purposes of program graduation, this typically includes a minimum of three (3) months free from medications that may affect sobriety-based recovery goals, as determined in coordination with the resident's medical provider and program leadership.

Victory Recovery Homes Release of Information

Name : _____

Date of Birth ____/____/____

I voluntarily give my consent to Victory Recovery Homes and Allentown Victory to *release* information to the following individual or agency:

Name of Individual/Agency: _____

Information released will be limited to the following:

____ Whether the client has relapsed into use

____ Frequency of such relapse

____ Prognosis/Diagnosis of the client

____ Description of the clients progress

____ Whether the client is or is not in treatment

____ The nature of the project/program

____ other: _____

For the purpose of :

____ Referral for treatment services

____ making legal decisions on the clients behalf

____ To enable judges, attorneys, probation/parole officers to support treatment goals

____ Referral to case management of support other services

____ to monitor the provision of ongoing treatment ____ Other: _____

I have read this form and/or had it read to me and I fully understand its contents:

Signature of Resident: _____ Date: _____

Signature of witness: _____ Date: _____

This release expires one year from (todays date) _____ Initials: _____

I understand that the above information has been disclosed for records whose confidentiality is protected by Federal and State regulations (Federal Law 42 CFR PART 2, HIPAA Law of 1996, PA Code 255, PA Code 257, and Act 63). Federal regulations (42 CFR Part 2 and RPPA Law of 1996) prohibit any further disclosure unless disclosure is expressly permitted by the written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization of the release of medical or other information is not sufficient. I understand that I may revoke this consent at any time, except in the event that action has been taken in reliance of my consent. Also, I understand that in order to revoke my consent a request may be made verbally or in writing to any staff of Victory Recovery Homes.

The agency or individual to whom information is sent is prohibited from redisclosing this information to another party without my consent

Victory Recovery Homes Release of Information

Name : _____

Date of Birth ____/____/____

I voluntarily give my consent to Victory Recovery Homes and Allentown Victory to *release* information to the following individual or agency:

Name of Individual/Agency: _____

Information released will be limited to the following:

____ Whether the client has relapsed into use

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____ Prognosis/Diagnosis of the client

____ Description of the clients progress

____ Whether the client is or is not in treatment

____ The nature of the project/program

____ other: _____

For the purpose of :

____ Referral for treatment services

____ making legal decisions on the clients behalf

____ To enable judges, attorneys, probation/parole officers to support treatment goals

____ Referral to case management of support other services

____ to monitor the provision of ongoing treatment ____ Other: _____

I have read this form and/or had it read to me and I fully understand its contents:

Signature of Resident: _____ Date: _____

Signature of witness: _____ Date: _____

This release expires one year from (todays date) _____ Initials: _____

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The agency or individual to whom information is sent is prohibited from redisclosing this information to another party without my consent

Consent to Residency Form

(Pursuant to 28 Pa. Code §717.20(a)(2))

Name of Resident: _____

Statement of Voluntary Residency:

I voluntarily agree to reside at **Victory Recovery Homes**.

I understand and agree that I am expected to actively participate in recovery supports, such as recovery meetings, peer support, Christian spiritual formation meetings, or other recovery activities.

I also understand that I am required to abstain from the use and sale of alcohol and illicit drugs. Furthermore, I will pay my program/house fee on time. I may discontinue residency at any time.

I understand that prescribed medications, including medications for opioid use disorder (MOUD), are permitted. I will report all medications at intake (and any new prescription), and keep them in a locked lockbox.

Resident Rights

Residents shall retain all civil rights that have not specifically been curtailed by separate judicial or administrative determination by the appropriate legal authority.

The licensee may not discriminate against a resident on the basis of age, race, sex, religion, ethnic origin, economic status, disability, sexual orientation or gender identity or expression.

All records are the property of Victory Recovery Homes. Residents have the right to inspect their own records by submitting a written request to the House Manager. The House Manager has three (3) days to respond.

Residents have the right to request correction of information in their records if it is inaccurate, irrelevant, outdated, or incomplete.

Residents also have the right to submit a rebuttal or additional information they wish to include in their records, which will become part of their file.

Treatment decisions belong to the resident and his clinician. **Victory Recovery Homes** may not require, or prohibit, a resident from attending a specific treatment program. Victory Recovery Homes supports treatment when a resident is in it or his clinician recommends it.

My signature acknowledges that I have read my rights, house rules, and that I have been given a copy of the Resident Handbook.

Signature of Resident: _____ **Date:** _____

Emergency Contact Information

Upon admission into the Recovery House, each resident shall provide the name and phone number of at least one emergency contact.

It is the policy of Victory Recovery Homes to notify the resident's emergency contact within twelve (12) hours of any of the following events:

- Hospitalization of the resident
- Death of the resident
- Resident decision to end residency
- Failure of the resident to return to the residence as expected
- Any other serious incident requiring emergency response

Emergency contact notification shall be documented in the resident's file and in the Incident Log, including the date, time, method of contact, and staff initials.

Please provide information for at least one (1) emergency contact:

Name _____ Relationship _____ Phone Number _____

Notification Documentation:

Date _____ Time _____ Method of Contact _____ Staff Initials _____