



Springboard

Sober Living

Resident Admission Packet



Resident Admission Form

Name: _____ Date of Admission: _____

Current Medications: _____

Current Legal Problems: _____

Current Phone Number (if applicable): _____

Emergency Contact Name: _____ Phone Number: _____

What was the last treatment facility you were admitted to? _____

Sobriety Date: _____

Drugs of choice: _____

I, _____, am committing to at least 90 days at Springboard Sober Living Home.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date

Payer Name: _____ Payer Phone Number: _____

Payer Address: _____

Payer Relationship to Resident: _____



Springboard

Sober Living

Demographic Information

Gender:

- Male
- Female
- Prefer not to answer

Ethnicity or Race:

- White
- Hispanic or Latino
- Black or African American
- Native American or American Indian
- Asian / Pacific Islander
- Other (Please list)

- Prefer not to answer

Which of the following best describes your sexual orientation?

- Heterosexual or Straight
- Homosexual (Gay or Lesbian)
- Bisexual
- Other
- Prefer not to answer

What was your total household income before taxes during the past 12 months?

- Less than \$25,000
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 or more
- Prefer not to answer

What is your age?

- 18 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 or older
- Prefer not to answer



Springboard

Sober Living

Rules and Expectations

- 1. The House Manager is the leader of the house. By choosing to live at Springboard Sober Living, you are agreeing that he/she is in charge; his/her instructions are to be followed. ____ (initial)**
2. Grievances: Please file a grievance only if you feel you have exhausted all other forms of compromise, such as attempting to discuss it with your House Manager or the other resident you have concerns with. If you are still unable to reach an agreement you can then turn in a written grievance through this process:
 - Please legibly write out or type your grievance and sign it.
 - Once written out you can turn this document in to the House Manager or the Sober Living Coordinator.
 - If there is no agreement reached at that time, the Springboard Sober Living Coordinator will have 24 hours to formally respond to the grievance (unless the nature of the problem demands a more immediate response). A formal response is a written response or verbal communication.
 - If at this point an agreement is still not reached, the Springboard Sober Living Coordinator will consult with the Sober Living Team and/or the Executive Director on the matter and another offer of compromise or solution will be made within seven days.
 - After this offer of compromise is made, if there is no resolution, the resident may submit the grievance to the statewide organization at:

TROHN
trohn.org
P.O. Box 4616
Austin, TX 78765

NOTE: You may file a grievance at anytime with Springboard Sober Living or with TROHN. Abuse or game playing with this service will result in the resident being asked to leave the home. ____ (initial)

3. Absolutely no romantic or sexual involvement between residents/clients in The Springboard Center system of care is allowed. The Springboard Center system of care includes detox, residential, IOP, and sober living. Furthermore, we require all activities in Springboard Sober Living be gender specific, i.e. rides to and from meetings, IOP, and work, as well as recreational activities ____ (initial)
4. Houses are to remain gender specific with regard to visitation ____ (initial)
5. Always lock all doors when leaving the house, including the deadbolt lock ____ (initial)



Springboard

Sober Living

6. Residents must submit to a UA or BA whenever asked to by Springboard Sober Living staff. Refusal to submit a UA or BA is grounds for immediate eviction from the house ____ (initial)
7. The weekly house meeting is determined by the House Manager and is mandatory. Only extreme cases (such as serious illness, family emergency, vacation planned in advance, etc.) will be acceptable as a reason for missing the weekly house meeting. Work, meeting with a sponsor, doing step work, studying, etc. are not valid reasons for missing the weekly house meeting. In the case of an emergency, notify the House Manager four hours in advance that you will not be attending the meeting. ____ (initial)
8. Each resident will attend at least six 12 step meetings per week. All residents are required to have meeting attendance sheet signed by the chair-person, and not each other. Attendance sheets are to be turned in weekly at house meeting. Springboard Alumni meeting & Intensive Outpatient are considered meetings. NOTE: After the resident has been in the house for 90 days they are required to attend five 12 step meetings a week ____ (initial)
9. Each Resident is required to attend the Springboard Alumni meeting upon completion of IOP. This meeting is considered one of the mandatory weekly meetings. ____ (initial)
10. Sponsorship: Each resident has one week upon admission to obtain and maintain a relationship with a 12 step sponsor. Your sponsor must also have a sponsor and be actively working the steps. If you decide to fire your sponsor, you must have already found a replacement. Furthermore, the House Manager will maintain contact with your sponsor ____ (initial)
11. Whenever a resident notices behaviors in another resident that are not conducive to a life of recovery this must be brought to the House Managers attention immediately. **This behavior includes, but is not limited to, missing meetings, not talking to their sponsor, violating rules regarding male/female peers, isolating, negativity, or disrespecting staff.** We will work from the place of giving others considerations. Each member of the house is obligated to give these considerations; each member is also obligated to listen to these considerations. ____ (initial)
12. Each resident is responsible to notify the House Manager of other residents whom they know to have broken any rules. ____ (initial)
13. Anonymity is a tradition of 12 step programs. Springboard Sober Living works closely with these programs, but is NOT in and of itself a 12 step program. Therefore, be aware that the tradition of anonymity may not be practiced by any resident in Springboard Sober Living, especially when they are expressing concern for your well-being. ____ (initial)



Springboard

Sober Living

14. No gossip. Our definition of gossip is: talking negatively about someone while they are not physically present to hear what you have to say. If you have issues with another resident talk directly to that resident. Springboard Sober Living House Manager will be available to facilitate this process if necessary. ____ (initial)
15. Work/volunteer work: Each resident has 2 weeks upon admission to find employment or perform 25 hours of volunteer work per week while seeking employment, **NO EXCEPTIONS; AA SERVICE WORK IS NOT COMMUNITY SERVICE.**
NOTE: If your House Manager requests to see a paystub it must be presented for verification of employment ____ (initial)
16. Residents are required to fill out a daily tracker, outlining what they do each day until they find employment. ____ (initial)
17. Residents may not quit a job without first securing a new one. There will be no lapse in employment or volunteer work. ____ (initial)
18. Residents must be up with beds made by 9:00am Monday thru Friday. ____ (initial)
19. Quiet hours are from 10 PM every night to 9AM every morning. The noise level in the house must be acceptable to EVERYONE in the house. At midnight on every night of the week, all televisions, radios, iPods, computers, etc. must be turned off and residents in bed. ____ (initial)
20. Curfew: Every resident must be in the house by 11pm every week night, and by 12pm on weekends. ____ (initial) – Weekends are Friday & Saturday
21. Leaves of absence: Overnight, weekend or longer passes may be obtained. These must be pre-approved at least one week in advance by the House Manager. These passes will be considered on a case by case basis. ____ (initial)
22. Chores: Each resident must complete daily or weekly chores on time and chores are to be done with excellence. Daily/weekly chores will change every week. The house manager will decide what your chores are, post them, and ensure they are being performed. ____ (initial)
23. Bedrooms AND common areas to be kept clean and tidy at all times ____ (initial)
24. Residents will always keep personal belongings in their rooms, stored neat and tidy. ____ (initial)
25. No food in bedrooms. ____ (initial)
26. You will be sharing a bathroom and hot water heater with several other residents at one time; please be thoughtful of your housemates. Residents are not to take baths or extended showers. ____ (initial)
27. No push pins or any other device that will cause damage to a wall, door or other house surface. ____ (initial)



Springboard

Sober Living

28. No halogen lamps, candles, incense or other open flame fire hazards are allowed. ____ (initial)
29. No tobacco or nicotine use inside the house, including smokeless tobacco, electronics, and cigarettes. The back is the ONLY place to smoke. Always dispose of cigarette butts in the ashtrays. ____ (initial)
30. No smoking or loitering in front of the house. ____ (initial)
31. No aggressive behavior towards anyone or anything.
NOTE: Aggressive behavior includes, but is not limited to, raising your voice, slamming doors, or cussing at staff/residents ____ (initial)
32. No horseplay or rough housing allowed. ____ (initial)
33. No weapons of any kind are allowed. (This does not include normal pocket knives). ____ (initial)
34. Repairs: No resident is to repair or attempt to repair any part of the house. If there is a maintenance problem please notify the House Manager. If there is a maintenance problem which requires immediate action (water leak, utility outage etc.) contact the House Manager immediately. ____ (initial)
35. Computers: no pornographic or gambling sites allowed. Also no illegal downloading of music, movies or other data. No installation of any software is allowed without prior consent of Springboard Sober Living House Manager. ____ (initial)
36. No lending or borrowing money from other residents or staff. ____ (initial)
37. We suggest you do not bring valuables in the house. Expensive watches, jewelry, electronics etc. are allowed at your own risk. Springboard Sober Living has no responsibility for your personal belongings ____ (initial)
38. Bars/clubs/adult oriented businesses: Residents are NOT allowed to visit a bar of any kind, club of any kind, adult oriented business of any kind. NO EXCEPTIONS OF ANY KIND. ____ (initial)
39. The rules of the house are a guideline to protect your health, safety, and wellbeing and shall be followed during your stay at sober living. Our mission is to provide a safe, secure, and reliable living environment that promotes accountability, productivity, and prosperity in recovery; therefore our rules and expectations are in place to protect you. ____ (initial)
40. After discharge, residents have three days to remove all of their personal belongings from the house. After three days, the belongings will be donated to charity ____ (initial)



Springboard

Sober Living

Grounds for Immediate Eviction from House

1. Relapse. Springboard Sober Living understands the nature of addiction very well and we know that relapse can be a part of recovery, not a failure; however the safety of our house residents must come before any individual who relapses. If an individual can maintain sobriety for 72 hours after being evicted we will decide on a case by case basis when and if that individual may re-enter our program if he/she wants to. ____ (initial)
2. Violence/verbal threats; no violence or threat of violence will be tolerated ____ (initial)
3. Bringing alcohol/drugs or weapons on premises; this will not be tolerated ____ (initial)
4. Continued violations of rules after being given considerations by residents and/or Springboard Sober Living staff. ____ (initial)
5. Refusing to submit a UA or BA ____ (initial)
6. Violating the house rules concerning male/female visitors ____ (initial)
7. Knowing of another resident drinking/using and not IMMEDIATELY informing Springboard Sober Living staff. _____(initial)

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



Springboard

Sober Living

PROBATION PERIOD AND PROBATION

1. Every new resident will be on probation for their first 3 weeks in the house
2. Residents may get off probation after 3 weeks if they have a sponsor, a home group, a job or volunteer work and have been fulfilling their commitments at the house.
3. If a resident loses their job, loses their sponsor, fails to be a member of a home group or violates house rules, they are subject to being placed back on probation until they are compliant, no matter how long they have resided in the home.

PROBATION DEFINED

1. Curfew is at 9:30 PM every night of the week.
2. No overnight or longer passes are allowed.
3. Resident must attend 7 meetings a week, on 7 different days with attendance sheet turned into the house manager at meeting.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



Springboard

Sober Living

Release of Information

Springboard Sober Living homes make every effort to combat its resident's disease. Our staff may make contact with the resident's family or other sources of support. By signing the below release you, the resident, authorize Springboard Sober Staff to contact the following people and discuss your progress in our program.

Printed Name of Contact _____
Type of Relationship _____
Phone Number

Printed Name of Contact _____
Type of Relationship _____
Phone Number

Printed Name of Contact _____
Type of Relationship _____
Phone Number

Printed Name of Contact _____
Type of Relationship _____
Phone Number

Printed Name of Contact _____
Type of Relationship _____
Phone Number

Resident Printed Name _____
Resident Signature _____
Date

Staff Printed Name _____
Staff Signature _____
Date



Springboard

Sober Living

Agreement of Temporary Residency

I, _____, understand that I am entering into a sober living house. I am not signing into a lease or any other type of document that provides for tenant rights. I am obligated to perform certain functions in order to maintain residency in the Springboard Sober Living house. I understand that if I do not perform the specific functions laid out in the rules section of the paper work that I may be immediately evicted from the house. I have read signed, and agreed to this document and have read, signed and agree to the rules that are the instrument by which I will maintain my residency at this house or not maintain it. I understand that I do not have normal ‘renter’s rights’ due to the specific nature of this sober living environment.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date

Recovery Wellness Plan Consent

I, _____, understand that by being a resident at the Springboard Sober Living House I will have the opportunity to collaborate with the House Manager within seven days of admission to complete a Recovery Wellness Plan. This plan will allow me to set long term and short term goals, as well as a discharge plan and will be reviewed monthly to ensure I’m making progress while in the house.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



Springboard

Sober Living

Twelve Step Sponsor Understanding

I, _____, understand that in order to be a resident of Springboard Sober Living each resident must obtain and maintain a relationship with a sponsor. Springboard Sober Living staff can communicate with each resident’s sponsor as needed. Springboard Sober Living is designed to be a part of an individual’s recovery; accountability and guidance are an integral part of our continuum of care. Therefore, Springboard Sober Living staff, as a whole, reserves the right to contact and approve/disapprove sponsor choices, as well as help you with gaining sponsorship. Furthermore, your sponsor must be willing to communicate with your House Manager.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date

Emergency Consent

I, _____, understand that Springboard Sober Living staff only has limited training to handle emergency medical/psychiatric training. In the event of an emergency medical/psychiatric situation, where I have been harmed, may be harmed, am considering harming myself or others, or any other situation that Springboard Sober Living staff deems an emergency situation, then Springboard Sober Living staff has the right to obtain emergency services on my behalf. I also consent to be transported to an appropriate medical or psychiatric facility to treat me, if necessary.

Furthermore, if any emergency services are contacted, or show up on the premises you are required to inform your House Manager and /or the Sober Living Coordinator immediately.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date



Springboard

Sober Living

Agreement of Understanding: The Environment of a Sober Living House

I, _____, understand that living in an environment like the Springboard Sober Living houses can potentially be hazardous. People in early sobriety are at great risk of relapse and other undesirable behaviors. Springboard Sober Living staff does everything in their power to prevent theft, violence, emotional/verbal abuses, but there are rare cases of such occurrences. I understand that I am entering into a potentially volatile environment with people, who like me, are just beginning to learn how to live a sober and spiritual life. Although Springboard Sober Living staff will do everything they can to prevent any potential physical, mental, or emotional harm, Springboard Sober Living, LLC and its staff are not liable for any such situations, including theft of property.

Furthermore, Springboard Sober Living, LLC promotes friendly relations with any and all neighbors. Therefore, please refrain from parking on any neighbors property, or on the street in front of their home, be mindful of the noise of any vehicle or persons around sober living property, and no offensive language in front of the house is allowed. Please be conscientious of the cleanliness of the property and help to clean up any litter or debris outside of the house. Please remain courteous and respectful in all interactions with neighbors or their visitors.

Resident Printed Name

Resident Signature

Date

Staff Printed Name

Staff Signature

Date