



Resident Handbook

Bay City, MI

Transitional Housing



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Mission Statement

It is River Jordan In. (RJI) purpose to provide safe and affordable housing. Our efforts promote an atmosphere of recovery for individuals between the ages of 18 to 21 who are transitioning out of Foster Care. Our goals are to teach relationship building and life skills, empowering young adults to take responsibility of their lives and become productive members of society.

Rights and Responsibilities

It is RJI policy to protect and advocate for the rights of the recipients served. RJI will educate employees and recipients as to its policies and procedures which protect said rights, and to compliance with applicable laws.

Code of Ethics

It is the policy of RJI to provide access to care and provide services without discrimination based on race, color, religion, creed, sexual orientation or disability. RJI shall admit recipients to programs designed to fulfill RJI's mission. Pre-screening will be accomplished as appropriate. RJI seeks to encourage staff to perform in a manner reflecting competence and professionalism toward all recipients and healthcare providers.

Participant Involvement

It is the policy that resident receiving support services participate in the "Person-Centered Planning" process. Residents in pre-screening, transition planning, continuing peer support, coaching services, and discharge planning are essential ingredients to successful transition. Disagreements may occur concerning the participants course of stay. If there is confusion regarding the participants stay, every effort will be made to resolve the conflict by mutual consent of RJI staff and the residents. Each concern of the resident is important.

Resident Environment

It is the policy of RJI to promote an environment in which residents are free from embarrassment and humiliation. Residents are encouraged to ask staff for assistance with making a formal/informal complaint or grievance. If assistance is needed to ensure their safety and care, residents should bring it to the attention of staff. Residents shall present grievances or suggested changes in program polices and services to the program staff.

Confidentiality

It is RJI's policy that each resident is entitled to the "Right" to Privacy. Confidential materials shall only be released when there is written authorization from the residents. Residents are expected to maintain the confidentiality of other residents and outpatient enrollees.

Welcome

It is the policy of RJI to welcome residents with acceptable attitude, concern for well-being of themselves and other residents, and an understanding of how to affectively present themselves. It is the goal of RJI to address resident's needs to accept and foster program services and treatment relationships. In doing so, this occurs while meeting the needs and interest of the resident.

Referrals

Referrals may come from MDHHS, private child placing agencies, foster parents, area homeless shelters, and Community organizations

Admission Policy

It is RJI policy to operate with the philosophy of providing transitional services in the least restrictive environment to meet the needs of our participants. As a necessity, we acknowledge the need for medical services as a standard requirement for individuals in need of mental health assistance.

All admissions are voluntary. Upon arrival, each applicant shall receive an assessment to determine if the individual is appropriate for our transitional housing program. While participating in the transitional housing program, each applicant receives a booklet and an explanation of their "Rights". Applicants shall sign a document that indicates the "Rights" booklet and the explanation was provided.

Ability to pay

It is the policy of River Jordan Inc. that prior to admission, all financial obligations, fee, and financial arrangements will be outlined and reviewed with the applicant.

Intake Policy

It is the policy of RJI that, pre-screenings are completed to determine the applicant's eligibility. Transition Plans are developed, and determinations are made when deciding if our transitional housing program can meet the needs of the applicants. All applicants applying for services are treated with dignity and respect. The applicants shall be informed of their responsibilities. Upon ineligibility, a written or verbal referral shall be made to the appropriate agency or program immediately.

Pre-Screening

Examines the following:

- The pre-screening evaluates problems for the applicant in the areas of substance abuse, mental health, family, social, employment and legal issues. In addition, and/or medical pre-screening reveals if there is a need for medical intervention.
- **A "Willingness" Pre-Screening**

The "Willingness Pre-screening" begins with an interview with RJI staff which involves a questionnaire. The outcome of the information is passed on to the Program Director or Case Manager. Then, follow up questions are asked of the applicant to determine what services are appropriate.

The final step of the Pre-Screening process is to complete the goals and the objectives of the applicant's transition plan and to assess their immediate needs.

Orientation

It is the policy of RJJ that each person admitted receives orientation. To best meet the needs of the individual, orientation will be centered on the needs of the resident and will include the presence of the resident's support team. The type of resident services is based on the outcome of the Pre-Screening. At the time of the initial Pre-Screening, details about the individual's transition plan schedule, expectations, and safety protocols will be reviewed. During the initial Pre-Screening and when the individual enters the program, the Housing Coordinator will provide a tour of the building and explain all posted rules of the house. The Housing Coordinator will show location of fire exits, shelters, placement of fire suppression equipment, first aid kit, and handicap accessibility.

Length of Stay

It is RJJ policy that our Transitional Housing Program length of stay for the individual is from the **person's 18th to 120 days prior to their 21st birthday**. Although residents are free to leave our program whenever they want, we strongly recommend residents stay for at least one year. It takes a year to build a strong foundation of stability and self-sufficiency. This also allows the time it takes for residents to meet the needs and circumstances of their individual transition plan. Things do not always go as planned and sometimes a resident can get off track due to adverse circumstances and new challenges.

Responses to the derailment of an individual's transition plan are as follows:

- Derailment is reviewed on an individual basis
- Review Intensifying transitional housing program services and support or
- Review of more accountability in the ITP (Individual Transition Plan)

Components of Transitional Housing Program

The components are as follows:

- It is the policy of RJJ that each person receiving services through the transitional Housing Program from ages 18 to 21 will receive a promotion of health and Foster Care Recovery-oriented services for transitioning out of foster care.
- RJJ shall ensure that transitional housing and supportive services are available for individuals from ages 18 to 21.
- RJJ shall increase life skills, gainful employment, and educational opportunities.
- RJJ shall promote Foster Alumni Peer Support and social inclusion of individuals transitioning out of foster care into the community.

Activities

It is RJJ policy that group and individual activities are planned. Residents shall be informed in advance and are expected to participate in all scheduled Foster Care Recovery Fellowship meetings, house meetings, individual coaching sessions, and life skill trainings.

NOTE: (acceptations for this is doctor appointments, school, work, case meeting, health issues) These cancellations must be rescheduled. It is the resident's responsibility to reschedule any missed appointments.

Graduated curriculum

It is RJJ policy that individuals who are in the early stages of the program may be required to participate in more intensive services. The transitional housing program demands decreases as the individual progresses through their ITP.

Transitional Housing Program and Transition Plan Requirements

It is the policy of RJJ that the participants in our Transitional Housing Program meet and maintain these eligibility requirements:

1. Maintain at least part-time employment of 80 hours per month.
2. Maintain part-time enrollment in a University, Community College, or Vocational School.
3. Actively completing a high school diploma or GED
4. Volunteer at a local community organization at least 80 hours per month.
5. Must pay it forward in the foster care community in some way
6. Incapable of participating in the activities above due to a documented medical condition

Recommended Intensity

- Residents shall meet at least twice per week with their Peer Support Coach. (once in person and the other by telephone or according to their ITP).
- Meet once a week with their Housing Coordinator
- Meet with Case Management once a month.
- Meet with Life Skills coach as it is written in the ITP

Duration

Program age requirements are from ages 18-21st Birthday

Eligibility of Subsidy (Community Housing Program)

After the resident graduates their ITP, they are eligible to live in a studio, one bedroom, or two-bedroom apartment located in Bay, Saginaw, Midland, and Tuscola Counties. After the program has ended, young adults are eligible to retain the lease on the apartment and assume full responsibility for paying rent on the unit.

Advocacy and Coaching Sessions

The participant meets weekly with their Coach/Advocate and monthly with the Case Manager. The Case Manager discuss goals and objectives of the participant's Transition Plan to meet the individual program purposes. Discussions entail employment, health, education, financial management, and personal relationships contained in the Semi-Annual Transition Plan Report or Individual Assessment Tool.

Transitional Living

Residents must always be actively engaged in their ITP. The entire RJI staff are fully aware of all resident's ITPs and are committed to encouraging residents to engage in their plan.

Transportation

It is the policy of RJI, if needed, to provide transportation to classes, work, court, appointments, and some personal errands like paying bills and going to the grocery stores. Residents must submit a 48 notice in writing of a transportation need.

NOTE: Transportation assistance will not be abused. You are responsible to use other means of transportation within your ability to do so.

Program Rules

It is the policy of RJI that each participant abides by program rules. The following are some of the Community Housing Program Rules:

Meals

Recipients are accountable for preparing their meals. All food products shall be stored in designated areas.

Maintenance and Supplies

It is the policy of RJI that residents are expected to clean and maintain all common, private, and community areas. Each resident shall be assigned a room and storage space. RJI shall provide the bed linens and cleaning supplies.

During the house meetings the participants will discuss and agree to the supply list. Residents are expected to always keep their closet and room neat and tidy. Any maintenance issues such as leaky faucets, repair, etc. that need to be made, must be reported to the Housing Coordinator immediately upon discovery.

Laundry

Recipients are responsible for cleaning their laundry and taking care of their linens. Laundry area must be kept clean and free of person items. Leaving items in the washer and dryers are prohibited and dryer filters must be kept free of lint.

Posted House Rules, Addendums, and Changes

It is the resident's responsibility to be aware of all posted house rules, addendums, and changes. A laminated copy of basic rules that govern the house are always posted in plain view on the **Jordan House Community Board** located in the dining room. Updates are also posted on the bulletin board (pegboard) located in the dining room of the house. All postings will include the date posted and effective date of its content.

Interactions with other Residents

It is RJJ policy to promote a safe and supportive Foster Care Recovery environment. Respect toward others always is expected. Sexual Abuse, solicitation, harassment, and verbal abuse is prohibited. There is no physical contact between residents. Residents are permitted only in their assigned bedrooms. Residents are prohibited from entering bedrooms assigned to another residents.

Medications

It is the policy of RJJ that residents list with staff all prescribed and over the counter medications. When new medications are prescribed to the resident, the resident must report any changes to the Case Manager and Housing Coordinator. Residents are responsible for medication maintenance. In addition, residents are accountable for their refills as needed. Recipients are always required to keep medications locked up and secured. RJJ is not responsible for any lost or stolen medications. Trading, borrowing or giving away medications to other residents are prohibited and may result in immediate termination of the program

Safe Environment

It is the policy of RJJ that all residents, enrollees and staff are living and working in a safe environment.

Urine Testing

All residents can be subjected to random drug screen.

Sharing, loaning or given personal belongings

No trading, no borrowing, no loaning.

Contraband

Potentially dangerous items such as, sharp objects or weapons, drugs and alcohol, shall be confiscated immediately. Staff notifies the local Police Department to confiscate all drugs and weapons. Physical violent behavior and other serious actions including criminal behavior on behalf of the participant shall be reported to law enforcement.

Good Neighbor Standards

Recipients are expected to be good neighbors in their communities. Residents shall be aware of noise, smoking, loitering and parking based on "Good Neighbor Standards".

False Fire Alarms

Residents found guilty of causing a “false fire alarm” shall be charged for all expenses. A police report will be filed with the police department and the individual may be indicted with a crime of endangering people’s lives. This is considered a Misdemeanor and punishable by law and fines assessed at \$500.00 and a 90 days jail sentence.

RJI Services Property

During admissions and discharge, a walkthrough of the resident’s assigned living space and storage areas will be conducted. It is the resident’s responsibility to maintain their personal space and keep it clean and orderly. The Housing Coordinator may assign specific tasks/chores. Residents are responsible for any damages, defacement, and/or vandalism to the program property. If the resident failed to adhere to this policy, when necessary the police will be called, and charges may be filed. All damages upon discharge are the responsibility of the resident. Fees associated with repairs are deductible from the resident’s personal RJI transitional savings account.

Personal Property

All residents are responsible for their personal property. Residents are provided a locker. Money and objects of value should be secured off site (away from housing facility). Five Hundred (\$200.00) dollars is the amount the resident can bring onto the property. Large amounts of money should be stored in a safe place off site.

Physician Services

RJI staff can assist participants in securing referrals for physical and mental healthcare services.

Telephone Calls

Participants are responsible for obtaining a personal telephone. The house phone is for **emergency use only** and is not intended to be used for personal reasons. Exceptions may be made for residents who do not have a phone yet. Exceptions may include employment, medical, case management.

Curfew

For the first 30 days, all participants shall adhere to curfew (12:00am).

Smoking

Smoking is prohibited on all RJI program sites. The legal age for smoking is 21 years of age. Vaping is not allowed. Smoking may be a reason for discharge from the Transitional Housing Program.

Discharge Process

Discharge planning begins at the time of admission. The discharge criteria shall be mutually agreed upon with the resident. Discharges are intended to occur when the residents are positioned with a secure transition and stable housing to integrate successfully back into the community. All discharges shall be approved by the Program and Case Managers. Residents are not held in transitional housing against their willingness. We are an open-door program. Residents are free to discharge whenever they want. RJI strongly discourages residents to leave the program against staff recommendations. However, we will assist the resident if there is no threat of harm to the resident or our staff in doing so. Assistance

also depends on staff availability. If a resident discharge against staff recommendation, the resident's bed will immediately become available for another resident at the time of discharge.

Reasons for Termination

- Physical violence towards staff or another resident.
- Any contraband (drugs, alcohol, or weapons).
- Smoking on RJI property.
- Irresponsible care of the housing unit.
- Non-payment of program fee.
- Failure to follow ITP
- Criminal involvement within the community

Temporary Separation Agreement (TSA)

During the time of a resident's transition, complications may occur. When residents have derailed from their ITP, exceeded the amount of write ups and incident reports allotted, are non-compliant to program and house rules, the resident may be placed on a Temporary Separation Agreement (TSA) from the house. The resident's bed will be held during the Term of Separation. To return to the house, the resident must follow all TSA requirements within the agreement during the full term of the agreement. A TSA includes the term of separation, reason for separation, and a corrective plan of action to get back on track of their ITP. Residents also agree to make known to us any barriers in fulfilling the items in their TSA that may occur during the process of their separation so RJI staff and Life Skill coaches can help the resident overcome those barriers.

See more on Temporary Separation Agreement in RJI program Policy and Procedures Manual

Fair Hearing Notification

Under the normal discharge process, the resident shall receive a thirty-day notice prior to discharge. If the resident is in violation of house rules, contraband policy or involved in harassment, verbal or sexual abuse, or brings harm to another resident, the Program Director shall meet with the resident and Case Manager to decide the discharge date. The resident shall receive a letter indicating the reasons for discharge and the effective date.

Formal and Informal Complaints

All residents have the right to file complaints. Disputes shall be given priority consideration. Complaints can be made on the complaint Grievance Form located throughout the housing program.

Ombudsman

The staff and the RJI's Ombudsman Officer shall provide recipient with basic information, for the appeal, grievance and compliant rights, the recipients have in resolving any dispute. Recipients receiving mental health services or substance use disorder services may access several options simultaneously to resolve their compliant.

Resident Satisfaction

It is the goal of RJI to provide to the resident a safe, caring, affordable and therapeutic environment. This is important to assist resolving crises, recovering from foster care and allowing resident to return to their lives with renewed energy and confidence.

Crisis Intervention

Voicemail is set to take messages after normal business hours (9:00 am – 5:30 pm). In the voicemail message a phone number is provided in case of an emergency or crisis. The on-call person will receive the call or text message. **A crisis is defined as: Any situation where great bodily harm has been done to you or is a direct threat to you, a threat of suicide or thoughts of suicide, homelessness or the threat of homelessness in inclement weather.**

RJI staff shall:

1. Contact the individual by phone. Assess and evaluate the crisis and notify law enforcement of any criminal activity including an assault or suspected human trafficking of any kind or drug overdose.
2. Prior to the arrival of law enforcement, RJI staff are prohibited to arrive on the scene of the crisis that is not on RJI property.
3. RJI staff shall evaluate the crisis and assist law enforcement and EMT as needed.
4. RJI shall notify the individual's Foster Care Worker, or MDHHS Worker
5. A follow up is required within 24 hours with the Foster Care Worker or and MDHHS Worker.
6. Referrals shall be made to link the individual to community resources within 24 hours.
7. If transportation barriers are present, transportation may be provided by an RJI staff

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Personal Conduct and Housing Agreement

On this date _____, I _____ voluntarily, agree to participate in River Jordan Inc. Community Housing Program. I agree to do no harm to others or myself, I will not attempt suicide or any self- injuries behavior, I will not consume illicit Drugs or alcohol; I agree to contact staff immediately should I feel suicidal or any type of crises. I further agree to maintain and respect all house rules. I understand any serious violation may result in discharge. It is my understanding that I will receive a copy of my personal contract and a copy is placed in my case file.

Participants/Residents are Guest of RJJ's Jordan House

This document uses the term "Participant or Resident" when addressing the resident. Nothing in this document creates a landlord-tenant relationship between RJJ and the resident. No such relationship is deemed to exist. Residents are guest of the program regardless to the fact that the resident may pay to use the program housing. RJJ may terminate this relationship with the resident's right to use RJJ Housing for any reason within the discretion of the Program's Guidelines.

Enrollee Name:

Print _____

Signature _____ **Date** _____

Witness:

Print _____

Signature _____ **Date** _____

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