



## WELCOME TO NEXT STEP RECOVERY FOR MEN

Next Step Recovery for Men is a transitional sober living facility located 15 minutes from downtown Asheville, NC where residents can learn to recover from alcoholism and chemical dependency; both diagnosable and treatable diseases. Our program is designed to help you live in a sober environment, immerse yourself in the fellowships of AA or NA, and to help you live a healthy lifestyle. Recovery is possible if you are willing to follow suggestions and have an open mind to new ideas.

Next Step Recovery requires residents to commit to a minimum of 90 days; however, the average length of stay is six to nine months. At 12 months, the resident will re-evaluate their stay with the Executive Director.

In any group of individuals, there must be standards for behavior and expectations for participation. At Next Step Recovery, these standards are based on practical needs. We want to help you build self-respect, foster self-discipline, and become a part of a recovery based community. Establishing a chemical-free community life with other residents is essential.

At Next Step Recovery, you are responsible for your own treatment and recovery. You will become part of a community with other recovering people where cooperation and consideration for others are cornerstones of the program.

This program is designed to immerse all residents in the 12-step way of life. Foundations of our program include: consistent employment, volunteering, or education in a recovery-safe environment; building a trusting relationship with a Sponsor; and adherence to our Program Guidelines. Next Step Recovery's standards promote self-discipline, which is required for full acceptance of any 12-Step program. These standards are essential to your health, safety, and welfare. They are not to be viewed as disciplinary or punitive measures.

We sincerely want you to be an active participant in your own recovery process. There is one goal at Next Step Recovery - RECOVERY. Do not try to change the program; work on changing yourself.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Stader".

**Susan Stader, MS, LPC, LCAS, CCS-I**  
Founder/ Director

## **STANDARDS**

Next Step Recovery affords the time and support needed for you to acquire the necessary skills to effectively transition into a healthy, sober lifestyle and return to work while residing in a structured environment.

Addiction Treatment and Chemical Dependency Professionals stress the importance of long-term client exposure to recovery and addiction treatment. Alcohol and drug addiction studies have shown that the chances of achieving long-term sobriety are greatly increased by an extended stay in a sober living home that offers 12-step support. If a client forgoes an alcohol and drug-free sober living home, the result is all too often a return to alcohol and/or drug use, thus leading to further costly addiction treatment.

Everything you are asked to do at Next Step Recovery has a therapeutic value. The standards are a therapeutic tool written and adhered to by residents for their protection and care. At first, you may not understand the value of these standards, but as your time at Next Step Recovery increases, they will become clear. Here, life in the community may be difficult at times, but you will soon find the meaning and strength that comes with being a part of a community of individuals working together in their recovery program.

Standards will be discussed periodically by the staff of Next Step Recovery to ensure understanding and compliance.

Failure to comply with NSR standards will lead to one of the following interventions:

- \* Meeting with the Executive Director and/or staff to develop a therapeutic resolution
- \* Depending upon the seriousness of the problem and the frequency of the offense, a decision for a therapeutic discharge may be made.

## **ADMISSION CRITERIA**

Any male 18 and over is eligible for admission if the applicant agrees to and meets the following criteria:

- No sex offenders, violent crimes, or arson charges/convictions.
- Not currently using Suboxone, Methadone, K2, Spice, or any other controlled substance, including but not limited to, CBD oil, Valerian root, Kava Kava, diet pills, or “bath salts.”
- Dating or engaging in intimate relationships with house members or members of staff is strictly prohibited.

- Next Step Recovery prefers residents come directly from a chemical dependency treatment facility or have had at least 30 days clean and sober from any mind-altering chemical. We will take into consideration personal hardship or special requests on a case-by-case basis.
- Commits to at least a 90-day length of stay.
- Is in recovery and wants to live in a community with others for the purpose of remaining clean and sober by practicing a 12-Step way of life.
- The ability to pay the admission fees and weekly program fees (due each Friday @ 7PM).
- You agree to work, volunteer, and/or enroll in school options during the first 30 days and you will be assisted through this process.
- Must attend all mandatory house meetings, group meetings, obtain a sponsor, and work your individual 12-Step program of recovery.
- Must attend at least four 12-step meetings a week.
- Must do daily chores, be able to self-govern your dietary needs, and share in the tasks of community meal preparation.
- Must attend weekly house meetings, Life Skills, Relapse Prevention, and Meditation/Mindfulness classes and other groups as scheduled by the Director.
- Must continue to be under the care of a psychiatrist (if applicable).
- If applicable, must abide by our disordered eating criteria while a resident.
- Must accept curfew policy, which begins for new residents at 10:00pm throughout the week.
- No overnight visits allowed until Level 1.
- Understands violation of our zero-tolerance policy will result in immediate dismissal.
- Understands that dating is not why you came to a recovery environment.
- Residents are eligible to advance past the introductory 30 days.

## **FINANCIAL RESPONSIBILITY**

- \* Entrance fee is non-refundable and due upon admission. Weekly program fees are due each Friday by 7PM. Acceptable forms of payment include: cash, check, Visa/Mastercard, or money order.
- \* Credit card information must be provided upon move-in unless other arrangements have been made in advance. The credit card on file will be used for weekly rent. If other arrangements have been made, but if payment is late, the credit card on file will be used for weekly payment.
- \* If there is an outstanding balance on any account, no passes or extended curfews will be granted and 10:00pm curfew will be enforced.
- \* Residents who relapse or are asked to leave Next Step Recovery will not be reimbursed any funds.

## **ZERO-TOLERANCE POLICY**

Violation of any of the following will result in immediate dismissal from NSR:

- \* Violence or threats of violence
- \* Weapons of any kind
- \* Stealing of any kind
- \* Bullying of any kind
- \* Sexual harassment
- \* Racial or sexual slurs
- \* Destruction of property
- \* Use or possession of drugs, alcohol and/or banned substances on or off property
- \* Sexual relations or intimate bodily contact with another NSR resident, staff member or volunteer
- \* Sex in any NSR apartment is not permitted (Zero Tolerance)
- \* Abuse of over-the-counter or prescription medication
- \* Smoking, vaping, lighting candles, or incense inside the apartments. No smoking or vaping in the breezeways or stairs - designated smoking areas ONLY – each apartment has a porch for smoking.
- \* Refusal to give a urine screen or Breathalyzer
- \* Repeated rule violation

## **MANDATORY 12-STEP AND RECOVERY MEETINGS**

- \* All Residents must attend a minimum of 4 twelve step meetings per week
- \* Residents are required to attend the house meeting on Tuesday nights
- \* Residents must obtain a sponsor, verified by the Program Director, within 2 weeks of admission.
- \* Working a 12-Step program is mandatory and non-negotiable.
- \* Residents are required to record 12-Step meeting attendance on the Master Meeting Sheet, located in each apartment.
- \* All residents are required to attend weekly life skills, meditation/mindfulness and relapse prevention groups unless approved by staff.

## **DRUG AND ALCOHOL TESTING**

- \* Use of alcohol, drugs or banned substances will result in immediate dismissal. Banned substances include, but are not limited to, Suboxone, Methadone, K2/Spice, any designer drug or controlled substance, CBD in any form, Valerian Root, Kava Kava, diet pills, bath salts and overuse of energy drinks.
- \* If you are asked to submit a urine analysis (UA) or Breathalyzer (BA) you must stay on the property until the test is completed.
- \* Refusal to give a urine screen or Breathalyzer will result in immediate dismissal.
- \* Tests are conducted at random on a daily basis.
- \* Next Step Recovery requires that one screen per week be sent to a clinical laboratory for further analysis. This is for the safety of individual residents and the community at large. Utilizing this method will curtail the use of devices that deceive drug screens. This also provides the ability to monitor prescribed medications and rule out any false positives.
- \* When returning from an overnight pass or extended curfew, it is resident's responsibility to contact the manager on duty and submit a UA and BA.

- \* If you suspect another resident of using drugs/alcohol, it is your responsibility to report this matter immediately to staff. Knowledge of others using mood-altering chemicals and not notifying staff can result in a discharge from the program.
- \* Anyone dismissed from the apartments will not be permitted to return for a minimum of 30 days with the exception of picking up personal belongings. This must be done within three (3) days of dismissal or the belongings will become the property of NSR. Please note: If you need longer than three (3) days, you can make special arrangements in advance with staff members.

## **SAFETY**

- \* In case of a true emergency, call 911 and then notify the manager on duty. This also provides the ability to ensure that medications are being taken properly.
- \* Safety is the primary concern at Next Step Recovery; therefore, any suspicious activities should be reported to the manager on duty immediately.
- \* Fire extinguishers are located in each apartment. Please familiarize yourself with their location.
- \* Do not share razors or cut each other's hair. This is for your own protection from infectious diseases transmitted through blood-borne pathogens.
- \* No smoking, burning candles or incense is allowed in any apartment. Smoking is permitted outside on porches only.

## **SWIMMING POOL RULES**

- Pool is closed from 10pm - 10am. Residents caught at the pool outside of hours will not be able to receive a Level advancement or an overnight/ extended pass.
- Must leave the pool area and return to apartments by 10pm.
- No glass of any kind in the pool area.
- No smoking.
- No diving.
- No running, pushing, wrestling, ball playing, or causing undue disturbances in or around pool area will not be tolerated.
- Bathers must shower before entering the pool.
- No street footwear on the concrete area around the pool.
- Using the gym is ok at any time. You will need to obtain a Key Fob to get into the gym and in and out of the entrance gate. The apartment complex requires \$25 for a Key Fob and a Parking Sticker. If you come with a vehicle, you must pay \$25 for a Parking Sticker and park in appropriate parking spaces.

## **VISITATION**

- \* With the exception of family, visitors are not allowed to "hang-out" in apartments or complex. There are other residents living in our recovery community whose anonymity must be respected.
- \* Family members may spend a maximum of 10 minutes in resident rooms, but are always welcome to visit with residents in common areas.
- \* Residents must respect the anonymity of all other residents. Resident information is confidential.

## CHORE EXPECTATIONS

- \* All residents are expected to keep their entire apartments clean. This includes making your bed, keeping your belongings neatly organized, and keeping the bath, commode, sink, and floor cleaned daily. Not keeping your room and bathroom clean will result in an early curfew.
- \* Every Tuesday at 6:00 pm residents participate in a mandatory house meeting at the main office. Later in the evening a deep cleaning of each apartment takes place. No one is allowed to miss deep cleaning chores. Please ask for help if you do not have experience cleaning.
- \* Cleaning up after oneself is mandatory. You are required to wash your own dishes/pans. Do not leave dishes for someone else to clean up for you.
- \* There is **NO** food allowed in the bedrooms. If dishes or cups are found in your room, you may receive a fine and not be permitted to advance in Levels or take overnight passes.

## MEDICATIONS

- \* All prescription medication will be documented and locked in apartment safes.
- \* Over-the-counter medications or mouthwash containing alcohol are prohibited.
- \* Narcotic pain medications, Methadone/Suboxone, and/or benzodiazepines (Xanax, Ativan, Klonopin, etc.) are strictly prohibited. K2/Spice, Valerian root, Kratom, Kava Kava, diet pills, ‘bath salts,’ CBD oil or any designer drug is not permitted.
- \* Clients are responsible for obtaining their own medication refills. You are not allowed to stop taking your medication(s) without a doctor’s note.
- \* If you are prescribed medication by a psychiatrist, you will be required to obtain one for continuation of care and possible re-evaluation for the duration of your stay.
- \* Residents will self-administer medication as directed by a physician. All prescription medication will be locked in a safe within each apartment.
- \* Abuse of over-the-counter medication and/or prescription medication will result in immediate dismissal from the program.

## EMPLOYMENT/SCHOOL/VOLUNTEERING/IOP

- Residents must obtain a job, enroll in school, or volunteer their time in the community for at least **30** hours per week.
- Residents who participate in an IOP program are not required to be looking for work at the same time.
- Next Step Recovery will provide job search assistance four (4) times per week Monday through Thursday for the first 30 days. If you lose a job or quit a job, mandatory participation on the job van is required.
- Residents are responsible for putting in transportation requests as needed – Please see **Transportation Policy** upon admission.
- All transportation requests are submitted at least 24 hours in advance via email to: transportation@nextsteprecovery.com.
- Every resident who does not have a full time job, volunteer position, or class schedule **MUST** be up by 9am Monday through Friday and **MUST** be on the van by 10:00am.
- Every resident who does not have a full time job, volunteer position, or class schedule **MUST** be on the ‘job van’ Monday through Thursday from 10:00am – 4:00pm (even if you have your own car). For the first 30 days, new residents must participate in Downtown Orientation from 10:00am – 4:00pm on Fridays.

## GENERAL GUIDELINES

- It is understood up front that residents are guests in our apartments and not tenants. The apartment complex, before arrival conducts a screening and approves an applicant to join our community.
- Residents are allowed to have a car provided they have a valid driver's license and a valid insurance policy. Residents **MUST** provide the office with make, model, and license information.
- Residents are not allowed to loan their car to another resident for any reason.
- Residents must see a physician or psychiatrist if required by the Program Director or Executive Director.
- Next Step Recovery is not responsible for stolen, missing or damaged property. Residents are advised not to carry large sums of money or bring items they cannot replace.
- Next Step Recovery may search personal belongings at any time - including but not limited to apartments, bedroom, closet, dresser, nightstand, vehicle, luggage, etc. - for contraband items.
- All prescribed medication must be locked in the safe.
- All residents are required to purchase and prepare their own food.
- A washer and dryer are provided in each unit. Please be courteous in sharing these with your fellow residents. Residents must purchase their own laundry detergent.
- Shoes and shirts must be worn on property at all times. Nudity is unacceptable in common areas. Clothing advertising drugs, alcohol, or with double-entendres or offensive messages are not permitted.
- Volume on radios and televisions are to be kept at a reasonable level. **NO** TV or video games after 12:00am.
- There is a neighborhood-wide quiet time observed from 10:00pm - 8:00am throughout the week. Violations of this policy may not only affect your ability to participate, but also our tenancy of the apartment homes. Therefore, this policy is taken very seriously.
- Attendance at music concerts is prohibited for the first 90 days. No electric guitars or drums will be tolerated w/o headphones.
- No illegal cable hook-ups or cable boxes. We offer wireless internet and cable TV as an amenity. Illegal downloads will revoke internet access for the whole unit. If you have questions as to what content is legal vs illegal, please ask a Staff member.
- **Swimming Pool Policy** Pool is closed by 10:00pm each night. See specific **POOL RULES** for more information.
- Borrowing or lending money is not permitted.
- Gambling of any kind is strictly prohibited.
- 'War stories' are not permitted. We are more interested in who you are and supporting you on your road to recovery.
- Residents are expected to comply with the daily schedule. Participation in the full spectrum of community life is expected.
- Confidentiality provides the basic structure of trust within a community as well as the safety for residents to do the work necessary for healing. Revealing the issues of residents, even to other residents, is a breach of confidentiality and may result in discharge from the program. You are always welcomed and encouraged to share your own experiences with others outside of NSR.
- If you know of a situation that endangering the safety, sobriety or stability of a resident or the community, please let a staff member know immediately.
- All residents must adhere to all the rules of Next Step Recovery.
- Key Fobs and Parking Stickers are \$25 each. Parking Stickers must be obtained if you bring a vehicle and Key Fobs will allow access to the complex weight room and entrance gate.
- Keep in mind that we live in an apartment complex with other people who are not enrolled in our program. Respecting the apartment community is paramount to your stay in our program. Talking loud on the porches past 10pm will not be allowed. The entire complex can hear your private

conversations. Playing music on your porch cannot be tolerated in an apartment complex. People have jobs and families of small children and rely on cooperation of the entire apartment complex to respect quiet times.

- All of us at Next Step Recovery rely on being a good neighbor. All residents are expected to be respectful and courteous to others. Do not engage in any verbal or physical confrontation with anyone. Do not block driveways, sidewalks, or garages when parking your vehicle. If you have any problems with neighbors, please report to staff immediately so we can help resolve issues immediately.

## **RECOVERY LEVEL SYSTEM**

In order to move up a Level, you must submit a Level-Up Form for staff approval (advancement to another stage is not automatic).

### Level I

- Eligible after 30 days, all resident will have a 10:00pm curfew during the week and weekend
  - Residents must attend at least four AA/NA meetings per week
  - Residents must obtain a sponsor within the first two weeks \*\*
  - Attendance at all community meetings, life skills classes, and relapse prevention groups is required
  - Residents must obtain employment, go to school, or be a volunteer full time
  - Next Step Recovery will provide job search assistance 4 times per week, Monday – Thursday
  - No overnight or extended curfews will be permitted without permission, a week in advance after the first 30 days
  - Adherence to all program rules
  - Meet with your assigned Case Manager once a week
  - Consistently and satisfactorily complete daily chores and weekly deep cleaning
  - No dating allowed
  - No concert attendance allowed
- \* Within 2 weeks of admission, residents must provide staff with the name and telephone number of their sponsor for verification at least once a month.

### Level II

In addition to successfully achieving and continuing all of the Level I requirements:

- Eligible at 60 days, residents will have a curfew of 10:00pm on weekdays, and 10:30pm on weekends (Friday & Saturday)
- Continue attending at least four (4) 12-step meetings per week
- Residents must maintain a sponsor and start on 12-step work
- Attendance at 3 out of 4 house meetings, life skills classes, and relapse prevention groups is required
- Must maintain employment, go to school, or be a at least volunteer 30 hrs. a week.
- Continue weekly meetings with case manager and submit your weekly schedule
- Overnight & Extended curfews will be approved on a case-by-case basis
- Residents must turn in a request form one week in advance for an overnight pass or extended pass
- Community volunteering becomes optional only if you have work, school, volunteering up to 30 hrs. per week.



- Lead at least one 10 @ 10 meeting in your apartment per week
- Obtain a home group

### Level III

In addition to successfully achieving and continuing all previous requirements:

- Eligible at 90 days, residents will have a curfew of 11:00pm weekdays & 11:30pm on weekends (Friday & Saturday).
- Residents must attend at least four 12-step meetings per week
- Maintain a sponsor and continue with 12-Step work & home group responsibilities
- Attendance at 2 out of 3 house meetings, life skills and relapse prevention classes is required
- Must remain employed, be a student, or be volunteering at least 30 hours a week
- Overnight passes will be approved on a case-by-case basis
- Extended curfews can be approved by manager on duty instead of a week in advance
- Maintain weekly case management meetings
- Continue to lead one 10 @ 10 meeting in your apartment once a week
- Weekend volunteering and outdoor adventure is optional
- If available, you are eligible for a two-man room
- Can start going to concerts with prior approval

### Level IV

In addition to successfully achieving and continuing all previous levels:

- Eligible at 120 days, residents will have an 12AM curfew on weekdays & weekends
- Must attend four 12-step meetings per week
- Must maintain sponsor and continue 12-Step work & home group responsibilities
- Residents join H & I to start giving back to the AA/NA community
- Resident must remain employed, be a student or be volunteering at least 30 hours a week
- Monday, Wednesday & Thursday are optional
- Eligible for a one-man room if available
- Dating is allowed
- Start making an exit plan with case manager
- Concert attendance is allowed

## **WHAT TO BRING**

- \* At least two forms of identification and an insurance card (driver's license, social security card, birth certificate, passport or military identification)
- \* All toiletries, bath towels and washcloths
- \* Prescribed medication you are currently taking- refills if possible
- \* Clothing (suitable for current weather) and hangers
- \* Cell phones are permitted. New phone numbers are strongly suggested
- \* Twin-sized sheets, comforter and pillows
- \* Bicycles are permitted

- \* Computers are permitted
- \* Hiking Boots
- \* Food for 5-7 days

\*Please use sound judgment when packing your personal belongings. Space is limited\*

### **WHAT NOT TO BRING**

- \* Any products containing alcohol (including mouthwash)
- \* Narcotic pain medications or any other controlled substances
- \* Banned/controlled substances, as listed in rules – please contact main office with any questions (828.350.9960).
- \* Anything that may be considered a weapon
- \* Clothing advertising drugs, alcohol or with double-entendres or offensive messages
- \* Pets

### **COMPLAINTS / GRIEVANCES**

Next Step Recovery is committed to meeting the needs and expectations of our residents. We will work with you to try to resolve any conflict and try to provide a satisfactory outcome for all parties involved within seventy-two (72) hours whenever possible.

If you have a complaint and/or grievance or wish to convey your feelings regarding any ethical issue during your stay at Next Step Recovery, please follow the procedures outlined herein.

### **COMPLAINT/GRIEVANCE RESOLUTION**

Copies of the Complaint/Grievance form are enclosed in your admissions packet. These forms are also available in the office. The form is to be completed, signed and placed in a sealed envelope. The envelope is to be given to the Executive Director of Next Step Recovery.

If you are making a verbal complaint to a staff member, the staff member must complete the Complaint/Grievance form. The form must be signed by both you and the staff member and should be read back to you for accuracy and completeness. The form will be forwarded to the Executive Director for review and, if necessary, the Executive Director will meet with you to discuss possible resolutions.

### **RESIDENTS' RIGHTS**

Admission into a sober living community does not constitute the surrender of your rights as a human being. Next Step Recovery supports and protects the fundamental human, civil, constitutional and statutory rights of each resident. We want you to be involved in your care and, as such, you, as the resident, have the right to:

- Reasonable access to adequate and humane services regardless of your race, religion, sex, sexual orientation, ethnicity, age, handicap, or financial status. Next Step Recovery does not discriminate against residents on the basis of any of the above.

- Provision of services within the least restrictive environment possible that preserve personal dignity.
- Communication and information regarding your stay at Next Step Recovery.
- Attention that is considerate and respects your personal value/belief system and an adequate number of competent staff.
- Freedom from censorship of mail or phone calls, unless therapeutically contraindicated.
- Assurance of your health and safety. Emergency medical care will be accessed by using 911; however, Next Step Recovery is not responsible for resident's medical bills if they are hurt or require medical attention while at Next Step Recovery.
- Obtain program fees and financial responsibilities for residency at Next Step Recovery.
- Copies of House Rules & Standards in writing from Next Step Recovery that govern your conduct during your stay with us.
- Confidentiality and privacy as outlined in *House Rules and Standards*.
- To express your personal values, belief systems, and cultural practices. You are encouraged to discuss these with the staff. However, your beliefs and practices may not be expressed if they cause harm to others or interfere with a planned activity.
- If at any time you desire to leave, please give one week's notice to discuss this decision with staff so that appropriate procedures can be followed.

**ACKNOWLEDGEMENT OF STATUS & AFFIRMATION OF HOUSE CONTRACT**

I understand that when I am accepted at Next Step Recovery I will be a guest in the community and not a tenant, and that I will have none of the rights of a tenant under Chapter 42 of the North Carolina General Statutes Chapter 42, 'Landlord and Tenant'. I further understand that in order to continue in the program I must abide by all rules and guidelines set forth in the *House Rules and Standards* booklet, and that I may be dismissed from the program as a result of my failure to abide by any such rules at the sole discretion of the Executive Director. If I am dismissed, I must leave the premises immediately.

I hereby waive any and all rights, if any, I may have under North Carolina General Statutes Chapter 42. I further agree that if Next Step Recovery needs to employ an attorney to enforce my removal from the premises, I will be responsible for all legal fees associated with such removal.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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