

**Progress Transitional Nonprofit Housing Corporation  
Supportive Housing Program**



**CLIENT HANDBOOK**

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# TABLE OF CONTENTS

Welcome.....	2
Meet Your Transitional House Staff.....	3
Resident Responsibilities.....	4
Confidentiality.....	5
Client Bill of Rights.....	6
Client Complaints.....	7
Suggestions for Successful Transitional House.....	8
Telephone Use Policy.....	9
Personal Belongings.....	10
Resident Dress Code.....	12
Laundry Guidelines.....	13
Television Guidelines.....	14
Meal Preparation.....	15
Mealtimes.....	16
Housekeeping Expectation.....	17
House Policies.....	18
Contraband Items.....	20
Search Procedures.....	21
Visitation Policy.....	22
Client Alcohol and Drug Testing.....	23
Progress Client Personal Items Inventory Log.....	24
Progress Client Sign-In and Out Log.....	25
Progress House Schedule of Activities.....	26

**WELCOME TO PROGRESS TRANSITIONAL HOUSING**

Progress Transitional Housing, accepts clients from various lifestyles and referral sources. Progress Transitional House offers adult men facing economic, physical, or emotional issues due to substance abuse the opportunity to rethink and regroup so that they may reconnect back into their communities.

The rules, policies, and procedures of Progress Transitional Housing are to ensure client's safety, health and over-all well-being. The house functions as a place to provide clients the skills necessary for functioning free from alcohol and drugs. The interaction with the staff and other clients offers you the skills necessary to live a productive, drug and alcohol free and self-sufficient life as you transition back into the community.

You are not under house arrest here. If you chose to leave, we are required to contact the Assessment Provider (AP) or other referral entity. Progress Transitional Housing is designed to be self-governing to give the clients responsibility and self-respect. The transitional house staff functions primarily to ensure the safety and daily operations of the house. Upon your arrival, staff will complete a Service Plan with you outlining:

- (a) Date plan is developed
- (b) Services to be provided
- (c) Times of services
- (d) Your participation in required house activities
- (e) Location where services will be provided

**MEET YOUR TRANSITIONAL HOUSE STAFF**

The Progress Transitional Housing staff work together as a team. Listed below are the staff titles and duties. Staff will always be on-site when clients are present at the house.

**Transitional House Manager**

The Transitional Housing Manager is responsible for the efficient and orderly operation of the house. This includes the scheduling and coordination of staff, ensuring that daily activities are functioning smoothly and conducting quality assurance of services. Will also document information in client records and act as a liaison with client referring entities. May also attend drug court client staffing and/or other legal proceedings involving clients as required. Conduct searches of the property as necessary. Conducts admission of new clients and explains house rules, requirements and consequences. Will also supervise the House Monitor Supervisor and the House Monitors (AM/PM) staff. Ensure proper communication with house staff

**Transitional House Monitor Supervisor**

The Monitor supervisor is responsible for coordination and maintenance of the daily functioning of the house. They are required to monitor the location(s) of residents, while reassuring the house is safe and secure environment. Enforces house rules and curfews. Ensures clients are actively involved in work or daily job searches. Uses good judgment in the event of emergencies. Assist in conducting house inspections and searches. Provides local directions to various service organizations for clients if needed. May conduct admission of new residents and explains house rules, requirements and consequences. Provides supervision to the two house monitors. Ensure proper communication with house monitors. May also attend drug court staffing and/or other legal proceedings involving clients.

**Transitional House Monitor(s) AM and PM Staff**

Monitors the daily activities of the house. Ensures clients sign-in and out as required. Uses good judgment in the event of emergencies. Conducts physical inspections of the house and grounds to ensure safety. Enforces house rules and curfews. Conducts house attendance checks as required. May assist in conducting facility inspections and searches. Provides local directions to various service organizations for clients if needed. Ensures that the house is safe and secure. Ensure proper communication with house staff regarding clients. May also attend drug court staffing and/or other legal proceedings involving clients.

**HOUSE STAFF**

**Transitional House Manager:** \_\_\_\_\_

**Transitional House Supervisor:** \_\_\_\_\_

**Transitional House Monitor(s):** \_\_\_\_\_

**RESIDENT RESPONSIBILITIES**

Belonging to a transitional house requires that each member do his/her part in the upkeep of the environment.

1. You are responsible for keeping your own room clean, doing your own laundry, and completing your assigned job responsibilities in the house. Being a house member also requires that you keep in mind both your needs and the needs of others.
2. You are responsible for treating peers and staff members with respect. This includes helping peers whenever possible.
3. You are responsible for being at all meetings and other events for which you are scheduled on time and ready to participate.
4. You are responsible for getting what you need by:
  - a. asking for help when you need it;
  - b. sharing your feelings with staff and peers;
  - c. staying away from initiating, engaging in, encouraging and/or supporting the unhealthy behavior of others;
  - d. telling the truth and doing what you think is right; (which include doing unto others as you would want them to do unto you,)
  - e. achieving your service plan goals;
  - f. helping others achieve their goals if possible.

If you ever have information that another client plans to do something to harm himself or others, please report this immediately to a staff person. It is important that you understand that this should not be viewed as “snitching” but instead protects house members and represents an act of responsible care and concern for others on your part.

### **CONFIDENTIALITY**

We want our residents to be able to work on their recovery in a safe, supportive setting. To help facilitate this, we ask that your peers not talk about issues that you have discussed in meetings or in the house with individuals who were not present. Likewise, we ask you not to discuss the things, which your peers or their families have talked about in meetings or in the house with others who were not there. Staff will share information with you, the Assessment Provider, and referral entity when it is not in violation of confidentiality regulations.

## **CLIENT RIGHTS**

The following are your rights. Please read them carefully. If you cannot understand any of these rights, please ask to have them further explained to you.

**Progress Transitional Housing** shall respect and protect clients' rights. Staff will be provided training regarding the client's rights. Prior to admission staff will inform all clients of their rights and clients will sign a copy acknowledging receipt of their rights. The client will receive a copy. The Client Rights includes:

- (a) You have the right to accept or refuse services after receiving this explanation.
- (b) If you agree to services you have the right to change your mind at any time.
- (c) You have the right to a humane environment that provides reasonable protection from harm and appropriate privacy for your personal needs.
- (d) You have the right to be free from abuse, neglect, and exploitation.
- (e) You have the right to be treated with dignity and respect.
- (f) You have the right to appropriate services that meets your needs.
- (g) You have the right to be told about the program's rules and regulations before receiving services in a language that you can understand.
- (h) You have the right to a service plan designed to meet your needs, and you have the right to take part in developing that plan.
- (i) You have the right to meet with staff to review and update the plan as needed.
- (j) You have the right to refuse to take part in research without affecting your services.
- (k) You have the right to have information about you kept private and to be told about the times when the information can be released without your permission.
- (l) Your services are paid for in full by a supporting agency such as, DHS or SSI and there are no additional charges to you.
- (m) You have the right to receive an explanation of your services or your rights if you have questions while you are receiving services.
- (n) You have the right to address any concerns you may have with the provider.
- (o) You have the right to complain directly to:

Consumer Services and Rights Protection

1 (877) 765-8388.

- (p) You have the right to have your rights explained to you in simple terms, in a way you can understand prior to receiving services.
- (r) You have the right not to be restrained or placed in a locked room.

**CLIENT COMPLAINT INFORMATION**

You have the right to make a complaint. You have the right to receive the assistance of staff if needed in order to make a complaint.

The DSHS's address and telephone number are listed below. If you believe any of your rights have been violated, or you have other concerns about your care in this facility, you may contact:

**Consumer Services and Rights Protection:**

PO Box 30213  
Lansing, MI, 48909  
1 (517) 373-1140  
1 (877) 765-8388

I, \_\_\_\_\_ acknowledge that I have been explained my rights as a client and the information was explained to me in a language and manner that I could understand. I was also given the opportunity to ask questions and received responses that satisfactorily addressed my questions. I was also informed that I might ask questions at any time I feel the need regarding the program, staff, and services.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date



**SUGGESTIONS FOR SUCCESSFUL TRANSITIONAL LIVING**









Experience has repeatedly demonstrated that there are a number of factors, which promote a positive experience. If you are able to embrace new ideas, you will find yourself able to complete your goals and will feel good about the changes you have accomplished.

1. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes, and exploring why you made these mistakes.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out and maintaining.
5. Commit yourself to being honest in all of your relationships and to avoid lies and distortions. This also means being honest with yourself.
6. Be willing to follow house rules and limits even if you do not agree with them.
7. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will be an important life goal.
8. Accept the value of work, which means going to work, setting goals for yourself, and striving toward honest financial and personal independence.
9. Accept that you can learn from your own experiences and the experience of others if you are willing to take advantage of these experiences as “teachable moments.”
10. Accept that the transitional house staff is dedicated to helping you achieve and maintain recovery from chemical dependency and all that the ramifications that come from that condition.
11. Keep in mind HOW to obtain and maintain recovery:  
Honesty Open-mindedness Willingness

**TELEPHONE POLICY**

The telephone policy ensures reasonable rules and procedures governing the use of telephones by residents in the least restrictive manner.

**PHONE RULES:**

-  Residents may make phone calls only during the time that no functions are scheduled.
-  Resident may utilize house telephone(s) for personal calls.
-  Personal telephone calls are limited to five (5) minutes during regular business hours
-  Telephone(s) may be used for employment related activities.
-  Resident's telephone calls may be limited if residents exhibit inappropriate behavior while on the phone. (i.e. profane language, prank calls, monopolizing telephones, etc.)
-  Residents are expected to show proper courtesy to each other while using the phone.
-  Residents not adhering to general house rule will be addressed individually, by house staff.
-  Residents may have cell phones and/or pager. Items may not be used during curfew hours.

**DESIGNATED PHONE TIMES:**

In coming and out going calls are to take place during free time, and not during scheduled activities or after curfew.

Use of telephones after 11:00 p.m. on weeknights prohibited

**PERSONAL BELONGINGS**

Residents are allowed to bring items that hold some significant value to them, in order to develop a sense of “home”. All items brought into the house must be cleared by (Progress Transitional Housing), staff.

**PERSONAL ITEM SUGGESTIONS**

In addition to the necessities, some of the personal items allowed are:

- Bedspread or quilt
- Books, Magazines
- Radio/Alarm Clock
- Diary/Journal
- Photographs of family, friends, and pets
- Markers, Drawing paper, Writing utensils
- Stationary, Envelopes, Stamps
- Hobby Crafts
- Personal Notebook Computer (if not prohibited by law)

**UNAUTHORIZED ITEMS**

While it is our intent to allow residents a reasonable degree of freedom and flexibility as to personal belongs they bring into the facility, it is equally important that we ensure a safe and therapeutic environment for clients, families, and staff. With this in mind, a variety of items are prohibited. Such items include, but are not limited to, the following:

- Clothing not in compliance with dress code
- Illicit drugs (including alcohol)
- Products with toxic substances (i.e. airplane glue, etc.)
- Glass objects, sharp metals, heavy/blunted items
- Firearms, Knives, or other potential weapons
- Literature, music, clothes, etc., which contains sexually explicit materials, or themes that promote violence, drug/alcohol use, exploitation of others, discrimination, anarchy, and /or other questionable contents.
- Observations and opinions of staff will govern in questionable situations

- A. All personal belongings brought into the house will be screened by staff to ensure that they meet appropriate “safety” standards. Items that are not in accordance with the policies may not be allowed. The judgment of staff will be absolute in deciding whether an item is appropriate or not.
- B. To assist in monitoring and tracking resident belongings, items will be logged on and off each resident’s Personal Inventory List as they are brought into or taken from the house. Residents will be required to sign their inventory logs accordingly.

**PERSONAL BELONGINGS**

- C. The amount of personal belongings are to be kept at a reasonable limit as suggested above. Items must be able to be stored neatly in the available drawer, closet, and /or other storage space.
- D. Residents are discouraged from bringing expensive/valuable personal items that could be lost or stolen.
- E. All personal belongings and/or valuables that require “special” storage will be clearly tagged and labeled by staff or sent home with family members.
- F. Pets of any kind are strictly prohibited at the house. At no time are pets allowed.
- G. Resident may not bring freestanding heaters (electric or otherwise) into the resident. Residents may however, bring electric blankets.
- H. Resident agrees to hold harmless the residence, owner, or employees, for the lost or destruction of personal property.

**RESIDENT DRESS CODE**

One aspect for recovery involves the development of a healthy and autonomous identity. Ultimately, the person in recovery develops a mode of dress that reflects the emotions, values, and social relationship they wish to have with others. Residents who have difficulty in their relationships often reflect this in their mode of dress. Whether we like it or not, we are judged by others by the appearance we make. An important part of recovery is learning to conform to the expectations of society while maintaining our individuality.

The dress code of the Progress Transitional House is designed to establish healthy and realistic guidelines for our residents that allow for self-expression and self-care.

**I. Shirts and Pants**

- A. Appropriate shirt wear must be worn at all times. Shirt wear that is sexually suggestive is not appropriate to wear on the premises.
- B. Shirts that promote drug or alcohol use, are suggestive of violence, make any ethnic slurs, or in some way degrading to self or others are not permitted.

**II. Jewelry**

- A. Residents who wish to wear jewelry may do so, but are responsible for any items in their possession.

**V. Resident's Responsibility**

- A. Residents are responsible for keeping their clothing clean and neatly stored in their bedrooms.
- B. Residents are responsible for laundering their own clothes and linens.
- C. Residents are responsible for immediately reporting any missing items to staff.
- D. Residents are strongly discouraged from bringing in expensive clothing and /or jewelry.
- E. Residents are encouraged to label and/or secure all personal clothing.

**LAUNDRY GUIDELINES**

1. Residents may not launder clothes during house activities.
2. Residents are to read and comply with operational directions posted on the machines to ensure proper use.
3. Residents are to remove their laundry from the washer to the dryer in order to allow other residents to use. Residents are limited to wash/dry one load at a time if other residents are waiting to use the machines.
4. Residents are encouraged to launder their clothing and linen at least once per week.
5. Residents are responsible for keeping the cleaning the laundry area neat.
6. Laundry detergent and bleach will be supplied to residents until they can establish an income.

### TELEVISION GUIDELINES

All residents have access to the television set in the house. Television time is seen as an opportunity for residents to experience a chance to compromise, interact and learn with one another. The following basic guidelines have been established to facilitate appropriate use:

1. Residents may use the television before or after scheduled activities.
2. The television may be utilized by staff as an educational tool for residents during specified activities.
3. Staff supervision and discretion is to be exercised on a regular basis to ensure that subject matter is appropriate for resident's viewing.
4. A house compromise will be utilized to determine selections for viewing when more than one resident wishes to watch different television programs.
5. Residents are expected to utilize the television in an appropriate manner.
  - A. **This includes:** reasonable volume, adherence to the user's manual when operating controls, cooperation and fairness in sharing T.V. time.
  - B. **This excludes:** excessive volume, continuous flipping of channels, monopolizing the control of television time, utilizing set during group activity, etc.
6. If the television begins to malfunction, residents are expected to notify staff for adjustments. They are to refrain from tuning sets without staff supervision.

**MEAL PREPARATION**

1. The house manager will meet with all residents during bi-weekly house meetings to discuss house concerns and to assign chores.
2. Clients are requested to volunteer for the various chores for a period of one week (seven days) including meal preparation.
3. The assignment week begins on Sunday and end on Saturday.
4. If clients do not volunteer the house manager will make chore assignments.
5. The client is responsible for ensuring breakfast and dinner is prepared for all clients.
6. Each client will prepare his own lunch.
7. All clients will have input into the weekly menu.
8. The client assigned to prepare the meals will prepare the grocery list and provide it to the house manager on the Friday before the week he is scheduled to cook for approval.
9. The house manager will purchase the groceries from the list.
10. If a client is unable to prepare meals during the time he is scheduled, he will be responsible for finding his replacement.



**MEALTIMES**

Mealtimes are an opportunity for residents to refine their social and etiquette skills. Family styled dining is expected and residents should dine together whenever possible. Clients should eat meals in the dining room.

***Client meal times:***

Monday through Friday

Breakfast	6:00 a.m. - 7:30 a.m.
Lunch	12:00 p.m. – 1:00 p.m.
Dinner	5:00 p.m. - 6:00 p.m.

Saturday, Sunday and Holidays

Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	12:00 p.m. - 1:30 p.m.
Dinner	6:00 p.m. – 7:30 p.m.

The kitchen and dining areas are closed at 8:00 p.m. for client eating. Late trays are available after serving times in the evenings for clients that are working or have appointments that keep or take them away from the house during meal time. Clients requiring a packaged meal while away from the house during meal times will be provided one when requested.

No food is allowed in your room. Food can be consumed only in the dining room or in common living areas such as the den, or living room.

Ordering food from outside the house for take-out or delivery is allowable after 5:00 pm, if you choose to do so. You are responsible for payment of food ordered. No food may be delivered or picked-up after 10:00 pm (Sunday-Thursday) and 12:00 mid-night on weekends (Friday-Saturday)

### **HOUSEKEEPING EXPECTATIONS**

Housekeeping is a routine activity of daily living. It is an activity essential to ensuring a safe, comfortable and healthy environment. Just as families create their own systems by which household chores are distributed and carried out, the Progress Transitional Housing family has developed a framework for such activities as well. Client house duties will be posted beside the house schedule of activities weekly.

The objectives of our housekeeping policy are to ensure:

- A. Clients are expected to have a sense of personal responsibility and self-pride in their appearance and their surroundings.
- B. Clients are responsible for sharing household tasks.
- C. Clients will promote self-discipline, teamwork, time management, and respect for others property as well as their own.
- D. Client will have the opportunity to learn basic housekeeping skills through instructions, modeling, and practice.
- E. Clients are expected to conduct the following chores weekly:
  - 1. Bathroom - Scrub mold and mildew from showers.
  - 2. Outside maintenance and yard work as assigned.
  - 3. Dust furniture in bedrooms and common areas.
  - 4. Launder clothing, bed linen, and towels.

**HOUSE POLICIES**

1. Acts of violence, sexual contact, and the enabling of others in such behaviors are prohibited. Any physical violence toward staff or residents may result in legal action.
2. The possession or use of any drug paraphernalia or any mood altering chemicals is strictly prohibited and may result in legal action.
3. Any medication, prescription and/or non-prescription, brought into the house must be kept safe and secured.
4. Gambling, betting, borrowing, lending, buying, and selling are not permitted between residents and staff.
5. The destruction or defacing of property is not tolerated. If you are responsible, you will be required to pay for damages.
6. Lights out at 1:00 pm, Sunday through Thursday and 1:00 a.m. Friday through Saturday.
7. Clients are expected to be in their own room after lights out.
8. Mail may be sent and received.
9. Prospective visitors must not be under the influence of chemicals. The staff will determine whether the visitor is appropriate and maintains the right to deny visitation to any unauthorized visitor.
10. Residents are allowed to bring personal items from home to decorate their rooms such as non-toxic plants, bedspreads, or family photographs. No posters, wall hangings, etc. are allowed. Staff must approve all materials.
11. Residents with automobiles must park in designated area. Clients with vehicles allowing other clients to operate their vehicles or transport clients, all involved do so at their own risk.
12. Program staff may check your room and personal possessions for the following: drugs, drug paraphernalia, alcohol, weapons, or any other contraband. This is for the safety and protection of all residents. Possession of any drugs, alcohol, or substance use related paraphernalia may be grounds for immediate discharge from the program.
13. Smoking is not allowed in the house and is allowed only in designated smoking areas outside.

**HOUSE POLICIES**

12. Visitation is only allowed on the weekends (Saturday and Sunday only). Hours are 8:00 am until 8:30 pm. To receive guest clients must adhere to the following:
  - a. Residents must inform the house manager or his designee of their request to have visitors.
  - b. Guest will complete sign-in information and identify the resident they are visiting.
  - c. Over-night guest are strictly prohibited including children. **No exceptions.**
  - d. Children must be supervised by parent or guardian at all time.
  - e. Resident will come and meet guest at registration area.
  - f. The resident is responsible for ensuring their guest conducts themselves appropriately while on the premises and children are properly supervised.
  - g. Guests are allowed in designated living areas only. Guests are not allowed in the resident's bedroom.
  - h. Residents will ensure their guest(s) sign-out and depart from the house once visiting hours are over.
13. When you leave the house for work, recreation, or any reason, you are required to sign out as required.
14. Residents failing to comply with the visitation policy and procedures are subject to disciplinary actions that can include being assigned additional chores, denial of privileges and/or being terminated from the house.

## **CONTRABAND ITEMS**

All residents have a right to a safe and healthy house environment, free from dangerous or potentially dangerous items as well as items that may be offensive. Potentially dangerous items and contraband will be confiscated and held secure. Potentially dangerous items and contraband are defined as any items that can be used as weapons, instruments of self-harm, or that pose threats of injury. Staff reserves the right to determine what is classified as potentially dangerous items or contraband.

Possession of any weapon or potential weapon will be consider as the intent to use and will receive the consequences of an assault.

Other contraband items include pornographic material, drugs, alcohol, prescriptions and/or non-prescription medication not safely secured.

**SEARCH PROCEDURES**

- A. Searches may be conducted to protect the health, safety, and welfare of clients, including detection of drugs and weapons.
- B. Searches must be conducted in a professional manner that maintains respect and dignity for the client.
- C. All searches must comply with the following standards.
  - 1. Staff members performing a personal search will be the same gender as the client.
  - 2. The client must be allowed to remain fully clothed during a personal search. The client may be required to remove jackets, coats, and extra garments. Staff may use their hands to pat down the client's body to feel for illicit items.
  - 3. The client must be present when a search is conducted of belongings such as backpacks, purses, and luggage.
  - 4. When searching bedrooms, all clothes, furniture, and personal items must be returned to their original state.
  - 5. All searches must be witnessed by a second staff person or another individual who is not directly involved in the search.

**VISITATION POLICY**

- A. The client will inform the program manager or designated staff during the admission process the name and relationship for all individuals they desire to have involved or visit while a resident.
- B. The client can submit a written release for information to house staff which will allow the staff person to contact family and/or significant others when family/significant other activities are scheduled if desired
- C. **Maximum number of visitors per client visit is three (3).**
- D. At the end of visitation, the visitors will be escorted back to the front desk to sign-out on the Visitor Log.
- E. All children must be supervised by an adult at all times — no exceptions.
- F. Visitors are permitted in designated visiting areas only. **Visitors are not allowed in client rooms.**
- G. Visitors are to use designated Restrooms only.

**CLIENT ALCOHOL AND DRUG TESTING**

Progress Transitional Housing does conduct drug testing of clients. We believe that our clients are committed to their recovery and will abide by the house rules of no drug use. In the event it is suspected that you are under the influence of a mood altering substance, you will be instructed to report to the entity having jurisdiction of your stay. If it is determined that you were in fact under the influence, you may not be eligible to return as a resident of our house.



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**Progress Transitional House**

**PERSONAL INVENTORY RECORD**

Client Name: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_ Room #: \_\_\_\_\_

Item	Identifying Color or Marking	Condition
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date Checked-In

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date Checked -In

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date Returned to Client

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date Returned to Client



**Progress Transitional House**

**HOUSE SCHEDULE OF SERVICES**

	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATRDAY</b>
6:00 AM		BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	
7:00 AM	FREE TIME	CHORES	CHORES	CHORES	CHORES	CHORES	CHORES
8:00 AM	BREAKFAST	CLIENTS SIGN OUT/Work, job search, appts.	CLIENTS SIGN OUT/Work, job search, appts.	CLIENTS SIGN OUT/Work, job search, appts.	CLIENTS SIGN OUT/Work, job search, appts.	CLIENTS SIGN OUT/Work, job search, appts.	BREAKFAST
9:00 AM until NOON	FREE TIME	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	FREE TIME
12:00 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00 -6:00 PM	FREE TIME	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	CLIENTS SIGNED OUT	FREE TIME
6:00 PM	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
7:30 PM	FREE TIME	HOUSE MTG.	FREE TIME	HOUSE MTG.	FREE TIME	FREE TIME	FREE TIME
8:00 PM	IN-HOUSE AA/NA	IN-HOUSE AA/NA	IN-HOUSE PEER RECOVERY GROUP	IN-HOUSE AA/NA	IN-HOUSE PEER RECOVERY GROUP	FREE TIME	FREE TIME
9:30 PM		FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME
9:30 PM until 11:00 PM	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME
11:00 PM	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	FREE TIME	FREE TIME
1:00 AM						LIGHTS OUT	LIGHTS OUT